

Bkejwanong Children's Centre



Parent Handbook

Bkejwanong Territory, Walpole Island First Nation

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Supervisor's Message

Dear Parents / Guardians,

Welcome to the Bkejwanong Children's Centre. We are honoured to accept the trust you have placed in us to provide child care for your child/ren. We look forward to working together with you.

Our first and foremost priority is promoting the positive growth and development of the children in our care. Our staff is committed to working together to provide your child/ren with a happy, healthy and safe child care environment.

I trust you will find the information in this handbook useful. The purpose of this handbook is to communicate what you can expect of our centre as well as our expectations of your family. Please read it over carefully and keep it as a reference guide. I will be happy to discuss any questions or concerns you may have.

We believe that our open communication between the parent and the teacher is a must to ensure the best benefits for your child/ren. This requires a commitment from both parties to consistently communicate. We value you as parents, as you are the child/ren's first and most influential teacher.

We accept our responsibility for your child/ren's child care experience with great respect.

Sincerely,

Elaine Wrightman
Supervisor

Background

The Bkejwanong Children's Centre has been providing child care services on Walpole Island First Nation since 1968. Our Centre is committed to offering child care programs of the highest quality.

The programs are staffed with fully qualified Registered Early Childhood Educators and Assistants who are dedicated to providing the best possible program for each child. At the Bkejwanong Children's Centre, children will experience many positive learning experiences within a safe and nurturing environment.

You can have confidence in knowing that the Centre meets all regulations and standards as determined by the Ministry of Education in accordance with the Child Care and Early Years Act (**CCEYA, 2014**) and College of Early CE. All program staff members possess a valid first aid/CPR certificate, an updated immunization record and a Police Record Check including a Vulnerable Sector Check.

BKEJWANONG CHILDREN’S CENTRE PROGRAM STATEMENT

The Bkejwanong Children’s Centre (B.C.C.) provides culturally sensitive, high-quality early learning programs and services for children between the ages of four (4) months to ten (10) years old that contribute to healthy child development.

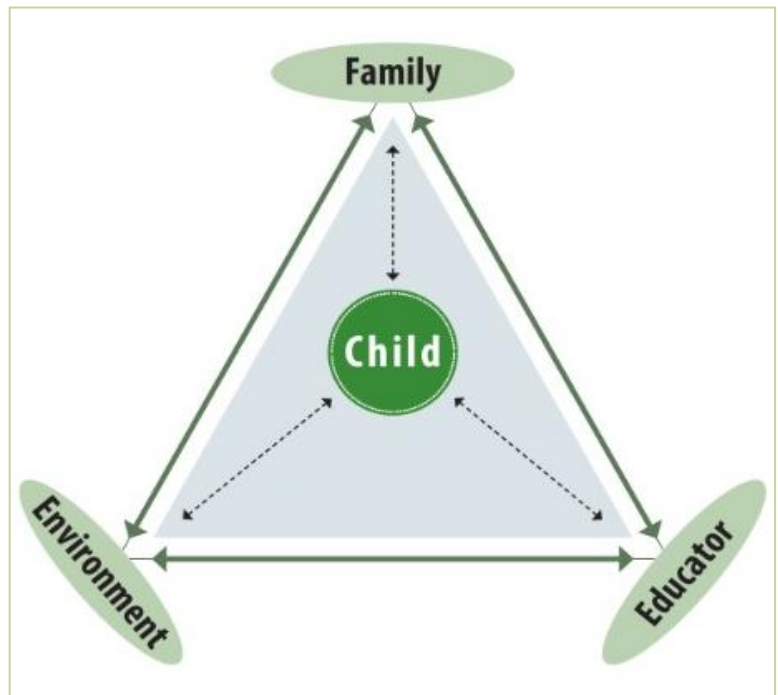
The B.C.C. is licensed by the Ministry of Education and follows the Ministry Policy Statements and pedagogy including *How Does Learning Happen* (HDLH)?

Our program is also reflective of our original Ojibwe language (Anishnaabemowin) and culture. And we create a welcoming environment for children of all cultural backgrounds.

Our program is designed to enhance different learning styles and provides play-based learning environments for the children with the understanding that each child is **competent**, **capable**, **curious** and **rich in potential**.

HOW DOES LEARNING HAPPEN?

The B.C.C. recognizes that learning happens within the context of relationships among **children, families, educators** and their **environment**. The B.C.C. seeks to strengthen the relationship between a child’s family, the early child care educators and the community (the environment). All of these contexts impact and influence how a child learns.

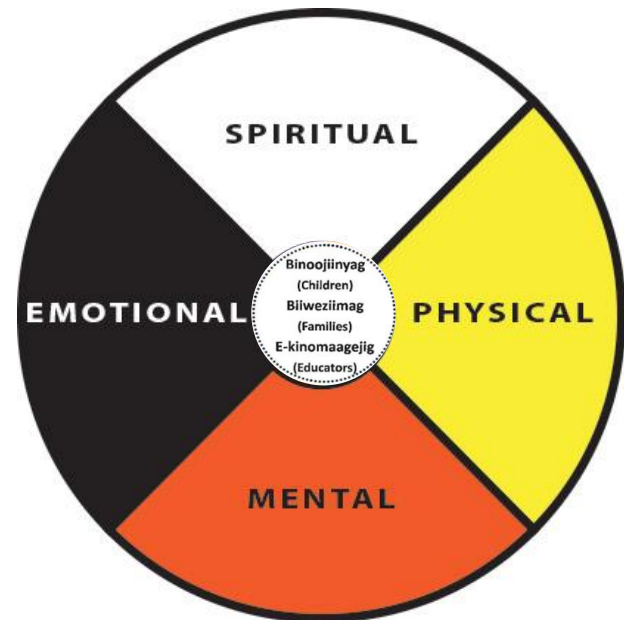
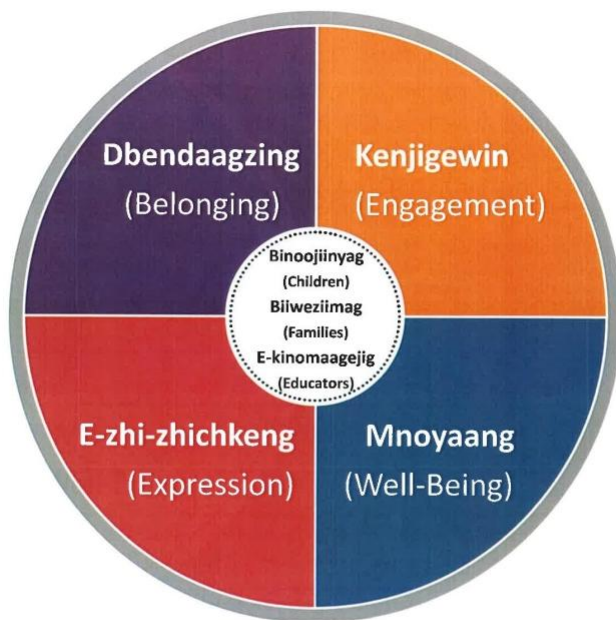


