



inspired by
W O N D E R

A COMMUNITY LEARNING & GROWING TOGETHER

PARENTS' MANUAL

1155 Notre Dame Avenue

SSCY Centre

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Table of Contents

I – PURPOSE & PHILOSOPHY	4
INTRODUCTION	4
OUR MISSION STATEMENT	4
OUR MOTTO	4
OUR PHILOSOPHY AND IMAGE OF A CHILD	4
GOALS AND OBJECTIVES.....	5
CORE VALUES	5
INCLUSION POLICY	6
TEACHING CHILDCARE PROGRAM.....	7
HISTORY.....	7
EMERGENT CURRICULUM AND PHILOSOPHY STATEMENT	8
EDUCATORS.....	9
PARENT ROLES AND INVOLVEMENT	9
Stepping-Stone Ceremony.....	10
River of Reflection Ceremony.....	10
ACCESSING COMMUNITY RESOURCES	11
NANCY ADKINS SCHOOL READINESS SCHOLARSHIP	12
 II - POLICIES OF INSPIRED BY WONDER INC.	 12
ENROLMENT	12
CASUAL CHILD CARE	13
HOURS OF OPERATION.....	13
FEES	13
CHILD CARE FEES	13
REGISTRATION FEE	14
DEPOSIT FEE	14
LATE FEE	14
KEY CARDS	15
SUBSIDY	15
FUNDRAISING	15
RECEIPTS.....	16
WITHDRAWAL	16
STATUTORY HOLIDAYS	16
 III - TRANSPORTATION POLICY	 16
ARRIVALS & DEPARTURE	16
INDIRECT SUPERVISION.....	17
GUARDIANSHIP	17
STORM POLICY	18
CLOTHING.....	18
OUTDOOR PLAY.....	18
FIELD TRIPS AND LOCAL OUTINGS	19
QUIET/REST TIME	19

IV – HEALTH AND SAFETY POLICIES19

- MEDICAL ILLNESS19
- ADMINISTRATION OF MEDICATION20
- ACCIDENT PROCEDURES21
- BITING POLICY21
- ANAPHYLAXIS POLICY22
- EMERGENCY EVACUATION PROCEDURE.....22
- SUSPECTED ABUSE22
- SUSPICION OF INTOXICATION OR DRUG ABUSE23
- CONFIDENTIALITY23
- SAFETY CHARTER.....23
- CODE OF CONDUCT23
- TECHNOLOGY POLICY23

V – OTHER POLICIES25

- REFERRALS.....25
- TOILET TRAINING.....25
- BOTTLES, SIPPY CUPS, AND SOOTHERS.....25
- LUNCHES & SNACKS25
- CHANGE OF INFORMATION26
- BEHAVIOR MANAGEMENT POLICY.....27
- PARENT CONCERNS.....28
- WAITING LIST28
- WHAT TO BRING ON THE FIRST DAY28
- MIXED AGE GROUP POLICY29
- SMOKE FREE ZONE30
- DROP OFF AND PICK UP PARKING.....30
- MEDIA RELEASE30
- REGISTERED CHARITY30



I – PURPOSE & PHILOSOPHY

The wider range of possibilities we offer children,
the more intense will be their motivations
and richer their experiences.

-Loris Malaguzzi

INTRODUCTION

Inspired by Wonder Inc., SSCY location, is located in the SSCY (Specialized Services for Children and Youth) building at 1155 Notre Dame Avenue. This location is a licensed, subsidized, non-profit program dedicated to providing quality care for children age 12 weeks to 5 years in west/central/downtown community.

OUR MISSION STATEMENT

ELCC 5(a)

We foster competent curious minds by providing nurturing child care and education. We value our youngest citizens, through our inclusive and innovative culture. We support and strengthen communities, collaborate with families, engage reflective educators, and lead with purpose.

OUR MOTTO

"A Community Learning and Growing Together"

OUR PHILOSOPHY AND IMAGE OF A CHILD

ELCC 5(a)

Our philosophy is based on the belief that children learn through play and experience. Children, families and educators values and beliefs are an integral part of our program.

We believe that children are naturally curious and they have the right to live fully in their childhood. We believe children are competent and we know they have a desire to learn, grow and make meaning of their world around them. Thus, we believe we must provide a safe, happy, nurturing and stimulating environment where children are able to develop physically, emotionally, socially and intellectually. We believe that all children including those with additional support needs are entitled to have this equal opportunity to learn, grow and develop.

We believe that Early Childhood Educators and parents need to work closely together to provide children with optimal experiences in the centre and at home.

As professionals, we value diversity and include children of all abilities into every aspect of our programming. Our program and the environment are easily adaptable to meet the needs of all children participating. We



access any funding available to ensure appropriate support for each child. As part of our commitment to children, our educators receive support to pursue life-long learning opportunities.

Inspired by Wonder Inc. welcomes children and families of all ethnicities, backgrounds, beliefs and abilities. We will continue to strive to be an inclusive childcare program, as we believe it will benefit all children, families, educators and the community as a whole.

GOALS AND OBJECTIVES

ELCC 5(a)

1. To provide a stimulating environment where all children can develop to their fullest potential: socially, emotionally, physically, and intellectually.
2. To provide guidance to help children gain independence.
3. To help children gain the ability to express their own feelings and understand the feelings of others.
4. To work cooperatively with families to support the development and the needs of their child.
5. Adhere to the Manitoba Early Learning Child Care Program's (ELCC) Best Practices Licensing Manual for Early Learning and Child Care Centres.
6. To work in Partnership and collaboration with the co locating agencies in SSCY, public and private School Divisions, other childcare programs and the members that make up our community.

CORE VALUES

Relationships:

Building relationships with the children, families, educators, and within our community is truly the foundation of our program. We build our relationships with the children in our program each and every day by documenting their learning, enjoyment and experiences and by fostering their developing skills to become caring and responsible citizens. We recognize that parents are the experts of their children, therefore we value the partnership we create with our families and any input they have regarding their development. We view our Educators as researchers as they listen, observe, reflect and record children's play. We believe in creating and maintaining partnerships within our community and we are committed to ensuring these relationships are respectful, nurturing, caring, honest, and equitable for all.

Life Long Learning:

As part of our commitment to children, our educators receive support to pursue lifelong learning opportunities. We commit ourselves to our own professional and personal growth to better meet the needs of all children in our program. We strive to live fully by our motto "A Community Learning and Growing together"!

Well Being:

There is joy and playfulness within our work we do each day. The children, families and educators safety will always remain our first priority. We reflect on our processes often to achieve a healthy environment for all. We care about the whole, overall health of everyone affiliated within our program.

