

# Parent Handbook

## Early Childhood Center



le petit voilier

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## Introduction

*This document is a guide for parents-users of the services offered by the Society. You will find information about the policies in place in your child's program. We would like to welcome you to our Early Childhood Center (ECC) and wish to inform you that we have an Open Door policy that helps us have positive communications between the ECC and the home. We invite you to share any suggestions or comments.*

*Le Petit Voilier has several centers on the campuses of the Provincial Acadian School Board (CSAP) of the Halifax Regional Municipality (HRM) and offers various programs in French adapted to the needs of families for children between 3 months and 12 years of age.*

### **Offered Programs :**

- ❖ *Daycare Services (3 months to 4 years) full-time*
- ❖ *Grandir en français (4-5 years) full-time*
- ❖ *Creative Play (3-5 years) part-time*
- ❖ *Preschool (4-5 years) part-time*
- ❖ *Garde Scolaire (5-12 years) before and after school*

## 1) Contact info

**Carrefour :**  
201B du Portage avenue, Dartmouth, NS. B2X 3T4  
Tel : 902-435-1332

**Bois-Joli :**  
211 du Portage avenue, Dartmouth, NS. B2X 3T4  
Tel. : 902-434-5707

**Pavillon :**  
199 du Portage avenue, Dartmouth, NS. B2X 3T4  
Tel. : 902-435-9177

**Sommet :**  
500 Larry Uteck boulevard, Bedford, NS. B3M E06  
Tel. : 902-832-9674

**Beaubassin :**  
54 Larry Uteck boulevard, Bedford, NS. B3M 4R9  
Tel. : 902-445-6480

**Grand-Portage :**  
100 Stokil Drive, Lower Sackville, NS. B4C 2G5  
Tel: 902- 865-6263

email : [info@petitvoilier.ca](mailto:info@petitvoilier.ca)

## 2) Mission statement and values

### **Mission Statement**

Le Petit Voilier is a non-profit organization offering French educational services focused on the learning and overall development of the child. These services are offered in French schools in the Halifax metropolitan area.

#### Commitment

We believe that when our children are deeply involved in playtime, they learn more, develop creative thoughts and further enhance their language. Our educators are committed to provide the best educational environment possible.

#### Collaboration

We aspire for conversation and team work to be at the root of the interactions between the children, colleagues and families. Our educators are committed to collaborate with families for the well-being of their children.

#### Respect

Our educators serve as a model for teaching children respect by applying it and practicing with one another, the children and their environment. They are committed to respect the uniqueness of each child.

#### Continuous Learning

We offer daily learning opportunities, and by doing so we prepare the children to develop at their full potential. Our educators are committed to stimulate the curiosity of your children.

### 3) Board of directors

The ECC Le Petit Voilier is a non-profit organization created in 1998 which is managed by a Board of Directors (BD) composed of six (6) to fifteen (15) members and a director general. Members are officially elected at the Annual General Meeting (AGM).

Be a member of the BD, get involved in **YOUR** ECC!

Duties and Responsibilities of the BD :

- ✓ Establish policies and regulations governing the ECC;
- ✓ Execute the decisions of the members annual general meeting;
- ✓ Establish, when needed, committees and receive their reports;
- ✓ Approve the proposed annual budget;
- ✓ Receive monthly financial reports and take the necessary measures to ensure the proper management of budgets;
- ✓ Be responsible for ensuring that the financial statements are prepared in accordance with generally accepted accounting principles;
- ✓ Approve any contract/agreement committing the ECC;
- ✓ Hire or dismiss the Director General;
- ✓ Be responsible for financing the costs of the ECC and its functioning.

Without the involvement of the parents, beautiful projects would never see the light of day.

Think about it, get involved in **YOUR** ECC!

The biggest winners in your involvement will be your children!!

#### 4) Parent committee

A parent committee must have a minimum of five (5) members and be composed of:

- a) At least three (3) parents of children currently enrolled in a program administered by the licensee;
- b) A licensee representative or his or her director, who shall attend each committee meeting;
- c) A staff representative who regularly takes care of children or, in the case of a home day care program, a caregiver.

Parents of currently enrolled children must make up the majority of the members of a parent committee.

\*Reference : Department of Education and Early Childhood Development

#### 5) General information

Each facility receives an operating license issued by the Nova Scotia Department of Education and Early Childhood Development. Our licenses are valid for a period of five (5) years with a minimum of two (2) annual inspections. In addition, health and safety inspections (Department of Agriculture and Fisheries) are conducted annually, while fire inspections (Halifax Regional Fire and Emergency Services) occur every three (3) years. An emergency evacuation practice is also conducted every month. During these evacuations, children, accompanied by their educators, are taken outside and gathered at a designated muster area. In the event of a prolonged evacuation due to a fire or other reason, parents will be contacted to provide details of the situation. Twice a year, 'lockdown' procedures will be practiced in conjunction with CSAP schools. The goal is to make these practices as normal as the emergency evacuations.

