



VILLAGE CHILD CARE INC.

Parent Policy Manual

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Introduction

Village Child Care Inc's program is built on the understanding that we are an extension of the home, assisting you as a parent/guardian in caring for and nurturing your child. It is therefore essential that there be a positive relationship between parents/guardians and caregivers. Parents are welcome to drop in at anytime and we encourage you to contribute your ideas and suggestions. We want to make parents/guardians feel welcome and comfortable in our programs. As well as encouraging your ideas and feedback, we invite direct participation anytime as well as on field trips and outings. Some ways you can ensure your involvement are:

- Be aware of and follow all policies
- Read all notices, newsletters and posted messages
- Keep all staff informed of any factors that may affect your child in any way
- Show respect and admiration for your child's work and creations
- Be sure your child comes to day care well rested, in good health, with proper clothing for indoor and outdoor play and an adequate and nutritious lunch
- Return all requests for information promptly
- Volunteer to be a board member or offer to help with fundraising, building maintenance, toy repair etc.

All parents/guardians are members of Village Child Care Inc. It is a requirement of the Incorporations Act and a Regulation of the Manitoba Child Care Program that the members (parents/guardians) elect a Board of Directors annually. As a member of our incorporation, you are REQUIRED to attend our Annual General Meeting to be held once per year. Failure of parents/guardians to attend the Annual General Meeting may result in an inability to reach quorum and the meeting will not be able to proceed. Without a Board of Directors being elected the Center will lose our license resulting in the possibility of closing our centers. Parents/Guardians, who do not attend this very important meeting, once per year, may be asked to resign from the corporation. This would result in your child/children not being entitled to a space in our programs.

Our center is governed by a Board of Directors consisting of nine parent/guardian members, five from our River Road site and three from our Meadowood site and one from our Minnetonka Program. The Board meets monthly to set policies, plan events and deal with related child care issues. Parents/guardians are encouraged to run for positions on The Board of Directors, sit on committees or attend Board Meetings, should they so desire.

Village Child Care Inc. is licensed by the Provincial Manitoba Child Care Program. We abide by all regulations as set out in the Provincial Child Day Care



Standards Act and we are subject to semi-annual licensing visits from our government coordinator.

Our Centers make every attempt to ensure we meet the requirements for the number of trained Early Childhood Educators as outlined by the Province. We have several ECE's who have been employed in our center for many years. We feel that this continuity is an integral part of providing a quality, creative program. Our ECE's participate in courses and workshops on an ongoing basis in order to keep their information in Early Childhood Education current.

A center bulletin/newsletter is sent home bi-monthly. This includes changes that concern your child, matters of interest, upcoming events, menus etc. We also welcome ideas and articles from parents and any information you would like to share with other parents would be appreciated.

As we spend a lot of time with your child, we would appreciate knowing any important information regarding your child (i.e. recent separation, death in the family, illness, etc.) This information is kept strictly confidential and will help us to assist your child in dealing with these issues with greater understanding. Please feel free to direct any complaints, concerns or issues regarding center policies, procedures etc. with the Executive Director. A solution to any problem will be worked at.

Philosophy Of Village Child Care Inc.

Village Child Care Inc. offers a safe, accessible and affordable child care and early learning program for children 3 months to twelve years of age. Our Philosophy is based on the premise that child care should be an extension of the home, providing a warm and caring environment.

We believe that children can learn and grow when provided with a stimulating environment and we provide warm and caring individuals to offer guidance, as well as a creative program within set limits.

We encourage age appropriate, non sexist, non-competitive and creative programming allowing children freedom of choice and an opportunity to learn independence, responsibility and develop a positive self concept.

We believe in mutual respect and each child is treated as a respected individual.



Goals Of Village Child Care Inc.

The goals of Village Child Care Inc. are to have the children:

- Develop a self confident & positive self image;
- Learn to make choices and decisions;
- Develop physically, socially, emotionally, and intellectually;
- Develop a sense of responsibility;
- Recognize and respect the needs and feelings of others;
- Learn to express feelings and emotions in a positive manner

History Of Village Child Care Inc.

Village Child Care Inc. was incorporated and licensed by the Provincial Child Day Care Office in February 1981. The center was started by a group of interested parents who saw a need for child care in our community. After approaching the Village Canadian Coop and the licensing agencies, the original directors sought out an Executive Director and one child care worker to get their fledging off the ground.

Our preschool program opened its doors in April of 1981 with seven children in care. The program grew rapidly and by September 1981, enrollment had risen to 25 children and the staff component numbered 5.

With upwards of 8 children attending nearby Minnetonka school, it was felt that a school age program was also needed. As a result, the lower level of the building was designated as space for our school age program. This program would offer before, lunch, after school and school holiday care for children 6 to 12 years of age. Because of the need for this service, the numbers soon soared and by September 1982 there was full enrollment in both programs.

Located in the community center of the Village Canadian Coop Ltd, the daycare is a separate entity with no affiliations to the coop except for a similar name, rented space and we are pleased to say a very positive, cooperative working relationship.

We are a non-profit organization, funded by the Provincial government and parent fees. We have long prided ourselves on our reputation of offering top quality care and early learning for children from the surrounding community.

In the years since we opened our doors, the center has seen many changes and improvements, as well as hundreds of children, many of whom happily attended our gala ten year celebration in 1991. It was with mingled emotions that we welcomed back “our” children of years past, some of them grown men and women.



Even more unbelievable is the fact that we now have children of former children attending our program.

Of all our endeavors, however, certainly the most exciting has been our expansion to include a new day care location in the Village Canadian Housing Coop on Meadowood Drive. It took many years, 10 to be exact.

In 1988 our Executive Director was approached by the Coop to inquire if we be interested in opening an additional day care at their soon to be built second Housing Cooperative. After much deliberation, The Board of Directors came to decision to open a second site. Our Executive Director worked together with the architect designing the building, to ensure that the multipurpose complex's design would be suitable for a child care program.

Just prior to the opening of the coop however, all funding for new child care spaces was frozen by the provincial government. The day care's Board of Directors at that time felt it would not be financially wise to open a second site without funding. The building, with the exception of use from coop members, sat empty with no child care program.

That is, until the spring of 1998, when we were again approached by Victor H. Wyatt School and other members of the community who expressed a great need for a day care center in their area. Our Board of Directors and Executive Director discussed a second site with the Provincial Day Care office and came to the decision that it was a viable and much needed option. Our Executive Director along with the Board and Center Supervisors worked hard over the next several months, securing funding from both the Winnipeg and Thomas Sill foundations to get us started.