How Does Learning Happen? Ontario’s Pedagogy for the Early Years (2014), p. 6.

FOUR FOUNDATIONS OF *HOW DOES LEARNING HAPPEN?*

How Does Learning Happen is organized around four foundational conditions that are important for children to ensure optimal learning and development:

1. **BELONGING** – Every child has a sense of belonging when he or she is connected to others and contributes to their world.
2. **WELL-BEING** - Every child is developing a sense of self, health and well-being.
3. **ENGAGEMENT** – Every child is an active and engaged learner who explores the world with body, mind and senses.
4. **EXPRESSION** – Every child is a capable communicator who expresses himself or herself in many ways.



Niiwin E-mshkogaabwaangin E-zhi-kendaasang?

The Four Foundations of How Does Learning Happen?

How Does Learning Happen? Ontario's Pedagogy for the Early Years, Ministry of Education, 2014, p. 8
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The B.C.C. incorporates the Four Foundations of *How Does Learning Happen?* in the Children's Program and acknowledges the culturally relevant link to the Medicine Wheel. In the tradition of our First Nations culture, we embrace a holistic approach to working with children, focusing on their spiritual, mental, emotional and physical well-being.

B.C.C. PROGRAM GOALS

BELONGING

Goals for the Children

Every child has a sense of belonging when he or she is connected to others and contributes to their world

Expectations for Program

Early childhood programs **cultivate authentic, caring relationships and connections to create a sense of belonging** among and between children, adults and the world around them.

POSITIVE LEARNING ENVIRONMENTS & EXPERIENCES

We provide a positive early learning environment that respects and supports inclusion, meaningful participation and a sense of belonging for all children. We recognize and value the unique spirit of each child. Early learning educators work to connect to each child and get to know his or her personality. From the morning hug-line to the delicious meals, the children receive a lot of love here.

The early learning educators will observe the children and use the information to plan and create a positive learning environment based on the interest of the child. We create all-inclusive and age-appropriate activities that promote meaningful exploration and engagement. Staff will provide experiences rich in observations and social interactions. Pedagogical Documentation will be done to document children's growth and development.

Positive experiences in the early learning years can instill in the child a life-long love of learning.

“Every child deserves to have someone’s eyes light up when they enter the room.”

- Dr. Jean Clinton

STAFF WHO INTERACT WITH THE CHILDREN

The B.C.C. has a committed and professional staff of early learning educators devoted to the care and well-being of the children. Staff members have chosen their profession because of a passion for early learning and for the success of the binoojiinyag, suitability of their skills, education and a strong commitment to children. Staff members are entitled to open communication, opportunities for professional development and input into making decisions. Staff will receive training and other continuous professional learning to support their child care practice.

All Staff will take a self-reflective approach to ensure that he or she is warm, sensitive and responsive to all children.

WELL-BEING

Goals for the Children

Every child is developing a sense of self, health and well-being.

Expectations for Program

Early childhood programs **nurture children's healthy development and support their growing sense of self.**

HEALTH, SAFETY, NUTRITION & WELL-BEING

The B.C.C. has a number of Policies and Procedures in place for the health, safety, nutrition and well-being of the children.

Health

We perform daily health checks to protect the children. We have an immunization policy for staff and children. We also have an alternative care policy in place for children who are ill to prevent the spread of illness.

Safety

We perform daily playground checks. We practice fire drills monthly. We have Policies and Procedures in place for emergency situations. When the children leave the facility, we use safety vests and walkie-talkies. All persons interacting with children on a regular basis must provide a Police Records Check including a Vulnerable Sector Check.

Nutrition

We provide healthy meals and snacks that are based on the Canada's Food Guide and provide nutritious content. We are also mindful of individual allergies and/or intolerances.

Well-being

We create a welcoming and loving environment where each child will feel included and safe. We promote healthy patterns of eating, physical activity and sleep habits. We incorporate opportunities and time to practice self-help and self-regulation skills based on each child's capabilities throughout the daily routines.

DAILY ROUTINES

We incorporate indoor and outdoor play, as well as active play, into the day, and give consideration to the individual needs of the children. We provide regular daily opportunities for children to be physically active and explore the world around them with their bodies, minds and senses. We offer challenges that are within each child's ability. There is also rest time planned into the day with a quiet activity for those children who do not sleep. Our infants have the opportunity to sleep in a **wewebzowin** – a traditional baby hammock.



ENGAGEMENT

Goals for the Children

Every child is an active and engaged learner who explores the world with body, mind, and senses.

Expectations for Program

Early childhood programs **provide environments and experiences to engage children in active, creative, and meaningful exploration, play, and inquiry.**

CHILD-INITIATED & ADULT-SUPPORTED EXPERIENCES

Children are not empty vessels and they come to us with interests, talents and skills; it is our job as early learning educators to get to know each child through observation and plan activities to engage their interest. Educators will follow the leads and the cues of the children to guide the flow of the day. There are ample opportunities for children to engage in sustained complex play and inquiry. The Staff is encouraged to get down to the child's level to be engaged with the child's activity and ask open-ended questions to aid the child in developing critical thinking skills.

EXPLORATION, PLAY & INQUIRY

Children learn through play. Through exploration and inquiry, they learn about their own bodies and capabilities and they also develop new skills and abilities through play-based learning. We design indoor and outdoor environments and experiences that spark curiosity and invite investigation. We provide challenges that are responsive to individual capabilities to help children extend boundaries of their learning. We offer a wide variety of interesting objects and open-ended materials for children to explore with their senses, manipulate and investigate. B.C.C. is a place of learning and a place for fun.

