

Pic River
Children and
Family Learning
Centre

Parent
Handbook

Pic River Children and Family Learning Centre

Parent Handbook

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Mission Statement

The Pic River Children and Family Learning Centre Program will strive to provide children, parents and caregivers with opportunities to develop holistically as spiritual, mental and physical beings, in a safe friendly environment reflective of the culture and beliefs of the community that will support the healthy, holistic development of Native children in the child care setting.

Vision Statement

The Pic River Children and Family Learning Centre Program will ensure that all children have an opportunity to develop socially, mentally, physically and spiritually. These skills will be fostered through a curriculum that addresses culture and language, health promotion, nutrition, social support, education and parent involvement, and will be used as tool for successful integration of our children into the school system.

Program Goals

1. The Pic River Children and Family Learning Centre Program will promote the holistic development and well being of children in the community of Pic River First Nation.
2. The Pic River Children and Family Learning Centre Program will provide a community based program that will address the concerns of children and their families.
3. The Pic River Children and Family Learning Centre Program will empower and encourage parents and/or caregivers as primary teachers and caregivers to provide traditional and cultural parenting to their children.
4. The Pic River Children and Family Learning Centre Program will support the spiritual, emotional, intellectual and physical growth of each child in a cultural and educational learning environment.
5. The Pic River Children and Family Learning Centre Program will provide, promote and support parent and caregiver involvement in all aspects of the program.
6. The Pic River Children and Family Learning Centre will understand the unique dimensions of Native children, families and the community.
7. The Pic River Children and Family Learning Centre will foster an appreciation of First Nations language, culture and identity.
8. The Pic River Children and Family Learning Centre will incorporate Native content in programming.
9. The Pic River Children and Family Learning Centre will link with community resources.

Place of the Pic River Children and Family Learning Centre in the Community

1. Support of economic participation is only one purpose of the Children and Family Learning Centre in the Native community.
2. Children and Family Learning Centre is a service to the Native community and its purposes, not just a child service or a place of employment.
3. The Native Family has suffered many assaults historically. Native childcare shares responsibility, long with other community resources, to promote healing of children, and families. This will be done in concert with parents and other services, not as a separate initiative.

Overall Child Related Goals

The goals we strive to obtain with each child entering our centre are;

1. **TRUST:** To develop a trusting relationship with the child.
2. **SELF-ESTEEM – SELF-IDENTITY:** To help the child to create a healthy positive image of him/herself.
3. **SELF DISCIPLINE – EMOTIONAL CONTROL:** To help the child develop positive ways to express his/her emotions.
4. **LEARNING SKILLS:** To provide opportunities for the child to develop his/her learning skills. Learning skills include the following concepts: listening, sharing, co-operating, observing, and concentrating. Language skills and the ability to make decisions also come under this section. Acquiring good learning skills is a necessity in order to enable a child to progress with greater ease in the Academic area.
5. **PRE-ACADEMIC LEARNING:** Involves preparing the child for the area of academic learning. In this area, we work with fine muscle development; i.e. using scissors, holding a pencil and drawing. We will also introduce basic concepts such as shapes, letters, numbers, opposites and serration.
6. **ACADEMIC LEARNING:** Involves “the three R’s” –reading, writing and arithmetic as well as other academic material.

To accomplish our goals we use sensory involvement experiences. Each day a child participates in a number of activities which include circle time, arts and crafts, sand play, and water play, indoor and outdoor play. As part of our native culture program, we will incorporate native Language and culture into each of the above activities.

The environment is setup to encourage all areas of a child’s development and to stimulate progress in all of our steps. Each child progresses individually therefore opportunities to develop different abilities are present through the day. Each step has an importance and once accomplished makes the next area that much easier to successfully complete. Trust is very important and must be developed to make the centre a warm, pleasant experience. Feeling good about oneself is important in enabling a child to feel that other individuals must be respected and appreciated. This leads to self-discipline and emotional control, especially when a difficulty arises with another child or another individual’s progress. Learning skills are essential for being able to concentrate on the next steps of pre-academic and academic abilities. All the steps relate

to each other. To have small “tastes” of each area daily does not hinder. It helps to make each familiar and that much easier to be accomplished.