Inclusion:

We value diversity and welcome children and families into every aspect of our program. We work cooperatively with families to support the development and needs of their children. We encourage and value parental participation and feedback our program through daily conversations, scheduled meetings and by sharing our observations of their children's time in the centre. We continue to strive to be an inclusive childcare program, as we believe it will benefit all children, families and educators and the community as a whole.

Communication:

We are committed to fostering effective communication which is cooperative and collaborative. We welcome all perspectives and points of view respectfully. How we communicate with one another is essential to our program and we will create endeavor to provide great communication between our families, children, educators and other partnerships in which we associate.

INCLUSION POLICY

Access

Inspired by Wonder Inc. accepts children with all abilities into the program. Our waitlist identifies children with additional support needs to ensure supports are in place upon enrolment. We arrange our learning centers so that all children can reach and use the various materials. We have purchased additional toys and equipment to meet the needs of all the children enrolled. Our facility is wheelchair accessible. Adjustments are made to routines and transitions to make learning experiences positive for all children and all children are represented in our program through mediums such as posters, pictures, books and toys.

Participation

Goals for children with additional support needs are carried out during play experiences with peers. Opportunities are provided for children to play together so they develop relationships with others. We offer sensory toys for children to use during large and small groups activities and we purchase developmentally specific toys to meet the needs of all children in the program. We have additional rooms and spaces for children in our centre to use when they need a private, quieter space to work and play in.

Support

We speak to each family every day and share information regarding their time at the centre. Parents with children who have additional support needs are encouraged to sit on the Board of Directors. We attend individual program plan meetings with the parents of the children with additional support needs. We work closely with teachers, Speech and Language Pathologists, Behavioral Therapists, Child Development Counselors, and other professionals involved with the children. Goals are planned and decided upon together. During our monthly education meetings, goals are reviewed and discussed so that all educators are made aware of them and all educators are required and encouraged to complete a number of professional development hours each year. Many of these hours are devoted to inclusion principles and practices.

TEACHING CHILDCARE PROGRAM

In 2012, Inspired by Wonder Inc. was the successful candidate awarded an expansion of our current program into the SSCY (Specialized Services for Children and Youth) Centre. This exciting and wonderful opportunity to co-locate allowed us to pursue innovative ways to collaborate with many of the other services and agencies within the SSCY centre. One of these special partnerships is with the Child Development Clinic, which has allowed us to be designated as a "teaching childcare centre." We want to inform all families of this partnership and that various students/residents may be involved in their child's experience at our centre, with appropriate supervision.

Students and medical residents rotating through developmental pediatrics will have opportunities to observe children in our program, which would be a valuable experience for the students at their stage of training. In return, the children and their families would benefit from the added presence of trainees in the childcare. A teaching childcare could help foster further research in child development and expose children to learners from a variety of disciplines including pediatrics, occupational therapy, speech/language pathology, etc.

Our centre is also collaborating with Developmental Pediatricians, as they will refer preschool children who posed a diagnostic challenge to spend the day with us twice per week. These children will receive support and consultation from early childhood educators, occupational therapists, speech-language pathologists and if necessary, social work. This collaborative approach will benefit the child and their families as well as the developmental pediatrician who had made the referral.

HISTORY

ELCC 5(a)

Inspired by Wonder Inc., formerly known as Robertson Early Enrichment Program, original site is located in Robertson School. This location is a licensed, subsidized, non-profit program dedicated to providing quality care for children aged 4 to 12 in the Point Douglas community.

Robertson Before and After School Program was established in September 2004, as parents within the North End Point Douglas community were concerned at the lack of care available to them. The program was created to provide quality, affordable care for children between the ages of four to twelve.

In October 2012 we were selected as the successful candidate to expand our program into the new SSCY center opening in summer 2016. We were very excited about this opportunity and we look forward to working with the other co locating organizations.

It is not difficult to see the commitment of members within the community dedicated to the success of our program. The Board of Directors consists of many parents whose children are in the program. It also receives volunteer support from the School Principal, Vice-Principal, and many others. They have contributed countless hours for a program they believe is necessary and should become a staple of their community.



EMERGENT CURRICULUM AND REGGIO EMILIA APPROACH

ELCC 5(a) 10 (2, 3)

We value and respect children and we believe that their ideas are a way for us to shape the curriculum. We learn best from observing and reflecting upon what we see your children doing and it becomes our source of shaping the curriculum. We take note of their learning and document what they are experiencing. We have adopted an “Emergent Curriculum” approach to learning because we believe this approach is most consistent with our understanding about how children learn.

An emergent curriculum philosophy is all-inclusive philosophy that builds upon the interests of children. Children learn intellectually, socially, physically and morally through investigation and discovery, art, dramatic play and social interactions. This philosophy focuses on being responsive to children’s interest to create meaningful learning experiences.

The children are encouraged to participate in a group setting where listening skills, the ability to follow instructions, cognitive skills, social skills, and memory are developed. Activities are offered throughout each classroom setting to encourage the children to participate in each developmental area; fine motor, gross motor, cognitive, language, creative, sensory, and imaginative play. Extra programs are offered throughout the year such as music, yoga, and art classes.

Strong Image of a child: We believe that children are naturally curious and they have the right to live fully in their childhood. We believe children are competent and we know they have a desire to learn, grow and make meaning of their world around them. We believe children are capable citizens. Our philosophy is based on the belief that children learn through play and experience. Children, families and educators values and beliefs are an integral part of our program.

Environment: We attempt to make the atmosphere as “homelike” as possible. We have incorporated many of the key concepts of the Reggio Emilia approach to learning where we see the environment as the third teacher. We try to set up the room that allows for “Invitations and or Provocations to Play”. We are very purposeful and intentional setting up the environment each day, allowing for a variety of play experiences. We provide an environment that is rich in sensory exploration and full of natural textures and materials. The space should invite curiosity and promote wonder and a desire to explore and learn. It should always be an ascetically pleasing and respectable place for children to construct their own learning by their curiosity, interests and capabilities.

Role of the Educator:

We view our caring and trained Educators as researchers as they, listen, observe, record, reflect, document, and plan children's play. We allow our Educators time to reflect on their current practices and philosophies and make hypothesis on what the children are learning. They work collaboratively on planning activities and the environment with their fellow colleagues who have a deep understanding of developmentally appropriate practices. As part of our commitment to children, our educators receive support to pursue life-long learning opportunities.

Observation and Documentation:

We learn best about children by listening, recording, observing and reflecting on what they are experiencing.

The purpose of documentation is to:

1. Deepen our understanding about children's learning and development
2. Help Educators plan invitations and activities and experiences
3. Making hypotheses to their learning activities and building relationships with their families
4. Help children reflect on and make sense of their own experiences, bringing value to their work
5. Make their learning visible to families and to the community.