ENGAGEMENT OF & ON-GOING COMMUNICATION WITH PARENTS

Children spend much of their day with us and it is vital to develop strong relationships with parents and open lines of communication. We recognize that the parents are the ultimate caregiver of children. We encourage parents to keep us informed about their child's interests, skills and challenges. Drop-off and Pick-up times are great times to engage parents in communication about their child. We also encourage parents to reach out with any concerns. We conduct Pedagogical Documentation to make children's thinking, learning, and competence visible to children and families. Parents are encouraged to review their child's documentation binder. We also have a B.C.C. Newsletter that goes home to keep parents informed. We also may send notes home to parents to communicate important information. We host several Parents Nights throughout the year and plan Parent-Invited activities for children and parents to come together and to create positive parent-educator experiences.

EXPRESSION

Goals for the Children

Every child is a capable communicator who expresses himself or herself in many ways.

Expectations for Program

Early childhood programs **foster communication and expression in all forms.**

POSITIVE & RESPONSIVE INTERACTIONS

We support positive and responsive interactions among the children, parents, early learning educators and staff. We are aware that children use many “languages” to communicate and we provide individualized support so children of all abilities can express themselves and be heard. We are also respectful of the diverse, cultural ways that children and parents communicate.

We also help facilitate successful communication between children by helping children listen to and express themselves to one another.

We engage and cultivate children’s connections with stories and books (e.g., by sharing books and telling stories with individuals, small groups and large groups). We share stories for a variety of purposes (e.g., to foster close relationships, explore and play with language structures, recount past events, research ideas, spark conversations and connect with cultural traditions).

We also weave language and literacy-related activities and materials into daily experiences, routines, and physical spaces. We may also utilize outside agencies and programs to bring additional resource supports as needed.

INTERACTION & COMMUNICATION IN A POSITIVE WAY & ABILITY TO SELF-REGULATE

Staff will encourage children to interact and communicate in a positive way by role-modeling positive social play and language. Staff will be attuned and respond to children’s varied cues and communications. We will provide time, space and materials to encourage expression through creative and sensory materials that reflect children’s capabilities.

There are times when children need some time alone. We will provide a separate area for children to self-regulate. Self-regulation is about how a child is able to deal with stressors and then recover. Self-regulation in early development years is influenced by a child’s relationship with the important adults in that child’s life. All staff will provide the experiences, support and encouragement that help young children learn to self-regulate, which is a crucial component of quality care. The Staff will get to know each child and build authentic relationships so that we know what each child needs to be safe and thrive.

CULTURE AND LANGUAGE

OJIBWE CULTURE

The purpose of the B.C.C. Ojibwe culture and language component is to support the child's development of a positive self-image and sense of self as a First Nations person.



Throughout the year, the B.C.C. hosts several major Cultural Enrichment community events held at our Centre. These events include: the Aboriginal Awareness parade, the Children's Jiingtamogoons and the Remembrance Day Ceremony. Families and the community are invited to these events.

Special Field Trips may include the Annual Hunting Lodge Trip, Tour of the Community Gardens, and visits to other Early Learning Centres' cultural events.

SEVEN GRANDFATHER TEACHINGS

We recognize and believe it is a shared responsibility to live and teach the *Seven Grandfather Teachings*:

1. To cherish knowledge is to know **WISDOM** (*Bwaakaawin*).
2. To know **LOVE** is to know peace (*Zaagidwin*).
3. To honour all of the Creation is to have **RESPECT** (*Chipiitendaagziwin*).
4. **BRAVERY** is to face the foe with integrity (*Zoongde'ewin*).
5. **HONESTY** in facing a situation is to be brave (*Giyakwaadziwin*).
6. **HUMILITY** is to know yourself as a sacred part of the Creation (*Dibadendiziwin*).
7. **TRUTH** is to know all of these things (*Odebwewin*).

OJIBWE LANGUAGE (Anishnaabemowin)

Our native Ojibwe language is also a very strong component of our culture. All staff will use the Ojibwe language in the program on a daily basis exposing the children to our original language. Music, games and cultural items are also included in the daily program.

Our Cultural Enrichment Instructor adds the Ojibwe language and culture to our classrooms through music, song, games, books, flash-cards and cultural props.

The Ojibwe language is also used in our morning and lunchtime announcements.

The B.C.C. Ojibwe culture and language component instills awareness, pride and respect in the children for their own First Nations language, culture and identity.

COMMUNITY INVOLVEMENT

We network with local community partners to support the children, their families and staff. The Walpole Island First Nation (WIFN) Health Centre comes to do monthly presentations with the children about health-related issues. We also work closely with the Health Centre to prevent any communicable illnesses.



The Enodmaagejig Social Services comes to do craft activities with the children. We also work closely with the Enodmaagejig Social Services to help support our families.

The WIFN Police & Fire Departments are also invited to the centre to meet with the children so that the children are aware that Police Officers and Fire Fighters are helpers in the community.

The Bkejwanong First Nation Public Library hosts the Summer Reading Club and other special literacy events. We work closely with the Bkejwanong Kinomaagewgamig to host the School Readiness Fair and Field Trips to assist in the children's transition to the elementary school. The B.C.C. also receives guidance and direction from the WIFN Board of Education on Policy & Procedures and management of the child care centre.

The B.C.C. also works with outside agencies to offer additional support to the children.

REVIEW & ASSESSMENT

The B.C.C. Program Statement is a living document that guides and supports the program to meet the needs of the children attending the early learning centre. We will document and review the impact of the strategies set out in this Program Statement on the children and their families through the use of **WEBE** (Well-being, Engagement, Belonging & Expression) **Boards**, Children's Documentation Binder and Storyboards. The Program Statement will be reviewed annually with staff, volunteers and students. The B.C.C. will also seek feedback from parents on the Program Statement. This Program Statement is subject to change to better serve the children, families, and staff.

This Program Statement was approved by the WIFN Board of Education on July 26, 2016.

