



Mananstanshuk Mamo Kapshewin
Little Lambs Gathering Day Care Centre
2 Musko Road, P.O. Box 5000
Constance Lake, ON P0L-1B0
Phone: (705)463-1199 ext.: 125 Fax: (705)463-2343

POLICIES

Enrollment Requirements

Before enrolling your child in the Mananstanshuk Mamo Kapshewin Daycare Centre there are several requirements that you must do:

1. Read through and become familiar with all policies.
2. An acquaintance visit with your child must be made by the parent prior to care.
3. All appropriate forms must be filled out, signed, and on file PRIOR to admission.
All necessary forms/consents will be given to you in your admission package.
4. All required supplies must be brought in for your child's first day.

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Hours of Operation

Mananstanshuk Daycare is open from 8:00 a.m. to 4:45 p.m., Monday to Friday.

Drop-Off and Pick ups

Drop off time is no later than 9:00 a.m. Prior to being dropped off, your child must be awake, alert, properly dressed, eaten breakfast and ready to play. This will enable your child to immediately join his/her peers for daily scheduled activities. These requirements are to help ensure that a positive environment is kept for all children. Only the persons listed in your registration form will be permitted to drop off and pick up your child. You may pick up your child at any time during the scheduled Daycare hours.

<p>Pick – Up Time for two working parents is 4:30 p.m. - 4:45 p.m. Pick – Up Time for single working parent is 4:30 p.m. - 4:45 p.m. Pick – Up Time for one working parent with one parent at home is 3:30 p.m. - 3:45 p.m. Pick – Up Time for non-working parent is 3:30 p.m. – 3:45 p.m.</p>
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Late Fees

Your child is to be picked up within 15 minutes of the scheduled specified pick up time according to the child's schedule. In the event that the parent/guardian is late picking up a child, the process listed below will be followed:

- A. First Occurrence: \$5.00 per 5 minutes that you are late
- B. Second Occurrence: \$5.00 per 5 minutes that you are late
- C. Third Occurrence: \$5.00 per 5 minutes that you are late
- D. Fourth Occurrence: Termination of Services

Late fees will start to be charged immediately after the scheduled pick up time has passed. All late fees must be paid in full prior to the child's return to Daycare.

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Visits

The parents/guardians are welcome to visit their child at the Daycare at any time except during Nap time which starts at 12:45 p.m. to 2:45 p.m.

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Nutrition

We pay particular attention to the Canada's Food Guide at the Mananstanshuk Daycare Centre, the health and well-being of your child is very important to the Daycare Staff. The majority of our fruits & vegetables are served fresh. We serve a variety of nutritious food products and beverages and encourage children to try new and variety of foods. The foods that are offered to the children are nutritious, balanced appetizing and appropriately prepared for all children of different ages.

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Allergies

It is the parents/guardians responsibility to report to the Daycare Administrator any known allergies of his/her child prior to being admitted into the program. Any medications and instructions must also be provided to the Daycare Administrator.

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Toilet Training

The Daycare will encourage children to use the potty when they show signs of readiness. It also has to be a team effort between the child, parent and caregivers. Everyone has to be willing and ready to start the process. The Daycare does not use pull-up diapers. All wet or soiled clothing will be placed into a plastic bag to take home.

Please replace any clothing that are sent home. We reward with praise throughout the entire learning process. The Daycare recognizes that this can be a challenging skill for children to learn.

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Sending Toys

The Daycare asks that you do not send toys with your child, as we try to create an equal environment for all children. Very young children may not understand why they may not have a turn with a certain toy. The child bringing in the toy may not understand the terms of sharing his/her toy. If the toy gets lost or broken the child may become very upset. An exception is made on show and tell days, which will take place every Friday.

Initial _____

Discipline

The Daycare believes that the best way to encourage children's good behavior is to provide them with interesting activities in a calm, loving and supportive environment. Our philosophy is to reinforce good behavior with praise and positive reinforcement. If a child misbehaves, the child will be asked to stop the behavior at once and if the behavior continues the child will be directed to a new activity. A child having a tantrum will be allowed to continue this behavior unless they are causing harm to themselves, other or equipment. We will talk to child after they have calmed down. In the event the child begins to cause harm, he/she will be removed from the class and have quiet time to help them relax. If we notice a pattern, we will make observations leading up to, during and after the incident. We will meet and discuss behaviors and events that have been happening. The parents and Daycare Staff will come up with a plan to help the child with his/her behavior. If the behavior is consistent, aggressive, or harmful to others, the child will be asked to leave Mananstanshuk Daycare.

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Family Vacations

We ask for the courtesy of a 2 week written notice when your child will be away on vacation. As Mananstanshuk Daycare is reserving your child's place in the daycare, you will be charged your normal monthly rate.