Observation and documentation is demonstrated through:

1. Individual portfolios
2. Posted observations and learning stories of day to day experiences
3. Posted images and group projects

Parent's Role: We believe that Early Childhood Educators and Parents and Guardians need to work closely together to provide children with optimal experiences in the centre and at home. We strive to implement families into many aspects of our program, we see Parents and Guardians as the experts of their children. Working closely together, creating partnerships with the families is beneficial for everyone.

EDUCATORS

ELCC 7(1, 5, 7, 11, 12, 14, 15)

Our educators are caring individuals who are classified as Child Care Assistants (CCA), or Early Childhood Educator II or III (ECE II or ECE III) by the Manitoba Early Learning and Child Care Program (ELCC). As per the licensing regulation, 66.67% of the educators in each program must be classified as either an ECE II or ECE III. All CCA'S are required to take a 40-hour course specific to child development within their first year of employment.

All educators complete a Criminal Records Check, Child Abuse Registry Check, and criminal disclosure form. A verification declaration is submitted to the ELCC to confirm these documents.

All educators are required to be certified in Infant/Child and adult CPR and First Aid. Educators complete a minimum of 24 hours of Professional Development each year.

PARENT ROLES AND INVOLVEMENT

ELCC 5(a, h, i) 6(7) 10(2)

We recognize that parents are the experts of their children and they know their child the best and we value the partnership we create with our families, including any input they have regarding their child's development. Parents are always welcome in our program as a key part of the team helping to develop the minds and body of our children. Only with parent involvement can we expect a full connection between home and child care.

Board of Directors

The Board meets approximately once per month to discuss issues related to the Centre's operation. The Board consists of representation from both the school and SSCY locations. The Board is comprised of mainly parents who have children that are currently enrolled in the program. Other Board members include the Principal and Vice Principal from Robertson School, and other community members at large. Our Annual General Meeting takes place during the month of October. If you are interested in becoming a member, nomination forms will be available earlier in that month. The Centre runs under a set of bylaws that are available upon request to any parent. Please speak with the Executive Director if you have any questions or interest in joining The Board.

Volunteering

We welcomed all parents and guardians to attend and volunteer for a variety of special occasions over the year. Many of our families enjoy participating during fieldtrips and other special events planned within the centre. Please note that all volunteers are expected to follow Inspired by Wonder policies and procedures at all times.

Open Door Policy

We welcome parents into our program at any time. Parents may wish to stay in the morning to help their child become comfortable, or visit the child for lunch. Parents should feel comfortable to join us for an art activity, physical play, or just to say hello throughout the day.

Newsletters and Parent Information Bulletin Boards

Parent newsletters are prepared to keep you informed as to what your children have been doing as well as information about any upcoming events. The Parent Board also keeps you informed of the Centre's ongoing activities. The information board includes the following: evacuation procedures, Manitoba Early Learning and Child Care regulations, behavior management policies, daily schedule, educator's schedules, snack menu, and attendance sheets. The newsletter is always posted on our website, visit www.inspiredbywonder.ca.

Donations

While financial donations are acceptable, we are unable to accept any other form of donation. Educators will inform parents when children are encouraged to bring materials from home to the centre.

Stepping-Stone Ceremony

When an infant reaches the age of transition, the educators prepare an invitation for the child to enter the preschool room. The infant educators focus on 3 strengths they see in the transitioning child and place them on 'stepping-stones'. The infant peers and educators sing a song and the preschool children and educators welcome the children into their new room. Parents are a vital part of this ceremony and help us to arrange the time that works best for them to attend.

River of Reflection Ceremony

When a child leaves the program we say our good-byes through a River of Reflection ceremony. All the children in the program prepare a special note to give to the departing child. The child carries a collection basket, and the parents carry a winding piece of ribbon. The child moves through the program, starting with the first room they attended, and ending in the room they are graduating from. This signifies memories and reflections of the child's time in the program with us. Parents are a vital part of this ceremony and help us to arrange the time that works best for them to attend.

ACCESSING COMMUNITY RESOURCES

From time to time children, parents, families and employees from our centre may benefit from exploring resources within our community. We have included a list and contact information regarding these resources primarily in our community area. If you require any additional information or if you want to discuss a concern please contact the Executive Director who can perhaps provide and suggest additional resources available.



Burton Cummings Community Centre
960 Arlington Street
(204) 783-5330

Valour Community Centre
1315 Strathcona Street
(204)783-7340



All Nations Family Resource Centre
1008 Wall Street
(204)944-4268

Healthy Child Manitoba
<http://gov.mb.ca/healthychild/index.html>

Downtown Parent Child Coalition
823 Ellice Avenue
(204)475-5755

Family Dynamics
401-393 Portage Avenue
(204)947-1401

West Central Women's Resource Centre
640 Ellice Avenue
(204)774-8975

New Directions: For Children, Youth, Adults, and Families
400-491 Portage Avenue
(204)786-7051
<http://www.newdirections.mb.ca>

Specialized Services for Children and Youth (SSCY)
1155 Notre Dame Avenue www.sscy.ca

For more community resources please see our Family Resource Manual

NANCY ADKINS SCHOOL READINESS SCHOLARSHIP

In October 2018, our program initiated the **Nancy Adkins School Readiness Scholarship**, in honor of Nancy Adkins who served as a board member for 14 years with Inspired by Wonder, was a school CERT at Robertson School, and was the true founder of our program. Each year one child from each location will receive a school readiness package worth \$150 to use for the upcoming school year. Criteria for the scholarship include the child moving into Kindergarten/Grade 1 from the SSCY location and into Grade 7 from the Robertson School location. Candidates must be in good financial standing and fully or partially subsidized. Eligibility and award of the scholarship will be determined by the location management team.

II - POLICIES OF INSPIRED BY WONDER INC.

Thank you for enrolling your child or children in our program. We look forward to learning and growing together. These policies have been developed to clarify all procedures and requirements as it relates to enrolment within our program.

ENROLMENT

ELCC 8(9)

Inspired by Wonder Inc. is licensed for 56 preschool children from 12 weeks to age 6 including 16 infant spaces.

Preschool children may attend Nursery or Kindergarten programs in the school system, however transportation will need to be arranged. No schools are close enough to our facility to provide a safe walk. Please speak to the executive director or assistant director if you will be making arrangements for school transportation.

Priority is given to children in the surrounding community, children with additional support needs, children whose parents are employed in the SSCY centre, siblings attending the centre and or children who have currently been enrolled in our program who have left in good standing.