Our goal in providing a warm, safe, home-like environment which will encourage all individuals to progress in each area within his/her own time; to help children over stumbling blocks which may hinder development; and to provide sensory involvement activities to make growing and learning a fun experience in life.

PLAY

Through play, children learn what no one can teach them. Play is a very important part of our program. It provides children with an opportunity to pursue skills creatively and constructively in all areas of development; socially, emotionally, intellectually and physically. The concepts of trust, self-identity, and self-control, learning skills, pre-academic learning and academic learning are all accomplished through children’s play.

The staff’s role is to create an environment which stimulates play; an environment in which a child can learn. The staff is available to supervise closely and give assistance or guidance when necessary. Extending learning through clarification of concepts is critical at this time.

The area of creativity can be one the most effective and important avenues of expression a child can use. Some children do not feel the need to express themselves through art work; instead enjoy building, assembling, imaginative play, music or language. The mastery of skills in these experiences provides the most valuable learning.

Program Description

The Pic River Children and Family Learning Centre Program is operated by the Ojibways of the Pic River First Nation.

The Pic River Children and Family Learning Centre Program is licensed for 44 children.

Our license capacity of the Pic River Children and Family Learning Centre is as follows:

- Infants - 3 children
- Toddlers – 10 children
- Preschool - 15 children
- School age -16 children

Under our license we are allowed a 20% mix so that we can have more or less of any group and we can provide care for school aged children. We accept children from four months to twelve years. From September to June, priority is given to children SK age and under.

Services Offered:

We offer the following programs:

Infant: full time and part time for working parents; parents returning to school, and/or referrals from outside programs.

Toddlers: full time and part time for working parents, parents returning to school, and/or referrals from outside programs.

Preschool: full time and part time for working parents, parents returning to school, and/or referrals from outside programs.
Part time socialization program for non-working parents.

JK: morning program for 4 year olds who attend JK in the afternoon.

SK: Before and after-school program for 5 year olds who attend the full day program.

School-age: On school days: before and after school program

P.D. Days and School Breaks: currently under review for full day program

Native Language and Culture: for all age groups

Grandparents Program: allows grandparents to have grandchildren (who live in other communities) come and stay with them.

Elder's Program: Elders are brought to the centre for lunch, a cuddle, a story, etc...The children take crafts, cookies, etc. and visit the Elders in their homes.

Parents Caring Together: Parents Caring Together will provide parent and peer support, access to cultural resources and a limited amount of parental relief to access these resources.

Family Outreach Program: This program is offered to parents who stay at home with their child(ren). Family Outreach will provide parent support and access to resources. This program is for parents with infants, toddlers or preschoolers.

Transportation: Transportation will be provided to and from the centre for children, who require the service. Parents are responsible for assisting their child on and off the van; for pick-up and drop off at their house.

Families are also able to access transportation to nearby community of Marathon to do groceries, attend pre and post natal appointments, and/or attend other appointments.

Resource Program: This program

Definitions:

Full-time space- child attends the program five days per week. If you have demonstrated a need for a full-time space. You must use your space or you will lose it.

Part-time Space: child attends the program less than five days per week.

Part-time Socialization – child attends the program two days; half or full day, per week from 9:00 – 3:30.

If your child has a full-time space because you are working and/or attending school five days a week- and your status changes; you will automatically drop to a part-time or socialization space.

Hours and Days of Operation

The Pic River Children & Family Learning Centre is open from Monday to Friday 8:00a.m. to 4:45p.m. The program will operate yearly.

The 8:00 to 4:45 time is only for parents who are working until 4:30 p.m. and/or parents who attend Marathon High School – and do not get back to Pic River until 4:30. Parents who are enrolled at the Pic River Private High School, taking courses through Home Study or correspondence may bring their child to the centre at 9:00 a.m. and their child must be picked up by 3:30 p.m. Parents, who are working less than 7 hours per day, must pick up their child by 3:30p.m.

Parents who have a space for their child based on the parent attending school must be in attendance daily. Parents who violate this policy will be given two written warnings. A third violation will result in setting up a meeting with the supervisor, and/or the Parent Advisory Committee; and your child may be discharged.