All staff must have a valid first aid and CPR course at the time of hiring and must complete a Child Abuse Registry check that is renewable every three (3) years. Additionally, staff over the age of eighteen (18) must complete a criminal record check.

As a result of the implementation of a staff classification system, professional development is required for all employees. A minimum of thirty (30) hours every three (3) years is required to maintain the classification established by the Nova Scotia Department of Education and Early Childhood Development. Educators are members of the Nova Scotia Child Care Association.

Section 30 (4) of the Day Care Regulations stipulates that daycare license holders are required to adhere to the protocol established by the Department of Education and Early Childhood Development when they fulfill their obligation. They are legally obliged to report suspicions of abuse in accordance with the Children and Family Services Act. Failure to do so may constitute an offense punishable by a maximum fine of \$ 5,000 or imprisonment not exceeding one year.

#### 6) Insurance

The ECC Le Petit Voilier has liability insurance.

## 7) Communications

Parents undertake to promote French and to take the necessary measures to ensure that their child (ren) is/are exposed to the French language at home. All communications between parents, the board of directors and the ECC staff are in French.

Communications between management and parents will be done primarily via email and through the website.

To help parents who so desire, we have an excellent partnership with La Pirouette Family Resource and Services Center and with the Nova Scotia Literacy Team, which offers free adult French courses and programs for the whole family. For more information, please visit [www.lapirouette.ca](http://www.lapirouette.ca) and [www.eane.ca](http://www.eane.ca)

### **Children in full-time child care services:**

**For those in the infant and toddler groups:** it is important to read the daily progress in the communication workbook. **For those in the junior groups, « Grandir en français » and the part-time programs:** there are no communication workbook for these groups. However, do not hesitate to communicate with the educators or management if you would like more information about your child's day.

## 8) Schedule

Our hours of operation are from 7:00 to 17:30, Monday to Friday throughout the year, except in case of inclement weather (see point 12) and during the following statutory and public holidays:

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

As for Christmas Eve and New Year's Eve, the ECC closes at noon (12) and lunch is not provided.

### **GARDE SCOLAIRE :**

This child care service is available from 7:00 to 7:45, from 14:00 to 17:30 Monday to Friday, and from 7:00 to 17:30 during professional development or inclement weather days. Additional fees will be added to your automated billing for the children that will be present on those days.

### **Creative Play \*:**

This service is available on Tuesdays and Thursdays from 8:00 to 11:00.

### **Preschool \*:**

This service is available on Mondays, Wednesdays, and Fridays from 8:00 to 11:00.

\*The availability of these programs will be determined by the number of applicants.

The Garde Scolaire, part-time creative play and preschool programs follow the school-year calendar (September to June). There are no child care services during the Christmas Holiday break nor during March break.

#### PROFESSIONNAL DEVELOPMENT

Two professional development days for all staff will take place during the year, usually in October and May. During these days, the daycare services will be closed to allow the educators to participate in the conferences and no expenses will be charged for these days.

### 9) Eligibility criteria

Le Petit Voilier follows the same eligibility criteria as the [Provincial Acadian School Board](#) (CSAP), as defined by the Canadian Charter of Rights and Freedoms (Section 23). (See Appendix 1)

The management board reserves the right to interview the Francophone parent(s) to verify their eligibility criteria. Parent(s) must have completed and submitted the CSAP Francophone Schools Eligibility Criteria form and agree to withdraw their child from any of our child care services within one month following a potential negative response.

A child must be between 3 months and 5 years old to be eligible for Le Petit Voilier, or be enrolled in a CSAP school to use the school daycare service.

According to our agreement with the CSAP and the « Grandir en français » program, a child must enroll in kindergarten at a CSAP school the following year in order to benefit from the funding.

#### **Waiting List**

If a spot is not available for one of our programs, you must register your child on the website [www.petitvoilier.ca](http://www.petitvoilier.ca). You will then be added to a waiting list and parents will be notified as soon as a spot becomes available within a group that corresponds to the age of your child.

#### **Priority order :**

1. The child(ren) of an employee(s)
2. Seniority of the family
3. Children who have been withdrawn for a period of maternity leave \*
4. Children who are on the current waiting list

**Parents that wish to do a program or area transfer may do so according to the available spots at the time of application. If several families request a transfer at the same time, the family seniority will be taken into consideration.**

**Please take note that your child is automatically placed in the garde scolaire service (before and after school). Seniority dates will be used to select children who will be given a spot when openings become available.**



### **\*Child withdrawal during a maternity leave**

Parents wishing to withdraw their child from the ECC during maternity leave may do so for up to one year. This child can start again in September of the following year according to the availability and the order of priority.

