



# BROCK CORYDON DAYCARE INC.

## Policy Manual

Revised January 2024

## **Welcome**

The Board and staff of Brock Corydon Daycare Inc. welcome you to BCD, a non-profit before and after school program, which has provided quality childcare since 1988.

The overall operation of Brock Corydon Daycare Inc. is overseen by a volunteer Board of Directors consisting of any interested parents or guardians of a child registered in the Daycare. A professionally trained Executive Director, Director and staff provide the day to day management and child care of the program.

The Board of Directors has developed the following policy manual to guide the management of the program and to ensure quality care for the children who attend. Please read carefully and consult with the Executive Director/Director or Board if you require clarification or have any questions.

Brock Corydon Daycare Inc.  
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## **Philosophy**

The purpose of Brock Corydon Daycare Inc. is to create a safe, fun and friendly environment for all children where each child's uniqueness is celebrated. Our philosophy is based on the belief that children learn through play and experience. Our primary goal is to provide a variety of stimulating activities in a nurturing supportive atmosphere. Activities presented with adult guidance encourage the overall development of every child; physically, intellectually, emotionally, and socially.

Brock Corydon Daycare accepts and welcomes children of all abilities. Our program supports the full inclusion of children who require additional support because of varying needs. We actively make changes to our daily program to meet the needs of each child.

## **Goals & Objectives**

1. To implement a daycare program according to government standards.
2. To provide the opportunity for choices in a stimulating environment.
3. To allow freedom within set limits.
4. To provide opportunities for social interaction among the children and the daycare staff.
5. To provide opportunities for physical development.
6. To provide opportunity for individual, small group and large group activities indoors and outdoors.
7. To foster creativity and self-expression.
8. To provide guidance in the areas of socially acceptable behaviors, decision making and problem solving.
9. To encourage self-confidence, self-esteem and mutual respect.

## **Policies**

### Registration

Any child registered for or attending nursery (four by Dec. 31<sup>st</sup>) through grade 6 in Brock Corydon School is eligible to register at Brock Corydon Daycare, Inc.

### **Forms**

All registration and medical forms must be completed before your child begins daycare. Once enrolled, please inform staff immediately of any changes to medical and/or personal information, as up-to-date information is essential in case of emergency.

### **Subsidy**

For parents applying for subsidy, applications must be submitted before your child begins daycare.

If the subsidy has not been approved by your child's enrollment date, you are responsible for paying fees according to the billing schedule. If you receive subsidy at a later date, fees paid will be credited to your account.

### **Deposits**

For the school age program a \$25.00 deposit is required to register a child in the program or to renew an existing space for the following year. For the nursery/kindergarten program, a \$75.00 deposit is required to register a child in the program for the following school year. These deposits will be applied to the first billing period following the child's enrollment.

### Overview of Fees

The Daycare is dependent on fees and if it is to continue to operate, the following conditions must be observed.

Fees will adhere strictly to the original registration and parents will be charged as such whether or not your child is ill, on holidays etc.

Fees are payable by pre-authorized debit or by post-dated cheques on a monthly basis according to the billing schedule.

### **Late Pick-Up Fees**

A late fee of \$5.00 per child per quarter hour (or any portion thereof) will be charged for pick-up after 6:00 p.m. to your regular billing. Our permit allows us to be in the school only until 6:00 p.m. and after such time we are not covered by any insurance or school liabilities. If your child has not been picked up by 6:00 p.m. and we have not been notified of the parents delay, we will attempt to contact parents or

emergency numbers. If parents' lateness is a reoccurring problem we reserve the right to cancel the space.

### **Fee Schedule**

School age program part-time (1 period am or pm) fee:	\$ 6.15 per period
School age program full-time (2 periods am and pm) fee:	\$ 8.60 per day
Inservice day <u>extra fees</u> (am and pm)	\$ 12.20 per day
(am or pm)	\$ 14.65 per day

Nursery/Kindergarten program fee for regular and Inservice days	\$ 10.00 per day
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For those receiving subsidy, an unsubsidized portion will apply in addition to a family portion determined by the Manitoba Child Day Care.

If you are unable to pay on time for any reason, please notify the Executive Director/Director to outline a payment plan. If your bill is not paid by the discussed date, child care services will be suspended from the Daycare until it is paid. NSF cheques and declined PAD (preauthorized payments) will have an additional charge applied. Any outstanding accounts will be forwarded to a collection agency.

