

Couchiching Child Care Centre

Parent Handbook



Revised September 24, 2015

Mission Statement

Our mission is to nurture and care for children;

Through utilizing teachings that reflect

Pride, Dignity, Individuality

And

Growth of

Anishinawbe people.

Couchiching Child Care Philosophy

It is our philosophy that our children are gifts from the Creator, thereby entrusting us with the responsibility of nurturing the well-being of our children

We will provide through the Child Care Centre, a program for our children which will enhance the educational, social, physical, emotional and spiritual development, to each individuals full potential.

We will provide for our children a safe, secure and friendly environment, whereby each childs' individuality will be respected and enhanced.

We will provide a program whereby our children will be instructed in teachings which will reflect pride and dignity of their Native Heritage.

We will provide for our children positive role models who will nurture and assist with the development of each childs' self-worth and self-esteem.

We will provide an environment which will focus on family concept.

Hours of Operation

The Couchiching Child Care Centre will be open from 7:45 AM – 4:45PM

The Couchiching Child Care Centre will be closed on the following days in accordance with the Couchiching First Nation Band Policy:

Treaty Day	Native Solidarity Day
Good Friday	Labor Day
Easter Monday	Thanksgiving Day
Victoria Day	Civic Holiday
Canada Day	Family Day
Band Employee Staff Days	Signing of the Treaty

*Christmas Holidays coincide with the school holidays and/or Band Policy.

*Sufficient Notice will be given to parent(s)/guardians regarding Band Employee Staff Days.

When a holiday coincides with a weekend, the Friday prior to the holiday shall be taken as a holiday.

Age Groups

Child Care Services will be available for the following groups:

Infant Program	Birth – 18 months
Toddler Program	18 months – 30 months
Preschool Program	30 months – 5 years of age

Admission Policy

An interview will be arranged to familiarize you and your child with the surroundings, to answer any questions you may have to make sure your admission forms are complete prior to enrollment. An incomplete file will not be accepted.

Due to the limited number of spaces, the Couchiching Child Care Centre cannot always guarantee that spaces will be available for your child to move from program to program. However, the manager will make every effort to move children into the next program.

The Manager will be following the Conditions of Enrollment as stated in our Parent handbook. The parent(s) / guardians are responsible to keep the contact information current and updated at all times. This is for the safety of your child and to avoid termination of child care services.

Conditions of Full-Time Enrollment

Parent(s)/Guardians have to be paid employees or going to school at least four (4) hours per day between the hours of 7:45AM – 4:45PM in order for a child to hold a spot in the Couchiching Child Care Centre.

In the event of a waiting list and the high demand for child care, the following criteria will be used for enrolling children in the Couchiching Child Care Centre.

- Band Employees
- Band Members who are working or attending school
- Date of application submitted

Parent(s)/Guardians attending school will be given two (2) weeks to gain employment for the summer once their schooling is finished for the year. Parent(s)/Guardians are to notify the Centre immediately once school is finished.

Procedure for Students

- Notify the Centre once school is finished for the year
- Two (2) weeks will be given to gain employment to avoid disruption of child care services
- End of two (2) weeks and no employment a Letter of Termination of Services will be issued.

**Exceptions will be made in the Socialization and other Community Programs. Please see Manager for further details.

If you are using a Socialization spot you are required to pick up your child by 3:30PM, unless requested by the Manager that day.

Employment Verification

Employment Verification forms shall be filled out by parent(s)/guardians and must be updated if there are any changes regarding employment or school.

If parent(s)/guardians are attending school a timetable must be submitted each semester; failure to do so can result in termination of child care services. This will be the sole responsibility of the parent(s)/guardian.

Couchiching Child Care Centre Program Enhancement Fee Policy

The Couchiching Child Care Centre Program Enhancement Fee for each child will be \$3.00 per day. Monies collected will be used for Program Enhancement for the Couchiching Child Care Centre.

Attendance

In the event that your child has to be picked up from the Centre the parent(s)/guardian will be charged a full day. There will be no partial fee.

Regular attendance is not mandatory; the Couchiching Child Care Centre encourages parent(s)/guardians to spend quality time with your child on days off or not attending school.