## **10) Discipline policy**

Appendix 2 describes our discipline policy

## **11) Enrolment requirements**

Registrations or renewals to our programs are scheduled in the spring for September. The entry of new children is usually done during the summer or September unless places become available during the year.

In order to confirm a new registration for child care services, all the following information items must be completed and submitted within one week:

- registration form including the signature of both parents and at least the name of a contact person in case of emergency;
- health questionnaire;
- immunization record;
- parental consent for emergency transportation;
- registration invoice;
- registration form for debit, including the signature of both parents, if applicable;
- payment for the first two weeks of child care and registration fees by check or debit; **these amounts are non-refundable**;
- signed attestation of the Parent Handbook;
- authorization - taking pictures and outings;
- Separated or divorced parents must provide their court ruling on child custody and share with the educators the schedule of regular visits.
- any other pertinent information.

The following information is displayed on the parents' bulletin board:

- Regulation governing child care
- Parent handbook
- Licence to operate the Center
- Inspection reports
- Discipline policy
- Menu
- Daily routine and daily program policy
- List of parent committee members
- The most recent minutes of the parent committee meeting
- Advance notice of funding provided by the Department

Parents MUST INFORM the management of any changes to the information contained in the child's profile. (phone number, e-mail, emergency contact, etc.)

It is in the best interest of the child that the ECC be notified of any major changes in family status (sickness, separation, death, etc.)

In the case of a separation/divorce, the ECC must be informed of the custody agreement between the two parents. This is essential to ensure the safety of the child during emergencies. It is important to note that this information is confidential and for the sole use of the ECC Le Petit Voilier.

## 12) Registration fees

Registration fees and the equivalent of two (2) weeks of child care fees are required at the time of enrolment. This deposit is **non-refundable**.

Payment procedures

There are two (2) types of payment:

1. payment for the year of service in one lump sum to be submitted no later than the first day of use of services.
2. pre-authorized payments every two weeks.

Child care fees will be deducted every two weeks in advance from the parents' bank accounts at the current rates. Debit days include statutory holidays, emergency closures or days when the child is absent. Age groups are averages and not fixed ages by program. Children will be assigned to a group based on availability, and under management discretion. **The rates will be subject to annual review by the members of the BD, according to the operational and financial needs of the Center. A notice will be sent at least one month prior to any changes.**

### Grandir en français

This program is offered under the same terms as all our other services. However, the CSAP subsidizes 195 days between September 1<sup>st</sup> and the end of June each year. From the end of July until the end of August, regular payments will be billed to families.

### Families with more than one child

Families with more than one child enrolled in our child care services will benefit from a 5% discount applied to the least expensive programs. This discount only applies to parents using our full-time services. This discount cannot be applied to the « Grandir en français » program.

### **Parents that receive child care subsidy from the department of education and early childhood development**

When a parent receives a subsidy, it is the responsibility of the parent to pay the additional costs that will not be reimbursed according to their agreement with the Department of Education and Early Childhood Development ( <http://www.ednet.ns.ca/earlyyears/families/childcaresubsidy.shtml> ).

### **13) Inclusion policy**

Le Petit Voilier is an inclusion center, we welcome children with special needs, whose physical, cognitive, socio-emotional, communicative and/or behavioral aspects are affected and need to receive services or additional support. If the total number of registered children with special needs exceeds the 10% set by the Supported Child Care Grant (SCCG), the inclusion committee will conduct an analysis on individual applications. Since we are not a rehabilitation center, we favor an inclusion within the activities of the group's routine through the direct intervention and socialization of the child.

It is important to take note that if we are unable to provide the care and assistance required for a child with special needs, we reserve the right not to accept him/her in our services. In addition, at Le Petit Voilier, we believe that all employees and children have the right to live in a safe and healthy environment free of all forms of violence and threat. We will contact parents/guardians to meet if it becomes apparent that a child does not adapt to his environment and that he presents violent behaviors. If, despite the adjustments made, the child's behavior remains visibly disruptive and violent; the inclusion committee will meet and decide on the possible dismissal of the child.

### **14) Child to staff ratios**

<b>Age</b>	<b>Educator : Child</b>
3 to 17 months	1 : 4
18 months to 3 years	1 : 6
3 to 5 years old (full-time)	1 : 8
3 to 5 years old (part-time)	1 : 12
5 to 12 years old	1 : 15

These rates of supervision were determined by the Department of Education and Early Childhood Development. However, management services reserves the right to reduce this rate of supervision to meet the needs of the children.

Note that the Garde Scolaire groups (15 children per group) are not necessarily divided by grade level. For example, children in kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade may be in the same group.

