



PRESCHOOL PROGRAM MANUAL

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VISION

K.I.D.S. Inc. is a welcoming community based early learning and child care program where learning happens by developing strong supportive relationships in an innovative and enriched environment.

MISSION

To provide quality, nurturing, play based programs while encouraging learning and healthy development responsive to those members of our community.

CORE VALUES

Relationships

Respect

Creativity

Belonging

Learning

This operations manual is designed to:

- Satisfy the Province of Manitoba's licensing requirements for the operation of an early learning and child care centre
- Provide you with the information you need while your child is in care with us
- Give you information about our philosophy
- Explain how we operate our facility and follow best practices.

We are required to provide parents with a procedure to follow if they have a concern or a grievance. We provide a copy of the centre's program statements to parents, employees, volunteers, students and board members. The board of directors reviews it annually. Information about revised policies is shared with these groups before they take effect

If you have any questions or concerns about this family handbook, please speak with the executive director.

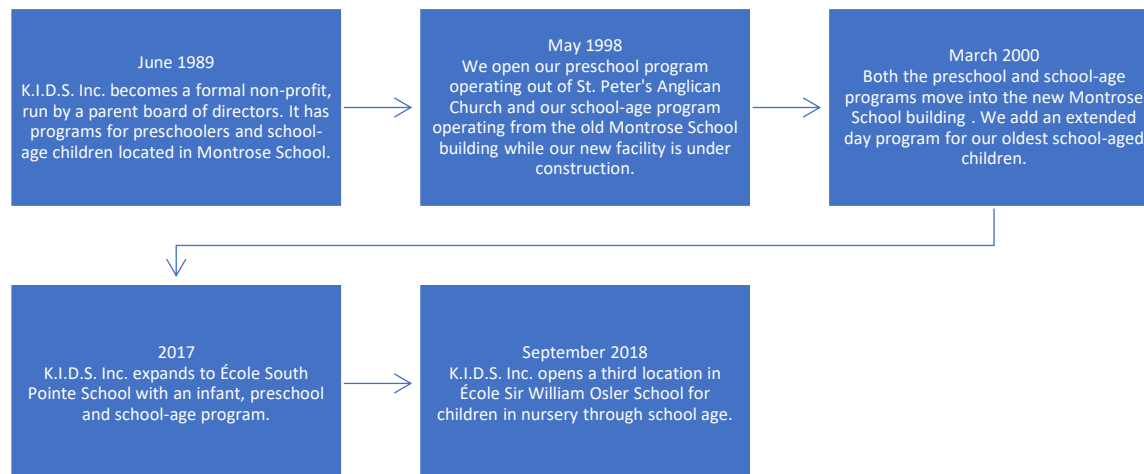
1. WELCOME TO K.I.D.S. INC.

The years of a child's life are times of natural curiosity, boundless energy, and unlimited questions. Providing a rich and varied environment where children can enjoy learning through play and social interaction with their peers is very important.

With this in mind, we provide the children at our centre with a variety of experiences, with varying degrees of structure. Through these experiences and regular individual attention, we work towards developing a healthy self-image in each of the children.

Continual and open communication between parents/legal guardians and educators will help us to understand the kind of care you wish your child to have. Keeping the centre informed of your child's home situation will also assist us in understanding and providing for their individual needs as well as maintaining the important connection between home and the centre.

2. HISTORY OF K.I.D.S. INC.



In 1987, the families of Montrose School in River Heights, identified a need for before and after school child care. In June of 1989, K.I.D.S. Inc. became a formal non-profit, unfunded incorporation run by a parent Board of Directors. Two programs developed to care for preschoolers and school-age children located in Montrose School. In May 1998, our preschool program operated from St. Peter's Anglican Church (across the street from Montrose School) and our school age program operated from the old Montrose School building while our new facility was under construction. Both the preschool and school age programs moved into the new Montrose School in March 2000 and our Extended Day Program (for our oldest school age children) operated out of the church site after school. In 2017 K.I.D.S. Inc. expanded to École South Pointe School, opening infant, preschool and school age programs at that site. In September of 2018 K.I.D.S. Inc. opened a third location in École Sir William Osler School for children in nursery through school age.

3. PHILOSOPHY

We consider the following in our philosophy and goals:

- what we know about how children develop and learn
- what we want children to learn
- the value of parents and caregivers
- the rights of the child

We believe that each child is a unique individual and learns best by way of their natural curiosity and sense of wonder. By providing a safe, stimulating environment, our program strives to meet the needs of each child's social, emotional, physical and cognitive development.

Our rich curriculum provides success experiences to encourage children to develop creativity, self-confidence, and a positive self-image. Children in our programs have opportunities to solve problems, make choices and become independent. We believe in opportunities for children to explore and experience nature. The partnership between K.I.D.S. Inc. and the schools is an established relationship that supports children to learn and helps families thrive through communicating, cooperating and collaborating.

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Our Early Childhood Educators and Child Care Assistants are passionate, loving and warm individuals who have a solid understanding and training in child development. They provide meaningful learning opportunities in response to the diverse needs and abilities within the community we serve. Our educators encourage children to develop to their fullest potential. Our educators regularly participate in many professional development opportunities.

We believe that children thrive in an environment of love and security and that the parent/guardian is the most important adult in the child's life. Our program blends and enhances the child's family experiences with their experiences at K.I.D.S. Inc. We collaborate with parents/guardians as they learn about and become involved in all aspects of their child's program. We believe gender balance is important for children to learn from a variety of role models.

4. DIVERSITY STATEMENT

K.I.D.S. Inc. is committed to equity, diversity and inclusion in all its work, and strives as an organization to ensure its collective activities, communications and practices are representative of the people of Manitoba. We work collectively to serve our educators, our families and children.

K.I.D.S. Inc. is proud of the diversity that exists in our child care centres and communities. We have long understood, as educators, the importance of acknowledging and respecting individuality, encouraging understanding, promoting belonging, relationships, and community with children and families. We work to recognize, learn about, and celebrate individual and collective diversity along with the richness this brings to all our realities.

K.I.D.S. Inc. is committed to maintaining safe and supportive learning environments for all educators, children, and their families. Our curriculum respects the rights and human dignity of others. The early years are the most formative years in human development; it is during this time that a young child's development and understanding of social norms, acceptance and inclusion are formed.

K.I.D.S. Inc. will continue to discuss diversity and equity, sharing promising and evolving practices which promote inclusion and belonging for all children, families, and educators. Diversity in our community is inclusive of persons of different races, genders, ethnicities, nationalities, economic backgrounds, ages, abilities, sexual orientations and gender identity or expression and religious beliefs.

K.I.D.S. Inc. acknowledges and is dedicated to learning, understanding, and collaborating with those who have experienced or are experiencing discrimination in order to advocate for reconciliation and change for a more inclusive future.

5. GOALS

Goals for children's social-emotional, cognitive and physical development

To have the child be able to:

- Develop a positive self-image and self-confidence.
- Develop independence through making choices and solving problems.
- Develop creativity and use their imagination.
- Develop relationships, a sense of belonging and a respect for others.
- Develop empathy and express emotions.
- Develop resilience.
- Develop communication skills

- Develop decision-making and critical thinking skills.
- Explore with a sense of wonder which challenges their curiosity.
- Develop large and small muscle coordination.
- Develop an awareness of their body.
- Challenge their physical development through taking risks and through sensory experiences.