Holidays

The Pic River Children & Family Learning Centre program will be closed on designated and statutory holidays according to the Pic River Personnel Policy.

Labor Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day
New Years Day
Good Friday
Easter Monday
Victoria Day
Aboriginal Day
Civic Holiday
Canada Day
Family Day

Pic River Children & Family Learning Centre

Daily Schedule

Monday to Fridays

See attached schedule of each playroom;

Infant

Toddler

Preschool

School-Age

Accidents

In case of serious injuries to a child, a staff present will make a decision of whether medical attention is required or not. The parent will be contacted immediately if medical attention is needed. If the parent is unable to be reached, the emergency contact person will be contacted. Please consider this when the enrollment forms are filled out at the time of registration. The emergency numbers and names should be kept up to date. If the parent and emergency contact can not be reached, the Pic River Children and Family Learning Centre Program will take the responsibility of bringing the child to the nurse and/or the hospital. At the hospital, the staff will continue to try to reach the parent or emergency contact.

If the parent is able to be contacted, the staff will ask if the parent wants to bring the child to the nurse and/or hospital or if the parent would like one of the staff to bring the child. The parent will also be offered the option of bringing a staff with the child to the hospital, so that there will be two adults in the car.

An accident form will be completed on all accidents (serious or non-serious). The parent will be notified of the accident, and requested to sign the form when the child is picked up. A copy of the form will be given to the parent and one will be kept in the child's file at the Pic River Children and Family Learning Centre Program.

Attendance Policy

During the initial interview/visit, schedules of attendance can be discussed and arranged. Our policy requires all children to attend a minimum of two half days per week. It is the parents' responsibility to make sure their child's attendance is in accordance to the above policy.

Your child is expected to attend the Pic River Children and Family Learning Centre Program regularly. Regular attendance is important so that children won't miss anything in class, and so that they will learn that it is their responsibility to take going to school seriously.

If your child must miss a day or an extended length of time, please call the program at 229-8543 or 229-0198 to let us know that your child will be absent.

Children enrolled in the centre must be in attendance by 10:00a.m. In cases of appointments, oversleeping, etc. the parent should phone the centre by 10:00 to inform that your child will be coming in.

Parents/Caregivers are welcome and encouraged to visit their child's classroom as often as they would like. Teachers reserve the right to ask parents/caregivers to leave or to return to the classroom if they feel your actions are disruptive to the children.

If you have any concerns about your child or any staff persons' procedures, please ask that person to address those concerns.

Arrival and Departure

It is the responsibility of the staff to sign the child in at arrival, and out at departure.

On bringing your child to the centre help him/her to undress and bring them to a supervised room. Always make a staff member aware of your child's arrival and departure. Please do NOT drop your child off outside the building. Make sure that you escort your child right to the playroom. The staff is only responsible for children once they have entered a supervised playroom.

If your child takes a school bus to and from the centre, it is your responsibility to inform the school and the bus driver of the days your child is to be picked up or dropped off at the Centre. Sometimes older school aged children stay after school, therefore missing the bus; if this situation applies to your child; it will be necessary for you to sign a permission form. This form will state that your child has permission to walk to the centre after leaving the school building/grounds. The Centre is not responsible for your child until he/she has entered the building and has spoken to a staff member. This also applies to children, who ride a bike, roller blade, etc. from the school to the centre.

Clothing:

Everyday (weather permitting) the children go outside to play. Please make sure your child is dressed suitably for the weather.

Summer months, when the sun shines strong and bright; your child's clothing should include a hat with a brim. Dress shoes are unsuitable in a playground setting. Flip-flops are also dangerous on climbers, slides and unsafe in case of dropped toys, etc.

The children are involved in a number of "messy" activities throughout the day; please do not dress your child in clothing that you do not want to be stained in anyway.

If your child has a party or an appointment, etc. to go to, you may send these clothes; and the staff will help your child change in time for your arrival.

Remember to provide your child with an extra set of clothing (a complete set) in case his/her clothes become soiled. Older children need the extra clothing also; a glass of milk gets spilled a lunch or snack, etc.