### Hours of Operation

Daycare is open Monday to Friday, starting from the first day of school classes through to the last day of school classes. (Sept.-June)

### **School Age Program**

7:00 a.m. to 8:55 a.m. and 3:30 p.m. to 6:00 p.m.

### **Nursery/Kindergarten Program**

7:00 a.m. to 6:00 p.m. (depends on whether N/K is in the morning or afternoon)

### **Inservice**

7:00 a.m. to 6:00 p.m. (this applies to both programs)

### **Inservice Days, Statutory Holidays, School Holidays and Sick Days**

The Daycare is open for inservice days. It is the parent's responsibility to sign-up their child(ren) **48 hours prior** to each inservice to give permission and to guarantee a space. Regular daily fees are payable for inservice days, whether or not your child attends daycare on that day. However, if your child(ren) does attend extra fees will apply.(please refer to fee schedule above) If your child is signed up but does not attend, there will be no refund.

Regular fees apply for statutory holidays, school holidays and sick days throughout the school year. No fees are charged during the winter, spring or summer breaks as the Daycare is closed.

Statutory and school holidays recognized by Brock Corydon Daycare Inc. are as follows:

Thanksgiving Day  
Remembrance Day (if it falls on a week day)  
Louis Riel Day  
Good Friday (if it does not fall during Spring Break)  
Victoria Day  
Truth and Reconciliation Day

### Illness

Children who are sick will not be permitted to attend the Daycare at any time. If your child develops any of the following symptoms, parents will be notified and arrangements should be made immediately to pick up their child. If a parent cannot be reached, one of the people listed as alternate caregivers on the registration list will be contacted. A separate area will be provided for the sick child to rest while waiting to be picked up.

- Fever
- Diarrhea
- Vomiting
- Undiagnosed rash
- Red eyes with discharge

### Withdrawal/Discharge

If a parent should decide to withdraw their child(ren) from the daycare, the center must be given two weeks written notice of withdrawal. You will be charged for a two week period if no notice is given.

All fees owing must be paid before your child's last day or by payment arrangements made with the Executive Director/Director. All delinquent accounts will be referred to a collection agency for action. In the case of child suspension, please see the behavior policy for information on payment of fees. In the case of the Daycare discharging a child due to non-payment of fees, the right to notice is forfeited. Should a child be discharged due to disruptive behavior, notice may be waived at the discretion of the Executive Director/Director.

### Confidentiality

Confidentiality of families will be respected at all times. In the case of an emergency or injury, information may be released to the proper authorities, medical staff or in the case of suspected child abuse, the appropriate child welfare authority. Information may be released to others in accordance with written parental approval.

### Custodial Rights

In cases of separated or divorced parents where you have indicated on the registration form that your ex-spouse may not take the child from the Daycare, it is necessary for you to provide the Daycare with a copy of a court order or legal document stating your custodial rights and those of your ex-spouse. Without this document the staff cannot enforce your wishes. All such documents will be held in strictest confidence.

### Snacks/Lunches

The school age and nursery kindergarten program provide a nutritious snack in the morning and the afternoon.

Each snack consists of one serving from breads and cereals, fruits and vegetables and milk/ milk products as outlined in Canada's Food Guide.

The snack list rotates and is posted on our bulletin board. Please advise the staff of any food allergies your child(ren) may have. A nutritious lunch should be provided by the parent on inservice days unless otherwise notified. The daycare does have access to a microwave oven; however, please ensure food is in a microwaveable container (**no glass**).

Lunches must be provided daily by the parents of Nursery/Kindergarten children.  
**Please provide a drink and utensils.**

PLEASE DO NOT SEND PEANUT/NUT PRODUCTS DUE TO SEVERE ALLERGIES. THIS INCLUDES PRODUCTS LABELLED MAY CONTAIN TRACES OF NUTS, HOMEMADE BAKING NEEDS TO BE LABELLED

### Clothing

Please send your child dressed in appropriate clothing for play and for current weather conditions as we go outside daily weather permitting. The daycare is not responsible for lost clothing. It is advisable to label all children's clothing and to have a complete change of clothes available for your child.