Goals for parents/guardians

To be able to:

- Feel secure in the care of their child so that they can attend to their work or studies.
- Acquire information regarding child rearing, healthy child development, nutrition, etc.
- Understand and follow the Code of Conduct and program policies of K.I.D.S. Inc.
- Provide children with consistent approaches between home and the centre.
- Participate in the centre's activities through input into their child's day/experiences and/or policy-making.

Goals for educators

To have the Early Childhood Educators and Child Care Assistants be able to:

- Create an inclusive environment which fosters all areas of development.
- Create a stimulating, safe place for children and adults.
- Understand and foster healthy child development.
- Understand, promote and practice developmentally appropriate practice and pedagogical approaches to learning.
- Recognize and respond to each child as a unique individual including all abilities and backgrounds.
- Function effectively as a member of the team with children, educators, families and community.
- Participate in short- and long-term planning of the centre.
- Evaluate and have input into the program and environment on an on-going basis.
- Understand and follow the regulations of the MANITOBA COMMUNITY CHILD CARE STANDARDS ACT.
- Understand and follow the policies, protocols and procedures of K.I.D.S. Inc.
- Follow the accepted CODE OF ETHICS FOR EARLY CHILDHOOD EDUCATORS.
- Maintain a positive relationship with the staff members of schools and the surrounding community.
- Commit to on-going development as a professional in the field of early childhood education

6. PRESCHOOL CURRICULUM STATEMENT

At K.I.D.S. Inc. we support each individual child in our program. Our educators engage in direct eye contact and position themselves at equal level with the children. This allows all educators to respond effectively to their cues. Through this active listening and role modelling, positive interactions with the adults help the children develop strong team working skills, respect for themselves and others. We encourage children to make positive choices and learn how to compromise with others through play experiences that incorporate and expand children's inspirational thoughts and ideas.

By engaging with children in their play, we are able to discover what captures their interests through observation. Our whole environment reflects the play observed. Observations provide spontaneous

teachable moments that also expand into planned experiences and help to develop ideas for play zones throughout the centre. This enhances the curiosity of each child and creates new learning opportunities for all. Educators offer opportunities for children to learn at their own rate. They are able to scaffold that learning by building on prior skills through all aspects of the curriculum through planned and “in the moment” experiences, the environment, free play, peer observations and direct teaching. Educators observe daily and communicate within their teams to develop and enhance experiences for the children within their groups ensuring a variety of the curriculum areas are covered as well as opportunities to practice new developmental skills.

The daily schedule is a guideline to help children understand what to expect in our program as they move from one routine to another. A predictable schedule gives the children a strong sense of security and autonomy (independence) in decision-making skills. The time frames for routines are flexible based on the engagement of the children in their experiences either planned or free choice. Many factors influence the daily schedule such as life events, weather, individual interests and energy levels which are all taken into consideration when the educators communicate and organize the days’ events/routines/transitions.

When it is necessary to help children move to the next routine, educators use techniques to ensure a smooth transition. Although it is important for children to learn the skill of waiting, educators will implement songs, stories, or children’s experiences to help guide the process of change. The transitions that are implemented may follow what the children were previously involved in or will relate to the next event.

We’ve arranged our indoor environment to support exploration and interactions in a home-like setting. This encourages children to play and construct new knowledge. We have selected the equipment in the environment to enhance the interests of the children within that space which evolves as their interests change. We celebrate the changes of the seasons with hands-on learning through energetic exploration of our outdoor environment to help connect children with nature.

We are a diverse community at K.I.D.S. Inc. made up of children of all ages. Since we know that children develop at different rates, we implement a multi-aged approach when establishing our groups. Our program balances the needs of the children who require more practice on basic skills, with challenging the children who have accomplished developmental goals. A large part of our day involves supervised free play with a wide variety of fine motor materials and toys for children to explore on their own time and satisfy their natural curiosity for how things work and how they fit into the world around them. We consider diversity as a regular aspect of the everyday curriculum in which educators foster children’s attitudes toward acceptance and differences in an anti-bias manner. Children learn about the range of differences and variations in languages, cultures, abilities, religions, lifestyles and ways of being.

Our diverse community expands to the parents/guardians and extended families of the children. We value our partnership with parents/guardians and encourage them to participate in our program through interactive experiences, special family events, and everyday routines. We share information for families electronically through our interactive app, email, website as well as displays within the centre. We welcome parents and extended family members to join us at any time.

The preschool program schedule is posted on the bulletin board.

7. EDUCATORS AND STAFFING STRUCTURE

The K.I.D.S. Inc. educators are dedicated to the care and well-being of your children. They are professionals and have been trained in child development or have had experience in a childcare setting. Please get to know the people who care for your children while you are at work or school.

Educator pictures are located in the vestibule/hallway.

K.I.D.S. Inc.'s staffing structure is provided in Appendix A. K.I.D.S. Inc. has one Executive Director and one Assistant Director who oversee the operation and budgets of all three sites and are located at the Montrose Site. Each site has a Site Manager who is responsible to oversee the day-to-day operations of their respective sites and are the main point of contact for Parents/guardians regarding questions or concerns. The Site Managers are supported by a team of Program Supervisors, Early Childhood Educators and Child Care Assistants.

8. PARENT/GUARDIAN PARTICIPATION AND BOARD OF DIRECTORS

We invite parents/guardians to participate in the centre's activities in many ways. For example, they may volunteer, bring in creative art supplies for our art centres, share a special talent, or join our Board of Directors or one of its committees.

K.I.D.S. Inc. is run by a Board of Directors that has the responsibility of making policy and financial decisions for the organization. The structure of the Board of Directors is provided in Appendix A. The members of the corporation elect the Board of Directors each fall at the Annual General Meeting. We encourage parents/guardians to attend the Annual General Meeting. The Board of Directors will consist of representatives from each site (Montrose, South Pointe and Sir William Osler) with children who attend the centre. The Board can also include community members and school liaisons, but this is not mandatory.

K.I.D.S. Inc. keeps families informed through email alerts or messages, in our newsletter, our interactive app and on our www.kidsincorporated.ca website. We ask that parents/guardians maintain open communication with K.I.D.S. Inc. to ensure that we are all informed regarding the needs of the children.

9. INCLUSION STATEMENT

K.I.D.S. Inc. welcomes and includes children of all abilities. Our accessible indoor and outdoor environment and curriculum are consistently adapted to meet the capabilities of individual children and the whole group. Among other efforts, the program relies on government funding for additional educator resources to reasonably accommodate the full inclusion of children who require additional support because of a physical, cognitive, social or emotional need.

When parents/legal guardians inform the centre of an identified additional support need, we set a meeting prior to enrollment. This gives us time to review and plan for the needs of the child within our setting and take into account the available funding from the Inclusion Support Program. We access and use resources from within the centre as well as external sources such as the Inclusion Support Program grants, school supports and early intervention professionals.

Observations and individual program plans assist the educators to ensure inclusive participation, meaningful to each child within the daily program's routines, schedules and planned play experiences. Our educators develop supportive relationships with children, families, the school resource teams and other professionals. This approach enables the program to be responsive and flexible while supporting the capabilities of each child. Our educators have received professional development opportunities in inclusive practice and have a great deal of experience and knowledge in working with children with a wide range of needs. Our strategies for professional growth will

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continue to improve our skills, knowledge and judgements based on sound research to ensure accessibility and inclusivity for all children at K.I.D.S. Inc.