Children who are in the process of toilet training; should have at least two sets of clothing. Clothes that get soiled will be rinsed and placed in a plastic bag in your child's locker.

We have a very limited amount of extra clothing, sometimes we don't have the right size and/or your child may not want to clothing that is not theirs and get very upset. If your child does not have extra clothing and theirs becomes soiled, the staff have to spend time looking for clothing. If the centre does not have the right size or child does not want to wear someone else's clothing, we will phone you at work or school to bring your child some clothes.

To help avoid clothing mix-ups, please label your child's clothing. Putting stickers on the outside of boots is an excellent way to mark them for your child.

In cases of lost or misplaced clothing, inform the staff of the missing article. The centre is not responsible for any articles that are not labeled.

Guidance and Discipline

In guiding children, our goals are to help children feel good about themselves, to help children develop self-discipline and to consider the needs and desires of other. For meeting these goals, our objectives are to:

1. Provide an environment in which there are enough choices of activities for the children to do, and enough materials available to do an activity to prevent arguments over materials.
2. State rules as clearly as possible to children in a positive way.
3. Explain to a child what he/she said to do and not dwell on an act that he/she should not be doing.
4. Give a choice only when there is a choice.
5. Allow a child to have both negative and positive feelings to deal with feelings in a constructive manner.
6. To abide by the sections of the Day Nurseries Act which deal with discipline.

Behaviour Management Policy:

No corporal punishment will be allowed under any circumstances. Our goal for every child is self-discipline. Limits, established when necessary, are consistently maintained and easily defined:

1. The child may not hurt another person (adult or child) verbally or physically
2. The child may not hurt him/herself.
3. The child may not damage the premises or equipment.

Firm, clear responses and consistent, follow-up are practiced when a child needs assistance. The adult encourages the children to come to a solution beneficial to all. Teachers facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behaviours, redirecting to a more acceptable activity and setting clear limits.

If a child is unable to adjust to a group situation and displays unhappiness, by consistently breaking the limits, steps will be taken to ensure the safety of himself, other children, adults or the environment.

Unhappiness defined: discomfort, irritability, extraordinary anger, lethargy, difficult to motivate, frustration, abusive behavior, crying/sadness, and withdrawal

In the event that a child enroller at the centre is not adapting to the program, the Supervisor will notify and consult with the parents regarding the concerns. If possible, the centre will assist the parents in facilitating further evaluation of the child's needs to determine the nature and severity of the problem and to provide appropriate programming for the child.

Should the child need be deemed by the supervisor to be beyond the expertise of the staff, recommendations will be made in writing for the parent to withdraw the child from the program and to enroll with an alternative program where the needs may be addressed.

Whenever possible, parents will be given sufficient notice to make alternative arrangements; however, in the event that a child's individual needs pose a direct threat to the safety of the other children or staff, the parent may be required to immediately withdraw the child from the centre at the Supervisor's written request.

Field Trips

The Pic River Children & Family Learning Centre Program plans field trips for children throughout the year. These include trips to the Pukaskwa Park, Penn Lake, swimming at the Marathon Pool, community walks, trips to the Mouth of the Pic, etc.

Parents/caregivers will be informed of any field trips through a written notice, which will require the parent/caregiver to sign and give permission for their child to attend.

Parents will also be encouraged to accompany their child of the field trips.

In cases where we will not leave the community, parents may not be informed, but a notice will be posted on the door with the location of where the program is occurring.

Health Policies

The Pic River Children & Family Learning Centre Program follows the policies and sanitary procedures as outlined in the Thunder Bay District Health Unit Manual.

Health inspections are completed from the Environmental Health Officer from Health and Welfare Canada. A quick inspection will be done while the Environmental Health Officer takes a water sample. An annual inspection is done of the building and a lengthy and formal report is completed; which is kept on file and sent to the Ministry.

Fire Policies

The Pic River Children & Family Learning Centre follows the fire procedures as outlined in the Day Nurseries Act, and as given to use by the Inspector from the Pic River Fire Department.

Depending on the Inspector's schedule, the Pic River Children & Family Learning Centre Program will be reviewed annually from one to four times a year.