In September 1998, Village Child Care Inc. opened the doors to its second child care site on Meadowood Drive with a license for 24 preschool and 8 school age spaces.

It would not be long before we expanded on this program as well. In March of 1999, we acquired rental of the entire building from the Village Canadian Coop and expanded our program to 32 preschool spaces and 10 school age. As well in April of 1999 we were notified that we would be eligible for government funding for our new site. The program continues to grow and operate at full capacity.

In April 2007, Village Child Care once again expanded it program to include a small preschool site in Minnetonka School. With the sudden closure of a child care program in St. Vital, over 70 families were left without a program for their children and we were approached by the Province to open a third site to accommodate some of these families. With the cooperation of Minnetonka School we opened a 20 space site for preschool children. This unique program has been very successful, enabling us to offer small group care and to provide early learning within the school setting where many of the children will attend.

Our most recent venture started in 2007 when the need for a program for infants and toddlers became evident in our community. As building requirements for infant care are quite stringent we would require some extensive renovations. With funding assistance from the MCCP Capital Fund, Manitoba Community Services Council and the Winnipeg Foundation we opened an 8 space infant program at our Meadowood



site in October 2008. The program immediately filled up and has a waiting list of over 40 children.

Village Child Care Inc. continues to thrive, presently caring for over 130 children at our three sites. We continue to pride ourselves in offering quality, creative, child care and early learning programs that meet the needs of children and families in our community.

Policies of Village Child Care Inc.

1) Registration

a) Registration is on a first come, first serve basis according to the Center's waiting list, with priority given to members living in the Village Canadian Coop and children needing care on a full time basis. Families with multiple children may be moved up the list if space is available for all of their children at one time.

b) Registration is accepted on a full time basis. The center is committed to meeting the needs of part time care if possible. Parents/guardians wishing to explore part time care should speak to the Executive Director or Site Manager. Parents/guardians may need to be flexible on the days they attend.

c) Parents/guardians are required to complete a registration form, medical consent form and a parental agreement upon enrollment of each child. Prior to enrollment parents/guardians are required to pay a registration fee as follows:

- Non subsidized families will pay a registration fee equaling one half of the regular fee per child for a four week period.
- Subsidized families will pay \$40.00 per child for a four week period.
- Registration fees will be held in the parents account and given as a credit on their last invoice once notice of withdrawal is given.

d) Most children adjust easily to a group care setting. Sometimes regardless of age, a child may not be developmentally or emotionally ready for a large group setting and may exhibit stress throughout the day. If the staff find that your child is having difficulty coping, you will be asked to meet with the Executive Director to discuss the situation in the best interest of your child. If



the situation cannot be resolved, you may be asked to find alternate care arrangements. The center will assist you in any way we can.

e) It is the responsibility of the parent/guardian to inform the center of any behavior or special needs of their children, use of any regular medication, consultation with any outside agencies i.e. Child Development Clinic, psychologists' etc. on the registration form. This information does not preclude your child from attending the Center but allows the center to be prepared to meet the needs of your child. Failure to share this important information may lead to your child being removed from the center.

f) Parents/guardians living outside of the catchment area of the schools we serve who wish their child to attend a school in St. Vital are required to speak to the school's principal and to apply to the Louis Riel School Division for acceptance to attend their chosen school.

g) Children with identified "special needs" and requiring a staff to work one on one will not be accepted into the center until funding for the staff is in place through the Manitoba Child Care Program.

2) License

Village Child Care Inc. is licensed by the Manitoba Child Care Program. At our River Road site we are licensed for 25 preschool children and 38 school age children. At our Meadowood site we are licensed for 32 preschool children and 8 infant children. Our Minnetonka site is licensed for 20 preschool children.

3) Ages Accepted

Our centers accept children 3 months to 12 years of age, in accordance with the license requirements of the Province of Manitoba. Variance may be available for children who are 21 months old if a preschool space becomes available. Application will be made to Manitoba Child Care Program and acceptance into the center will only be made after approval is received.

4) Withdrawal

Two weeks written notice must be given prior to withdrawing your child. If less than 2 weeks' notice is given, you will be charged the daily rate for each day less than 2 weeks. All fees owing must be paid when the 2 week notice is given. If possible the center would appreciate four weeks' notice prior to withdrawing a child in order to give the center additional time to fill his/her space.

A child will be considered withdrawn if he/she is absent for 5 consecutive days with no explanation. You will be billed for these days as well as the 2 week notice.



5) Hours of Operation

Our River Road site is open from 7:00 am to 6:00 pm, Monday to Friday. Both our Meadowood and Minnetonka sites are open from 7:00 am to 5:30 pm, Monday to Friday.

- a) The center doors will remain locked until the opening time of 7:00 a.m. The day care's clock will be used as the correct time.
- b) If your child has not been picked up by the centre's closure time, a late fee of ten dollars (\$10.00) per fifteen minutes, or any part thereof, will go into effect. This late fee is to be paid directly to the staff member who was required to stay with your child/children. Parents/guardians are required to sign a late fee agreement at that time. All children should be out of the center at the site's closure time. If a parent/guardian arrives right at closure and the child takes 5-10 minutes to dress and leave, the parent/guardian will be assessed a late fee. Staff cannot leave the center until all parents and children are left. Although the staff appreciates being notified by parents/guardians if they are aware that they will be late, the late fee will still apply. Parents/guardians picking up their child/children after closure time more than three times may be asked to withdraw their child/children. Parents/guardians will be given two week's notice to find alternate care.
- c) If your child is still at the center at closure time and the center has not been contacted, we will attempt to reach the parent/guardian or alternate contact people you designate. If after one hour past our closure time we have been unsuccessful, Child and Family Services will be called to report a child in need of care.
- d) We strongly suggest that you carry a card in your wallet or purse requesting that the center be contacted should you become sick, injured or otherwise unable to speak for yourself, during the hours your child may be at the center. We will notify your alternate contact people to pick up and provide alternate care for your child.