## 15) Daily program

All of our programs are offered in accordance with the standards for the day-to-day program of licensed child care centers. You will find the complete copy at the following address:

[https://www.ednet.ns.ca/earlyyears/documents/ccmanual/F-Daily\\_Program.pdf](https://www.ednet.ns.ca/earlyyears/documents/ccmanual/F-Daily_Program.pdf)

This routine is flexible and will be modified according to the needs and interests of the children. Our goal is to provide child care in a learning environment and where children can explore.

### DAYCARE SERVICE

- ❖ arrival/welcome
- ❖ free play
- ❖ snack time
- ❖ circle time
- ❖ directed activities
- ❖ outdoor play
- ❖ lunch
- ❖ relaxation and nap time
- ❖ quiet play
- ❖ snack time and outdoor play

### GARDE SCOLAIRE :

- ❖ arrival/welcome
- ❖ outdoor play
- ❖ snack time
- ❖ directed activities (initiated by children or adults)
- ❖ free play
- ❖ pick-up

### PRESCHOOL AND CREATIVE PLAY :

- ❖ arrival/welcome
- ❖ free play
- ❖ circle time
- ❖ hygiene routine and snack time
- ❖ directed activities (initiated by children or adults)
- ❖ story time
- ❖ pick-up

It is important to note that these schedules are flexible. We respect the group dynamics and adapt our activities and approaches by taking into account the children's needs.

\* No personal toy should be brought to the child care facility unless it is necessary for the child's emotional safety. These will be in the children's lockers except during specific periods during the day (e.g. nap, 'show and tell' activity).

Here is an explanation of a typical day describing the six great moments of the day:

**1) Arrival/welcoming period and free play:**

It is the time when the child and his or her parent are arriving to the Center. Communication is important between the parent and the educator for the harmonious development of the child. It is important that information about the child and that his or her experiences are shared between the parent and the educator. This relationship must be based on mutual trust and collaboration. The use of the communication book can be done both ways, and the book provides a space for your feedback. Any information you find relevant to your child should be communicated. The periods of free play allow the child to choose his or her activity according to his or her likes and interests, to do it at his or her own pace and in his or her own way with the person he or she chooses. In addition, the child practices the ability to resolve unforeseen difficulties and to interact with his or her peers, to deepen or strengthen his or her knowledge, to recognize his or her limits, and to exercise his or her abilities.

**2) Routine activities:**

Meals, hygiene, nap time, getting dressed and undressed are important moments in the children's day, as these activities contribute greatly to the development of their autonomy and their sense of competence, to the recognition of their physiological needs, and to their development of the social and moral dimensions. The child develops these skills through experience.

**3) Circle time:**

Gathering in a circle is an exciting moment in the day and it has several goals: to create a sense of belonging to the group, to promote the development of language, intellectual, social and motor skills, and to act as a trigger to direct the interest and the activity that follow.

**4) Small group activities:**

Small group activities are planned by the educator and allow children to explore new experiences by discovering new materials, inciting new learning, and all the while keeping the activity open-minded. These activities are designed to develop new skills or develop and strengthen them further.

**5) Outdoor play:**

Children should be able to go outside at least twice a day in a variety of weather conditions. For the child, playing outside is the ideal activity for the development of his or her motor skills and to overcome many challenges. It is also an opportunity for a variety of sensory experiences that lets them be creative with nature's elements. The setting also allows for cooperative play.

## 6) Rest period:

A rest period is scheduled for the afternoon. For children who do not sleep in the afternoon, we recommend a one-hour relaxation period. Thereafter, the child will be able to do quiet activities (e.g. puzzles, drawing, reading, etc.). Children are not required to sleep during this period, but they must stay on their bed for the first thirty (30) minutes to relax. They can then read books or play quiet games.

Naps are essential to have good days and good nights. Many parents believe that their child will spend a better night if he or she does not have a nap. However, a child too tired becomes quickly stressed and irritable. He or she then becomes hyperactive and has trouble falling asleep at night. The rest period is therefore necessary for the little ones' biological and psychological balance.

## 16) Lateness

Parents must respect the center's opening and closing hours. Daycare services and the « Grandir en français » program are available from 07:00 to 17:30. The creative play and preschool programs are from 08:00 to 11:00.

1<sup>st</sup> time: warning; the parent will have to sign the lateness register;

2<sup>nd</sup> time: the parent will have to sign the lateness register and will be debited at the discretion of management.

The fee will be 10\$ per 15 - minute increments per child;

3<sup>rd</sup> time: the parent will have to sign the lateness register and will be automatically debited a fee of 10\$ per 15 – minute increments. **If lateness persists, without valid reasons, management reserves the right to discontinue care services for the child.**

An email will be sent to notify the parent of the amount that will be withdrawn in the next automatic debit.

## 17) Snow days and inclement weather

When CSAP schools are closed due to bad weather, child care services may only be available later in the day. This allows employees and families' time to get to the center safely. A detailed message is left on the answering machines of the ECC between 06:00 and 06:45.