IN CONCLUSION

The B.C.C. recognizes that it takes a village to raise a child. Children are enriched by relationships with family, educators, other children and the community. We all must work together to ensure that our children feel like they belong, they are engaged in their community, their well-being is paramount and they have the freedom and confidence to express themselves.



Registration and Wait List

1. Registration forms are available in the B.C.C. Administration office. There is a \$5.00 non-refundable fee for the registration form. Parent or guardians who lose or misplace registration forms must re-purchase them.
2. Received registration forms will be dated and kept on file until an open space for the child is available.
3. A parent/guardian may submit a partially completed registration form in order to be put on the wait list. Once the spot becomes available, the parent/guardian will be required to complete the registration form prior to Orientation.
4. Parents are responsible for keeping the registration form current prior to orientation (i.e. phone numbers, working status, addresses, immunizations, etc.)
5. The B.C.C. Administrative Assistant manages the intake process and will document when contact is made and/or attempted for the wait list. Parents/guardians will have a one-week period (seven calendar days) to schedule the Orientation.
6. In addition to the registration form, parents will be required to submit the child's Band Member status card or Band Membership Office notification letter that states that status is currently being sought. Once the child's status card has been issued, the parents/guardians must provide the original for photocopying and attaching to the registration form.
7. For children who are not living with their parents, a copy of the Customary Care/Kinship Agreement must be submitted to the B.C.C. prior to admission. The designated caregiver will be responsible for all fees, consents and requirements of the B.C.C.
8. Parents will be required to have their account cleared to a zero balance before their child is placed on the list for enrolment/re-enrolment.
9. A waiting list is compiled for classrooms at capacity.
10. Enrolment into the program will be determined by the compliance of the Priority Admission list. The list is prioritized in the following manner:
 - a) Children who are WIFN Band Members whose parents are both working full-time or whose parents are both attending an educational facility full-time. (Parents will be required to provide verification from the employer or educational facility).
 - b) Children who are WIFN Band Members who are referred for Special Needs/referred children from outside agencies based on their individual needs and funding availability.
 - c) Children of WIFN Band Members whose parents/guardians are non-working.
 - d) Children from other First Nations.
 - e) All children who do not meet the criteria outlined in 10(a-d) and who have permission to reside on Walpole Island.

11. Please note the wait list is subject to the Priority Admission criteria as outlined in #8 of this policy specific to the time a spot becomes available.
12. The B.C.C. Administrative Assistant will contact parents/guardians via telephone when a space becomes available for their child. If contact is not made with the parents/guardians, a message will be left, if possible.
13. If a parent/guardian does not respond within the one-week period, the spot will be offered to another family. However, the original parent/guardian will remain on the wait list.
14. Parents/Guardians are responsible for paying child care fees prior to Orientation as outlined in the Payment of Fees Policy.
15. Persons that accept responsibility for children who are in the care of Children’s Aid Society (CAS) will be responsible for all B.C.C. fees, consents and requirements.

Room Ratios

Under CCEYA (2014) Regulations, the B.C.C. is required to maintain Room Ratios. Room Ratios are put in place to ensure the health, safety, and well-being of all children. Room Ratios outline the maximum number of children a teacher may have under his or her supervision and care. The Room Ratios are determined based on the age of the children.

ROOM RATIOS	
Infant room - 1:3	1 teacher per 3 children
Toddler Room - 1:5	1 teacher per 5 children
Preschool 1 Room - 1:5	1 teacher per 5 children
Preschool 2 - 1:8	1 teacher per 8 children
Sr. Preschool - 1:8	1 teacher per 8 children
School-age - 1:15	1 teacher per 15 children

Hours of Operation

The B.C.C. is licensed to operate during the hours of 8:00 a.m. to 5:00 p.m.

Working Parents – 8:00 a.m. to 5:00 p.m.

- Children may be signed in their room after 8:00 a.m. and no later than 9:30 a.m. and must be picked up before 5:00 p.m.

Non-Working Parents – 8:30 a.m. to 3:30 p.m.

- Children may be signed in their room after 8:30 a.m. and no later than 9:30 a.m. and must be picked up before 3:30 p.m.
- Non-working parent hours are in place to ensure that ratios are being met at the end of the day when the early staff person's shift is over.

Morning Medical / Professional Appointments

- All children must be in their room no later than 9:30 a.m. to fully benefit from the scheduled program.
- Parents must notify the classroom teacher in advance of a medical or professional appointment. The child will be allowed to arrive up until 11:00 a.m. and no later.
- If appointments are scheduled on a "Field Trip" day parents must find alternate care for their child.

Late Pick-up Fees

Working Parents – A late fee of \$5.00 per child for every fifteen (15) minutes or part thereof, will be charged after 5:00 p.m. This late fee must be paid to the late teacher before a child will be allowed to return.

Non-Working Parents - A late fee of \$3.00 per child for every fifteen (15) minutes or part thereof, will be charged after 3:30 p.m. This late fee must be paid to the office before a child will be allowed to return.

Payment of Fees

Parents/guardians are responsible for ensuring their fees are paid on time.