6). Arrival and Departure

- a) Parents/guardians **MUST** deliver and pick up their children to and from the center. You must accompany your child/children right into the appropriate playroom and notify staff that they have arrived. The center **WILL NOT** be responsible for children who are not brought right into the center or picked up at night by their parent/guardians. Parents/guardians are required to notify staff themselves when their children are leaving for the day. These measures are to



ensure the safety of all children and to allow staff to know where children are at all times.

b) Parents/guardians are required to notify the center if their child is to be picked up by someone other than the parent/guardian. Your child will not be released to any person other than those persons named by the custodial or primary care parent/guardian. If an authorized person is picking up your child/children for the first time, they will be asked to show identification. If a parent/guardian does not inform the Center that an alternate is picking up their child/children and the staff cannot reach the parent/guardian, the child will be released to any alternate persons as indicated on the registration form. If the parent/guardian does not request the center to release their child to someone other than who is on the pickup list by note or via a phone call, we will not release the child. If staff is unsure of the identity of the caller, they may return the call to the number listed in the center's files (home or work).

c) Your child will not be released to any person who, in the opinion of the staff on duty:

- Is under the influence of drugs or alcohol and poses some potential threat to the safety of your child. In this case, staff will call alternates listed in your child's file and they will be requested to pick up the parent and child.
- Any person under the age of 12 years.
- Village Child Care Inc. will assume no responsibility for your child once they are released from our care.

d) In cases where there is a custodial concern, the parent is to provide Village Child Care Inc. with a copy of the Order, Judgment or Agreement addressing the issues of access and custody. Written directions should be provided by the custodial enrolling parent regarding access by the non custodial parent to the center. Village Child Care Inc. cannot legally deny access to a non custodial parent without a legal document outlining access. However, staff will make every attempt to deter the non custodial parent and contact the custodial parent for confirmation and or instructions.

e) In cases of an emergency which would require evacuation of the center, children can be picked up at Grendell Community Club (for our River Road site), Victor Wyatt School (for our Meadowood site) and our River Road site for children attending our Minnetonka program.



f) The center will not assume responsibility for children, who are not brought into the center, staff notified of their arrival and them being marked in on the attendance sheet.

g) When a parent/guardian is present in the center, the child is no longer the responsibility of the staff nor are they counted in ratio. Please ensure your child is supervised at all times in the center.

7) Escort To and From School

a) Preschool children attending Kindergarten at Minnetonka School (River Road site) and Victor Wyatt School (Meadowood site) will be walked to and from school by center staff. Kindergarten children attending our Minnetonka program will be escorted to and from the Kindergarten classroom by centre staff.

b) School age children attending Minnetonka School will be walked to and from school by center staff. School age children who do not wish to be escorted to and from school may walk on their own providing the parent/guardian has provided Village Child Care Inc. with a formal written letter requesting that we allow their child this privilege. Procedures are in place for staff to follow, should a child not arrive at school or at the center before school, at lunch, or after school. (See policy Missing School Age Children).

c) If you are picking your child up directly from school for any reason, please notify the Center ahead of time so we know the whereabouts of your child should he/she not arrive at the center.

8). Bussing (to and from school)

a) Children who are bused to any school from the center are accompanied by a staff member to the bus to ensure they get on safely. A staff meets children at their bus after school. Children taking school busses are picked up and dropped off in front of the center. Staff are aware of the time at which the children arrive by bus and attendance is taken as they arrive.

b) If a child does not arrive on his/her regular bus, appropriate measures will be taken to contact the school, bussing company and parent to ensure where the child is. (Refer to Missing School Age Children Policy).



c) The center is not responsible for children once they have boarded the bus or until the bus arrives at the center.

d) If a bussed student misses their bus due to an error at the center, the child will be driven to school by a member of the staff. The parent will be contacted first to obtain the parent's permission. If a child misses his/her bus due to their own negligence, they will, as well, be taken to school. The parent will be notified of the incident and should the situation arise again, the parent will be called and asked to come and escort their child to school.

e) Certain schools within our division do not allow children in grade five and older to take the school bus to and from school. Children who have to use the transit system are kept at the center until their bus is in view and then allowed to go to the bus stop. The stop is located about a half block from the center. Because Center staff are engaged at that time in ensuring that the younger children are safely taken to meet their bus, it is impossible to take the older children directly to their transit bus. Staff will follow the appropriate procedures should a child not arrive at school or at the center after school. (Refer to Missing School Age Children Policy).

9) **Missing School-Age Children**

Village Child Care Inc. will not assume responsibility if a school age child chooses not to attend the program (i.e. going to a friend's house after school, playing outside etc.) If a child does not arrive at school or at the center after lunch or after school staff will follow the following procedures:

- Staff will call to school to see if the child has been detained for any reason
- Staff will call the parent to notify them that their child has not arrived and inquire if they know the whereabouts of the child.
- If the child's whereabouts cannot be ascertained, staff will search the center area, playground, school route and school area.
- If the child still cannot be located, parents/guardians will be notified and expected to attend the center as soon as possible, while staff continue to search.
- If the parent/guardian cannot be reached, the alternate care person will be notified.



- Staff will assist the parent or alternate contact in searching for the child. Staff will follow the parent/guardians instruction should they feel that further intervention is needed.

10) Fees

a) Fees charged by the center will always be the maximum allowed by the Manitoba Child Care Program. Subsidized parents/guardians are responsible to pay for any daily fees for absent days not covered by the Manitoba Child Care Subsidy Program.

b) Fees are due at the beginning of each four (4) week billing period as outlined by Manitoba Child Care Program. Invoices will be posted in parent mailboxes at the beginning of each billing period. Payment is due upon receipt of our invoice and may be placed in the parent fee box located in each playroom.

- If full payment is not received by the end of the first week, you will receive a notice indicating your payment is overdue.
- If full payment is not received by the end of the second week, a late payment charge of \$10.00 will be added to your account.
- If you fail to make payment subsequent to your second notice, care may be suspended on the first day of the following billing period.

An interest charge of 2% per month will be charged on all overdue accounts of families of children no longer attending Village Child Care Inc.

Arrangements may be made to pay fees on a bi-weekly basis if this would make budgeting day care fees easier. Post-dated cheques must be given by the payment due date to avoid the penalty being charged. Please speak to the Executive Director to make these arrangements.

While we prefer payments be made by cheque or money order, cash payments will be accepted. Parents/guardians paying their fees with cash must give their payments directly to a staff member. Parents/guardians must count their cash in front of the staff. Staff will then place the cash payment in an envelope which will be initialed by both the parent and staff verifying the amount. The payment may then be placed in the appropriate check box by the staff or parent.

c) All unpaid accounts will be settled by a collection agency. If your account is forwarded to a collection agency there will be an additional fee added to the amount to cover the cost of the collection agency fees in the amount of 33.3%.



d) Fees are paid in all cases of absenteeism, including illness and vacations as well as for all holidays observed by the Manitoba Child Care Program. The center will be closed on the following days:

New Year's Day	Good Friday
Victoria Day	Dominion Day
August Civic Holiday	Labour Day
Thanksgiving Day	Christmas Day
Remembrance Day	Boxing Day
Louis Riel Day`	Christmas Eve (closed at 1:00)
	New Years Eve (closed at 3:00)

****Plus any holidays as proclaimed by the Federal or Provincial Governments****

Although Easter Monday is declared a Provincial holiday, Village Child Care Inc. remains open as most parents still require care on this day. The Board of Directors and parents developed a policy which allows the Center to remain open on Easter Monday and gives the staff an alternate professional development day in lieu of this day. Parents will be informed in advance of the closure in lieu of Easter Monday.

e) There is a charge of \$10.00 of any N.S.F. cheques. N.S.F. cheques are to be replaced by certified cheque, money order or cash within two banking days of being received. If cheques are not replaced within this time the weekly penalty (an additional \$10.00) shall be assessed and the policy for overdue accounts will be instituted.

f) Upon request, the center will provide a yearly receipt that may be used for tax purposes by the end of January. There will be no charge for this receipt.