Payment Schedule

Invoices will be issued to each parent(s)/guardian on the 8th of each month. Cash payments are required in full by the 20th of each month. We will not be accepting personal checks.

If the 20th falls on a Saturday or Sunday payment will be made on the Friday prior.

Failure to Pay Procedure

- Billed the 8th of every month
- Due the 20th of every month
- On the 5th day of non- payment a Late Payment letter will be issued along with a \$20.00 administration fee; this will also have to be paid
- Letter of Termination of Child Care Services will be issued if non- payment after 2 days of Late Payment Letter

You will then be required to pay monies owing before your application for re-admission for your child is even considered and then you will be put on the waiting list.

It is the parent(s)/guardian responsibility to follow the policy to ensure payment is made and to avoid disruption of their child care services.

Arrival and Departure

In order to provide quality service to children the Infant, Toddler and Preschool Program require that you have your children here by 9:00 AM. If for any reason you are not going to make the 9:00 AM deadline we ask that you notify the Centre. If there is no call; this can cause disruption of your Child Care Services for that day.

Young children depend on regular routine for their own sense of security. We recommend that you establish fixed hours to pick up and drop off your child.

For the safety of the children we have a Sign In/Sign Out sheet. It is the parent(s)/guardians to record the time and initial the sheet daily. It is also the parent(s)/guardians to make direct contact with the teachers if they are busy with other children upon arrival and departure. This ensures that staff is aware of the child entering/exiting the program. Please make an effort to ensure your child is safe. This will also contribute to parent(s)/teacher relationships.

The Infant Program also requires an information sheet that needs all required fields filled out by parent(s)/guardians on a daily basis. Departure time is a must due to the early shift leaving at 3:45PM and staffing may be an issue.

Children will not be released to any other persons other than those specified on the admission forms. Please notify the Centre if there will be a change regarding pick –up to avoid a phone call from the Centre for permission to release your child.

If you are late picking up your child past 4:45pm there will be a charge of \$3.00/minute. This will have to be paid before your child is allowed back into the program. No exceptions.

****Persons under the age of 16 years old will NOT be accepted on the Authorization for pick up.**

Staff

The Child Care Centre Staff welcomes and encourages discussion on your children.

- Informal parent/teacher interviews will be held when requested by parent(s) /guardians or on Parent Night
- All ECE staff are registered with the College of Early Childhood Educators

According to the Day Nurseries Act, we are required by law to report any suspicions of child abuse.

Discipline and Guidance

The Child Care Centre staff do not use the following methods of handling children:

- Any form of corporal punishment
- Restrain a child's movement by tying or binding
- Confining a child in a locked room, closet, etc
- Withholding necessary food, rest or toilet use
- Mental, emotional cruelty, such as humiliating, shaming or frightening a child.

In the event where the child is having difficulty expressing his/her needs the Child Care Centre staff / Manager may contact the parent(s) /guardians to assist in the problem.

Integrated Services

The Couchiching Child Care Centre is an approved integrated Child Care Centre for children with Special Needs. A qualified Resource teacher is available to assess, develop and implement programs for children enrolled in the Special Needs program. Program staff is also available to implement individual program plans.

In addition to participating in the daily routine, individual programs for a child with developmental needs are conducted by the Resource teacher.

** Developmental Screening is available upon request.

Infant /Toddler Programs

- Parent(s) /Guardians are to supply all diapers, diapering supplies, formulas, bottles and also ensure that there is an adequate supply on hand.
- Parent(s) / Guardians who require creams to be used on their child must supply the creams in the original containers. They should be labeled with their child's name. If the cream is prescribed by a doctor a Medical Authorization form must be filled out.
- Toilet Training – When you feel that your child is ready to be toilet trained, talk it over with your child's teacher on how you would like to proceed. During the toilet training 3 or 4 changes of underwear and clothing may be required.