If the school's management assesses that road conditions are too dangerous for travel (typically in conjunction with the closure of other organizations, such as the offices of the Federal Government, or other child care services) the ECC may decide to close. If the Center is already open and weather conditions change during the day, parents will be initially notified by e-mail to pick up their children within a reasonable time.

Please note that if there is a school closure during the day, all children using Garde Scolaire services will automatically be transferred to our care. Due to the number of phone calls school staff needs to make to notify parents, it is possible that parents will be notified after a brief delay. Our educators will communicate with you once we have assured every child's safety.

### **Extraordinary events**

If the ECC is to cease operations, in part or completely, due to an extraordinary event beyond its control (e.g. hurricane, fire, etc.), it reserves the right to invoice the parents for a maximum of five (5) consecutive working days for the services that they would normally have received.

## 18) Vacation

Parents who decide to withdraw their child (ren) for a vacation period must continue to pay the child care fees in order to retain their place. **If the parents refuse to pay the regular fee, the child will be withdrawn from the program immediately and the place will be given to another child.**

### **Exception**

Only the parents of a child who is in the last year of daycare and will return to kindergarten in September can withdraw their child for the summer (July and August) without paying any fees. Please note that the leaving procedures apply (see item 20). If the child has a confirmed place in the Garde Scolaire program, he or she will not lose his or her place even if he or she is withdrawn during the summer.

## 19) Payment with insufficient funds

Any payment with non-sufficient funds (NSF) must be paid immediately by a certified cheque, a money order or may be added to the next pre-authorized payment. You will also be charged administrative fees.

Services for any account with two (2) or more payments with insufficient funds (unpaid NSF) will be suspended. In the event that the payment is not received within five (5) days of suspension, the child will be withdrawn, and the place will be given to another child. The ECC will follow the necessary procedures to cover the amount owing.

## 20) Termination of service

### **Full-time and part-time child care**

When parents wish to stop using child care services, they must give a written notice one (1) month prior to the last day of service to allow management to fill the vacancy. If the notification does not meet this termination directive, parents will have to pay an amount equivalent to one (1) month from the date of reception of the departure notice.

### **Garde scolaire**

When parents wish to stop using Garde Scolaire services, a written notice is required by **no later than June 30<sup>th</sup>** of the current year of service. If the request is made after that date, the child care expenses will have to be paid until June of the following year unless a replacement fills the vacancy.

Please note that if you register your child with the Garde Scolaire, it is understood that this service is for the entire school year, from September to June.

## 21) Arrival and departure procedures

Parents are responsible for dropping-off and picking-up their child (ren) in their assigned room. Parents are also required to prepare (undress and dress) their child so that he/she is ready to join the activities as soon as he/she arrives and when he/she departs from the Center. It is important to touch base with an educator on arrival as well as on departure so that she knows that the child is present or that he/she has left the Center for the day.

Children using the Garde Scolaire services in the mornings are not allowed to go to their classroom hooks before the 08:00 bell.

In order for the child to take advantage of all the daily activities, he/she should **IDEALLY** arrive before 09:00.

If a child is absent or is late, the parent must notify the ECC as soon as possible. This information is essential to adjust for a better plan of the daily activities. If the child is absent, the reason for the absence must be specified (illness including symptoms, appointments, vacation, etc.).

If you anticipate that someone else will pick up your child, we ask you to notify us in advance or to communicate that person's name to your child's educator on the morning of. Unless there is a prior notice identifying a new person coming to pick-up the child, only those already identified on the registration form will be allowed to pick him/her up. At any time, we can request proof of identification from all new people who are picking up the child.

## 22) Outings

Parents will be notified in advance and in writing of any planned outings by the Center.

Parents who do not want their child (ren) to take part in an outing will be responsible for the care of their child (ren) for that period of the day so that the educators can provide as much supervision as possible. We encourage parents to participate in outings with their child (ren). In this case, a list of responsibilities during the outings will be given to them on the same day. Management reserves the right to cancel an outing if the number of accompanying parents is insufficient.

If there are special outings or activities that require additional costs, parents will have to pay for these costs.

## 23) Photos and videos

A written permission is requested for the use of photos or videos of the children for different occasions (advertising, promotion, recruitment, etc.). Educators will take pictures of the children during the day to demonstrate activities in the classroom. The photos will only be used internally.

## 24) Food and Nutrition

Breakfast is not served at the ECC. Therefore, the child must have eaten his/her breakfast before arriving to the Center.

The Center provides two (2) snacks and a daily meal. The menus are developed to meet the food and nutrition standards of licensed child care services. Our menus do not contain peanuts, nuts, or traces of these products. We have children with severe allergies, so we ask that you clean your child's teeth, face and hands before leaving home. In addition, we ask you to pay special attention to nuts and peanuts. If your child's clothes contain peanut butter, we will return him/her home.