11) Provincial Subsidy

a) Manitoba Provincial Government Subsidy is available for parents and is assessed according to the family income and need. Please ask any of the staff for a subsidy application form.

b) To speed up the assessment process, please ensure to attach the necessary documentation such as pay stubs, verification of education etc.

c) If the Provincial Subsidy Program has not approved your subsidy application on the first day of your child's attendance you will be responsible to pay one half of the full cost of care until confirmation of subsidy is received.



d) Child Day Care allows 15% absent days for each approval period. If your child's absences from the center exceed your allowable absent days, you will be required to pay full fees for all exceeding days.

e) **Subsidy Renewals:** The center receives a copy of subsidy renewal requests from the Manitoba Child Care Program at the same time as parents/guardians. You are responsible to return your subsidy renewal forms to Manitoba Child Care Program on time. If you have not been reassessed or your reassessment is not approved, you are responsible for all day care charges incurred. Your invoices will reflect the full cost of care until we receive your subsidy confirmation. It is the parent's/guardians responsibility to ensure that this confirmation is received in our office. Please remember to attach a current pay stub and all other required documentation to all application to speed up the decision regarding your application.

12) Vacation Time

a) We encourage parents/guardians to ensure that their child has some "vacation time" away from the center at least once per year. Just as working parents need a break from their work; children as well need a break. Once per year you will be given a form requesting any anticipated vacation dates. This will enable the center to staff adequately and /or plan field trips etc. Please remember that parents are responsible for fees when their children are not in attendance for vacations.

b) If parents wish to withdraw their child for the summer months, the child's name will be placed on the appropriate waiting list for care in the fall, but no guarantee of available space is given. If possible, the center will fill the child's space with a child looking for summer care only. Should this work out, parents are responsible to pay a \$50.00 fee to hold their space for the summer months.

13) Sick Children

a) If your child becomes ill while at the center and they show any of the following symptoms:

- Vomiting
- Diarrhea
- Temperature over 100 degrees along with other symptoms
- Green or yellow discharge from nose or eyes
- Listless, sleeping and not participating in program

The staff will assess the child who is ill and make decision if parent/guardians will need to pick up the child. Parents/guardians are required to make arrangements to pick up sick children immediately upon request. If you are unable to contact the



parent/guardian, the alternate care person will be notified. Children who exhibit symptoms will not be accepted at the center.

b) If your child has a communicable disease, you must follow the Public Health rules regarding incubation and/or isolation and a Doctor's certificate may be required upon re entry.

c) Children required to take antibiotics will be excluded from the program for the first 24 hours of treatment.

d) If a child becomes ill prior to leaving for school, the parent will be notified and asked to make the decision as to whether the child will be sent to school or held back until the child is picked up by the parent/guardian or alternate care person.

e) If a child becomes ill while at school, it is the responsibility of the school to notify the parent/guardian. The parent/guardian should notify the day care that the child is being picked up at school and will not be in attendance at the center.

f) Please notify the center if your child will not be attending due to illness or any other reason.

g) Please notify the center of any dietary restrictions or allergies your child may have.

h) If children are not well enough to participate in regular activities, including going outside, they should not be attending the center until completely recovered.

14) Medication

a) Staff will only administer prescribed medication which is sent to the day care in the original container issued by the pharmacy with the child's name and dosage on the pharmacist's label.

b) Parent's/guardians must fill out a medication form authorizing staff to administer medication to any child.

c) It is advisable to request the pharmacy put medication into two bottles if you are intending to leave medication at the center for any time longer than a day.

d) Staff will not administer non-prescribed medicine to children unless we receive a note signed by a physician with written instructions regarding dosage.



e) Staff will not return after hours to give medication which has been forgotten at the center.

Medication left in/on lockers jeopardizes the safety and health of other children who may have access to it. Parents/guardians could be held liable should this happen. Please ensure any medication is given directly to the staff.

Life Threatening Conditions

In the case of medication that must be immediately accessible to a child due to life threatening circumstances such as an epi-pen, the medication must be worn on the child's person, in such a form as a fanny pack. The medication must be in a sealed container and the pack must be kept zippered at all times.

A CHILD WITH LIFE THREATENING CONDITIONS SUCH AS DIABETES, ALLERGIES, OR ASTHMA WILL NOT BE ADMITTED TO THE CENTER UNLESS THEY WEAR A MEDIC ALERT BRACELET AT ALL TIMES.

15) Child/Staff Ratio

Infant	1 staff/4 children
Preschool	1staff/8 children
Kindergarten	1 staff/10 children
School age	1 staff/15 children

When children are in mixed age groups the staff will determine ratios by the formula provided by the Manitoba Child Care Program. These ratios are in accordance with the Provincial Day Care Regulations. The Center tries to reduce these ratios by applying for various grants that are available.

16) Child/Staff Ratio Exceptions

The staff/child ratios may exceed the above ratios as outlined in the Manitoba Child Day Care Regulations in the following circumstance:

a) Nap-time

Children in the preschool program nap from approximately 12:30- 2:30 p.m. Once children are settled and sleeping, staff take turns having their lunch breaks as when the children are asleep they do not generally require the direct supervision



of more than one staff member. The staff/child ratio during this time will not exceed 1 staff/16 children. For safety during this time:

- Staff are available in the School- age room, staff room, office, and/or Coop office, should there be an emergency.
- Either the office or the staff room are adjacent to the nap-room. At least one staff will be in the office and/or staff room and the doors to these rooms will remain open.
- An intercom phone is available to notify other staff in the building if assistance is required.
- Staff policies state that should there be a fire alarm during nap, all staff not responsible for a group of children and any staff on break in the building go immediately to the nap room to assist in evacuating children.
- One staff will directly supervise nap at all times.

b) School Escort

During the times the staff are escorting children to school or busses the staff/child ratios will not exceed the following:

Preschool	1 staff/12 children
Kindergarten	1 staff/15 children
School-Age	1 staff/20 children

A copy of approval's from Manitoba Child Care Program for these variances are posted on our Parent Bulletins Boards.