- Monthly fees reserve enrolment for your child's placement. Fees must be paid regardless if your child attends or not.
- Fees are based on a member / non-member status.
- Fees are determined on whether you are a working/non-working parent/guardian.
- Monthly fees remain consistent despite any closures within that month.
- Fees will be determined by the room a child attends.
- Bills must be paid in advance. Bills will be sent out the first part of every month for the following month and payment will be due by the 20th of the month. (i.e. February bill will be sent out in January and will be due by the 20th of January).
- If full payment has not been made by the end of the month, your child care services will be terminated. The space will be made available to a child on the waiting list.
- If your child care services have been terminated for non-payment and there is no child on the waiting list for the space, the parent/guardian will be allowed to re-enroll the child(ren) by paying the monthly child care fee and a \$20 re-enrollment fee per family. A re-enrollment fee will be charged for each incident of re-enrollment due to non-payment.
- If the spot has been given to another child, the parent/guardian will have to re-register the child(ren) and are subject to the Wait List Policy. If placed on the wait-list, you will not be charged a re-enrollment fee.
- Parents/Guardians who have multiple children enrolled at the child care centre have one bill for the entire family. The entirety of the bill is due by the due date.
- Cash payment is preferred. For any Non-Sufficient Funds (NSF cheque), a \$25.00 charge will be applied to your account. A receipt is issued upon all payments made.
- All cheques must be made out to Walpole Island First Nation. Debits or Credit Cards will not be accepted.
- If you work for Walpole Island First Nation, payroll deductions are possible. Please speak to the Administrative Assistant for more information.
- It is the parents/guardians responsibility to ensure they receive their monthly bill. Should you not receive your bill, please contact the Administrative Assistant immediately.
- Should there be any questions regarding bills, please contact the Administrative Assistant.
- Accounts must be at a zero balance before a child will be eligible for enrolment/re-enrolment or a place on the waiting list.
- A fee of \$0.50 per run will be charged to your account for bus service the following month, pending bus service availability.
- Prorated fees will be calculated to half of the monthly fee if the child will be attending for 10 days or less of the scheduled month. Attendance over 10 days, parents/guardians will be billed for a full monthly rate. This is intended for initial month of enrolment and/or final month enrolment.
- Under special circumstances, a parent/guardian may work for a stipend of \$5.00/hr to be deducted from their child care fees. Before a parent or guardian may work at the B.C.C., the parent or guardian must comply with the Police Record Check Including a Vulnerable Sector Check and updated immunization records as required by B.C.C. Policy.

- Termination of Services: The B.C.C. requires a 30-day notice to terminate a spot for child care services. Failure to provide a 30-day notice will result in non-refundable child care fees. Until parents/guardians notify the B.C.C. Administration that their child(ren) will not be attending the B.C.C., parents/guardians will be billed in advance for child care services for the next month. Any unpaid balance must be paid before your child will be eligible for enrolment/re-enrolment or a place on the waiting list.
- **Registration Form:** There is a \$5.00 fee for the registration form.

Fee Schedule

<u>Room</u>	Approved Monthly Fee Apr. 2016
<u>Infant Room</u>	
Band Member	\$75.00
Band Member from Other First Nation	\$115.00
Non Status	\$500.00
<u>Toddler Room and Preschool 1 (senior toddler)</u>	
Band Member (working)	\$55.00
Band Member (non working)	\$50.00
Band Member from Other First Nation	\$95.00
Non Status	\$500.00
<u>Preschool 2 and Senior Preschool</u>	
Band Member (working)	\$45.00
Band Member (non working)	\$40.00
Band Member from Other First Nation	\$75.00
Non Status	\$500.00
<u>School Age Room After School Program</u>	
Band Member	\$35.00
Band Member from Other First Nation	\$45.00
Non Status	\$250.00
<u>School Age Room Full Day Program</u>	
Band Member	\$50.00
Band Member from Other First Nation	\$75.00
Non Status	\$500.00
* Additional program activities fee will apply	
Bus Fee, if bus service is available	.50 per run

Payment schedule:

All payments are to be made one month in advance on the 20th of the preceding month and before a child is eligible for attendance. Monthly fees will be prorated to half of the monthly fee if a child will be attending less than 10 days of the month. This is intended for initial month of enrolment and / or final month of enrolment.

Fees are charged in order to maintain a quality program for the children.

Fees will be reviewed annually and are subject to change.

Holidays

The Bkejwanong Children's Centre will be closed on the following holidays or designated days:

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- National Aboriginal Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

Note: Walpole Island First Nation programs have mandatory two-week closure over the Christmas and New Year Season during which time the Centre will be closed.

Professional Development Day

In order to provide quality care, staff will be provided opportunities for continual professional learning. Therefore staff will be given scheduled P.D. Days each year and these days are used for training and program enhancement. Please refer to the B.C.C. yearly calendar.

Emergency Closures

In emergency situations, the Centre may be closed at any time due to hydro, water, heat, natural disasters, weather conditions or any other threatening circumstance approved by the Director of Operations for the safety and well being of children.

Please tune in to CKSY 94.3FM on your radio station.

In situations when the Centre is opened and a recommendation for closure is made, the parent/contact will be required to pick up their child immediately.

Reasons for Emergency closures:

- Health and safety reasons.
- No hydro.
- No heat- Depending on weather conditions the furnace needs hydro to heat the building.
- No lighting- All areas need to be well lit, all bathrooms have no windows for children and staff causing poor lighting.
- Water- Water needs to exceed a certain temperature for sterilization, the septic system operates on hydro dependence.
- Weather conditions causing unsafe travel.
- Infestation of pests.
- When there is an unsafe water condition for drinking, cooking and sanitary reasons.
- When the safety of the children is at risk.
- There is no available telephone service for emergency situations.
- When emergency exits are blocked, safety for all is compromised.
- When Administration closes band programs.

Emergency Contacts

- Emergency contact people that you put down must be able to pick up and care for your child in the event that B.C.C. closes for any reason.
- Emergency contact people must be able to pick up and care for a child who is not well enough to participate in the program.
- **Please inform emergency contacts of this responsibility before providing us with their information.**
- A “Parent Information Form” will be sent home every January, June and September for updating. If any of the information changes between these times, please inform us immediately.
- **It is mandatory that we have current phone numbers for parents and emergency contacts at all times** in the event that we need to reach you. All children must have a minimum of two emergency contacts.
- **Phone numbers need to be accessible.**
- **If your cell phone service is unreliable, please provide a landline where we can contact you.**
- **Please note: B.C.C. staff members are unable to text parents.**

Release of a Child

- For ongoing safety and security purposes, only the people noted by the parent on updated Parent Information Forms, will be allowed to sign and take a child from the Centre.
- In the cases where the teachers are not familiar with the person picking up the child, identification may be required.
- The parent must contact the classroom teachers or the office in the event that you are authorizing individuals other than those currently designated, to sign and take a child from the Centre.
- Individuals picking up a child/or getting a child off the bus must be 16 years of age or older unless authorized by a parent.
- Individuals picking up a child must not be under the influence of alcohol or drugs.
- Child car seats are encouraged when the children arrive/leave the centre.
- BUS DROP-OFF – children who ride the bus must be met by a person who is 16 years or older. Children **WILL NOT BE** released from the Bus if the individual who meets the child appears to be under the influence of alcohol or drugs.