Children enrolled in one program or age group will remain in that age group until parents give notice or the child ages out of the program. "Aging Out" happens when an infant turns 2 years old, or when a preschool child enters Grade 1.

It is important to note that while children already enrolled within the childcare are given first priority for space, there is no guarantee that a space will be available in the next program. For example, once an infant turns 2 years old, they are not guaranteed a space in the preschool room. We do our best to avoid turning a child away by accessing exemptions allowed by ELCC. With parent permission, if space becomes available in the preschool program, we can move up to 3 infants into that program as early as 21 months. We are also able to hold a child in the infant program past age 2 for a pre determined set of time. If neither of these options are available, a child may still be displaced from the program. We will give a minimum of 2 weeks notice if space is not available, although we will try to give more notice if able.



We ask parents to please remain on other wait lists for preschool/school age care, and suggest focusing on locations servicing your catchment area school. If a child is displaced from our program we will do our best to help the family with a smooth transition into a new program.

Please note, children moving to Grade 1 are not guaranteed a space at our school age location. If your child will be attending Robertson School, it is important to put yourself on the waiting list for that location.

If you wish to be placed on our waitlist, visit our office for an application, visit our website at www.inspiredbywonder.ca and/or register at the online registry. www.onlineregistry.com

CASUAL CHILD CARE

Casual child care, also known as ‘drop-off child care’, is a service offered by our program for families whose children are attending services within the SSCY Centre. Casual child care is provided on an as-needed basis and parents only pay for care used. Spaces can be hourly, part-day or full-day and will help parents who need care only in some situations. It helps parents by providing safe and stimulating environments for their children. Casual child care also helps facilities by letting them fill unused licensed spaces or licensed spaces when their children are not present. We cannot always guarantee a space will be available however please see the Executive or Assistant Director for more information and an application form.

HOURS OF OPERATION

The centre is open from **7:00am - 6:00 pm** Monday to Friday except statutory holidays.

We highly recommend that no child spend more than 10 hours per day in the childcare setting.

FEES

Child care fees are invoiced four (4) weeks in advance of child care services. The billing periods do not follow a monthly schedule. Invoices will be sent via email or delivered to parent mailboxes approximately one week before fees are due. The amount is due within the first week of the billing period.

CHILD CARE FEES

\$30.00 per day infant care (children 12 weeks- 2 years)
\$20.80 per day full day preschool care(children 2-5 years)

Fees are charged for each day the child is scheduled to attend, regardless of absence from the program.

Fees can be paid by Electronic Funds Transfer (also known as 'direct debit'). There is a fee of \$1.30 for the EFT transaction that will be added to your invoice. Alternatively, fees can be paid by cheque or money order. A NSF fee of \$50 will be charged for returned cheques or declined EFT payments.

REGISTRATION FEE

A **\$25.00** registration fee is to be paid at enrolment, per child. This fee will be applied each time a parent/guardian re-enrolls their child. These exact fees will be credited back to your account at withdrawal time, provided the appropriate notice has been given and the account has remained in good standing.

DEPOSIT FEE

A deposit fee is required. These exact fees will be credited back to your account at withdrawal time, provided the appropriate notice has been given and the account is in good standing. The deposit fee is due on the first day your child starts the program. For fully subsidized families with proper papers stating their subsidized amount, a minimum \$50.00 deposit fee per child is required. For families who are paying full fees for their child care, a minimum \$100.00 deposit fee per child is required.



LATE FEE

The centre closes at 6:00 p.m. therefore a late fine will be implemented any minute past this time. The fee is payable directly to the educator person who had to stay late. The fine is \$5.00 for the first 5 minutes and \$1.00 per minute after that per family. This fee will be applied any time throughout the year.

KEY CARDS

We are a secure building with our doors being locked at all times. All parents attending our program will need to purchase a key card which will be refundable when returned. Your device will be active from 7:00 a.m. to 6:00 p.m, Monday through Friday. Should you need to deactivate a device for any reason just let us know and we will deactivate it right away. For those who do not have a key card (someone on your pick up list who only comes periodically) they will need to press the door bell/ video intercom system and a staff member will let them in.

If a key card is lost or stolen, it must be reported to the Executive or Assistant Director right away. Lost key cards shall result in a \$15 cost to the individual (damaged key cards will be replaced at no charge).

SUBSIDY

Families who are unable to meet the cost of childcare may apply for financial assistance through the Manitoba Government Daycare Subsidy Program. Subsidy applications are available from the Child Day Care Office or on their website, www.gov.mb.ca/childcare.

Application forms need to be submitted to the following address on or before the start date at:

Provincial Services Child Care Subsidy program
102 – 114 Garry Street
Winnipeg, Manitoba R3C 1G1

In addition, it is the family's responsibility to notify their subsidy clerk of any changes to their subsidy information (i.e. Address, marital status, income, reason for service, termination of employment/education status). Families will be charged the full rate of care until we receive notification of approval.

For re-applications of subsidy, it is the parent's responsibility to re-apply prior to their subsidy expiring. **Parents will be invoiced the full amount of childcare fees**, if confirmation of the re-approval has not been received in our office before the subsidy expires. If a subsidized family exceeds their allowable absent days, they will be invoiced the full amount of childcare fees.

FUNDRAISING

Throughout the year, we may offer a variety of opportunities for fundraising. We will also accept financial donations in lieu of fundraising participation.

RECEIPTS

Receipts are issued for income tax purposes. There are no refunds available for fees already paid, however any overpayment of fees will be credited on your account for the next billing period. During the last week in February, you will be electronically sent a copy of your income tax receipt. A printed copy can be given upon request.

WITHDRAWAL

Two weeks written notice must be given when you withdraw your child or children from our Centre. If less notice is given, you will be required to pay for two weeks. This is to ensure we have sufficient time to fill the space vacated by your child. If your account is in good standing you may decide at this time to apply the deposit that was provided at the time of enrollment to your account or have the deposit refunded.

STATUTORY HOLIDAYS

Below is a complete list of the Statutory Holidays observed by the Centre.

New Year's Day (January)	Terry Fox Day (August)
Louis Riel Day (February)	Labor Day (September)
Good Friday (March/April)	Thanksgiving Day (October)
Easter Monday (March/April)	Remembrance Day (November)
Victoria Day (May)	Christmas Day (December)
Canada Day (July)	Boxing Day (December)

If a Holiday falls on a weekend, the centre has the option to close another day in lieu of that day.

III - TRANSPORTATION POLICY

ELCC 6(2) 8(10)

ARRIVALS & DEPARTURE

Parent's responsibility

At the beginning of each day, each child must be accompanied by an adult until they are in the centre and an educator is aware they are present; verbal contact and face recognition must be made.