The Pic River Children & Family Learning Centre Program will have monthly fire drills with the children so that everyone will know what to do in case of an actual fire. If the weather does not permit going outside, the program will have a fire circle to discuss fire safety.

The fire drill procedure, the location of the fire extinguishers, and the location of the fire pull stations are posted inside the main entrance and in the playrooms.

In the case of a real fire, the Pic River Children & Family Learning Centre Program's emergency shelter is the Pic River First Nation's Band Office.

Highway Closures - Utility Failures

In the event of electricity, water supply or heat failure; the Program Supervisor shall use her discretion in determining cancellation of the Pic River Children & Family Learning Centre Program based on health and safety needs of the children. If Highway 17 (east to Marathon) and/or Highway 627 are closed, the program will be closed - as we would not be able to get the children to Marathon if they require emergency medical treatment. In these cases, the program will try to inform everyone as soon as possible to inform everyone in advance, but there are times when we will have little or advance warning.

Diarrhea

Diarrhea means a change in the normal pattern of a bowel movement, resulting in a substantial increase in the number of stools and/or a change in the consistency of the stool to watery or unformed.

Diarrhea occurs when the bowel is stimulated or irritated by infection or other causes. It can be dangerous. If the amount of water that is lost through the stool is greater than the amount a child drinks, dehydration may occur. Abdominal cramps or stomach-ache often occur with diarrhea.

Diarrhea is easily spread from person to person, especially from child to child.

If a child has been sent home due to diarrhea, the child should not return to the program until their bowel movements are normal or until a doctor has determined that the infecting germ is no longer present. If the second situation applies to a child, the parent will be required to bring a note stating the above from the doctor.

When a child does return to the program, the parents will be contacted again; to pick up your child, if they have one watery or unformed stool.

Illnesses

If a child becomes ill/sick while participating in the program, the parent will be contact. If the child's illness is contagious and/or of serious nature, the parent will be asked to come and pick up their child immediately. If the parent can not be contacted, the emergency contact will be contacted to come and pick up the child.

Symptoms considered to be of a serious nature include the following: a fever of 101 degrees F, diarrhea (3 or more loose bowel movements), a sore or stiff neck, and more than one episode of vomiting or projectile vomiting.

If the child's illness is not contagious or of a serious nature, the parent will still be contacted to inform the parent of the child's comfort level. The parent will not be asked to pick up their child. However, sometimes parents choose to pick their child up, but the parents will be given the choice. If the program can not reach the parent, the emergency contact will not be contacted. If staff of who to contact with instances regarding their child.

For the child's well-being and the protection of others, a child should be kept at home if he/she has any of the following symptoms:

Fever	Red runny eyes	Heavy Cough
Diarrhea	Ear ache	Sore Throat
Upset Stomach	Swollen glands	Tooth ache

Runny nose and/or cold symptoms which have lasted more than two weeks.

If a child has the following communicable illnesses, he/she can not attend the program. Upon re-entry to the program, the parent may be required to bring in a note from a doctor stating that he/she is free of the contagious illness.

Chicken Pox	Infectious jaundice	Pinworms
Measles	Impetigo	Head lice
Scarlet Fever	Pink eye	Ringworm
Mumps	German Measles	Scabies
Strep Throat	Whooping Cough	Typhoid
Hand and mouth disease		

The Pic River Children and Family Learning Centre Program will notify the parents if a contagious disease among the children has been reported to the centre.

Contagious Illnesses

If the Pic River Children and Family Learning Centre Program Staff think that a child has an infectious disease, the program will try to get in confirmed by the Community Health Staff. If they are not available, the staff will go with their experience and health care manuals. The parent will be informed as to what the illness is and how many days the child will not be able to

attend the program. The number of days is determined by the Thunder Bay District Health Unit Manual.