Health & Safety

Upon arrival, each child must be brought directly to the classroom / playground where the child’s parent or guardian must sign the attendance sheet. The child care centre is not responsible for a child until he/she is signed in and the teacher is aware that they are in the classroom. When departing the Centre, the child becomes the responsibility of the parent or guardian once they are signed out.

All parents must use extra caution in the pick-up/drop-off area of B.C.C. Be aware of all children entering and exiting the Centre while driving your vehicle.

Please do not park in the designated bus zone area between **8:00 a.m. – 9:00 a.m. and again from 3:00 p.m. – 4:00 p.m.**

- **Daily Health Check:** The general health / hygiene of your child is observed and documented every morning.
- **Sun Safety:** The B.C.C. recognizes the need to protect young children from harmful effects of the sun. You can help by supplying your child with sun screen, wide brimmed hats and protective clothing. It will be your responsibility to supply sun screen to the centre for application on your child. Each classroom has a sun screen form for you to sign giving permission for application.
- **Fire Drills:** Fire drills are conducted monthly at the Centre.
- **Tornado Drills:** Tornado drills are practiced with the children, as necessary.
- **Emergency Evacuation:** Bkejwanong Children’s Centre has implemented an Emergency Response Plan to ensure proper measures are taken in the event of an emergency. Evacuation routes are posted in each classroom. If it is necessary to relocate, the designated site will be the Health Centre.
- **Indoor Shoes:** All children must have 2 sets of footwear, one for outdoor and one for indoor only. Indoor shoes are necessary for emergency evacuation.
- **Toys/Personal Items:** Children are not permitted to bring toys/personal items into the Centre/or on the bus in attempt to ensure safety and prevention of possible choking or other life threatening situations. Only under special circumstances prearranged by the teacher will certain items be permitted.
- **Food / Snacks:** Children are **NOT** permitted to bring foods/snacks to the Centre / or on the bus in respect and safety of severe allergies. An exemption will be made for children with food allergies or medical conditions. Our Centre promotes a “peanut safe” environment.
- **Closed Toe Foot Wear:** It is recommended that the children wear closed toe foot wear for their safety and protection.
- **Wood Ticks:** Staff will not remove wood ticks. Parents or Emergency contacts will be called.
- **Head Lice:** Head checks are done periodically. If a child has lice, they will be sent home. Head checks are done here. If parents choose to take their child to the Health Centre for a head check, the child will still be required to have their head checked by B.C.C. staff. Your child must be nit and louse free before returning.
- **Accident Reports:** In the event that your child gets injured, an accident report will be completed for a parent to sign. If the injury is serious, parents will be notified as soon as staff is able after the incident to inform them of the injury. Parents will receive a copy of the incident report.

Children sometimes communicate their feelings by pushing, hitting, scratching or even biting. Staff does their best to prevent these situations from happening although disputes will occur. Please keep your children’s fingernails trimmed.

- **Emergency Transportation:** In the event of a serious medical emergency, staff will first call EMS for transportation services. Every attempt will be made to contact the child's parents or emergency contacts.

B.C.C. assumes no liability for any costs incurred in the case of a medical emergency.

B.C.C. staff will accompany a child to the hospital in the ambulance, if permitted.

Staff is not authorized to transport children for any emergencies.

Immunization

Updated immunization is a mandatory child care requirement. Should you fail to comply, your child's space could be jeopardized. Immunization records are sent to the WIFN Health Centre for Nurse Verification.

Medication

In exceptional cases, the Bkejwanong Children's Centre will allow the parent/guardian to administer medication in the Centre. The B.C.C. will only administer medication prescribed by a doctor in the event of a life-threatening situation.

Parent/Guardian Administered Medication:

- The child's parent/guardian may be permitted to administer medication during Centre hours.
- Arrangements must be made with the teacher to arrange a time for such administration of the medication with the least possible disruption to all considered.
- It is the parent/guardian's responsibility to transport and store all medications. The B.C.C. is not responsible for storing medication at the Centre except for medications for life-threatening situations.
- All medications administered to a child by a parent/guardian at the Centre must be recorded in the child's Medication Chart by the parent/guardian. The Medication Chart will be stored in the child's file (see Section E for Medication Chart).
- Parents/Guardians will be required to fill out the Medication Chart to indicate date, name of medication, reason for the medication, time given and a signature.
- A parent/guardian may designate someone to administer medications to a child by giving consent to their designate on the Medication Chart. A parent/guardian will designate a person to administer the medication and also indicate the time the medication will be given. The designate must document the time the medication was administered on the Medication Chart.

Life-threatening Situations:

- Only in the event of a life-threatening situation, medication will be administered to a child while in the Centre's care.
- The B.C.C. recognizes that some children are at a high risk with respect to life-threatening situations. These children include, but are not limited to:
 - those who experience severe allergies and anaphylactic reactions
 - those prone to severe asthma
 - those prone to seizures
 - those with diabetes (Type 1)
 - those who are medically fragile with medical documentation.
- Parents/Guardians of children who represent a high risk with respect to life-threatening situations will fill out the Anaphylaxis Emergency Plan of Action form and/or Medical Emergency Plan of Action form.
- Parents/Guardians will provide necessary details of the medical condition, medical documentation and a written Plan of Action for B.C.C. Staff to follow in the event of a life-threatening situation.
- The Plan of Action must be approved by the B.C.C. Supervisor or designate.
- The Plan of Action will be in place until the expiration date of the medication prescribed to the child. When the child's medication reaches the expiration date, new Anaphylaxis Emergency Plan of Action form and/or a Medical Emergency Plan of Action form must be resubmitted along with updated medications.
- Staff must follow the prescribed instructions printed on the pharmaceutical label for all medications for life-threatening situations. The pharmaceutical label must clearly indicate:
 - Child's name
 - Name of medication
 - Date dispensed
 - Dosage
- The B.C.C. will store the medication in a secure place.
- B.C.C. staff members are responsible for checking the expiration date of all life-threatening medications and will notify parents before expiration date.
- In the event of a life-threatening situation when medication was administered, B.C.C. staff will document the details of medication given and sign the Plan of Action Form immediately after administering the child's medication with an initial of another staff witnessing this procedure, when possible.
- Special situations will require the B.C.C. Supervisor's approval in consultation with a medical professional's written recommendations. This information will be kept in the child's file.