17) Group Size Exceptions

The maximum size of groups of children which can participate in activities at any one time, are outlined by the Manitoba Child Day Care Regulations. The center may exceed group sized during the following activities:

- Lunch Time
- Circle time or large group activities/games
- Field Trips
- Naptime

The group size will not exceed the number of children in care during the activity.



A copy of approval for the group size variance from Manitoba Child Day Care is posted on out parent bulletin board.

18) Insurance

Although the center carries an insurance policy, parents/guardians are encouraged to carry either blue cross or another student insurance policy for each child.

19) Absences

Parents/guardians are responsible to inform the center of any times their children will not be attending. If we are not informed of your child's absence, we may call the parent/guardian at work to check.

20) Clothing

a) Children should wear play clothes to day care. Some activities can be messy. We do provide smocks, but clothes may get wet or soiled anyway. Please do not request us to restrict your child's activity to protect his/her clothes.

b) Each child must have soft soled, non skid footwear to wear inside the center. Beach thongs or slippers are not suitable to active play.

c) Please provide a complete change of seasonally appropriate clothing, to be kept in your child's locker. This includes socks, underwear, pants and a top. It is the parents/guardians responsibility to provide clean clothing to replace the changes of clothes if they are used. The extra clothes should be stored in a bag, which can be hung in your child's locker. Be sure the bag and all other items of clothing are labeled with your child's name.

d) The staff or center will not be held responsible for lost items. Please check the lost and found on a regular basis. Periodically, throughout the year all unclaimed articles will be taken to the Salvation Army.

e) As required in the Manitoba Child Day Care Regulations, the children will have outdoor play daily. **IT IS IMPERATIVE THAT YOUR CHILD BE DRESSED SUITABLY FOR THE WEATHER!!!!!!**

f) Please ensure your child has a hat each day in the summer for outdoor play. As well, our building is air conditioned so we ask that you provide a sweater or sweatshirt.



g) If you wish your child's clothing to be dried during wet periods, a consent form must be signed by the parent/guardian, absolving the center of any responsibility of shrinkage or damage to clothing. This form is attached to the registration form. If this information changes you are responsible to notify staff.

21) Custody

The Winnipeg Police Department has informed us that a natural parent has the right to pick up their child/children. If a parent/guardian has sole custody of a child, or an ex-spouse has limited visiting privileges, we need a copy of your custody papers on file at the center. Unless these papers are on file, the police cannot prevent a parent from removing their own child from the center. Parents/guardians wishing the center to notify the police should an unauthorized person come to pick up their child, they must inform the center upon enrollment and if or when the situation changes. If you have any questions or concerns, please speak to the Executive Director or Site Manager.

22) Toilet Training Procedure (Preschool)

Your child may enter the preschool program after his/her second birthday. Due to licensing regulations our center is unequipped to diaper children. Therefore, children who are not toilet trained are required to wear pull ups while in the center. Parents/guardians are responsible to supply pull ups for their child at the center.

a) Toilet Training

Toilet training should be joint effort between the home and day care. The parent/guardian must be willing to work with the center if training is to be successful.

Once a child is comfortable with the potty chair and/or toilet, we may ask that the child be placed in training pants at all times except bedtime.

When accidents happen, no negative comments should be made. Reminders of where we go to the bathroom can be spoken of. Often if a child is in "disposable products" rather than cloth, wetness is not felt. The child may not be aware of wetting him/herself. When child first go into cloth training pants, plastic pants may also be required. Staff will inform parents when plastic pants are no longer required.



c) Changing Routine

The children are taken to the bathroom at scheduled times during the day. The children are encouraged to do as much for themselves as they can.

Step 1:

- Remove child's training pants or pull-ups. If child is soiled, clean the child as follows:
- Put on disposable gloves. Wipe the child from front to back with "wet wipes". Use soap and water if necessary. Pat dry. Remove disposable gloves and discard after all unsanitary products are cleaned.

Step 2:

- Place child on the toilet if they are unable to do so themselves. Boys must be encouraged to direct their penis down. If they must be shown how, use their hand to push it down into the toilet. Stay with the child for the specific period of time. Perhaps read a story about the "potty".

Step 3:

- Remove the child from the toilet. Put on disposable gloves if the child needs to be wiped again. Flush toilet, or let the child flush it.

Step 4:

- Have the child dress him/herself. Encourage children to do as much as possible for themselves. Wash your hands and the child's thoroughly, with soap and water.

Step 5:

- Provide positive reinforcement for the child at all time. Praise them for every success.

23) Storm Or Inclement Weather



a) During any inclement weather, which includes a weather warning, parents/guardians should call the Center before bringing in their child. Children should also be brought right into the center to ensure that staff are available to care for them. Please tune in to C.J.O.B. for information during inclement weather.

b) At any time there is a public announcement that the St. Vital School Division schools are closed for reasons of inclement weather, the center will automatically be closed as well.

c) If serious weather conditions develop during the work day, a decision may be made to close the center early. You or your alternate contacts would be phoned to come immediately for your child.

d) Parents/guardians are responsible to pay regular fees on these days.

24) Emergency Evacuation Procedure

a) On the sounding of an alarm, all children and staff are to vacate the building according to the exit plan posted in each room. All children and staff are to gather in the front of building. A designated staff is to bring the attendance sheet, first aid bag and parent information binder, and ensure all children are accounted for.

b) In the event of an actual emergency, staff and children will proceed to their site's designated emergency facility, where parents/guardians will be notified.

25) Emergency Medical Care

We strive to keep our center clean and child friendly. The children are always supervised by child care staff that are alert to accident prevention.

Realizing that accidents can and do happen, all staff are trained in emergency first aid as well as infant/child CPR. The majority of accidents result in scrapes, cuts, bumps, and bruises. Less common are injuries among young children such as bites and scratches. You will receive an incident report documenting all injuries that come to the attention of child care staff.

In the case of injuries requiring minor medical attention, parents will be notified after the necessary first aid has been administered by staff. Parents/guardians may be asked to pick up their child and escort them to their family doctor. Your alternate contact person will be notified if the parent/guardian cannot be reached to act on your behalf. If the parent/guardian or contact person cannot be reached child care staff will escort your child to the nearest medical facility.



Should a serious injury occur an ambulance will be called. A staff person will accompany your child to the hospital and remain with him/her until you arrive. The parent/guardian or alternate contact person will be notified immediately.