Our collaborative processes value the partnership among the child, family, educators and additional supports. Educators, parents/legal guardians and other professionals will develop, administer and review Individual Program Plans (IPP's) for children with identified and funded additional support needs. The children and their supports are central to decisions, planning and implementing IPP's; their priorities will be discussed, prioritized, valued and respected. We are committed to clear, open communication among all partners, which is essential for successful collaboration.

10. HOURS OF OPERATION AND CONTACT INFORMATION

Montrose School Site:

Preschool Program	7:00 a.m. – 5:30 p.m.
Inservice Days, School breaks and summer	7:00 a.m. – 5:30 p.m.

École South Pointe School Site:

Preschool Program	7:00 a.m. – 5:30 p.m.
Non-school Days, School breaks and summer	7:00 a.m. – 5:30 p.m.

École Sir William Osler School Site:

Preschool Program	7:00 a.m. – 5:30 p.m.
Inservice Days	7:00 a.m. – 5:30 p.m.
School breaks (Winter, Spring and Summer)	7:00 a.m. – 5:30 p.m.

K.I.D.S. Inc. will respond to all phone calls/emails from parents/guardians within 24 hours during business days. At a minimum, we will acknowledge receiving the phone call/email within 24 hours and give a timeline for providing a response to the question/concern.

K.I.D.S. Inc. Montrose School Site: Phone: 204-488-8948

Site Manager/Supervisor Email: supervisorskim@gmail.com

K.I.D.S. Inc. École South Pointe School Site: Phone: 204-275-3350

Site Manager/supervisor Email: supervisorskisp@gmail.com

K.I.D.S. Inc. École Sir William Osler School Site: Phone: 204-488-7621

Site Manager/Supervisor Email: supervisorsswo@gmail.com

11. REGISTRATION

Parents/Guardians must submit enrollment forms and the non-refundable enrollment fee before the child starts. The parent(s)/legal guardian(s) need to meet with the administrative staff before their child is enrolled. We invite families to visit the centre before enrolling to become familiar with the setting and the educators.

12. ACCEPTANCE

Montrose and South Pointe

K.I.D.S. Inc. preschool program welcomes all children to our preschool program who are two through six years of age and are developmentally ready for a group setting.

Sir William Osler

K.I.D.S. Inc. preschool program welcomes all children to our preschool program who are **enrolled in École Sir William Osler School**, fully toilet-trained, and developmentally ready for a group setting.

All locations:

We will include children with additional support needs based on the supports and resources we receive from the Province of Manitoba. We require a written assessment before enrollment to review the child's needs. A decision is made based upon the available resources and programs for that child. We are wheelchair accessible.

When selecting the next child on the waiting list within a certain age range when a vacancy comes available, the following priority will be considered:

1. Staff member's children (K.I.D.S. Inc., Montrose School, École South Pointe School, École Sir William Osler School)
2. Siblings of children already enrolled at K.I.D.S. Inc.
3. Children currently attending Montrose School, École South Pointe School and École Sir William Osler School or any K.I.D.S. Inc. location.
4. All other children in the age category being filled

In cooperation with the Winnipeg School Division, K.I.D.S. Inc Sir William Osler has been promised the availability of school space to accept all children who require full-time care within our program. This is reflective of the availability of physical space to operate our programs before and after classes. Should this change in future years, K.I.D.S Inc. will have to limit the number of children enrolled in the program to the space provided by the school.

It is important that you are aware that children enrolled in the preschool program are NOT guaranteed a space in the school-age program. Preschool children are eligible to stay in the preschool program until the last day of the kindergarten school year, usually the last day of June. The summer immediately following their kindergarten year, K.I.D.S. Inc. will offer a school-age space if one is available. If no space is available, the child will be withdrawn on the last day of the school kindergarten calendar year. We recommend remaining on the waiting list until the child is enrolled in our school-age program, to maintain original placement on the list. Signing the enrollment form indicates understanding and agreement with this procedure.

13. WITHDRAWAL

We require two weeks' paid notice to withdraw from the program. Any withdrawal must be for a minimum of six months. Upon withdrawal due to a maternity or paternity leave, a child will be placed back on the waiting list (at parents/legal guardians written request); positioned as per their original K.I.D.S. Inc. enrollment date. To qualify, the child must have been enrolled at K.I.D.S. Inc. for a minimum of six consecutive months.

14. FEES/BAD DEBT

The Board of Directors set the fees based on the financial needs of the centre. Please see Appendix B for details.

We require parents/legal guardians to pay for their space year-round, whether they use the space or not, to ensure that there is a space held for their child.

We will send an invoice by email for each four-week billing period. Parents/Guardians can expect the invoice seven days before payment is due (the Monday prior). Pre-authorized debit (PAD)

agreements outline the terms and conditions for payments. Any adaptations to PAD agreements must be approved by the Executive Director. No cash will be accepted.

If the PAD is declined (insufficient funds in the account), K.I.D.S. Inc. will re-present the payment three days after notifying the fee payer via email. We will add NSF charges to your next invoice. If we don't receive payment by the Friday of the week the fees are due, we will charge a late fee (as per appendix B). If the fees and late penalty are not received by the Friday of the second week, we will issue two weeks' notification of withdrawal of services. Parents/Guardians won't be able to re-enroll their child until the total account balance is zero. The child's name will be added to the end of the waiting list. Failure to pay upon final notification and withdrawal of services will result in an immediate 45% surcharge. The surcharge will be applied to any outstanding balance. We will then send the account to a collection agency. Thereafter, interest charges will be applied at a compounded rate of 2% per month.

In lieu of fundraising, we will calculate annual costs per child for events, special visitors, bug spray, sunscreen, etc. Families have told us that they no longer wish to fundraise and would rather have a charitable donation receipt for contributions, divided throughout the year. The costs of the total expense will be billed on parents'/legal guardians' invoices each billing period as a payment to the donation fund. We won't make any additional requests for fundraising or donations throughout the year. We will still require signed permission slips for outings. We will process receipts for donations to the fund so parents/guardians can claim them for the taxation year. If a parent/guardian doesn't wish to make the donation in this manner, they have the option to fundraise an amount equal to the requested donation.

We ask parents/guardians who currently donate to the United Way to consider earmarking their donations for K.I.D.S. Inc. Over the years, we have had families of children who have donated to us through their workplace. They not only earmarked their United Way donations for the centre but encouraged their co-workers to do so as well. This has resulted in a direct increase to our fund. Every little bit helps.

Parents/guardians who wish to make a monetary donation to the centre, over and above the donation fee, will be issued a charitable donation receipt for their contributions.

A charge will be assessed for all payments which are returned NSF and for duplicate tax receipts as per appendix B.

Late pick up fees

We ask that parents/guardians ensure they arrive to pick up their children and leave the centre before closing time. We charge a fee for pickups after centre closing time. Late pickup fees are detailed in Appendix B. This amount will be billed to the account. This fee is calculated per child for every 15 minutes or portion thereof. We will ask the person picking up the child to sign a late pickup form acknowledging the details.