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Daycare Closure

Mananstanshuk Daycare will be closed on all statutory holidays. These include: Family Day, Good Friday, Easter Monday, Victoria Day, Aboriginal Day, Canada Day, Treaty Day, Civic Holiday, Labour Day, Veterans Aboriginal Day and Thanksgiving Day. During the Christmas Holidays the Daycare will be closed for a two-week period. Parents will be notified a week in advance the dates decided by the First Nation. We

may be also be closed from time to time in events of no water, no hydro and extreme weather conditions where temperatures reach – 45.

Initial_____

Illness

The health and well-being of your child is top priority. To ensure a healthy environment for your child, we insist on the following rules. A sick child must be kept at home and alternative arrangements must be made for child care. If your child is ill, has any known contagious condition, or has any of the following symptoms listed below will be sent home:

- Diarrhea (3 or more watery stools in 24 hours)
- Vomiting (2 or more times in 24 hours)
- A fever (temperature of 100 degrees Fahrenheit or more)
- A sore throat (with a fever and itching)
- Lice or nits
- Feeling ill (unusually tired, pale, lack of appetite, confusion, cranky)
- Active sneezing or coughing
- Discharge from eyes or ears
- Colored discharge from nose
- Or any other symptoms that indicates illness or a potentially contagious condition

A child who brought to the daycare with any of these conditions or symptoms cannot be admitted and will have to be taken home by the parent. If any of these symptoms develop after a child has been admitted to the daycare, the parent will be called and informed that they will need to have their child picked up.

This policy is for the health and well-being for all the children and will enable us to provide the best possible environment for children.

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Termination of Care

In the event that a parent/guardian wished to terminate care, they will be responsible to provide a two week written notice. If care is terminated without appropriate written notice, the parent/guardian will be responsible to pay for entire month regardless if the child attends or not.

In order to meet the needs of the public, any child who is absent from the Daycare for two consecutive weeks will be removed from the program.

At the discretion of the Daycare Administrator and Education Director, we reserve the right for immediate end of care for non-payment of monthly fees, non-compliance of our policies and procedures, or where undue harm is caused to another child or staff

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Priority List of Care

Due to limited space available in our program, the Daycare will follow the following list for enrolment. Furthermore, in the event should a space become needed and child care is available at home, services may be discontinued.

- Priority 1: Two full-time working parents or Single full-time working parent/full-time student(s)
- Priority 2: Two part-time working parents
- Priority 3: One working parent or full-time student with one parent at home
- Priority 4: Non-working parents

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Clothing Requirements

Please dress your child appropriately according to weather conditions. At times, we will going for walks and playing outside during warmer months. You may keep extra clothing such as sweaters/jackets in your child's cubby. Also, please note that some activities may be messy, do not send your child to daycare with any clothing on that you wish not to become stained.

If your child is going through the toilet training process, please ensure that your child has at least three-four sets of underwear and clothing to change into.

We ask that all children have at least one extra set of clothing in the event of emergencies.

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Rest Period

All children under the age of 5 will have a rest period of 2 hours. No child is forced to sleep; however they must remain quiet. If a child isn't sleeping 45 minutes of resting; books, puzzles, and coloring will be given to them until rest period is over. Please try not to schedule pick-ups or visits during this time to lessen disturbances for other resting children.

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Child Abuse/Neglect

We are required by law to report any suspected signs of child abuse/neglect to proper authorities.

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Supplies

All supplies must be labeled with your child's name. You will need to provide the following list of items to be left at the Daycare.

- Complete change of clothing that includes: shirt, pants, socks & underwear

If your child is in diapers

- Diapers, wipes, diaper rash cream, a note will be left in your child's cubby when supplies are running low.
- At least two sets of clothing that includes: shirt, pants & socks

If your child is bottle fed

- All the bottles necessary to feed your child while in daycare

Please note, you will need to take home all used bottles and replenish supply daily.

If your child uses a pacifier, please ensure that one is always available for him/her.

Note: If you prefer not to leave your supply items at the daycare, you may send them daily in a diaper bag. The option of leaving them here is for your convenience and is not required.

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Medications

No child will be given any medication, prescription or over the counter medication without written permission from the parent/guardian. Prescription medication shall have the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date and directions for administering. This medication must be in the original container as dispensed by the pharmacy. A medication dispensary form must be signed and dated before any medication is given.

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Sunscreen/Insect Repellent

The parent/guardian is responsible to provide sunscreen and insect repellent when required. All products should be labeled with the child's name on it.

The form that permits use must be signed and is included in the child's registration package.

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Parent Contact Information

It is the parent/guardian's responsibility to ensure that all contact information is updated if necessary. It is important that the Daycare have access to all current phone numbers of parent, guardians and emergency contact persons listed in the registration package.

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Changes to Policies

Changes to policies may be required at times. Parents will receive a two week written notice. It will be necessary for parent/guardians to read, understand and re-initial any new revisions to the policies.

Initial _____

I understand that this is a legal binding contract, and I have read and understood the policies listed.

Parent/Guardian: _____ Date: _____

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