Please advise the centre at the beginning of each day if your child/ren will be not be attending due to an illness, events, etc.

Upon picking up your child, please make sure an educator has acknowledged you, and then help your child dress. Please remove any food, soiled clothing and artwork from their lockers at the end of each day.

Centre's responsibility

Educators will sign in your child on our attendance sheets. Once this contact has been the centre takes responsibility.

The group leader in each room is in charge of the attendance sheets. Each educator knows the procedure of signing children in and out, and new educators are mentored about these procedures.

Once the children are signed out of the centre at the end of each day, our program is no longer responsible for them.

Your children's safety is always our first priority. The educators encourage the children to enter their classrooms in the morning and in the program. At the end of the day, children are released directly to their authorized pick up person.

If for some reason your child is not picked up by 6:00 p.m. and you have not contacted us, the following steps will be taken:

We will attempt to contact you and the emergency number(s) you have supplied for someone to pick up your child (ren).

If you cannot pick up your child yourself, the educator must be made aware of this in advance and notified as to who will be picking him/her up. This individual will be asked to sign for the child and will be required to show a piece of ID. This person's name should already be on the child's file. We are required by law to send your children home with someone not less than 12 years of age.

INDIRECT SUPERVISION

ELCC 8(1, 2)

The ratio of educators to children for infants is 1 educator to 4 children, and for preschool children the ratio is 1 educator to 8 children. Children remain on the appropriate ratio at all times.

In the Infant rooms the sleep area is attached by a half partition wall. There may times when children are sleeping in this area and educators remain in the main play space. The sleep area is always in view and hearing of the educators. Educators will continue to do physical checks of the sleep room every 10 minutes or less.

GUARDIANSHIP

ELCC 6(1)

For the safety of your child, the Director requires a copy of any legal forms stating who has legal guardianship of the child should you be a separated or divorced parent. Without such a form, the educators cannot refuse access to the child by the other parent. We will make every possible attempt to honor guardianship papers, but we cannot be held responsible if the other parent poses a threat or danger to the educators, child or other children and insists on taking his/her child. At such time, the police will be called to intervene and you will be notified.

STORM POLICY

ELCC 17

Please note that if the SSCY centre is closed, Inspired by Wonder Inc. will also close. Please listen to your radio on CBC and CJOB for such announcements. If the centre has opened and your child/ren have already arrived, before the announcements have been made, we will call you and ask you to please pick up your child(ren).

CLOTHING

ELCC 10(4)

When you arrive in the morning, please help your child hang up his/her outdoor clothing and make sure you let the educators know that your child has arrived.

We recommend that all children have a complete set of extra-labeled clothes for them at all times. Educators are not responsible for misplaced clothes; however, we will assist your child in trying to locate them. Please keep in mind the changeable weather, and the types of activities he/she will be involved in throughout the day (painting, gluing, outdoor play, running, climbing, occasional food spills, etc.).

Outdoor play is part of our daily program and suitable outerwear is important. For safety reasons, flip flop shoes are not allowed.

Clothing Suggestions for each season:

WINTER – winter boots, winter coat and ski pants or snowsuit, mittens or gloves (an extra set is recommended), ear muffs, winter hat, scarf, indoor shoes

FALL/SPRING – rain jacket or transitional jacket/sweater, puddle pants, rubber boots, indoor shoes

SUMMER – sunscreen, sun hat, water bottle, indoor shoes *no flip flops please*

Hats are required for outdoor play in the summer to avoid sunstroke / heatstroke.

To prevent slipping and nasty falls, please supply your child with appropriate non-marking shoes. ***Inspired by Wonder Inc. is not responsible for lost or stolen items.*** We recommend that all items are labeled with your child's name.

OUTDOOR PLAY

ELCC 6(8) 9(3, 6) 10(4)

We believe that children need to be exposed to nature! All children in the program spend a certain amount of time outdoors each day, weather permitting. We feel it is important for the children to experience different types of weather conditions so we do spend some time outdoors even if it is raining lightly. We believe exposure to different weather conditions provides wonderful learning opportunities. Educators and child ratios are always maintained, frequent headcounts occur and every lead educator has one Emergency first aid bag with him/her.

FIELD TRIPS AND LOCAL OUTINGS

We will occasionally host field trips or local outings for our preschool age children. Parents will always be given a minimum of 24 hours notice for these special events. There are no additional charges for field trips or outings. Parents will be asked to sign permission for their child(ren) to attend.

QUIET/REST TIME

Quiet/Rest time is offered in the program each day. Infants nap as needed. Parents should speak to the educators about what their child's normal nap routine is during the day. Educators will watch for the child's individual signs or follow the parent's instructions. As the infants grow, we expect they will meld to one quiet/rest time after lunch. Preschool children are offered a quiet/rest time from 12.30-2.30 each day. While some preschool children may nap the full 2 hours, others may only need 1 hr rest, or to remove rest time from their routine. This is a discussion made with parents and educators on an individual basis.

IV – HEALTH AND SAFETY POLICIES

MEDICAL ILLNESS

ELCC 14(13, 14)

The health and welfare of all the children and others in our centre is a priority. We kindly ask you not to bring your sick child to the centre to reduce the spread of illness. While we recognize the impact the illness has on a parent's schedule we want to maintain a safe and healthy environment for all. Children should remain out of the program until 24 hours past symptoms of illness.

Should your child contract a communicable disease such as measles, mumps, strep throat, flu or impetigo, or an infection (lice etc.). Children must remain home during the remainder of the incubation period of the communicable disease or until the infection has been remedied according to the public health rules regarding isolation periods. A doctor's certificate may be required before your child returns to the Centre.

- Should the illness be of a communicable type, please inform the centre as soon as possible. We will post notices to inform families of the communicable disease or infections. Notices are always anonymous, and confidentiality is assured during these situations.
- In the event that a child becomes ill while at school parents are asked to inform the centre that the child will be absent from our program.
- In the event of suspected abuse (physical, sexual, etc.), the centre is required by law to report such cases to Winnipeg Child and Family and/or the Police.

There may be times when the Director or a supervisor will call you during the day and ask you to take your child home because he/she are not feeling well. In these cases, the decision to call a parent is because your child is exhibiting one or more of the following symptoms:

- An elevated temperature (38.0 C / 100.4 F or above)
 - An upset stomach or vomiting
 - Any intestinal disturbance with diarrhea
 - Unexplained fatigue, or loss of appetite
 - Suspicious discharge from eyes, ears, nose, or open sores
 - Severe coughing
 - A contagious condition such as pink eye, head lice etc
 - An inability to participate in the program because of illness
- *Children are not kept from outdoor play. If they are well enough to attend the program, they must be fully able to participate.