K.I.D.S. Inc. will honour all holidays recognized by the Early Learning and Child Care Program or Custodial holidays. K.I.D.S. Inc. closes for professional development days in consultation with the Board of Directors, we will give families sufficient notice to enable them to make alternate child care arrangements when the centre chooses to close. We will bill on these days, unless otherwise specified

Fee assistance is available from the provincial government. Forms are available online at https://www.gov.mb.ca/fs/childcare/families/childcare_subsidies.html. Parents/legal guardians

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must apply before space is required. Subsidy is based on income and demonstrated need. They are examined and assessed by the Early Learning and Child Care Program Office (204-945-8195 cdcsubsidy@gov.mb.ca). Parents/legal guardians who receive fee subsidy are responsible for paying the full fee for any days missed which exceed the designated allowable absent days.

15. ILLNESS

For the protection of other children and staff, we ask parents/guardians to not send their sick child to the centre. Children must be well enough to participate in any indoor or outdoor activities to be welcomed at the centre. Our staff have the right to deny care to any child who they feel is too sick to be at the centre.

Parents/Guardians must report any communicable diseases such as strep throat, mumps, chicken pox, to the centre so that we can notify families. Public Health regulations take priority in any communicable disease situation, as we **MUST** follow their procedures. They may not necessarily concur with the advice of the child's doctor.

A fever is the body's way of fighting off infection or virus. Therefore, we cannot welcome to the centre children with a fever or a child who has had a fever in the past 24 hours.

Children must be clear of fever for 24 hours or parents/legal guardians must know of and be able to relay the cause of the fever to staff before the child will be able to stay at the centre (depending on the cause).

If a child becomes sick while at the centre and shows signs of communicable disease, illness, or have a temperature over 38.5 degrees Celsius (101.3 degrees Fahrenheit), we will call the parent/guardian to pick them up as soon as possible. We encourage parents/guardians to make a backup plan with an alternate person who can pick up their child if they're not able to. If we cannot reach the parent/guardian, we will call the emergency contact person on file.

LICE AND OR BEDBUGS

In the case of lice or bedbugs, we don't allow children to come to the centre until the family and/or the home has completed a recommended treatment program. We require families to report any cases to the centre.

16. MEDICATION/ANAPHYLAXIS

A child on medication may return to the centre if they are well enough to fully participate in the program. This includes playing outdoors. Staff will give prescription medication only. Non-prescription medications (i.e. Tylenol, Temptra, etc.) will only be given by a doctor's written order.

We will give parents/legal guardians a medication form to fill out and sign. Medicines must be in the original prescription container with the specifics clearly marked (name, dosage, etc.). It is advisable that parents/guardians request two labeled containers (one for home and one for the centre). We will assign one staff person to administer the medication.

K.I.D.S. Inc. has an anaphylaxis protocol, available in the office when applicable. We ask parents/guardians to consult with the Executive Director or designate if their child has an auto-injector for any reason to comply with this policy and to initiate a health care plan.

17. ACCIDENT PROCEDURE

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We take every effort to reduce the possibility of accidents and injuries at K.I.D.S. Inc. By their nature, children are curious and sometimes take risks. We will report any minor injury to parents/legal guardians via an accident report form.

This is our procedure for any major injury requiring medical attention:

a) We will call Parents/legal guardians or designate to pick up their child OR

b) We will call an ambulance to take the child to the hospital with an educator. Children will not be taken in an educator's vehicle to the hospital. The parents/legal guardians will be called to meet the child at the hospital.

Note: The educator reserves the right to make the judgment as to which procedure will be followed depending on their perception of the severity of the injury.

Parents/legal guardians are responsible for the cost of the ambulance and for the educator's transportation back to the centre.

18. MIXED AGE GROUP PLAN

MONTROSE SITE

K.I.D.S. Inc. will have occasional mixed groupings of preschool and school age children (ages 2-12) at the centre in the mornings (opening until 9:00 a.m.) and the end of the day (3:30p.m. until closing). We will occasionally have mixed groupings of preschool and school age children on in-service days and school breaks which we have found enhances our well-rounded program. On these days the time frames will vary depending on the planned experiences and developmental capabilities of all involved. We will not compromise staff-to-child ratios, during these mixed age group time frames. We will use the appropriate blended ratio chart to accommodate the need.

We will ensure all children's needs are met during these combined times by:

- planning a curriculum based on the group needs including staff directed activities, variety, snacks, and outdoor play.
- providing supplies specific to school age children as well as use of the preschool supplies (except for the preschool large muscle toys)
- promoting older children interactions with younger children, including siblings, allowing for more responsibility for those who want it (planning and implementing activities, reading to children, playing games...)

SOUTH POINTE SITE

K.I.D.S. Inc. will have occasional mixed groupings of infant, preschool and school age children at the centre in the mornings (opening until 8:50 a.m.) and the end of the day (3:25p.m. until closing). We will occasionally have these mixed groupings of children on in-service days and school breaks which we have found enhances our well-rounded program. On these days, the time frames will vary depending on the planned experiences and developmental capabilities of all involved. We will not compromise staff-to-child ratios, during these mixed age group time frames. We will use the appropriate blended ratio chart to accommodate the need. Educators will have charts that clearly identify the blended ratio possibilities and room capacities.

Mixed age groupings when infants are included will only take place in infant and preschool rooms. Mixed age groupings when only preschool and school age children are together will take place in preschool or school age rooms.

- We will ensure all children's needs are met during these combined times by: planning a curriculum based on the group needs including staff directed activities, variety, snacks, and outdoor play.

- ensuring educators are very careful in their supervision of children in mixed age groups,
- ensuring the program and materials are safe and appropriate for all, especially for infants within such a setting. (ex. No choking hazards).
- ensuring educators adjust the program and environment to meet individual needs of all children.
- ensuring our mixed age groups will be promoting older children interactions with younger children, including siblings, allowing for more responsibility for those who want it (planning and implementing activities, reading to children, playing games...)
- practicing evacuation drills once per year while children are in mixed age groupings, bringing an evacuation crib when infants are in the mixed age grouping
- ensuring upon receipt of an approval to the mixed age group plan we will post the letter for families.

ÉCOLE SIR WILLIAM OSLER SITE

K.I.D.S. Inc. will have occasional mixed groupings of preschool and school age children (ages 3years 8 months-12 YEARS) at the centre in the mornings (opening until 8:30 a.m.) and the end of the day (3:00p.m. until closing). We will occasionally have mixed groupings of preschool and school age children on in-service days and school breaks which we have found enhances our well-rounded program. On these days the time frames will vary depending on the planned experiences and developmental capabilities of all involved. We will not compromise staff-to-child ratios, during these mixed age group time frames. We will use the appropriate blended ratio chart to accommodate the need.

We will ensure all children's needs are met during these combined times by:

- planning a curriculum based on the group needs including staff directed activities, variety, snacks, and outdoor play.
- providing supplies specific to school age children as well as use of the preschool supplies (except for the preschool large muscle toys)
- promoting older children interactions with younger children, including siblings, allowing for more responsibility for those who want it (planning and implementing activities, reading to children, playing games...)

19. FLEXIBILITY POLICY MONTROSE SITE

K.I.D.S. Inc. will allow ratios to be exceeded during times of transition or transportation on school days if numbers of children warrant. Safety will not be compromised.

This policy will allow that:

the preschool program exceeds its ratio of 1:8 on rare occasions, while Nursery and/or Kindergarten children are being escorted to/from school. **The approval is to provide a staff to child ratio of 1:10 while Nursery and Kindergarten children are being escorted to and from school at 8:45 a.m.-8:55 a.m., and 12:45 p.m. -1:00 p.m.**

K.I.D.S. Inc. will provide a staff-to-child ratio of 1:16 during nap time and for the period of 12:20 p.m. -2:30 p.m. Consideration is given to the fact that K.I.D.S. Inc. will maintain the Manitoba Fire Code ratio of 1:10 by having staff immediately accessible to assist with emergency situations should the need arise.