**Children must always have indoor footwear and it is compulsory to have gym shoes for the children to play in the school gym.**

## Outdoor Play

Outdoor play is part of Brock Corydon Daycare's daily schedule and programming.

In the morning from approximately 8:30 to 8:55 a.m. the school-age children go outside unless the temperature is -28C or colder with the wind chill.

In the afternoon the school-age children go outside unless the temperature is -28C or colder with the wind chill.

The pre-school children go outside unless the temperature is -25C or colder with the wind chill during their program.

## Medications

The daycare will accept and dispense medication only in compliance with all the conditions listed below:

1. Medication must be prescribed by a doctor and provided in a pharmacy labeled container.
2. Instructions must be labeled on the container, as well as given by a parent to a staff member. (medication cannot be sent with a child for the staff to administer)
3. Parents must sign a medication sheet. The medication sheet and the medication will be kept in a secure area.
4. Staff administering medication will indicate time medication is given and initial the signed medication sheet.

Note that self-administered inhalers are permitted upon written parental consent.

**Parents of a child diagnosed with a life-threatening allergy are required to establish an Individual Health Care Plan/Emergency Response Plan in conjunction with BCD staff.**

## Injuries

Any injury that requires medical attention that occurs at the Daycare will be reported to the parent and subsequently to our coordinator at the child day care office within twenty-four hours of the incident. An accident report shall be completed by the staff member on duty and signed by the Director of the Daycare. All staff is required to have emergency first aid and CPR certificates, which are updated annually.

In the case of medical emergency staff will contact an ambulance for assistance. All ambulances will be directed to the Children's Hospital.



### Emergency Closure of the Centre

In the event of an emergency which would result in the daycare being evacuated, your child(ren) will be accompanied to the River Heights School on Grosvenor Avenue. If such an event occurs, parents will be notified and it is expected that arrangements be made to have your child picked up immediately.

### Evacuation Procedure

When the evacuation bell rings, all children will immediately cease their activity. Staff will line up the children, pick up the attendance sheet/whiteboard and proceed to the proper exit. Once outside all children and staff will meet at the assembly area by the fence in the north east corner of the playground.

A prepared evacuation map is posted in each room that is utilized by the daycare to indicate the proper exit to evacuate the school. All children must wear footwear at all times while at Brock Corydon Daycare.

**Brock Corydon Daycare has a safety plan for a variety of emergencies. A copy of the Safety Charter is available upon request.**

### Transportation Policy

**Parents/Guardians are responsible for the arrival and departure of their children to and from Brock Corydon Daycare.**

**Please use East facing doors off the playground by the school office upon entry to the school. All other doors will be locked at all times.**

### **Pre-School children**

BCD assumes responsibility for pre-school children registered in the program once the children are delivered directly to BCD by the parent/guardian/teacher, verbal contact has been made with a BCD staff person, and the child's attendance has been recorded.

- BCD relinquishes care to the school when the bell rings at 8:55 a.m. for pre-school children attending school in Nursery or Kindergarten in the AM during the hours of 8:55 a.m. -11:30 a.m. (Children are escorted by Child Care Staff to their school classrooms.) At 11:30 a.m. BCD assumes responsibility once contact has been made between the teacher and the Child Care Staff, and the child's attendance has been recorded. (Children are picked up by Child Care Staff from their school classroom) For pre-school children attending school in Nursery/Kindergarten in the PM during the hours of 12:55 p.m. and 3:30 p.m. BCD relinquishes care to the school when the bell rings at 12:55 p.m. (Children escorted by Child Care Staff to their school classrooms). At 3:30 p.m. BCD assumes responsibility once contact has been between the teacher and the Child

Care Staff and the child's attendance has been recorded. (Children are picked up by Child Care Staff from their school classroom)

BCD relinquishes responsibility once the parent/guardian informs the Child Care Staff they are picking up their child and the child is signed out by a Child Care Staff.

### **S/A children**

BCD assumes responsibility for school-age children registered in the AM program once they are delivered directly to BCD by their parent /guardian, verbal contact has been made with a BCD staff person and the child's attendance has been recorded.

BCD relinquishes responsibility to the school once the bell rings at 8:55 a.m.

BCD assumes responsibility for school-age children registered in the PM program at 3:30 p.m. once the child enters the program and attendance has been recorded.