ADMINISTRATION OF MEDICATION

ELCC 14(12)

Administering of prescription medicine to any child in the Centre is tightly controlled and regulated. The educators will administer medication only as prescribed by a physician. It must be in a container supplied for that purpose by the pharmacist and labeled with the child's name, expiry date, dosage, time and method of administration.

A medication form, available from the educator, needs to be filled out by the parent, giving us permission to administer medication to the child. The information on the form must coincide with the information on the bottle.

The educator in charge of administering medication ensures the above information is accurate. The educator will then follow the directions on the form in terms of time and dosage.

Non-prescription medication cannot be administered. This includes medications such as cough syrups, cough candy, aspirin, etc. If you wish your child to have such medication, you must administer that medication yourself.

An exception to the non-prescription medication exclusion can be made for infant pain and fever relievers such as Tylenol, Motrin, Advil, etc. In order for the medication to be administered, it must be accompanied by a note from your child's doctor, along with a prescription label from your pharmacy. If medication is administered due to a fever, your child must still be picked up in accords with the medical illness policy. If medication needs to be administered for pain relief (ex. For teething) a direct conversation must be had between the parent and the executive director or assistant director.

Please hand over all medication to an educator. Medicine must be stored in an area inaccessible to children.

MEDICINE IS NEVER TO BE STORED IN YOUR CHILD'S LOCKER OR LUNCH BAG.

ACCIDENT PROCEDURES

ELCC 10(6) 14(15)

Our Centre strives to provide a safe, clean environment for children to play in. The educator is always alert to potential hazards and takes steps to ensure utmost safety. However, knowing the nature of children and those accidents do happen, we have established the following policies:

- All educators are trained in First Aid and Infant/Child CPR. An educator will administer First Aid or CPR as required in the event of an accident.
- An educator will record all injuries on an accident form. A parent or guardian must sign the form, and then it is kept on file. Parents can request a copy at any time. In the case of more serious injuries, the accident will be reported to the Child Care Coordinator of the ELCC.
- Children will be transported to Children's Hospital in the event of an emergency by ambulance. If an ambulance is called, parents are held responsible for the total cost.
- Parents will be notified immediately if their child is taken to hospital. Parents will be required to meet the educator and child at the hospital.
- Parents are advised to expect a usual amount of bumps, scrapes, bruises and other minor accidents because of children being exposed to each other and/or their surroundings. Many times children will fall or bump into something and receive a bruise or scrape, then get up and keep right on playing, and not tell anyone what happened. Biting is included as an accident/incident in child care as it is common in an infant/preschool program.
- In the event there is an emergency, we need to be able to locate you immediately. It is imperative that we have all the correct information of your work, school, home, etc. It is also important that if you are not at your usual spot during the day, please inform an educator where you will be so they are able to locate you or an alternate immediately.

BITING POLICY

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 13 and 24 months of age. The safety of all children at the centre is our primary concern. The centre's biting policy addresses the actions the educators will take if a biting incident occurs.

Children bite other children for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Young children have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The educators will encourage the children to 'use their words' if they become angry or frustrated. The educators will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our childcare:

- The biting will be interrupted with a firm 'We don't bite people!'
- Educators will stay calm and will not over react.
- The bitten child will be comforted.

- Educators will remove the child who bit from the situation. Age appropriate redirection will be given to the child who bit with chances for empathy to the bitten child.
- The wound of the bitten child will be assessed and cleansed with soap and water. Ice will be applied for any swelling. If it is determined that there was a blood exposure further steps need to be taken.

The parents of both children will be notified of the biting incident. Accident/Incident reports will be completed for both children. If skin was broken from the bite, the bitten child's parents will be notified immediately so they can choose if they would like to seek medical advice.

The bitten area should continue to be observed by parents and educators for signs of infection.

Confidentiality of all children involved will be maintained.

ANAPHYLAXIS POLICY

Anyone attending Inspired by Wonder that has an anaphylaxis reaction must fill out the following:

- URIS application (this form must be filled out yearly)
- Sign authorization for release of information
- Complete authorization form for administration of an adrenaline auto-injector
- A health care plan will be developed

All points above will be reviewed and updated yearly. All educators will receive training on how to use an auto-injector and all educators will be aware of which children and fellow co-workers have a life-threatening allergy.

EMERGENCY EVACUATION PROCEDURE

ELCC 5(g) 17(b)

In 2010, all the Childcare facilities developed an Enhanced Safety Plan. In this plan are procedures for emergency weather, chemical spills, power outages, loss of utilities, intruders and lock down and lock door policies. In the event the centre needs to evacuate, our place of shelter; which is **Tec Voc High School located on 1555 Wall Street** From here, we will phone you to pick up your child. These policies are reviewed bi-yearly with the educators and a copy of this plan is available at the centre for those who wish to read it in its entirety.

A fire drill is practiced once a month for all children in attendance. A copy of the evacuation procedures is posted on the parent information board and throughout the Centre.

SUSPECTED ABUSE

ELCC 11(4)

In the event that we suspect abuse (physical, emotional, sexual or otherwise), we are obligated by law to report this to the proper authorities.

SUSPICION OF INTOXICATION OR DRUG ABUSE

If at any time we believe a parent or guardian picking up a child is under the influence of alcohol or drugs we will try to stop the child from being released. We will suggest making alternate pick up arrangements for the safety of all involved. If the person insists on removing the child from the program against advise, we will report the incident to the police. Inspired by Wonder Inc can and will assume no responsibility for the release of a child against advise. We refer back to our safety chartier and code of conduct policies in this situation.

CONFIDENTIALITY

ELCC 6(1, 3)

Roberston Early Enrichment will observe the following confidentiality policies:

- All children's files are considered private and for Educator/Director use only.
- Any parent has the right to examine their child's file.
- All files become the property of Inspired by Wonder Inc.
- Educators are instructed not to discuss any child or family outside the child care program.

All confidential information regarding children enrolled in the Inspired by Wonder Inc. is kept on file in the office. Confidential information will not be disclosed to any individual or organization without the written consent of the applicable parent/guardian.

As required under the PIPEDA (Personal Information Protection and Electronic Documents Act), Inspired by Wonder Inc. has a privacy policy. For further information, please contact the office.

SAFETY CHARTER

ELCC 5(a)

Inspired by Wonder Inc. has a Safety Charter, should an evacuation occur our place of safety is **Tec Voc High School located on 1555 Wall Street**. At that time, you would be called to pick up your child (ren). Our full Safety charter is available upon request.

CODE OF CONDUCT

ELCC 5(a)

Our Code of Conduct is posted on our Parent board and is available upon request.

