



*inspired by*  
**WONDER**

A COMMUNITY LEARNING & GROWING TOGETHER

## PARENTS' MANUAL

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## 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. is located within Robertson School. This location is a licensed, subsidized, non-profit program dedicated to providing quality care for children age 3 to 12 in the North Point Douglas Community of Winnipeg.

### 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 respectively. How we communicate with one another is essential to our program and we will endeavour 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 and dreams 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.



## HISTORY

ELCC 5(a)

Inspired by Wonder Inc., formerly known as Robertson Early Enrichment Program Inc., original site is located in Robertson School. This location is a licensed, subsidized, non-profit program dedicated to providing quality care for children aged 3 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. This site is licensed for 56 spaces ages 12 weeks to 5 years of age.

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, 50% 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.

## 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](http://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.

## 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.



## 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.



**North Point Douglas Women's Centre**  
221 Austin Street N  
(204)947 - 0321

**Sinclair Park Community Centre**  
490 Sinclair Street  
(204) 586 - 8275

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

**North Centennial Recreation and Leisure Centre**  
90 Sinclair Street

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

**FACT Point Douglas Parent Child Coalition**  
460 Andrew Street  
(204)582 - 1518

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

**Win Gardner Place**  
WRHA (204) 940 - 1963

**Triple P Positive Parent Program**  
(204) 952 - 4777



**North End Family Centre**  
132 – 2 Main Street  
(204) 582 - 7927

For more information about community resources please see our Family Resource Manual

## **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 is licensed for 88 children from 3 to 12 years of age. Children under 4 years of age must be enrolled in Robertson school. We run a half-day program licensed for eighteen children who are enrolled in the morning Nursery or Kindergarten class here in Robertson School.

Children who turn 12 during the school year are permitted to attend until the end of the school year and the subsequent summer program.

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 a child graduates Kindergarten, they are not guaranteed a space in the school age program. We do our best to avoid turning a child away. Children move into the next program at the end of the school year, beginning in the summer program. If a space will not be available in the next program we will give families a minimum of 2 weeks notice, although we will try to give more.

Our program primarily accepts children who are enrolled at Robertson School however; we have made exceptions to accept children enrolled in other schools and community areas. These exceptions are individually based and approved by our Board of Directors.

Priority is given to siblings attending the centre and or children who have currently been enrolled in our program who have left in good standing.

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



## HOURS OF OPERATION

The centre is open from **6:30am - 9:00am** then again at **3:00pm to 6:00 p.m.**, Monday to Friday except statutory holidays.

We are also open from **11:30am to 3:30pm** for our Kindergarten Program.

We are open from **6:30am to 6:00pm** on all recognized school in-service days. For further information on these days, please refer to SCHOOL INSERVICES.

Hours of operation for Summer, Winter and Spring break is **7:00am to 5:00pm**, Monday to Friday.

For further information on these breaks, please refer to SUMMER PROGRAM / BREAKS.

We highly recommend that no child spend more than 9 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.**

**\$20.80 per day** Nursery/Kindergarten full day / In-service day / Holiday

**\$10.40 per day** Nursery/Kindergarten half day (4 hours or less)

**\$8.60 per day** Before AND After School Care

**\$6.30 per day** Before OR After School Care

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 **\$1.50 for each of the EFT transaction** that will be added to you 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.

**Five dollars will be charged every week that payment is late unless otherwise discussed with the Assistant or Executive Director.**



## 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 is required and is equal to 2 weeks of childcare fees. For example, if your child is attending 2 periods then your deposit would be **\$86.00**, 1 period **\$63.00**, Kindergarten **\$200.00**. 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.

## 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.

## 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, at our Child Care, or on their website, [www.gov.mb.ca/childcare](http://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 4V6

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.

## SCHOOL INSERVICES

Inspired by Wonder Inc. offers care from **6:30 a.m. – 6:00 p.m.** for all school inservices.

All parents will be asked to inform the centre if their child will attend on any inservice days. There will be a sign-up sheet next to the parent sign-in binder. This allows us to ensure that proper educator/child ratios are being met at all times. The Manitoba Early Learning and Child Care Program recognizes inservice days as full fee-paying days. Regardless if your child (ren) attends on an inservice day, you will be billed the full day rate.