Homogenized milk is provided by the ECC for infants and toddlers, and 2% for other groups.

On a child's birthday, the event will be highlighted by the educators. No birthday cake or sweets can be brought by the parent. When the Center buys or receives donations of food or beverage from an outside source, such as a caterer, the food must be from an establishment approved by the Ministry of Agriculture and in compliance with the nutritional criteria for food and beverages. The Center must ensure that a product has a list of ingredients and all special instructions for preparation, storage or service. Everything must be clearly labelled.

Meal time is a quiet moment of exchange and discovery. Educators allow children to explore their food, feed themselves and respond to signs of hunger and fullness. The child's nutritional needs will be respected throughout the day not only at the time determined in the daily routine.

If for religious or allergy reasons, a child cannot eat a food listed on our menus, we will try to find a substitution. On the other hand, if this is not possible, it is the responsibility of the parents to provide an alternative food (always be careful that these foods do not contain peanuts, nuts or trace of these products). Please note that an alternate food must also meet the Canadian food guide standards.

#### **For infants**

We support breast feeding. Mothers are welcome to come and nurse their infant at the Center. You can also bring your breast milk and/or formula. The contents must be specified on the bottles and these must be labelled with the date and the child's name.

Educators, in collaboration with parents, must establish a feeding plan for the infant.

For more information on food and nutrition standards, please see the following link:  
<http://www.ednet.ns.ca/earlyyears/providers/FoodandNutritionalSupport.shtml>

## **25) Allergies**

Parents should report any food allergies or intolerances, even minor, and should describe the child's reactions when in contact with these foods. An apprehension for certain foods cannot be considered an allergy. A note from your family doctor confirming an allergy or intolerance will be required to make changes to the menu.

If your child has an allergy, we will need two (2) identity photos that will be displayed in the kitchen and in the child's room to avoid the risk of error (indispensable for the cook and the educators, and essential for substitute educators).

## **26) Personal items**

The child attending the ECC must have the following items on site:

- A box of tissues (replenish as needed);
- Extra clothing;
- Seasonal/Weather appropriate clothing (mittens, toque, summer hat, etc.) \*NO SCARVES;
- Disposable or cloth diapers, as needed;
- Wet wipes (for children in diapers);

- A bathing suit and a towel (summer);
- A blanket for nap time;
- A fitted bed sheet(crib size);
- Indoor and outdoor shoes/sneakers (NO CROCS or FLIP FLOPS);
- A drinking cup or water bottle (NO STRAWS) to drink as needed throughout the day.

All of the child's personal items must be **labelled** before they are brought to the Center.

Clothing must be comfortable and suitable for outdoor temperature. In winter, children should be dressed appropriately (e.g. mittens, toque, snow pants, boots, etc.).

The ECC is not responsible for lost or stolen items.

## 27) Dress code (CSAP guidelines)

- ✓ All sweaters must have five (5) centimeters of width between the shoulder and the neck and not be too low-neck. It must cover the back, the belly, the sides and go down to the belt area.
- ✓ Shorts should cover more than half of the thigh and the skirts should go just above the knee.
- ✓ At all times, pants must be worn at waist height and cover under garments.
- ✓ At all times, clothing must cover and hide under garments.
- ✓ Garments with a violent, sexual, vulgar or racist message are not acceptable.

Hoodies, hats, caps or toques are not to be worn in the Center unless it is on a theme day.

Please note that the ECC dress code applies at all times and that management reserves the right to determine whether the appropriate clothing is being worn.

## 28) Medication

No medication will be given to the child without parental consent and without medical permission. In the case of prescribed medications, the information provided on the label by the pharmacist shall be based on the medical authorization mentioned.

For the administration of antibiotics, parents must tell the doctor that their child is registered in a daycare service in order to avoid doses during the day. If the child is absolutely required to take a dose during the day, parents must request a second labeled container from the pharmacist (donated free of charge), which they can leave at the daycare during the time of treatment.

To ensure confidentiality, we ask that you hand over the medicine to the educator and fill-out the individual drug administration card.

Medications are administered by one of the educators. In addition, as stipulated in the statutes of the Department of Community Services, each dose of medication administered is recorded daily in a notebook intended for that purpose.

**The child care services will not accept any children who:**

- are not able to take part in regular activities;
- vomit;
- have extensive diarrhea or blood in their stool;
- have a fever;
- have unexplained redness;
- are during a contagious period (e.g. chickenpox, pink eye, etc.).

When a child shows signs of illness, such as fever, vomiting or diarrhea, he or she will receive the necessary care. The ECC will immediately contact the parents to pick-up their child as soon as possible. Management reserves the right to require a doctor's note stating that a child is fit to return to the daycare after a period of illness.