As per Provincial Day Care Regulations, the Manitoba Child Care Program will be notified of any injury requiring medical attention.

It is very important that we know where you can be contacted at all times. Please notify us immediately should you change your job, move etc. or for some reason you will not be where you usually are during the day.

26) **Behavior Management**

Our Philosophy of guiding children's behavior was developed to promote socialization and to nurture the full potential of each child. A child's ability to be guided is dependent upon their developmental level. Our methods are based on a sound knowledge of child development, with understanding and respect for the child as an individual.

The rules and limits in the center are explained to the children and enforced consistently in a positive manner.

a) We do not:

- Inflict any form of physical punishment
- Inflict verbal or emotional abuse, or
- Use denial of physical necessities.

b) Certain Center rules must be followed to ensure the safety and well being of all the children and the smooth operation of the center. The following behaviors are unacceptable:

- Hitting of children or staff,
- Intentionally destroying center equipment,
- Foul language
- Leaving the center on your own without permission.

c) Many misbehaviors can be corrected by the child's understanding of the problem and a reconciliation with the people involved. Our goal is to encourage children to be responsible adults, encouraging mutual respect, cooperation and self reliance. When unacceptable behaviors occur the staff use the following techniques.



- Talk to the children and try to solve the problem together.
- Re-direct the child to another activity or area if he/she is having difficulty within a group or area.
- Direct the child to have a “time out” to think about what has happened. After the “time out”, staff will talk with the child about what has happened before they return to their activity.
- Remove certain privileges such as a play area or activity. This includes the principal of “Logical Consequences” meaning that the consequence is specifically related to the misbehavior.
- If unacceptable behavior continues or escalates on a regular basis and in turn is becoming detrimental to the child, other children, staff or program as a whole:

Contact with the parents will be initiated to discuss the problem and to determine the best method of intervention. The center may ask permission to involve the child’s teacher, (school-age), and the school resources.

The Manitoba Child Care Coordinator will be contacted and the situation discussed. The Manitoba Child Care Program will be requested to offer the center support through referrals to outside professional agencies if needed.

If the problem continues the child may be suspended from care. The parents/guardians will receive at least two days notice before suspension takes effect. The center may request that the parent/guardian seek outside professional resources (i.e. psychologist, Child Development Clinic, Child Guidance, etc.)

If parents/guardians refuse to seek outside supports, or if all the behavior management policies have been exhausted, and the problem can still not be resolved, the parent/guardian may be asked to remove the child from the program. The parent/guardian will receive at least one week notice. Whenever possible the Executive Director will assist the family in finding suitable alternate care.

6) Physical abuse of children or staff will not be tolerated. This continued behavior could be cause of immediate removal of the child from the center for the safety of all involved.



The center is committed to cooperation and encouragement for parents/guardians and children exhibiting unacceptable behavior. Most of the time, problems can be resolved with cooperation and working together to change the behavior. We encourage parents/guardians to discuss any concerns they may be having about their child's behavior before they become major problems. We will notify parents/guardians of our concerns through reports and follow-up personal contact.

27) Behavior Management Contract For School-age Children

Certain center rules must be adhered to, to ensure the safety and well being of all children and the smooth operation of the center. Behaviors that are unacceptable are outlined in the previous Behavior Management Policy.

A contract will be drawn up in order to deal effectively with unacceptable behavior being exhibited at the center.

During the duration of this contract all behavior management acceptable or unacceptable will be documented each day. This documentation will be signed by the staff on duty and given to the parent/guardian each day.

a) The following conditions must be met before a contract may be initiated:

- Staff must document unacceptable behavior and have it signed by another staff member of the program.
- Staff must have sent home at least three Incident Report Forms notifying about unacceptable behavior. The Executive Director **MUST** be informed of any concerns.
- Staff must meet with parents/guardians and try to work out a solution
- A contract may then be initiated by either staff or parents/guardians.

b) The contract must clearly define:

- The unacceptable behavior,
- The changes to behavior that are required,
- The consequences that will result from the continued unacceptable behavior, and
- All parties must agree upon the length of the contract.

c) **Incident Report Forms** are required daily for the first 2 weeks. If behavior has improved, then weekly reports for the term of the contract will be acceptable. Positive behavior and comments on how the child is trying to correct his/her behaviors are to be noted and documented.



THE CHILD IS TO CLEARLY UNDERSTAND THAT IT IS THE BEHAVIOR THAT IS UNACCEPTABLE AND NOT THE CHILD!!!!!!

28) School Suspensions

Children receiving school suspensions are the responsibility of the parent/guardian and alternate care must be found for school hours. The center will accept children on suspension in the morning, at lunch and after school.

29) Transportation

For any field trips throughout the year, children are usually transported by a rented bus, the Winnipeg Transit System, or on occasion staff vehicles.

a) Rented Bus

- The bus will transport no more than the allotted number of children in which the bus is licensed to transport.
- The driver of the bus must possess a valid class 2 driver's license.
- The bus equipment will be checked daily by the designated driver; tires, gas, turn signals, all lights, brakes, etc. Any concerns will be reported to the Executive Director or Center Supervisor immediately.
- The bus will be loaded in an orderly fashion. Children must sit as they enter the bus.
- When arriving at the destination, children are to remain on the bus until entrance fees have been paid and staff is aware of procedures to follow.
- Proper staff/child ratios will be maintained at all times.

b) Winnipeg Transit System

- The child/staff ratio will not exceed one staff/six preschool children or one staff/ten school age children.
- Children must be seated with their designated staff and must stay seated during the ride.



c) Staff Vehicles

- Staff vehicles must carry at least \$ 5,000,000 liability insurance.
- Insurance on the vehicle must be all purpose.
- There may not be more children in the vehicle than the number of available seat belts.
- Children are not to ride in the front passenger side of the vehicle where the vehicle has air bags.
- All children must be seat belted or have the appropriate car or booster seat as outlined by the Manitoba Safety Council.

30) Change In Information

Please keep our files up to date. Always let a staff know if your work, home or other emergency numbers have changed as well as escort information, medical or other pertinent information.

31) Parent Complaints

- a) The center and staff are committed to working cooperatively with parents/guardians. Most of the time, problems or concerns can be resolved by cooperation and working together. We encourage parents/guardians to discuss any concerns they may with the Executive Director before they become bigger problems.
- b) The staff of the center are available to discuss the day to day happenings, but concerns and complaints should be addressed to the Executive Director only. If the Executive Director is not available, then concerns should be addressed to the Site Manager.
- c) When the Executive Director is not available, a message should be left. Contact will be made as soon as possible. Arrangements can be made for a meeting at the parent's Convenience.
- d) It is the expectation of the center that parents will always conduct themselves in a professional manner when dealing with any staff member. Verbal or physical abuse will not be tolerated and could be cause for the parents to be asked not to attend the center or to withdraw their child from the program.