## SUMMER PROGRAM & HOLIDAY BREAKS

ELCC 10(4)

Inspired by Wonder Inc. offers care from **7:00 a.m. - 5:00 p.m.** for the Summer program and both the Spring and Winter breaks.

Childcare is available for all families during our Summer Program, Spring Break & Winter Break. Families will be billed for at the full day rate (\$20.80) regardless of attendance during these scheduled breaks.

If you withdraw your child(ren) for the entire summer and you would like your child(ren) to return to the program in September, you will be placed on our waitlist and unfortunately we cannot guarantee your child(ren) will have a space. We will do our best to accommodate previously enrolled families however we cannot guarantee your child's spot in the fall. All accounts must be up to date prior to leaving the program.



Approximately one month prior to the Summer Program, Spring break & Winter break parents will receive a survey form. Parents must indicate if **a)** they require care during the stated time **and b)** the weeks you will need care. All forms must be returned to the centre by the specified due date. Any changes to the forms cannot be made after this date. Families may be permitted to add weeks to their child's survey if there is available space.

Our program shut down between the last week of July and the first week of August. Families will only be charged on the Monday of the August long statutory holiday. We close for these two weeks in order to reduce custodian overtime charges during the summer months.

Our Summer Program offers abundant planned activities, outdoor experiences, field trips, morning & afternoon snacks, and special guests; all for no extra cost to the families. During the summer program, there are weekly special lunches for a nominal fee. The centre supplies insect repellent and sunscreen for all the children for a cost of **\$6.00** per child for the whole summer. If families wish to use a specific brand, it is their responsibility to bring it for their child.

In the middle of June, there will be summer calendars available for pick-up. These will detail what would be happening each week for the children. Attached to these calendars will be the permission forms that will be due the first day of summer.

We recommend the following items be brought to the centre daily during the summer program;

- TOWEL & BATHING SUIT
- ALTERNATE BAG TO HOLD WET ITEMS
- WATER BOTTLE
- HAT
- RUNNERS / SPORTS SANDALS
- EXTRA SET OF CLOTHES

## STATUTORY HOLIDAYS

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

New Year's Day (January)  
 Louis Riel Day (February)  
 Good Friday (March/April)  
 Easter Monday (March/April)  
 Victoria Day (May)  
 Canada Day (July)

Terry Fox Day (August)  
 Labor Day (September)  
 Thanksgiving Day (October)  
 Remembrance Day (November)  
 Christmas Day (December)  
 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**

- The beginning of each day, each school age 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.
- We encourage parents to sign in the time your child arrives and departs; this attendance form is located in a binder in the MPR room.
- Please advise the centre at the beginning of each day if your child/ren will be not be attending due to illness, school events, etc. Children enrolled only in the afternoon program, or those who have left part way through the day, please inform the centre prior to 3:25 pm if your child will not be attending our afternoon program.
- Upon picking up your child, please sign your child out and help them dress. Please remove any food, soiled clothing and artwork from their lockers, and please inform an educator that you are leaving.

#### **Centre's responsibility**

- Educators will sign in your child on our attendance sheets once this contact has been made at which time the centre takes the 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.
- When a child leaves the room, they put their name tag on the whiteboard that indicates the whereabouts of every child, i.e. washroom. Educators are responsible for keeping track of the whereabouts of each child when they are in our care.
- 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. During school transition times, we have several educators monitoring the hallways in all locations of the school. The educators encourage the children to enter their classrooms in the morning and our program at the end of the day. During these times, we provide indirect supervision to the children that are enrolled in Grades 2 to 6. We are responsible for the children transitioning to their classrooms who are enrolled in Nursery, Kindergarten, and Grade 1 and to those students who require additional support needs.

Children attending Nursery, Kindergarten, and Grade 1 at Robertson School will be picked up and dropped off by an educator at their classroom each day. During this transition, we are responsible for these children, and



we provide direct supervision. Ratios will always be maintained. Once the children are inside the classroom, the centre is no longer responsible.

Children in Grades 2 to 6, are responsible for transitioning to their school classroom and for coming to Inspired by Wonder Inc. on their own. Once they come into the room, an educator will mark the child "in". At this point Inspired by Wonder Inc. is responsible. The school is responsible once the child (ren) have entered their classroom.