Please note that some childhood illnesses require a 24-hour exclusion.

[http://www.novascotia.ca/dhw/cdpc/documents/Guidelines\\_CDPC\\_Child\\_care\\_Setting.pdf](http://www.novascotia.ca/dhw/cdpc/documents/Guidelines_CDPC_Child_care_Setting.pdf)

*Please refer to the following website for guidelines on children's diseases and infections.*

<http://www.caringforkids.cps.ca/handouts/illnesses-index>

## 29) Accidents

In the event of an accident, the child will receive the necessary medical care and the ECC shall communicate with the parents as soon as possible. An incident will be completed by the staff to properly describe the event and must be signed by the parent.

## 30) Procedures in the event of a complaint

Management will do everything in its power to resolve complaints at their source, and within the means possible. When a parent wishes to communicate their dissatisfaction with the services offered by the ECC, the following steps should be taken:

- discuss with the relevant educator (s);
- discuss with the ECC director;
- communicate in writing with management;
- communicate in writing with the board of directors.

### 31) Parent handbook review

The information contained in this document is revised as necessary.

Parents are invited to give their comments and recommendations to management, in writing, about this document at any time.

The amended document will then be communicated on the ECC website, sent by email or distributed during parent meetings.

# Appendix 1

## Minority Language Educational Rights

### Language of instruction

#### 23. (1) Citizens of Canada

(a) whose first language learned and still understood is that of the English or French linguistic minority population of the province in which they reside, or

(b) who have received their primary school instruction in Canada in English or French and reside in a province where the language in which they received that instruction is the language of the English or French linguistic minority population of the province, have the right to have their children receive primary and secondary school instruction in that language in that province. [\(93\)](#)

### Continuity of language instruction

(2) Citizens of Canada of whom any child has received or is receiving primary or secondary school instruction in English or French in Canada, have the right to have all their children receive primary and secondary school instruction in the same language.

### Application where numbers warrant

(3) The right of citizens of Canada under subsections (1) and (2) to have their children receive primary and secondary school instruction in the language of the English or French linguistic minority population of a province

(a) applies wherever in the province the number of children of citizens who have such a right is sufficient to warrant the provision to them out of public funds of minority language instruction; and

(b) includes, where the number of those children so warrants, the right to have them receive that instruction in minority language educational facilities provided out of public funds.

# Appendix 2

## STATEMENT OF PRINCIPLES ON DISCIPLINE

Since Le Petit Voilier is an inclusion Center, we welcome children with disabilities and/or special needs, such as physical, cognitive, social-emotional, communicative and/or adaptive, who must receive services or additional support.

Additionally, at Le Petit Voilier, we consider that all employees and children have the right to evolve in a safe and healthy environment free from all forms of violence and threats.

Educators use the following techniques of intervention to guide children towards the use of appropriate and acceptable behaviors:

- Prevention.
- Educators have a positive attitude towards children.
- The same regulations are always applied and followed in a fair and consistent manner.
- Discipline interventions are expressed in a positive way. We tell children what they can do rather than what they cannot do.
- Daily communication with the child's parents.
- Positive reinforcement – adding an external element, adult-led congratulations and encouragements to positively enhance good behavior.
- Intentional ignorance – ignoring behavior that does not endanger the safety of children, the desired behavior is ALWAYS positively strengthened.
- Educators give choices to redirect the child's behavior if their behavior does not jeopardize the safety and/or well-being of other children in the group.
- Rest time – withdrawal time to return to a calm state.
- Voluntary isolation – a cozy area where the child can voluntarily go to calm down.

In some circumstances, trained educators\* can use physical contact to guide behavior.

\*Non-violent intervention training in crisis situations: in a non-violent intervention in a crisis situation, a child may need to be retrained. This method consists of holding the child in a position that prevents him/her from injuring himself/herself or injuring others. This method is rarely used but is sometimes necessary in order to prevent injuries.

When difficulties arise in a classroom, educators try to solve the problem with the child in question using several strategies: increased play time with the child, reorganization of the class, modification of the programming, variation of available toys, etc.

When inappropriate behavior persists despite the educators' efforts, they will call upon the resource educators. They will put in place more specific measures to support the child in his or her needs. A number of strategies can then be used :

- Observing the child within the functionality of the routine (identify his or her needs).
- Meeting with parents or guardians (exchange of information, standardization of techniques used in daycare and at home, implementation of objectives to be attained).
- Writing an individualized intervention plan.
- Putting in place concrete actions by the educators and the resource educators to help the child implement the necessary acceptable behaviors for his/her proper functioning.
- Observing the impact of the methodologies used, evaluating and reorienting the objectives if necessary.
- Parental involvement is paramount throughout this process to ensure the success of the interventions and the proper functioning of their child within the group's activities.
- Persisting inadequate behaviors, despite all staff efforts, and that pose a threat to other children may justify the implementation of disciplinary procedures such as a suspension or a permanent withdrawal of the child.