20. ARRIVAL AND DEPARTURE OF CHILDREN

At the beginning of each day an adult must accompany the child until they are in the centre, and an educator is aware they are present. Verbal contact must be made. Educators will sign in the child once contact has been made; we assume responsibility at that point.

We ask that Parents/guardians assist the child in dressing and remove all items from their locker each day. Families must make verbal contact with an educator before taking their child home so we can sign the child out. Once we've signed the child out, we are no longer responsible for the child.

South Pointe site: Our doors are locked at all times. All families attending K.I.D.S. Inc. South Pointe site will need to purchase a key fob upon enrollment. (You can purchase as many as you want.) Your device will be active from 7:00 a.m. to 5:30 p.m. If you need to deactivate a device for any reason (loss or change in relationship with someone who has a device) just let the site manager know immediately and we will deactivate it right away. For those who do not have a fob (someone on your pick up list who only comes periodically) they will need to use the video /doorbell entry system. We request caution be used by all when entering/exiting the building with your device (not holding the door open for any other persons except those in your party). We need each person to be entering the building with our knowledge and approval. A safe person today may be a person with a restraining order tomorrow.

Sir William Osler site: Our doors are locked at all times. All families arriving at K.I.D.S. Inc. Sir William Osler will enter through the front doors facing Grant Ave. Once inside the foyer please ring the doorbell, an educator will then come to open the door. Group locations will be posted in the foyer, please proceed to the location where your child is located. Please make verbal contact with the educator to ensure that the transfer of care is completed.

All sites:

We will only release a child to a parent/legal guardian. arrangements may be made to have another adult to pick up a child, with verbal or written notice ahead of time. We will also accept a telephone call if we can identify the parent's/legal guardian's voice on the telephone. We may ask for identification when the alternate person comes to pick up the child. Anyone picking up a child must be thirteen (13) years of age or older.

We charge a fee for pickups after centre closing time. The clocks in the rooms and hallways are our standard timepieces. At centre closing time we will call the emergency alternate person on file. After 30 to 60 minutes of closing if we still can't make contact with a parent/legal guardian or an emergency alternate, we will call Child and Family All Nations Coordinated Response Network (CFS/ANCR).

Parents/Guardians should ensure we have current phone numbers and lists of people who would be willing and able to pick up their child in an emergency. PLEASE NOTE TRANSPORTATION POLICY.

21. INTOXICATION POLICY

The educators will not release any child to a person whom in the educator's opinion, is intoxicated. An alternate contact will be made.

22. TRANSPORTATION POLICY

K.I.D.S. Inc. and Parent/Legal guardian Responsibility

Parents/legal guardians are responsible for delivering and picking up their children, unless prior arrangements have been made with the Executive Director/designate. If someone other than the parent/legal guardian is picking up the child, the educators must receive a written notice. A phone call will be accepted only in an emergency. The educators will not release a child without prior notification.

The centre assumes responsibility for the care and well-being of children once the verbal contact between the parent/legal guardian and educator has been made and relinquishes the responsibility of the child once the parent/legal guardian enters the centre and verbal contact has been made between the parent/legal guardian and educator.

K.I.D.S. Inc. educators will escort Nursery and Kindergarten children to and from their classrooms.

Walks and field trips

From time to time, children will leave the centre on walks and/or to local parks. Parent/legal guardians signed permission on the enrollment form identifies agreement to this policy. When children leave the centre by public transport, or by rented bus, we will notify parents/legal guardians a minimum of 24 hours in advance. Parents/Guardians must provide written approval on each permission slip.

Transportation of children in staff vehicles is only permitted when groups are away from the centre, in circumstances of extreme emergency or inclement weather, as assessed by the Executive Director or designate. K.I.D.S. Inc. will adhere to the provincial and federal legislation regarding the safe transportation of children.

South Winnipeg Kids On Wheels Bus

When K.I.D.S. Inc. uses the shared bus with the South Winnipeg Kids On Wheels (SWKOW) we will use forward-facing car seats based on the manufacturer's installation for use for children under 4.5 years of age and 40lbs (or 18kg) in accordance with Transport Canada guidelines for transporting children on buses. Once the children grow out of the car seats, they will sit directly on the bus seat without the lap belt.

We will not use the lap belts for children or adults as the bus is designed to be a compartmentalized unit, and like when children ride a regular school bus, the back of each seat is padded with rubber to limit the extent of injuries. This is based upon the latest research (2003) in collision studies reported to us by the Manitoba Public Insurance's Road Safety Issues Specialist.

Lap-type seatbelts, as we have on the bus, can cause injury to the children's soft tissue areas of their bodies.

Parents/legal guardians sign a permission form indicating their permission for children to ride on the SWKOW bus using these guidelines. K.I.D.S. Inc. educators weigh and measure children and notify parents/legal guardians in writing when changes occur to how their child will ride on the bus and a new form will be signed.

Our SWKOW bus is maintained regularly and an Annual Vehicle Safety Certificate and a copy of the registration and proof of insurance for any vehicle used to transport children are kept inside the glove compartment of the vehicle.

Driver

Our driver's qualification includes a good driving record, a Class 4 license which includes safety training and annual physical examinations. K.I.D.S. Inc. acknowledges and will take reasonable steps to ensure that all drivers must be authorized by law, and qualified, to operate vehicles and are instructed to adhere to the rules and regulations of The Highway Traffic Act, including those in relation to child car seats, seatbelts, speed-limits and the non-use of hand-held electronic devices while operating the vehicle. We keep a copy of each driver's license and driver Safety Rating on file, including verification that the driver holds a full license with no conditions.

If the driver has any demerits on their license, we obtain a copy of their drivers abstract to assess whether the driver may pose a safety risk when transporting children and we keep a copy of the driver's abstract on file.

23. FIELD TRIPS

When a field trip is planned which involves public transportation or rented bus, we will provide a permission slip for parents/legal guardians to sign. Only written permission will be accepted. This includes trips beyond neighborhood walks and visits.

Ratios of educators and children are usually lower than normal and parents/guardians are encouraged to volunteer to assist on trips.

If a parent/legal guardian wishes for any reason their child not attend a field trip, or have not signed a permission slip, they must make other arrangements for care as all available educators will be going on the trip.

Notice of the group's whereabouts will be posted on the door if everyone has left.

24. OUTDOOR PLAY

We play outdoors every day provided the temperature and combined windchill does not exceed -26 degrees Celsius. Therefore, we request that parents/guardians send children in weather-appropriate clothing. Parents/Guardians should label their children's clothing and have an extra set on site in case clothes become wet or soiled. The UV index will be a factor in the length of time spent outdoors in the summer.

25. PERSONAL BELONGINGS

We provide a locker for every child's belongings. To assist children in having a comfortable day while at K.I.D.S. Inc. please provide the following (labelled with the child's name):

- an extra set of clothing in a labelled zip lock bag (i.e. socks, underwear, pants or shorts, T-shirts, sweatshirts, and an extra pair of mittens in the winter).
- a blanket and cuddle toy for children who nap (will be sent home to be laundered on Fridays)
- a lunch bag with an ice pack to keep food cold
- A waterbottle
- suitable outdoor clothing including a hat for the summer

As we do not maintain a supply of extra clothes, we will call parents/guardians to bring extra clothes if they are needed.