Procedure for Concerns/Complaints

- Parents/guardians should make an appointment to discuss their concern with the Executive Director.
- If the concern is not resolved, then either party, parent/guardian or Executive Director should address the concern in writing.
- If the concern cannot be resolved to the satisfaction of both the parent/guardian and the Executive Director, then it should be addressed, in writing, to the chairperson of the Board of Directors. The Board's decision to resolve the concern will be addressed to the parent/guardian in writing.

32) Repairs & Maintenance

The Board of Directors policy regarding renovating and maintenance under ideal circumstances is:

- Any such work will be scheduled during periods of low occupancy
- With proper notice, parents will be responsible for full payment of fees during any such work.
- Any questions or concerns as to health and safety will be referred to Work Place Health and Safety and the Manitoba Child Day Care Office. Their recommendations will be adhered to.

A period of two weeks' notice will be given to all parents regarding any such work. If work is funded through a time limited grant, all effort will be made to obtain an extension of the grant deadline to accommodate the two week notice requirement. If there is any denial of such an extension, the Board of Directors will proceed according to the best interests of the center.

If your child has any allergies or problems related to paint, glue smells, etc. Please notify the Executive Director upon registration.

33) Confidentiality

Our staff and Board of Directors are expected to keep all written and verbal information regarding the day care and its users strictly confidential. Confidentiality laws bind staff that does not allow them to discuss children in the program with anyone other than their own parents. Gossip about other parents and children can be very destructive and tends to create larger problems. We ask



parents/guardians to respect this request and not to put staff in an awkward position by asking about other children in the program.

34) Damage to Center or Staff Equipment

When children, due to aggressive behavior, deliberately damage property or purposefully misuse equipment it must be replaced by the parent with a reasonable facsimile. If the equipment is not replaced by the parent/guardian, then the center will determine the cost of a replacement and the parent/guardian will be billed. The property must be replaced within ten days of the damage being done. Re-occurring damage to property and equipment could be grounds for the center to remove the child from the program.

In the case of personal staff items being damaged such as glasses or jewelry etc. the parent will be responsible for the deductible charged by the insurance company. If the item is not covered by insurance, then the parent is responsible to pay the total cost of the replacement. These costs are to be paid directly to the staff.

35) Pictures/Videos

From time to time the staff will take pictures or videos of the children or program. The center will use these pictures/videos only. Pictures or videos taken by anyone else will not be allowed without permission of the parents. A signature is required on the Parental Agreement Form to acknowledge this policy.

36) Smoking

To ensure the health and safety of the children no smoking is allowed in our buildings during center hours.

37) Combined Age Groups

On occasion during the year preschool and school age children (River Road site only) are combined from 7:00 – 7:15 a.m. and on occasion from 5:30- 6:00 in either the preschool or school age play rooms. On these occasions there are very few children at this time and this combination is required to allow for adequate staffing in both programs throughout the day. Combined preschool/school age ratios are maintained during these times.

Throughout the day siblings are able to visit within another program at their request as long as combined preschool/school age ratios are maintained.



A copy of approval from Manitoba Child Day Care for these variances is posted on the Parent Bulletin Board.

38) Indirect Supervision

There may be times during the day that staff may not directly supervise children. This includes but is not limited to:

a) Preschool Children

- Taking a message to the school age room (Kindergarten only)

Staff follows the following Procedures:

- Staff will determine if the child is responsible enough to have this privilege.
- Staff will use the intercom to inform staff in the school age program that the child is coming with a message.
- Staff will open the door to the stairway and watch as the child goes downstairs and into the school age room.
- Staff in the school age program will in turn open the door when the child is returning to the preschool room and watch as the child goes up the stairs and into the preschool room.

b) School Age Children

- Walking to and from school (refer to School Escort Policy)
- Coming into the center or playground off the bus after school (refer to Bussing Policy).
- Children ages nine to twelve years going from the playground to the washroom and returning to the playground. Staff will determine, in conjunction with the parent, if the child is responsible enough to have this privilege.

The following procedures will be followed:

- The child must inform the staff if they are going to the washroom.
- The child will be required to find a friend, who is also allowed this privilege, to go in with them.
- Staff will take note of the time the children go in, if excessive time is taken, staff will go in and look for the children.
- This privilege will be removed if the child does not follow the rules. Parents/guardians must sign the indirect supervision agreement for this to be permitted.



The Program of Village Child Care Inc.

Village Child Care Inc. has a well planned program, centered on meeting the needs of children at various ages and developmental levels. The daily schedule includes a balance of structured and unstructured activities. Our daily routine is planned to include both active and quiet free play activities, staff directed activities, snacks, lunch, rest, hygiene and clean up times.

All staff participate in planning the program and staff meetings are held regularly to formulate and develop program ideas. The program is evaluated on an ongoing basis as the children's needs change.

Children are encouraged to participate in their own way in all activities but we also respect a child's wish not to participate at times.

Our school age program is based on a "recreational model", giving children an opportunity to develop their social skills while taking part in activities which they enjoy, outside of their regular school day. We encourage the children's participation in developing their daily program.

We strive to have each day offer the children a variety of choices and activities that are stimulating as well as fun. We try to keep a consistent daily routine, which promotes the feeling of security in knowing what happens next.

1) The Playrooms

Our playrooms, both preschool and school age, are divided into "learning centers". Some of the learning centers available are:

- Art
- Science
- Library
- Dramatic Play
- Blocks & Large Toys
- Manipulative
- Large Muscle
- Sand & Water Play
- Music
- Computer



Each of these centers are available to all the children on a daily basis. Each center has a specific number of play spaces and is designed to facilitate and enhance children's play experiences.

Parents will be given a tour of each learning center before their child begins in the program.

2) Lunches and Snacks

Parents/guardians are asked to provide their child with a nutritious packed lunch each day.

The center will provide children with milk to go with their lunch and from November 1 to March 31 we will offer a hot lunch on Fridays as well as milk.

The center is equipped with microwave ovens to heat children's lunch. We will re-heat foods for your child provided:

- The food has been pre-cooked
- The food is packed in a microwave safe container
- Your child's name is written on the container.

Village Child Care Inc. will not assume responsibility for ill effects of food that is supplied by parents. Please be aware that the children's lunches are not refrigerated. Eating habits are very important. Please **send nutritious foods and try to include fruit and vegetables as these** vitamins are essential to your child's health. The center encourages children to eat their sandwich or hot munch first, then their fruit and lastly their dessert.