Infant Schedule

7:45 – 8:30	Welcome and Free Play
8:30 – 8:45	Morning Circle
8:45 – 9:00	Morning Snack
9:00 – 10:00	Free play and play activities
10:00 – 11:15	Outdoor Play
11:15 – 11:30	Get ready for lunch
11:30 – 12:00	Lunch
12:00 – 2:30	Nap Time
2:00 – 2:45	Afternoon Circle
2:45 - 3:00	Afternoon Snack
3:00 – 4:45	Free Play / Home Time Outdoor Play (weather permitting)/ number of children

Toddler Schedule

7:45 - 8:30	Welcome and Free Play
8:30 – 8:45	Morning Circle
8:45 – 9:00	Morning Snack
9:00 – 10:00	Free Play and Play Activities
10:00 – 11:15	Outdoor Play
11:15 – 11:30	Wash up for lunch
11:30 – 12:00	Lunch
12:00 – 2:30	Rest Time/Wake Up
2:00 – 2:30	Art / Quiet activities
2:30 – 2:45	Afternoon Circle
2:45 – 3:00	Afternoon Snack
3:00 – 4:45	Outdoor play / Home time

Preschool Schedule

7:45 – 8:30	Welcome and free play
8:30 – 8:45	Morning Circle
8:45 – 9:00	Morning snack
9:00 – 10:00	Free play and play activities
10:00 – 11:15	Outdoor play
11:15 – 11:30	Wash up for lunch
11:30 – 12:00	Lunch
12:00 – 2:30	Rest time / Wake up
2:00 – 2:30	Art / quiet activities
2:30 – 2:45	Afternoon Circle
2:45 – 3:00	Afternoon snack
3:00 – 4:45	Outdoor play / home time

Emergencies

If there are any changes in the point of contact for the parent(s)/guardians the Child Care Manager must be notified immediately.

In case of emergency it is vital that there is a person named to pick up your child where the parent(s) / guardian cannot be reached in the Couchiching / Fort Frances area to ensure prompt pickup.

Clothing

Due to the Days Nurseries Act, the children will be outside for play 1 hour in the morning and 1 hour in the afternoon. Children should come dressed in the appropriate clothing to meet the weather conditions. Also a second set of clothing should be left in your child's locker in case of accidents.

Parent(s) /Guardian Involvement

There are opportunities for parent(s)/ guardian involvement which may consist of Mother's Day and Father's Day dinners, preschool graduation etc. We encourage all parent(s) /guardians to participate in these events.

Cultural Programming

Special events held by elders /community members regarding cultural activities will be scheduled throughout the year. These events will be implemented into the programs.

Community Involvement

The Child Care Centre has involvement with the following services:

- Couchiching Toy Lending Library
- Couchiching Fire Department
- Couchiching Seniors Home
- Couchiching Recreation
- Treaty 3 Police

Field Trips

Numerous field trips are taken throughout the year that is within walking distance of the Child Care Centre

Health Care

Each child is given a toothbrush and face cloth, so the children can learn self-help skills and to promote proper hygiene.

The CHR (Community Health Representative) periodically visits the Child Care Centre and upon request. The CHR will assist staff to update the immunization records as per the Day Nurseries Act.

The Northwestern Health Unit also provides Dental Screening services to the Child Care Centre.

When a child requires medication a Medical Authorization Form must be filled out by the parent(s) / guardian. If medication is required more than 3 months a new Medical Authorization Form must be resubmitted.

****All medication prescribed by a doctor must have prescription labels intact.**

Illness of a Child

If during the day a child becomes ill, the Child Care Manager will be notified immediately. The child will then be separated from the other children to protect the health of the children in the Child Care Centre until the parent(s)/guardian arrives to pick up the child.

Policy requires you pick up your child as soon as possible. This means right away. Staffing becomes an issue having to separate the ill child from the rest of the children. If we have repeated issues with pick-ups, we will take further action to address this issue directly.

Illnesses include:

- Temperature of 100.4 F
- Any viral / bacterial infections including rashes of any kind
- Vomiting due to illness
- Two (2) consecutive diarrhea

Procedure when a child is sent home

- The Child Care Manager will call the parent(s)/guardians to pick up child as soon as possible. If parents(s) /guardians cannot be reached, the next person on the list will be called
- The staff member will fill out the necessary forms to be signed by the parent(s)/guardians upon pick – up.
- Signed forms will then be filed in the child's individual file.
- Depending on the illness; the Child Care Manager can request a Doctors' note before the child is allowed back into the Program. Please notify the Centre after the Doctors visit to avoid disruption of child care services.

**** Due to severe allergies in the building no food or outside drink is allowed in the building.**