We discourage children from bringing toys from home unless it is a special comfort toy. This will avoid damage or loss of favorite toys.

26. SNACKS AND LUNCHES

Snacks: We provide two healthy and balanced snacks every day, based on Canada's Food Guide. Each snack includes one selection from the vegetables and fruit group and one selection from any other food group (grain products, milk and alternatives or meat and alternatives) to meet the children's nutritional needs. We include snack fees on each invoice (see fee appendix). Should a parent/legal guardian wish to provide snacks from home and opt out of the snack fee completely, K.I.D.S. Inc. requires a written request to our Executive Director or designate for the period January to December. Lunches: We require Preschool children to bring a lunch every day. We encourage parents/guardians to send nutritious foods in their lunches. We provide milk for lunches. Toddler-

aged children tend to “graze” throughout the day. We suggest packing a variety of finger foods to choose from to help meet their unique food requirements.

We ask parents/guardians to not to send any nut or peanut products with their children as we have children with life threatening nut allergies.

When bringing in a special treat, like a birthday cake it is best to consult educators to ensure it is within our food handling guidelines.

K.I.D.S. Inc. will bill parents/legal guardians for any lunch that we have to make for a child.

27. DIAPER POLICY (for children who wear diapers/pull ups/toilet training)

Parents/guardians are responsible for checking their child’s diaper/pull up/ extra clothing supply daily. Please ensure there are plenty of diapers on hand as well as wipes. If a child runs out, we will call the parent/guardian to bring some.

28. CHANGE OF INFORMATION

Parents/legal guardians are responsible for providing the centre with up-to-date, accurate information. We are not responsible for any occurrence that develops from inaccurate information. Please help us keep our files up-to-date and accurate by sending a quick email to karenohlson@kidsincorporated.ca with any new information.

Parents/legal guardians are encouraged to keep a K.I.D.S. Inc. business card in their wallets noting that their child is at K.I.D.S. Inc. with phone numbers so that in the event of illness or accident, the authorities may contact us and an emergency contact.

29. STUDENTS AND VOLUNTEERS

Throughout the year, K.I.D.S. Inc. welcomes students and volunteers to assist our educators in the development and implementation of our program. They are not included in the ratios as an educator and will never be left alone with children. Their status as a student or volunteer is noted on their nametag.

30. CONFIDENTIALITY/ PRIVACY PROTOCOL

K.I.D.S. Inc. respects families’ privacy. We collect, use and store information as per our privacy policy and regulations. If parents/legal guardians refuse to sign, or withdraw consent at any time we must withdraw their access to our child care services.

K.I.D.S. Inc. will collect personal information disclosed from families and share with Vari Tech Systems Inc. (“Vari Tech”) so Vari Tech can manage and operate Vari Tech’s childcarepro software program on behalf of K.I.D.S. Inc. (for invoicing, receipting and vital information management) in accordance with the Vari Tech Privacy code http://www.childcarepro.ca/pdf/VariTech_PrivacyCode.pdf Vari Tech Systems Inc. will not disclose such personal information without further consent unless required or permitted by law. For additional information about The Vari Tech Privacy Code, please visit www.childcarepro.ca or contact the Vari Tech Privacy Officer 204-231-7068 at or via e-mail at support@childcarepro.ca

Your signature on the enrollment form, gives your consent to K.I.D.S. Inc.:

a) for collecting:

-all of the personal information included in any Enrollment Form that you may complete and give to the Facility about the Child(ren), yourself and any other individual whose personal information is included in the Enrollment Form, and

-any additional personal information regarding the Child (ren), you and/or any such other individual that the Facility may reasonably require and collect by way of additional documents and/or interviews/meetings;

b) for collecting all of the personal information included in any Subsidy Application that you may complete and/or give to the Facility about the Child(ren), yourself and any other individual whose personal information is included in that Subsidy Form, and forwarding that Subsidy Form to the appropriate government office for review by them;

c)for collecting any additional personal information included in any other document that you may complete and/or give to the Facility about the Child(ren), yourself and any other individual whose personal information is included in that document - for example: a Child Information Record, a Family Information Record, a Pre-Authorized Payments Form, a Custody Arrangements Agreement, a Medication Administration/Authorization Form, an Emergency Medical Attention Form, a Daily Care Record, a Food Allergy Action Plan, and any Additional Support Needs Form, (collectively, the "**Other Forms**", and with the Enrollment Form, any Subsidy Form and all Other Forms being herein collectively called the "**Forms**");

d) for collecting, on an ongoing basis, additional personal information about the Child (ren), yourself and any other individual who is referred to in any Form (a "**Named Individual**"), as reasonably required at any time by the Facility to provide for: the physical, emotional, social and intellectual well being and safety of the Child (ren), or the general administration and operation of the Facility (which includes record keeping and debt collection activities);

e) for using all of the personal information included in any Form and all other personal information previously or subsequently collected by the Facility regarding the Child (ren), yourself and/or any other Named Individual, as reasonably required by the Facility to provide for: the physical, emotional, social and intellectual well being and safety of the Child (ren), or the general administration and operation of the Facility (which includes record keeping and debt collection activities);

f) for disclosing, on a "need to know" and, where applicable, on a confidential basis, any personal information about the Child (ren), yourself and/or any Named Individual:

- (i) to the Facility's employees, independent contractors (i.e. people who regularly work at the Facility but who are not paid as employees), directors, therapists, volunteers (which may include parents and/or legal guardians of other children attending the Facility), work experience students and educational or regulatory observers; or
- (ii) to any third party who requires such information in order to:
 - A. provide (or assist the Facility in providing) for the physical, emotional, social and/or intellectual well being and/or safety of the Child(ren); or
 - B. assist the Facility in its general administration and/or operations (which includes record keeping and debt collection); or
 - C. assist the Facility in providing products / services to the Child(ren) and/or to you;or
- (iii) to a public authority or an agent of a public authority if, in the Facility's reasonable judgment, it appears that there is imminent danger to life or property which could be avoided or minimized by the disclosure of that information; or
- (iv) to any third party who requires such information and who is part of the Facility's organizational group; or
- (v) to any third party with whom the Facility is negotiating for the purpose of that third party taking over some or all of the Facility's services and/or other activities; or
- (vi) to representatives of other licensed child care facilities if you have not promptly satisfied my debts to the Facility;

g) for disclosing the name of the Child (ren) in any class list produced by the Facility for the Child (ren)'s class(es) at the Facility and made available to families of children;

- h) for disclosing the Child(ren)'s first name and last name initial or surname on a name tag (whenever other children in the Facility are given name tags) on the Child(ren)'s clothing and on various items throughout the Facility – for example, a sign-in/sign-out sheet, an allergy sheet, a locker and a notebook or scrapbook;
- i) for disclosing (and celebrating) the Child (ren)'s birthday(s);
- j) for taking appropriate photographs and/or videos (or allowing appropriate photographs and/or videos to be taken) of the Child(ren) and using any such photograph and/or video in the Facility's program activities (including but not limited to learning stories shared with other families), archives; and allowing appropriate photographs and/or videos of the Child(ren) to be taken by:
 - (i) parents/guardians of other children at the Facility at special events or field trips organized by the Facility.
- k) to collect and disclose personal information regarding the Child(ren), you and/or any Named Individual, without the consent of the Child(ren), you or that Named Individual, where:
 - a) required by law to make any such disclosure (for example, to the Manitoba Early Learning and Child Care Program in order to comply with licensing conditions); or
 - b) a staff member of the Facility suspects abuse, neglect or endangerment involving the Child (ren) (for example, to the Director of Child Welfare, Manitoba Child and Family Services or to a law enforcement agency).