Children's Health

All children attending Bkejwanong Children's Centre must be well enough to participate in the full program including both indoor and outdoor activities.

- **An attempt to call Parents/Guardians when unusual or out of the ordinary symptoms occur with their child.**
- When staff members are unsure of a medical condition, a nurse from the Walpole Island Health Centre will be contacted to assess the situation.
- Children with communicable or contagious conditions will not attend the Centre until their condition clears up or they have been on a prescribed medication for at least 24 hours depending on the circumstance.
- When a child has 2 episodes of diarrhea or 1 episode of severe diarrhea the parent will be called to pick up their child. The child must stay home the next day after the last episode. Any reoccurring cases of diarrhea, parents will be called immediately.
- When a child has 1 episode of vomiting a parent will be called to pick up their child. The child must stay home the next day after the last episode.
- When a child has a fever of over 100.4 F. or 38 C., the parent will be called to pick up their child. The child will have to remain home for the next day after the fever subsides.

Nutrition and Diet Restrictions

Gitziimag (Parents)

We ask that you provide a healthy, filling breakfast for your child/ren before bringing him/her to the Centre. Keep in mind that B.C.C. only provides a light snack upon their arrival. Lunch is provided at 11:30 a.m.

Bkejwanong Children's Centre provides a well balanced lunch time meal with morning and afternoon snacks which are posted for your information.

Any special dietary arrangements that can be accommodated for your children (e.g., allergies and/or intolerances) can be made with your child's teacher, and/or the Supervisor and the Centre Cook. Parents of infants are required to provide their child's daily nutritional baby food until the child is one year old. Remember, B.C.C. promotes a "peanut safe" environment. As required by the *CCEYA* (2014), Food Allergy and Restrictions will be posted for the safety of your child/ren.

Infant/Toddler Program

This program is offered primarily to parents with “working parent” status. Our child care centre offers an infant program for ages 4 months to 18 months and a toddler program for ages 19 months to 30 months. Infant parents will be expected to complete the daily information sheet provided by the Centre, so that information helpful to your child’s care can be shared between you and the Centre.

For the Infant and Toddler programs, parents are expected to provide:

- Diapers or pull-ups, wipes, diaper rash preventions. No baby powder.
- Pacifier in a labeled container (infants only).
- Pre-made formula/milk in labeled baby bottles/sippy cups with the child’s name (infants only).
- Several labeled changes of clothing.
- Parents of Infants are required to provide their child’s daily nutritional food supply until the child is developmentally ready to digest table food or until they are at least 12 months of age.
- Parents of Toddler age children will be expected to bring in an extra set of clothing when toddlers are exposed to potty training techniques and bathroom sanitary practices.

Screening and Resource Supports

All children ages 0-6 enrolled in the child care centre are developmentally screened by the classroom teachers using the Nipissing Developmental Screening assessment. The result of the screening will be discussed and distributed to the parent. If other services are recommended for the child’s development, a parent’s consent for referral may be made to B.C.C. Resource Support person or outside agencies.

Whenever possible, our child care centre may offer integrated programs for children with special needs. The children take part within the scheduled activities of the classroom provided funding is available. Children and their families may be referred and receive additional professional support from outside agencies.

Child Guidance

Child Guidance Techniques used in our Centre are as follows:

- Praise and encouragement for positive behaviour.
- Staff members encourage children to use positive problem solving skills.
- Redirection to activities with which the child is more comfortable and can cope, or that provide a more socially acceptable way to handle his/her anger, fear, frustration, etc.
- When a child’s behaviour jeopardizes the health and safety of others, the parent will be called to discuss their child’s behavior. Any re-occurring incidents may result in the parent having to pick up their child.
- School-age program follows its own “Moccasin Steps to Success” behavior guidance package.

Prohibited Practices

All of the listed practices are strictly forbidden:

- a) **Corporal Punishment:** any physical punishment intended to cause physical pain in order to punish a child such as: striking a child, directly or with any physical object, shaking, shoving, spanking, slapping, pinching, kicking or other forms of aggressive contact. It also includes requiring or forcing a child to repeat physical movements, forcing a child to sit on a chair for a long length of time, making a child eat or drink against their will and any action carried out which would cause physical injury or emotional harm to a child.
- b) **Verbal or Emotional Abuse:** use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, belittle, shame, frighten or undermine his or her self-respect, dignity or self-worth.
- c) **Deprivation:** denying a child of his or her basic needs including food, shelter and clothing. This also includes the denial of the physical comforts of bedding or denying the use of the toilet.
- d) **Confinement:** locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of emergency management policies and procedures.
- e) **Physical Restraint:** Physical restraint of the child such as confining to a highchair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision, unless the restraint is for the purpose of preventing a child from hurting himself/herself, or someone else and is only used as a last resort and only until the risk of injury is no longer imminent.
- f) **Inflicting Any Bodily Harm:** Inflicting any bodily harm on children including making children eat or drink against their will.

Attendance Guidelines

- Regular attendance of your child is expected as it generally promotes better adjustment as well as offering a positive routine and security for children.
- Please make a courtesy call between 7:00-9:30 a.m. to advise staff if your child will be absent. This will enable staff to make any necessary staffing adjustment. Our phone number is (519) 627-0778.
- Any changes affecting your child's enrollment needs to be reported immediately to the classroom teacher or the Supervisor. If your child is absent for ten (10) consecutive days, without notification, he/she may forfeit their enrollment spot.
- Open communication with the Centre regarding your child's attendance is very important. Please communicate with your child's teacher or the Administration if your child will be absent.
- Acceptable reasons for non-attendance are illness, vacation or family emergency. The absence will not affect your fees as these are charged on a monthly basis.

Clothing / Accessories

Children learn best by exploring their environment. Many hands-on activities and materials through play, both indoors and outdoors, are set out daily. This often means that your child may get messy or dirty. We request your co-operation in dressing your child appropriately.

Each child is required to have:

- Comfortable play clothing.
- Sturdy protective foot wear (it has been our experience that flip flops/crocs have been the cause of some injuries).
- Also, an extra set of indoor shoes.
- A complete change of clothing in the event of a mishap.
- Winter coats, snow pants, snowsuit, boots, hat, scarf and mittens for cold weather.
- Hats for sun protection outdoors during summer months.