In order to have the child return to the program before the stated number of days has passed, the parent must have a note from a doctor or the community health staff. The note must state that the child:

- a) Did not have the suspected illness and therefore can return to the program

THE ILLNESS MUST BE STATED IN THE NOTE FROM THE DOCTOR or COMMUNITY HEALTH STAFF. A NOTE WHICH SAYS “*THIS CHILD MAY RETURN/ATTEND THE PROGRAM WILL NOT BE ACCEPTED.*”

***please refer to attached COMMON CHILDHOOD INFECTIONS FORMS. ***

Parents/Caregiver Information: Immunization Requirements

Children attending the Pic River Children & Family Learning Centre Program and a licensed Day Nursery must be immunized according to the recommended immunization schedule for their age.

Pre-School Immunization

Infants Beginning Series In Early Infancy

AGE	DPTP	P	Hib	MMR	Td
2 months	DPTP		Hib		
4 months	DPTP		Hib		
6 months	DPTP		Hib		
after 1 st birthday				MMR	
18 months	DPTP		Hib		
4 - 6 years	DPTP				
14 - 16 years		P*			Td

DPTP - diphtheria, pertussis (whooping cough), tetanus, polio

P - Polio vaccine

Hib - Haemophilus influenza (meningitis)

MMR - measles, mumps, rubella (German Measles)

* If your child has been immunized with oral polio exclusively, this dose of Oral polio may be omitted.

If you have medical, conscientious or religious reasons for not immunizing your child - please inform the Program Supervisor. This will be necessary for the parent to sign an objection statement.

If there is an outbreak of infectious disease (for which you have chosen not to your child immunized) your child may not attend the program until all cases of the disease are cured.

Medication

If your child has to take any medication during the day, bring the medication to the kitchen. In order for the program to administer any medication to a child, the parent must fill in the Medication Administration Form. This form will only take a few minutes to fill in.

All medications that will be given to any child must be in the original container, labeled with the child's name, the name of the medication, the dosage, the times to be given and the storage of the medication.

The kitchen staff or Program Supervisor is responsible for administering the medication to the child. Once the medication is given, the medication form is signed by the staff with the recorded amount given.

Medication is stored in a locked container in the refrigerator or in a locked container in the kitchen cupboard. At the end of the day, please ask a staff for the medication to take home.

Medication should always be given at home when possible. The first dose of a new medication should not be given at the Pic River Children & Family Learning Centre Program; it should be given at home.

Epi-pens (for allergic reactions) and puffers will not be kept in a locked container in the refrigerator or cupboard. These will be kept where they can be easily accessed in case of an emergency.

Diaper creams will be kept in the child's diaper storage area in the children's washroom.

Nutrition

The Pic River Children & Family Learning Centre Program provides a nutritious snack and lunch to the children.

Menus of the current and the following week will be posted in the kitchen, playroom and the entrance area.

Please notify the staff of any food allergies as soon as possible. If a child is allergic to an item on the menu, that item will be substituted for that child.

A child size portion of each food will be served to each child. Children will be encouraged to taste all items on their plate, but have the choice not to. Every child starts with a little of everything, if a child does not like an item on their plate, the child can discard the item. Children, who do not eat everything on their plate, will still get a serving of dessert.

During snack and/or lunch

Children are encouraged to eat independently. However, assistance can be provided by putting the food on the fork or spoon.

Children will be encouraged to tidy up their dishes.

Children will be encouraged to use their manners.

Small portions will be served to prevent waste; those who would like another serving are able to have another.

Food will be cut up into smaller pieces to prevent choking.

Infants:

If your child is registered in the Infant Program, the parent will follow through the Admission Procedures and Proceed with the following:

Formula-Milk-Bottles: if your child is drinking 2% milk, you will need to bring in two bottles, labeled with your child's name- and we will provide the milk.

-If your child is drinking anything else you must bring in the number of bottles –labeled with your child's name, plus one extra one. The bottles must be filled with the formula/milk. You cannot bring in a bottle and a can of formula or a bag of Homo Milk.

Food: if your child is under one year, you will need to provide the centre with a written feeding schedule. This lists all of the foods your child is able to eat. The Centre will not give your child anything that is not on the list.

-Baby Food: jars and any other food brought in to the centre must be labeled with your child's name.

-If your child is eating table food, please check the weekly menu. The menu is posted in the kitchen, main entrance and each playroom. If your child can eat the food that we are serving for lunch and snack, we will provide them. If not, it is your responsibility to bring food from home for that lunch/snack. A checklist will be given to you that list all the different types of foods that we provide, it is your responsibility to update the list, by dating and initialing the checklist as to what type of food your child eats.