For a copy of the full privacy policy, please see the privacy officer- K.I.D.S. Inc.'s Executive Director. Any questions/concerns regarding our privacy policy can be directed to the privacy officer- K.I.D.S. Inc.'s Executive Director.

31. CHILD ABUSE

Regulation: Every Early Childhood Educator who in the course of their profession or official duties, has reason to suspect that a child has suffered or is suffering from abuse that may have been caused or permitted by a person who has or had charge of the child, the suspected abuse will be reported to Child and Family All Nations Coordinated Response Network (CFS/ANCR).

32. DEVELOPMENTAL ASSESSMENTS

If the Early Childhood Educators have reason to believe a developmental assessment is required, a parent/legal guardian will be contacted for permission.

33. EVACUATION/LOCKDOWNS AND SHELTER IN PLACE

MONTROSE SITE: In each room we have outlined an evacuation procedure. Please familiarize yourself with these procedures because parents/guardians must evacuate the building in the event of an alarm sounding. Please take note of our evacuation sites. If we evacuate from St. Peter's Church we will go to Montrose School. If we evacuate from Montrose School we will go to St. Peter's Church. If both sites are evacuated or unavailable we will walk to the Swimming Matters Store at 1389 Grant Avenue at Waverley.

We conduct lockdown and shelter in place practices periodically during the year when safety has been compromised within Montrose School. We move children out of sight lines of all doors and windows (each of our rooms has a safe spot for shelter-in-place); we lock our outside door and await further direction from the school in regards to safety.

A full copy of our safety plan is available upon request.

SOUTH POINTE SITE: In each room (or on the carts) we have outlined an evacuation procedure. Please familiarize yourself with these procedures because parents/guardians must evacuate the building in the event of an alarm sounding. If we evacuate from South Pointe School, we will go to Bairdmore School at 700 Bairdmore Boulevard; Phone number: 204-261-3350. If we are unable to go to Bairdmore School we will access temporary shelter via Winnipeg Transit busses.

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We conduct lockdown and shelter in place practices periodically during the year when safety has been compromised within South Pointe School. We move children are moved out of sight lines of all doors and windows (each of our rooms has a safe spot for shelter-in-place); we lock our outside door and await further direction from the school in regards to safety.
A full copy of our safety plan is available upon request.

SIR WILLIAM OSLER SITE: In each room we have outlined an evacuation procedure. Please familiarize yourself with these procedures because parents/guardians must evacuate the building in the event of an alarm sounding. Please take note of our evacuation sites. If we evacuate from École Sir William Osler School we will go to Brock Corydon School at 1510 Corydon Ave. If we are unable to go to Brock Corydon School we will go to Montrose School at 691 Montrose Street.

34. PARKING

MONTROSE SITE: K.I.D.S. Inc. has reserved 2 designated drop off spaces with a 10 minute maximum. The bus loop is for loading and unloading only on the north side. Drivers should not leave their vehicles in order to leave the loop should a school bus arrive. Bus loop is one way. Enter from east (Montrose) and exit from west (Elm). If a school bus is loading/unloading (stop sign out) by law you are not allowed to pass it.

Please note that there is no RIGHT or LEFT turns off of Grant Ave. onto Montrose Street between 7:00 am and 9:00 am. If parking at the church site please use the parking lot behind the church, off the lane. Do not park in the spaces labeled “rector” or “secretary”. At the church site please ring the doorbell marked K.I.D.S. Inc. and an educator will open the door for you. This is done as an important security measure.

SOUTH POINTE SITE: Please park in designated spaces in the drop off loop or on the street.

SIR WILLIAM OSLER SITE: Please park in the designated visitor parking spaces in the school parking lot or on the street. Vehicles are not permitted to park on Grant Avenue in front of the school or in staff parking spaces in the school parking lot.

35. SMOKING

Pembina Trails School Division, Winnipeg School Division #1 and St. Peter’s Anglican Church are smoke free spaces. Please refrain from smoking on the school and church property, including fields.

36. CONCERNS

Please contact the Executive Director with your concerns. Educators are responsible for the children and will refer you to the office. She can be reached via email karenohlson@kidsincorporated.ca

Concerns are welcome, and we will do our best to handle all situations. If not resolved by the administrative staff, the next step is to present your concern in writing to the President of the Board and it will be addressed at the next monthly Board of Directors meeting.

37. CLOSURES DUE TO INCLEMENT WEATHER/EMERGENCIES

The decision to close the school and children’s centre rests with the School Board Chief Superintendent. The centre will be closed if the Pembina Trails School Division or Winnipeg School Division #1 has closed École South Pointe School, École Sir William Osler School or Montrose School. If École South Pointe School is closed then the South Pointe site infant, preschool and school age programs will be closed. If Montrose School is closed then both the Montrose site

preschool and school age programs will be closed. If École Sir William Osler School is closed then both the Sir William Osler site preschool and school age programs will be closed. Parents/legal guardians can check their email or check for messages on the centre's outgoing phone message, school/division website or the centre website. Please listen to C.J.O.B. Radio 680 am or cjob.com for more information. If a decision to close is made during the hours children are in our care, we will attempt to contact parents/legal guardians or alternate caregivers, and announcements will be made on C.J.O.B. Radio Station 680 am regarding our whereabouts and any further instructions. Fees are non-refundable during closures for any reason.

38. VIDEO/PHOTOGRAPHY

From time to time, educators will take photographs or videos of children to celebrate the fun the children are having and to document their learning. Other parents/guardians of children at the centre, students or volunteers may also take pictures during activities, special events or field trips organized by the centre. The centre may share pictures with other families through various documentation methods. Signed permission on the enrollment form indicates parent/guardian permission upon registration. We will share some of these types of documentation through an interactive electronic app. By signing the software program permission form, included in your enrollment package, you grant permission for us to photograph or video your child for the purposes of sharing this information with you electronically. Photographs or videos used by the media will result in parents/legal guardians being contacted for permission by phone or in person.

39. PRESCHOOL BEHAVIOUR MANAGEMENT POLICY

We encourage children to problem solve on their own and assist them by providing alternatives to aggressive or mistaken behaviour. We guide children to be responsible and take ownership for their own actions and grow in their respect for the rights and feelings of themselves and those around them.

We will use the following methods of direct and indirect guidance:

1. redirecting or suggesting an alternative activity/space.
2. using positive statements ("I need you to sit on the chair" instead of "Stop standing on the chair") and giving reasons for requests
3. choices and logical consequences (lose the privilege of the activity for the day)
4. reasoning
5. using positive feedback ("Way to go", "Good for you", "Keep up the good work")
6. an age appropriate removal from the situation will be used as a last resort (i.e. when a child who is disregarding the authority of the staff, physically hurting themselves, another person or their environment)

Action will take the form of positive guidance, re-direction, and the establishment of well-defined limits, and will occur at the time of the incident. Sometimes a child requires the adaptation of the environment to enable them to behave in a positive manner and that is why we observe closely and document when a child is unable to control their behaviour and self-regulate. Behaviour expectations will be based on developmental capabilities of each child.