TECHNOLOGY POLICY

Inspired by Wonder Inc. has implemented a Technology Policy for educators and families attending our facilities.

ELECTRONIC DEVICES & INTERNET POLICIES:

Children, educators and all others using our childcare center's computers and electronic devices must:



Respect and protect the privacy of others.

- Respect and protect the integrity of all electronic resources.
- Respect and protect the intellectual property (the ideas, creations and copyrights) of others.
- Communicate in a respectful manner.
- Report threatening or inappropriate material.

INAPPROPRIATE USE INCLUDES:

Intentionally accessing, transmitting, copying, or creating material that:

- Violates the confidentiality of children, parents, educators or the centre.
- Violates the centre’s code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Using the technological resources for personal use without the centre’s permission.

SUPERVISION & MONITORING:

Authorized employees of the centre 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 it to the police if it is criminal in nature

EDUCATOR AND USE OF PERSONAL ELECTRONIC DEVICES:

- Educators do not use cell phones and other personal electronic devices when they care for and supervise children.
- Educators make sure that anyone who may need to contact them during working hours knows to call the centre’s phone number.
- If educators take a personal cell phone for safety purposes on outings with children, it is only used for emergency contact with the centre or a child’s parents.
- If educators use a personal cell phone or other device to photograph or videotape children (with permission of the centre and parents), the data is downloaded onto the centre’s computer and deleted from their phone or device.
- Information about children, parents, educators and the centre (including photos or videos) is not to be posted on:
 - A personal web space
 - Social networking web sites (for example, blogs, Instagram, Facebook, etc.)
 - Public networking or file sharing sites (like Photo bucket, Flickr, YouTube, etc.)
 - Any other type of Internet website
- Educators do not accept children or parents as “friends” or “buddies” when using social networking sites such as (but not exclusive to) Facebook , Instagram, or Twitter.



V – OTHER POLICIES

REFERRALS

ELCC 6(5) 11(2, 3)

If it is believed that a child may need outside attention for sight, hearing, developmental or behavioral concerns, it will be brought to your attention. Either you will be asked to arrange for the necessary tests to be done, or you will be asked permission for us to make the necessary arrangements. There are many co located organizations within SSCY who may be able to help us with these referrals. Due to the connection with the therapists and teams using our centre as a teaching facility, observations and assessments may quickly occur to help with any referrals for care of your child.

TOILET TRAINING

We believe that every child is individual and should be treated as such. This includes the child's readiness for toileting. We do not have a specific age requirement for learning to use the toilet facilities. Educators will watch for signs the child is ready and a discussion will be had with the parents or guardian of that child. If a parent notices the readiness at home or has begun the process of toileting training at home, they can make the educators aware so we can continue the same training during the day in child care. During toilet training we recommend several sets of clothing be provided. We will encourage the children to use the toilet on a frequent basis and move forward as the child's progression deems him or her ready.

BOTTLES, SIPPY CUPS, AND SOOTHERS

Parents are welcome to provide bottles or sippy cups for children in the infant program. These bottles and/or cups will need to be brought back and forth from the program each day. Due to sanitary requirements for sterilization and individual nipples/valves we can not safely clean the bottles or cups without a potential mix up of pieces. For this reason we ask parents to clean the bottles or cups at home and bring them back the next day.

Parents are welcome to provide a soother/pacifier for their infant to use during the day. These soothers will be stored in the child's individual locker when not in use.

Please remember to label all items belonging to your child. Inspired by Wonder is not responsible for lost or stolen items.

LUNCHES & SNACKS

ELCC 16(3, 4, 5)

We offer a homemade, nutritious lunch daily to all children that are enrolled in our preschool program. Included in every meal are fresh/frozen vegetables, meat or alternative, dairy, grain, and fresh/frozen fruit. We

also offer milk and/ or water to drink each day. These meals are planned and prepared daily by our cook. We strive to limit processed foods and try to make everything as natural and healthy as possible.

The cost for the lunch program is **\$ 2.00/day** and is billed monthly on your childcare invoice. The weekly menu is posted in the hallway on the Licensing Board.

If you choose to prepare your own child's lunch please remember that we encourage fresh fruits and vegetables, whole grain breads, cereals, and crackers. Please try to avoid prepared packaged foods.

We ask parents of all infants in our program to provide a nutritious lunch meeting requirements of the Canada Food Guide. We understand that infant meals will vary depending on the stage of eating development each infant has reached. We will work with families as they introduce new textures to their children.

We will provide a nutritious snack each day in the morning and in the afternoon to all children in our program. We strive to involve the children in food preparation as well as education about nutrition. All our meals and snacks are prepared by an educator who has taken an approved "Food Handlers" course. The educator re-certifies the course as needed.

According to regulation, a snack must consist of any 2 of the following:

- 1 serving from grain products
- 1 serving from vegetables or fruit
- 1 serving from milk products or 1 serving from meats & alternatives

There are four goals that we try to achieve:

1. To meet a child's daily needs for wholesome meals and snacks while at the Centre
2. To promote good nutrition
3. To help to build healthy eating habits
4. To provide parents with nutritional information as required

Lunch and snack times are meant to encourage small family groupings at each table, a relaxing atmosphere and a positive attitude toward eating. Children are encouraged to experience new foods and to help with serving themselves and each other, as well as helping to clean up.

We are a nut free, shell fish free centre. Please check all items sent to ensure they do not contain these items. Please see Anaphylaxis Policy.

CHANGE OF INFORMATION

ELCC 6(1)

Please advise any educator of any changes in family situations, employment, emergency numbers, addresses or telephone numbers. It is a parental responsibility to ensure that all information the centre has is kept up-to-date. Twice a year we will ask parents to look over their file and make any necessary changes. This is normally done in September and then again in February.

BEHAVIOR MANAGEMENT POLICY

ELCC 11(1, 2)

Discipline is a complex matter and there are many different views on how it should be achieved. Our centre takes into account the individual needs of all children in the centre.

Behavior Guidelines are determined by three rules:

- Respect yourself
- Respect Others (children & adults)
- Respect the learning Environment, equipment & materials

We do recognize that growing and learning means making mistakes. Children are expected to have some difficulties in behaviors as it is a normal part of a child's development.

Discipline is handled in a positive manner. Limits are stated in a positive age and developmentally appropriate way and children are given frequent reminders. Children will be spoken to in a respectful way at all times. Opportunities are provided for children to make choices. This supports the development of self-control and minimizes frustration.

Educators will model and encourage appropriate behavior. Educators are involved with and available to help children facilitate play with their peers. Educators will show support to children, they will help them label their feelings and negotiate their problems with others if need be. Educators will help children gain self-control through this support or by redirecting them to another choice and or activity.