Clothing that encourages self help skills, especially for infants, toddlers and preschoolers.

- Elastic waist pants and clothing easy for the children to dress themselves.
- All clothing is to be labeled to help identify misplaced belongings.
- It is not recommended that children wear jewelry that is a safety hazard to your child as well as the other children enrolled in the program.
- B.C.C. will not be responsible for lost or stolen items.

Required Outdoor Time

- Required Outdoor Time – each child that attends for six hours or more in a day spends time outdoors for at least 2 hours each day, weather permitting, as outlined in the CCEYA..
- Required Outdoor Time for after-school program – the after-school program is arranged so that it includes at least 30 minutes of outdoor time each day, weather permitting, as outlined in the CCEYA.
- Parents/Guardians must ensure their child/ren have proper footwear and are dressed appropriately for the weather conditions.
- Footwear must be worn at all times. The B.C.C. recommends closed-toe shoes for the safety of your child/ren.
- B.C.C. has five different playgrounds for age appropriate groupings from infant to school age. These playgrounds are inspected daily and monthly by Centre staff and yearly by a certified playground inspector.
- In addition to the playgrounds, daily walks and field trips are a part of Outdoor Time.

Field Trips

- Throughout the year, your child may participate in walks and other program activities that will not require transportation. Parents will sign a general permission form in their registration package which will cover these activities.
- In the event that transportation is required,(i.e., B.C.C. bus), parents will be informed of these field trips in advance and a consent form will have to be signed for each trip.
- Parents may be requested to contribute financially toward field trip expenses for their child and self if volunteering.
- Field trips may be cancelled due to weather conditions (i.e., heat, fog, snow), staffing or any unforeseen reasons.
- Parents choosing not to have their child participate on the Field Trip will be required to make alternate care arrangements for this day.
- Parents/Guardians are permitted to volunteer for Field Trips providing they submit a current Police Record Check including a Vulnerable Sector Check that is dated to within the previous six months, to the supervisor prior to the field trip.
- All volunteers will be required to read and sign the B.C.C. Program Statement.

B.C.C. Bus Transportation

- When possible, B.C.C. will provide bus transportation to/ from the Centre for children 30 months and older.
- There is a charge of 0.50/per run.
- Transportation will be available to bus-accessible areas on Walpole Island.
- No child will be released from B.C.C. to a person under the age of 16 years unless special written permission is given.
- The parent/caregiver is responsible for the child up until entering the bus and again upon exiting the bus upon arriving home.
- The child will be returned to B.C.C. if an adult is unavailable to greet the child when the bus arrives. A late fee will begin when the child is returned to the classroom, if the parent is non-working. When the child is returned to the classroom, the teacher will contact the parent or emergency contact.
- Parents are responsible for transporting their child to/from the centre when the bus is not available.
- In the event of severe weather conditions the B.C.C. bus will not run. The safety of the children is our priority.

Parent Involvement

We encourage you to openly discuss any concerns and share information regarding your child. A mutually convenient time may be set for you to meet with your child's teacher(s). We may send notes home, phone you, or request to meet with you regarding your child. Open house events, parent nights and newsletters will also increase the Centre's communication with you.

Let's keep in touch...keep our communication open. Your child is very important to all of us!

Parent Conduct

To honour all creation is to have respect. This is one of our grandfather teachings.

- Our primary concern is for each child to feel safe and secure while at the Bkejwanong Children's Centre. Parents must present themselves in a positive and responsible manner to both children and staff.
- Parents must refrain from using harsh language and tones, derogatory comments and gestures or any form of inappropriate physical contact while on the Centre's property or during phone conversations.
- No harsh voices, profanity or threats are allowed at the Bkejwanong Children's Centre and will not be tolerated.
- All adults must practice safety precautions in the pick up/departure loading zone at B.C.C.
- Any persons under the influence of drugs or alcohol should **not** be on the premises of this Child Care Centre.
- No form of harassment will be tolerated. If this occurs, staff members are advised to end further contact until mutual respect is honoured.
- If necessary, law enforcement will be contacted.

Court Orders/ Customary Care/ Kinship Agreements

- In cases where a child is the subject of a court order or Customary Care / Kinship Agreement, the Bkejwanong Children's Centre must be provided with a copy of the most recent order or agreement. The orders of the court will be followed.
- In the absence of a court order on file with the Centre, both parents shall be granted equal access to their child. We cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued.
- It is the parents responsibility to communicate and work together respectfully for the benefit of the child(ren). This avoids putting B.C.C. in the middle of parental differences and allows for a safe, respectful and secure environment for the child.
- It is the parent/guardian's responsibility to provide B.C.C. with a written schedule of pick-up/drop off and any other pertinent information.

Children In Need of Protection / Duty to Report

Under the Child and Family Services Act, it is the **legal responsibility** of the Bkejwanong Children's Centre staff to report his or her suspicions that a child may be or is in need of protection. The best interests and well being of children are paramount. Every one of us has a responsibility to keep children safe, healthy and protected.

The term "child in need of protection" covers four (4) principal forms of child maltreatment:

- 1. physical abuse**
- 2. sexual abuse**
- 3. child neglect and**
- 4. emotional abuse.**

Children learn through PLAY

As outlined in our Program Statement, children learn language, develop relationships with peers and master developing skills through play. Play is work for children. The more opportunities they have to practice and engage in play the more confident and competent they will become.

It's not the number of toys a child has that determines later success, it's the positive experiences they have first with **you** then with adults and peers around them. Children are fascinated with life experiences, share these with your children and encourage them to reach their highest potential.



When You Heal a Child

*When you heal a child,
You heal a family.
When you heal a family,
You heal a community.
When you heal a community,
You heal a nation.*

*The same can be said for the love and
Care of a child.*

*When you provide love, support and
Care to a child;*

*You provide care and support
To a family;*

*When you provide care and support
To a family;*

*You provide care and support
To a community.*

*When you provide care and support
To a community;*

*You provide care and support
To a country.*

-Ovide Mecredi

Grand Chief of the Assembly of First Nations 1991-1997

Revised December 19, 2016