In accordance with the licensing standards of the Manitoba Community Child Care Standards Act, the centre "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." This includes all children and adults present.

A serious problem in our preschool program is defined as one in which a child is hampering the smooth flow of the program by either; requiring constant one on one attention, is verbally abusing

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staff, has total disregard of staff authority, or is otherwise unable to follow the rules and guidelines of the program.

If a serious behaviour problem is continuing even though educators have tried the above methods of guidance, parents/legal guardians will be contacted at which point the behaviour will be discussed. A plan will be developed and implemented. The parents/legal guardians may be asked to provide permission to contact the Early Learning and Child Care Program as well as a similar referral agency.

Once all other options have been exhausted, and the behaviour continues, the parents/legal guardians will be asked to keep their children at home for a few days until they are ready to cooperate.

If the parents/legal guardians refuse to seek outside supports or if the behaviour still persists, the board of directors reserves the right to give parents/legal guardians one week notice to find alternate care for their children.

40. CODE OF CONDUCT (adapted for program manual)

The following people are expected to behave in a respectful manner and comply with this code of conduct:

- Management and staff members
- Children
- Parents/legal guardians of children enrolled
- Parents/legal guardians of children being placed on our waiting list or already on the list
- All others involved with our centre including therapists, school personnel, practicum students, licensing coordinators and inspectors, contractors/maintenance service providers, etc.

Guiding Principles for Appropriate Behaviour:

- Be Respectful-We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.
- Be Responsible-We are responsible for our actions and words. We treat each other as we want to be treated. When we make a mistake, we make amends and repairs rather than excuses.
- Be Safe-We work and play safely to help keep ourselves and others from getting hurt.
- Be Cooperative-We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.
- Be Supportive of Learning-We learn to the best of our abilities and support the learning of others.

Proactive Strategies:

We will actively strive to create and maintain an environment that supports the health, safety and well-being of everyone associated with our Facility by employing pro-active strategies and appropriate policies and procedures. This includes:

- Developing positive relationships, including making time to talk and listen.
- Establishing clear, consistent, simple limits and stating limits in a positive way.
- Providing explanations for limits, rules, procedures and policies.
- Role-modeling and encouraging appropriate behaviour.
- Working together in partnership to solve problems.
- Having realistic and developmentally appropriate expectations for behaviour.

- Ensuring our environment, our program and all materials used in our program meet the needs and interests of children and others associated with our program, and that they encourage appropriate behaviour and reduce the potential for inappropriate behaviour.
- Establishing consistent, yet flexible schedules and routines that help children gain trust, security and self control.

Developmental Capabilities of Children:

We recognize the varying developmental capabilities of children and understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for appropriate behaviour and consequences for inappropriate behaviour.

Unacceptable Behaviours:

The following behaviours are unacceptable and will not be tolerated:

- All forms of bullying (physical, verbal, emotional, social or cyber-bullying including comments, actions or visual displays that are intentional, hurtful and repetitive. For example: hitting, pushing, name-calling, mocking, excluding someone, spreading rumours or gossip either in person or by using social networking internet sites, public networking/ file sharing sites or any other type of internet website.
- Harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome.
- All forms of abuse (sexual, physical, or psychological) including verbally, in writing or otherwise.
- Discrimination against any person or group because of their race, colour, ancestry, nationality, place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital or family status, source of income, political belief, and physical or mental disability.
- Actions that put another person at risk of harm.
- The inappropriate use of technology, including e-mail, the internet and other technology, in keeping with the Facility's policy on the use of technology.

Consequences for Inappropriate Behaviour:

Individuals found breaching the Code of Conduct or for displaying any form of inappropriate behaviour as outlined in this Code will be subject to disciplinary action. The disciplinary action and resulting consequences will depend on the severity, the nature, the circumstances, and the frequency surrounding the inappropriate behaviour. The Facility recognizes the importance of ensuring any consequences are pre-planned, fair, consistent and, in the case of children, based on the level of a child's development. We also recognize that consequences should be an opportunity to learn, not only one of discipline. In keeping with this, we will ensure, whenever practicable, that any resulting consequences are based on discussion and a cooperative approach and that they provide opportunities for the person to change their behaviour.

This code of conduct sets out the expectations for respectful behaviours within our facility and is meant to assist in maintaining a safe, caring learning environment for all who participate in our program.

41. USE OF TECHNOLOGY

This policy is meant to ensure that people's privacy and the confidentiality of information about the Centre, children, parents/guardians/caregivers and staff is upheld. Everyone involved with the Centre must adhere to this policy. Failure to do so can result in consequences and disciplinary action.

Staff, children and all others using the Centre's computers and electronic devices must respect and protect the privacy of others and must respect and protect the integrity of all electronic resources.

Users must respect and protect all intellectual property (ideas, creations and copyrights) of others. All communication must be in a respectful manner. Users must report and the use, or discovery of the use of any threatening or inappropriate material.

If it is necessary, and with the parent's/legal guardian's permission, for a staff person to use a cell phone or other electronic device to photograph or videotape children, the staff member must download the data onto the Centre's computer and immediately delete it from their own phone or device.

Individuals must not post information about other staff, children, parents/guardians or the Centre (including photos or videos) on any person's personal web space, any social networking site, any public networking or file sharing site.

Staff must not accept children as friends or buddies when using social networking sites.

Authorized employees of the facility have the right to monitor the use of information technology resources and to examine, use and disclose any data found. They may use this information in disciplinary actions, and release to the police if it is criminal in nature.

42. SUMMARY

We are pleased that you have chosen K.I.D.S. Inc. for your child's early childhood program and that you have placed your trust in us. We look forward to working with your family into the future and becoming part of your community.

Please do not hesitate to call us any time if you have any questions or concerns or send us an email.

APPENDIX A

K.I.D.S. Inc. Staffing Structure:

Executive Director

Assistant Director

Site Manager

Program Supervisors, Administrative Supervisors and Project Supervisors

Assistant Program Supervisors

Early Childhood Educators

Child Care Assistants

K.I.D.S. Inc. Board Structure:

President

Vice President

Treasurer

Secretary

Members at large

School Liaisons

Church Liaison

APPENDIX B FEES (@April 2, 2023)

Infant daily fee	\$10.00
Infant daily fee when care exceeds 10 hours per day	\$15.00
Preschool daily fee	\$10.00
Preschool daily fee when care exceeds 10 hours per day	\$15.00
School Age (before and after school)	\$8.60
School age in-service/school breaks daily fee	\$20.80
School age daily fee when care exceeds 10 hours per day	\$31.20
Enrollment fee, non-refundable	\$200.00
Donation fund	\$12.50/child/billing period
Snack fee (per day for preschool and school age children)	\$1.50
Duplicate income tax receipts	\$20.00
NSF/Returned Cheques	\$40.00
Diaper Charge (provided by centre)	\$2.00 per diaper
Lunch Charge (provided by centre)	\$5.00
Late pick up (after closing time) \$10.00 (Per child per every 15 minutes or portion thereof)	
Late fee payment (after 7 days)	\$20.00
Bad Debt Surcharge= 45% of outstanding balance	
Accounts no longer attending centre billed 2%/ month or 24% per annum	
Key fob	\$15.00 each
Electronic Funds Transfer fee (charge by EFT company)	\$1.50