Other Supplies: Disposable diapers, vinyl covered change pad, bibs, at least 2 sets of clothing, soothers and any other item-blanket, toy that helps your to feel more secure. Please DO NOT bring a WALKER.

Other Information: Specific information about your child is also needed to ensure the security of your child when participating in the program; this includes –

Are your child's bottles heated or room temperature/

Do you wrap your child?

Rock your child?

Play music while they sleep?

A written timetable listing approximate times is required that includes; bottles, eats, naps, etc.

A progress report is completed daily, listing the information about your child's day. When they eat, how much, time of their bottle, how much they ate and drank, and any differences in your child that were observed that day.

There is no socialization program for infants; therefore they should only be at the centre if you are at work or school.

What Parents should bring to the Pic River Children and Family Learning Centre:

If your child is toilet training, parents should provide disposable diapers; the program can not accept cloth diapers; and a vinyl change pad. The change pad is very important for infection control. Your child can not attend the program until one is provided.

Children who are still using a bottle and/or pacifier need to have these items brought from home. These items must be labeled with the child's name. If possible, parents should bring a bottle and/or pacifier that can be left at the centre, as long as it is needed.

Staff will inform parents if and when change pads, nipples, diapers and pacifiers need to be replaced. It is the responsibility of the parent to bring in these replacements as soon as possible.

Toys from Home:

Toys from home can cause problems. Sometimes the child doesn't want to share the toy and other children have a hard time accepting that they will not get a turn with the toy. Sometimes a special toy gets broken, misplaced, or taken home by another child; and this is very hard on the owner of the toy. The program would prefer that toys from home were not brought in. If your child does bring in a toy, the child will be asked to put the toy in his/her locker area. The program will not be responsible for broken and/or misplaced toys.

Supplies:

If your child leaves the program for any reason, or no longer needs the items brought in from home (bottle, pacifier, change pad, diapers, clothes, etc.) it is the responsibility of the parent to take any of these items home. The program is not responsible for these items 14 calendar days after the child leaves the program. Please remember to bring these items home when are no longer needed at the centre.

Registration Procedures

Interview

Staff will contact all participants who want to attend the program to set up an interview with the Program Supervisor. Interview times will be set up with the parents/caregivers to complete any outstanding enrollment forms.

Parent/Caregiver Orientation

Staff will arrange a parent orientation which all parents are required to attend. This will provide parents an opportunity to review the parent handbook, general procedures as well as any new guidelines. Parents will be introduced to staff and given a tour of the centre.

Attendance and Withdrawal

Attendance records will be recorded on a daily basis. Parents/Caregivers will be responsible for informing staff of any changes that pertain to their child's attendance.

Parents/Caregivers will be responsible for reporting their child's absenteeism to the staff the day before or before 10:00a.m. the day absent.

Withdrawal

A child will be withdrawn from the Pic River Children & Family Learning Centre Program at the parents request or if they do not re-register for the following program session.

When a child is withdrawn from the program the parents/caregivers will be invited to attend an interview to offer feedback re: opinion on the program delivery and any suggestions with respect to the program.

Sun-screen and Insect Repellent

During the spring and summer months it is necessary to use sun-screen and insect repellent on the children. The program will provide the sun-screen and insect repellent. A memo will be sent home informing the parents of which products the program is going to use. If the parent prefers that another product be used on their child, please inform the staff not to use the Program's choices. The parent must provide a substitute if another product is to be used.

Smudging

Every morning before the programs get started, the staff will smudge and say an opening prayer to start the day with giving thanks to the Creator. To smudge, the program will use sage. The staff, children and parents will stand in a circle holding hands when the prayer is said. If a parent does not want their child to participate in this activity, the parent will be required to inform the staff.

Brushing Teeth

Every day after lunch, the children will brush their teeth. The Pic River Children & Family Learning Centre Program will provide the toothbrushes to the children. The toothbrushes will be labeled with the child's name and stored so that they do not touch another child's toothbrush.