BCD relinquishes responsibility once the parent/guardian informs the Child Care Staff they are picking up their child and the child is signed out by a Child Care Staff

From time to time, Child Care Staff may take children on walks and/or to local parks. permission will be provided upon enrollment. Child Care Staff may take children by public transportation, or by rented bus on Field Trips. Parents will be notified 48 hours in advance and must provide written approval on a sign-up sheet.

Staff is responsible for the safety of the children while off the daycare property on daycare outings.

Under NO circumstances are staff permitted to use their own vehicle for transporting children.

### Child Abuse

Any case of suspected child abuse or disclosure of abuse by a child attending the center will be reported to the Executive Director/Director and to the All Nations Coordinated Response Network (ANCR) immediately and without hesitation.

### Standard of Behavior

Brock Corydon Daycare Inc. believes that every child has the right to emotional and physical safety. BCD supports the Brock Corydon School Code of Conduct.

## GUIDING PRINCIPLES OF APPROPRIATE BEHAVIOR

- **Be Respectful**  
We are respectful of ourselves and other people
- **Be Safe**  
We work and play safely to help keep ourselves and others from getting hurt
- **Be Cooperative**  
We solve problems by talking and listening to each other respectfully to find a solution
- **Be Supportive of Learning**  
We learn to the best of our abilities and support the learning of others

## Behavior Management

Staff will encourage positive interaction among children to promote a supportive environment. Our focus will be on children's assets and strengths while cooperation, respect and responsibility will be fostered.

In accordance with the licensing standards of the community child day care standards act, the center "will not permit, practice or inflict any form of physical punishment, verbal or emotional abuse or denial of physical necessities of any child in attendance".

Staff will encourage children to problem-solve on their own and to be responsible for their actions. When a discipline problem arises staff will utilize the following steps:

1. Using positive statements stop negative behavior
2. Re-direct (suggest an alternative activity or space)
3. Speak separately with the child to determine the cause of the behavior, reason and discuss a solution
4. Offer choices within set limits and implement logical consequences
5. Apply an age appropriate time-out

Staff will document any behavioral problems in a log book. Staff is encouraged to seek assistance from fellow staff members or the Director if they are experiencing difficulty with a child's behavior. If the inappropriate behavior continues and staff has tried the above methods of discipline without success, parents will be contacted and the behavior will be discussed and a plan will be developed.

Behavior Management policies take into account the development capabilities of children.

## **Behavior Management Protocol**

### Unacceptable / Inappropriate Behaviors

1. Physical violence towards other children or staff.
2. All forms of bullying (physical, verbal, emotional, social or cyber)
3. Absolute refusal to listen to staff.
4. Leaving the daycare premises without consent.
5. Other ongoing behaviors that interfere with the well-being of other children.
6. Disrespectful behavior towards other children or staff
7. Purposeful destruction of property of Brock Corydon Daycare Inc. or Brock Corydon School.

### Consequences of Unacceptable/Inappropriate Behaviors

1. Meet to discuss concerns and to develop an action plan to encourage appropriate behavior
2. A written warning/written contract outlining specific concerns, expectations and consequences if the behavior continues
3. Suspension
4. Expulsion

**In case of child suspension daycare fees will be waived until the child returns.**

### Code of Conduct

Upon registering at Brock Corydon Daycare Inc. each family will be provided with a copy of the Code of Conduct. It is important that each and every individual associated with our facility abides by the Code of Conduct.

### Appropriate Use of Technology

All children and parents in our Daycare must use e-mail, electronic devices and the internet according to our policies.

### **Role of the Parent**

1. Communicate any concerns about the program or staff to the Executive Director/Director.

2. Take time to talk to the staff. Keep us informed as to your child's needs, concerns and changes to their contact information. Please also advise us when you are happy with the service.
3. We welcome you to attend the Annual General Meeting to find out how the daycare operates.
4. We welcome anyone who would consider being a board member.

### **Complaints and Suggestions**

Please direct concerns and suggestions to the Executive Director/Director of the Daycare. If no satisfaction is received at this level, parents may approach the Board who will discuss the issue with the Executive Director/Director and endeavor to find a viable solution. The daycare welcomes all suggestions, input and involvement from parents.