The center is attempting to teach the children good eating habits. Please do not send soft drinks, chocolate bars or other junk food.

The center provides a nutritious morning and afternoon snack. A copy of the weekly snack menu is posted for parent/guardians on the Parent Bulletin Board.

The center will do its best to respect parent requests regarding food restrictions due to religious or personal eating habits.

If your child has food allergies, or develops any, please advise us immediately.

We do not serve foods containing peanuts or peanut products, due to allergies. For the safety of the children in our care, please do not send food items such as peanut butter or foods containing peanut products.



3) Outdoor Play

The preschool children are expected to have outdoor play every day according to their daily schedule. Although school age children have outdoor time during school hours, we try to provide them with outdoor play on a daily basis.

During the winter months, if it is colder than -25 degrees Celsius or there is a wind chill factor of more than 1600, the children will not be offered outdoor play. During times of less than optimal weather, outdoor play is offered at the discretion of the staff.

As children will have outdoor play each day, it is the parents/guardians responsibility to ensure that their children are dressed appropriately. Please do not request that your child be kept indoors if they are in regular attendance.

4) Naptime for Preschool Children

The majority of preschool children need a mid-day rest to restore all the energy expended during the busy day's activities. Although we will respect the parents/guardians choice not to have their child nap, if a child appears tired and in need of sleep we will encourage parents/guardians to consider options such as partial nap.

If parent/guardians choose for their child not to nap, a quiet time is provided with books, puzzles and quiet games during this time.

If staff feel that a child is ready to give up nap, this will be discussed with the parent/guardian and a joint decision will be made.

Removing nap is usually a slow process of removing the child from the nap room two days per week and increasing days until the child no longer naps. Parents requesting that their child not nap is dependent upon the staff/child ratio in the school age room during nap time.

Nap time is from 12:30 – 2:30 p.m. daily. We supply a cot, sheet, and blanket for each child. Please feel free to send a special toy or blanket if your child prefers, from home. Remember to label these items.

5) Toys From Home

We ask that parents/guardians not allow their children to bring their own toys to the center from home unless specifically requested. The toy will often get lost or broken causing the child to be upset. If a child does bring a toy from home he/she will be asked to put it in their locker until he/she is picked up.



6) Summer Programs & Field Trips

The center is open throughout the summer holidays, with the exception of weekends and statutory holidays. The center usually rents a bus for the summer months which allows the staff to plan a variety of fun and educational field trips. Through the remainder of the year, staff will plan field trips whenever possible.

Blanket permission slips are signed upon enrollment to cover field trips within the community which do not require special transportation.

Permission slips must be signed for all other field trips. Plans for summer field trips will be distributed in June. This will include one permission form for all planned summer trips.

Parents/guardians are requested to help cover the costs of these trips by making a tax- deductible donation to the center.

The center does not have extra staff to allow for a child to be excused from a field trip. If a child does not want to go on a planned field trip, he/she may remain back with the alternate program. The only exception will be outings where the entire center is participating. Parents/guardians will be asked to make alternate care arrangements in these circumstances.

Please notify the center before 9:00 am if your child will not be attending a planned field trip. Staff and children will not wait for children who have not arrived on time. Parents may meet the staff and children at the field trip if they desire.

If a child's behavior on a field trip is deemed to cause a problem for the rest of the group, the staff may remove the privilege of going on the next field trip. Staff need to be very alert to ensure the safety of the entire group and cannot devote their exclusive attention to any one child for prolonged periods of time. Parents/guardians will be responsible to find alternate care in these circumstances, if there is not space in the alternate program.

Parents/guardians are welcome to accompany us on any field trip. We can always use an extra set of hands.

7) Students

We often have students from various educational institutions who do their practical experience at our center. Their work is consistently monitored and



directed by our staff and students are never left alone with the children. We find students are a very positive experience for our Center as students learn from us and we from them.

8) Children With Special Needs

It has always been the policy of Village Child Care Inc. to integrate children with special needs into our programs. We have always found this to be an extremely positive experience for our programs as the children learn to accept each other and our differences and abilities. Additional staff are hired to work in this area with the assistance from the Manitoba Child Care Program which supports the integration concept through funding for staffing hours, special equipment etc.





Preschool Program Daily Schedule (Sample)

Time Period	Activity
7:00-9:00	Child selected free play
9:00-9:45	Child selected free play continues/staff directed optional activity/Large muscle activities
9:45-10:00	Snack time prep/hygiene routines
10:00-10:15	Clean up time
10:15-10:30	Snack Time
10:30-11:40	Theme related activities/Outdoor Play
11:40-12:00	Quiet time/hygiene routines
12:00-12:45	Lunch time/hygiene routines
12:45- 2:30	Nap Time
	For children who do not nap:
	1:00-1:30 Quiet time
	1:30-2:00 ECE Directed Activity
	2:00-2:30 Free Play/outdoor play
2:30- 3:00	Wake up/hygiene routines
3:00-3:20	Group time
3:20-3:40	Snack Time
3:40-5:00	Child selected free play/outdoor play
5:00-5:30	Quiet Free play



School age Program Daily Schedule (Regular School Days)

Time Period	Activity
7:00-7:30	Child Selected free play
7:30-8:40	Choice of child or staff selected activity Snack is available from 7:50-8:15
8:25- 8:40	Children depart for school
11:45-12:30	Lunch time/hygiene routines Child selected free play upon finishing lunch
3:30-4:00 from	Outdoor play time upon arrival school
3:30-4:00	Snack time/hygiene routines
4:00-4:45	Child selected free play/ Staff directed activities
4:45-5:00	Child selected free play
5:00-5:30	Clean up Quiet Free Play



School Age Program Full Day Schedule

Time Period	Activity
7:00-9:30	Child selected free play time
9:00-9:30	Hygiene routines/snack time
9:30-10:30 free play	Choice of indoor/outdoor child selected
10:30-11:30 directed	Choice of staff selected free play or staff Activity
11:30-12:00	Quiet time (games, books, etc)
12:00-1:00	Lunch time/hygiene routines
1:00-2:00	Child selected outdoor free play
2:00-2:30 etc)	Group time (large muscle games, drama etc)
2:30-3:30 activities	Choice of free play or staff directed
3:30-4:00	Snack time/hygiene routines
4:00-4:45 activities	Child selected free play/staff directed
5:00-5:30	Clean up- Quiet time

WHEN THERE IS A FIELD TRIP THE DAILY SCHEDULE WILL BE ADJUSTED ACCORDINLY.