Educators will discuss conflict situations with children and provide alternatives and guidance, and help them resolve disputes. Educators will acknowledge the feelings of the children involved.

The children who continue to misbehave after being spoken to may be removed from the situation and ask to have quiet time until they gain self-control or again they may be redirected to another activity or perhaps an alternate room. Children are usually taken aside and spoken to quietly. Educators will focus on the child's behavior and not their character. Redirection is a large part of age appropriate behavior management.

Educators do not inflict any form of physical punishment, verbal or emotional abuse, or denial of physical necessities for any child in attendance. Persistent disruptive behavior causing a discipline problem for Educators will be referred to the Director for discussion with the parent. At this initial discussion, the problem will be identified and a plan of action agreed upon by the parent and the Director. The plan of action must include a stated period for resolution/improvement of the problem.

If the situation continues, the Director will recommend the consideration of professional assessment being initiated by the parent. Upon refusal to initiate such assessment and continuation of the problem, the Board of Directors will be notified of the situation. At such time, upon the Boards direction, the parents may be asked to remove their child from the program. This action would be taken to safeguard the welfare and well-being of the children and educator in the program.

In regards to our desire to take the individual needs of each child into account, we are flexible in our policies on how we handle disruptive behavior with children with additional support needs. Every child is special and different and we allow the Integration worker to make the decision on how best to handle disruptive behavior while consulting to the Executive or Assistant Director in charge.

PARENT CONCERNS

ELCC 5(a)

It is important to us that we maintain open and clear lines of communication. We know that from time to time, parents may have questions, feedback or concerns about the program or other aspects of care. We encourage all parents to speak with their child's educator about any concerns or questions that may arise. Our educators have the best understanding of what is taking place in the classroom each day. Should parents have a concern which they feel needs our attention, they are welcome to advise the Executive or Assistant Director. Should the parents feel that their concern has not been properly addressed or resolved, they are welcome to put their concerns in writing and given to the Chairperson who will bring the matter to the Board at the monthly Board of Directors meeting, as posted.

WAITING LIST

Priority for spaces at the Centre are:

- Children moving from one age group to the next will be placed at the top of the Waiting list if a space is not immediately available.
- Children who live in the surrounding community
- Children who have additional support needs
- Children who parents are employed within the SSCY centre
- Siblings of children already enrolled at either REEP location
- According to the waiting list in order they were put on the list.

WHAT TO BRING ON THE FIRST DAY

- Registration papers
- Signed policy forms on the back of the registration papers
- Registration fee \$25.00 and deposit fee
- Any prescription medication
- Indoor shoes

For Children in the infant program, please bring:

- Diapers and Wipes
- Diapering cream or ointment
- Full set of extra clothes (2 changes of clothes in sealed bags preferred)
- Bottles and/or Sippy Cups
- Formula/Breastmilk
- Daily Lunch
- Comfort Item such as pacifier/soother if needed
- Weather appropriate outdoor clothing
- Indoor/Outdoor Shoes
- Please fill out the Quick Information Form and leave with your room educators.



For Children in the preschool program, please bring:

- Diapers/Pull Ups and Wipes
- Diapering cream or ointment
- If toilet learning: 5 sets of clothing, underwear, socks, and a spare pair of shoes. Pants that are easy to pull up and down will promote toileting independence. If not toilet learning, 1 set of extra clothes.
- Water Bottle that can be used indoors or outdoors
- Indoor/Outdoor Shoes

Please note that it is recommended that all items be labeled clearly with your child's name.

We recommend that personal items (ie toys) are not brought from home. If a child feels the need to bring a transitional/comfort item from home, the item is to be kept in the child's backpack or locker during the day. Inspired by Wonder is not responsible for lost or stolen items.

MIXED AGE GROUP POLICY

Inspired by Wonder recognizes that children of different ages have different developmental needs. It is important that these needs be acknowledged at all times. For this reason, separate age groups are primarily kept during the day, with infants age 12 weeks to 2 years in one developmentally appropriate area and preschool children age 2-5 in a separate developmental area.

During portions of the day we may find it appropriate for infant and preschool children to combine. This would be primarily during the beginning opening hour (7-8am) and closing hour (5-6pm) in order to meet the different start and end times for children and employees. This will allow children to continue group socialization and not be the only child in any room.

While the children are mixed the ratio will always reflect the standard ratio of care. For example, if an infant joins the preschool group the infant counts as 2 children, reducing the ratio to 1:7. The ratio in the room will never exceed the allowed room capacity. For example, in the preschool rooms which allow 16 children we would only have 14 children if 2 infants joined the group (keeping a 1:7 ratio). This meets guidelines from ELCC Regulation 8(2)(b).

If an infant is brought to the preschool room, developmentally appropriate activities will be provided. Materials which are unsafe for all age groups will not be out for children without direct supervision. Diaper changing facilities are available in all classrooms. Infant feeding seats are portable and can be brought to the preschool room if needed. As well, if an infant needs to sleep the cribs are portable and can be brought to the room.

The times of the day where mixed age group may apply are times when less children are present. This is considered open play and staff are able to be directly involved and interacting with the children. Staff are able to supervise the group freely and offer ideas for combined play.

In the case of an emergency the room will continue to follow the Emergency Safety Plan for Evacuation. Monthly fire drills are practiced in the program at varying times of the day. This way we are able to practice evacuating during different routines, and from different rooms. Strollers (4 seats) or Cribs would be used for infants, with preschool children using the guide rope to walk safely to our meeting point.

SMOKE FREE ZONE

All building property for the SSCY building is a smoke free zone.

There is NO SMOKING permitted on the building property, including the child care premises.

DROP OFF AND PICK UP PARKING

Designated parking spaces are labeled for Inspired by Wonder. Please use these designated spaces when dropping off or picking up your child. Alternatively, paid parking is available elsewhere on the building property. Inspired by Wonder is not responsible for any tickets, fees, or penalties received for parking in non child care spaces.

MEDIA RELEASE

Inspired by Wonder uses picture and video to document our emergent program. These images are used for documentation and posted within the centre as visual display of our activities.

Separately, Inspired by Wonder hosts a website telling with information regarding our program, and a blog exploring different child care topics. A separate media release form will be provided requesting permission for use of your child's images for internet based postings.

REGISTERED CHARITY

We are a registered charitable organization. Donations can be made to us through United Way by providing them with our charitable organization number. You can also make a donation directly to the centre. Receipts will be issued for direct monetary donations. Non-monetary donations can not be accepted.



Specialized Services
for Children & Youth
Together Is Better