If a registered child who is enrolled in Grades 2 to 6 is not present, and we have conducted hallway monitoring, and educators have completed head counts, roll call and face recognitions prior to the children's arrival. And if we have not been informed of a child's whereabouts, we will then take the following steps before 3:45 pm:

Ask the school's secretary and/or classroom teacher.  
Call parents / guardians at home and/or work.

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 even when the Centre decides to close early during Winter, Spring and Summer break.

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.



## TRANSPORTATION OF CHILDREN

ELCC 8(10)

\*Please note Arrival & Departure Policy

### Before School

Grade one, Nursery, and Kindergarten children, including any additional support needs children will be walked to their respective classrooms with a centre educator at the first school bell, 8:50 a.m. Once in the classroom they are the school's responsibility. Ratios are maintained at all times.

Grades 2 to 6 will be released from our program at the second school bell, 8:55 a.m. They will be responsible to go to their lockers and to their respective classrooms on their own. After 8:55 a.m., Inspired by Wonder Inc. is no longer responsible for their care.

### After School

Grade 1 children will be picked up outside their classrooms by an educator member.

Grades 2 to 6 will be responsible to come to the program and inform an educator that they are in attendance. Parents need to inform the program if their child is involved in school activities, such as Patrol or Intramurals.

Individual arrangements are made for each child that requires additional support. We resume responsibility once they have arrived in our program or have been picked up by one of our educators.

## INDIRECT SUPERVISION

ELCC 8(1, 2)

The ratio of educators to children for school age is 1 educator to 15 children, for kindergarten children the ratio is 1 educator to 10 children, and for nursery children the ratio is 1 educator to 8 children. Children may leave our program on their own for patrol duty, participate in intramurals that they have registered for or to work with a teacher. Children may also be indirectly supervised when going to the washroom, or using the water fountain in the hall. Please ensure that you sign the required permission slip that is located in the registration papers, as it is kept on file as permission. Please be aware that if your child participates in any of the above activities, they are not considered in attendance at the centre and therefore we are not responsible for them until they arrive back at the centre and they have informed an educator upon their arrival.

## MIXED AGE GROUP POLICY

At certain times in the day, early morning approximately between 6:30 am – 9:00 am or at the , end of the day approximately between 3:15pm – 6:00 pm and on, in-service days or holidays, for periods of time between the hours of 6:30 am – 6:00 pm, children may be grouped with a variety of ages.

This enables siblings to visit with each other, the school-age and preschool children to play with one another and provides an opportunity for interaction with all age groups.

Ratios will be met as per regulation 8(2)(b) , where children are cared for in mixed age groups, the ratio will be calculated on a pro-rated basis, based on the following; Children between the ages of 3-4 will have a ratio of 1:8 with a maximum group size of 8. Children between the ages 4-5 will have a ratio of 1:10 with a maximum



group size of 20. Children between the ages of 6 – 12 will have a ratio of 1:15 and have a maximum group size of 30.

Children’s safety is a priority and supervision of children will be closely monitored. Safety policies and procedures will be in compliance with Section 5(g) and Section 17 of the licensing manual. Evacuation procedures and emergency procedures will follow our Emergency Evacuation Plan outlined in the Enhanced Safety Manual, which is reviewed and updated on an as-needed basis during the year. Portable first aid kits are accessible and contain emergency contact information for all children. All staff have current first aid training and attend an annual training session each year with the local Health Nurse.

Our Centre offers care to preschoolers and school-agers. It is our belief that rich exchanges take place when all children are permitted to play, socialize and interact with one another, fostering physical, social, emotional and cognitive development. Children will be provided time to play in individual or small group activities. All children are encouraged to play interactively with direct supervision and support, which enables them an opportunity to understand; empathy, co-operation, compassion and fairness.

## 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 Winnipeg School Division closes Robertson school, due to storm conditions, Inspired by Wonder Inc. will also close. Please listen to your radio for such announcements. If the centre has opened and your children has 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.

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
- 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



## 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.

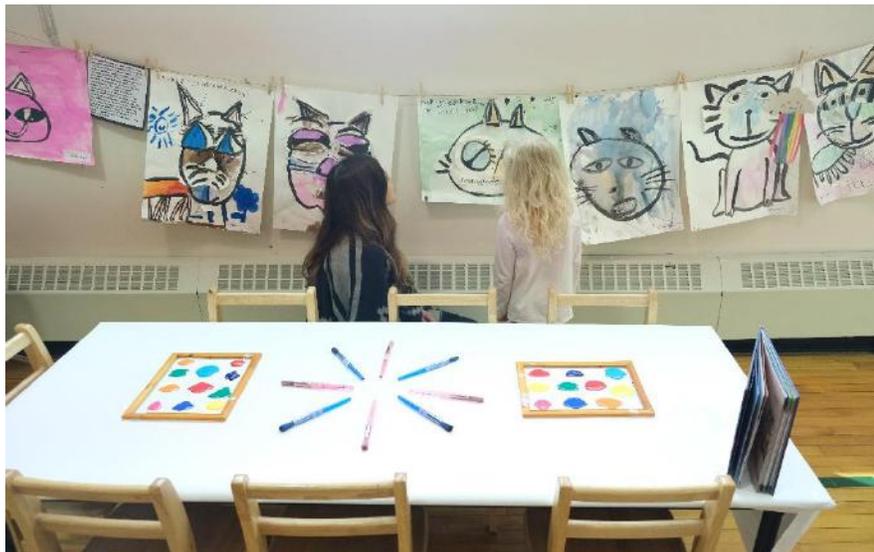
A medication form, available from the educator, needs to be filled out by the parent, giving us permission to administer medication to the child. The information on the form must coincide with the information on the bottle.

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.

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.

## 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 **Sadok Veselka Daycare at 520 Airlies 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 charter and code of conduct policies in this situation.

## CONFIDENTIALITY

ELCC 6(1, 3)

Robertson 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 **Sadok Veselka Daycare** at 520 Airlies 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.

### LUNCHES & SNACKS

ELCC 16(3, 4, 5)

We will provide a nutritious snack each day in the morning and in the afternoon. 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.

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

Our two 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.

When children do attend for lunch on in-service days, please remember that we encourage fresh fruits and vegetables, whole grain breads, cereals, and crackers. Please try to avoid prepared packaged foods.

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

According to regulation, a snack must consist of:

- 1 serving from vegetables or fruit
- 1 serving from any remaining food group



## NURSERY/KINDERGARTEN LUNCH PROGRAM

ELCC 16(3, 4)

We offer a homemade, nutritious lunch daily to the Nursery/ Kindergarten children that are enrolled in our 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.

## 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. 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 make the decision on how best to handle disruptive behavior while consulting to the Executive or Assistant Director in charge.

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 and children may have difficulties and that is a normal and expected part of a child's development.

Discipline is handled in a positive manner. Limits are stated in a positive 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. If the children are having



difficulty with coming up with alternate ideas for resolving the conflict, the educator may offer some other choices.

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.

A child may have to be physically restrained to avoid hurting himself/herself, others or to avoid damages to the environment. Educators will remain with the child until it is felt that she/he can return to the group in a successful manner. The Educator will continue to monitor the child after returning. Should this be the case, the child's parents will be contacted and made aware of the circumstances involved.

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.

## SUSPENSION POLICY

Offences for which a child may be suspended include but are not restricted to:

- Physical and verbal assault to educator and children
- Misconduct
- Conduct that the Childcare educator considers detrimental to the Child care Environment.

If children are suspended from school, they are not permitted to attend the childcare centre.

Inspired by Wonder Inc. has a zero tolerance policy on violence and a student with a weapon or one who attacks another child will result in immediate suspension.

## 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:

- Students enrolled in Robertson School
- Siblings of children already enrolled
- Priority will be given to those children already enrolled the previous year or summer.
- According to the waiting list in order they were put on the list.

## WHAT TO BRING ON THE FIRST DAY

- Registration papers
- Signed forms on the back of the registration papers
- Registration fee \$25.00 and deposit fee
- Lunch with food items labeled on in-service days only
- Extra changes of clothes to be left here.
- Any prescription medication
- Indoor shoes



## 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 cannot be accepted.