In this situation, the procedures will be as follows:

- ⇒ The educators and the resource educators will document the occurrences in an incident report.
- ⇒ The educators and the resource educators will discuss this situation with the parents and have them sign the incident report. Communication between staff and parents is essential so that both parties can come up with a solution to the problem.
- ⇒ After several warnings, the management team will discuss the possible solutions. Following these conversations, it is under management discretion to decide whether the child will lose the privilege of using the services on a temporary or permanent basis. In this case, his/her place will be given to another child.

**The following disciplinary measures are prohibited in any circumstances:**

1. Corporal punishment. For information purposes, the following acts are prohibited: hitting a child by hand or otherwise or with any object; shaking or jostling a child, spanking or mistreating him/her in any way; forcing a child to repeat any physical movement as a punishment.
2. Any reaction, whether verbal, emotional or physical, which results in humiliating, diminishing or injuring the child or undermining his/her dignity.
3. Lock or isolate a child or group of children in a room.
4. Deprive a child of his/her basic needs, including food, shelter, clothing, and bedding.
5.
  - a. Food is not used to promote good behavior.
  - b. No one can deprive a child of food to punish his bad behavior.
  - c. Food is not used as a reward for completing a task or finishing a meal (e.g. no dessert because he did not finish his meal).



# Appendix 3

## Inclusion Policy

### **Guiding principles:** (NS Department of Community Services)

1. Research Based or Value Based
  - practices, strategies and techniques are supported by empirical research
2. Family Centered
  - practice designed with the child and family acknowledging the child as part of a dynamic family system
3. Bias Free
  - recognizes and respects the different needs and value systems of children and their families
4. Trans-disciplinary Approach to Programming
  - team members share expertise in their own discipline
5. Developmentally/Chronologically Age Appropriate
  - the individual child within a chronologically age appropriate environment
6. Full Participation
  - all families have the same range of activities and programs available

### **Section 1: Policy Statement**

We include support staff to assist children to fully integrate and benefit from our programs. Collaboration with various outside service providers is very important in order to respond to the needs of French language child care services in our community.

### **Section 2: Definitions**

1. **“Inclusion”** as a value, supports the right of all children, regardless of their diverse abilities, to participate actively in natural settings within their communities. A natural setting

is one in which the child would spend time had he or she not had a disability. (Division for Early Childhood on the Council for Exceptional Children).

2. **“Inclusive child care programming”** refers to programming that incorporates the values and principles of inclusion as described in this policy (NS Department of Community Services).

3. **“Routine Based Planning”** is a program planning process where goals and strategies identified for children with special needs are embedded directly into the daily routines of the child care facility (NS Department of Community Services).

4. **“Special Needs”** refers to a child's developmental disability, delay, health disorder, or behavioral concern that may significantly impact his/her ability to fully participate in a licensed child care facility's daily program or routines (NS Department of Community Services).

5. **Outside service providers:** refer to professional that offers program, services or resources for children and their family.

### Section 3: Procedures

Human resources:

- All our staff must understand and agree to our inclusion policy practice.
- Staff must review and sign our inclusion policy annually.

Training:

- Professional development is highly supported to all staff that wishes to attend special needs-focused training opportunities on effective inclusion practices.

Programming:

- Staff will adapt environment and routine as necessary to meet the needs of children enrolled.
- Children with program adaptations will be reviewed with parents, teachers and support staff and/or outside service providers as needed.

Confidentiality:

- Staff will receive and access to confidential information about children and families. They agree to keep this information in the strictest confidence.
- All staff will sign confidentiality agreement upon hiring.
- Before sharing information about a child with outside agencies or schools, the child care program will get parental consent.

- Documentation of consent to share information will be kept locked on-site in child's file.

#### Partnerships:

- The collaboration with the families and outside service providers is essential in order to meet the children's needs.
- The Center will support the families by sharing resources, information and regular follow-ups to maintain a good communication between home and the center.
- The Center may refer families to outside service providers when we feel, or the parents feel that a child may require additional support.

#### Admission/Registration:

- All families interested in registering to our Center must be on our waiting list. When spaces become available we communicate with parents to offer them a position. The parents will be invited to the Center to meet with us and will discuss if we can meet their child needs.
- Enrolment for children with special need will be allocated based on the natural proportion of the population (approximately 10% of enrolment). If the total of children enrolled exceeds the natural proportion, the admission committee will review the application and will be approved on a case-by-case basis.

#### Transitions:

- All children may require additional transitioning period when arriving to the Center or move to next age group. The period of integration may be shorter or longer depending on the child's ability to cope with in the program. All children will be integrated with children of the same age group.

#### Withdrawal: If the Center is having difficulty meeting the child's need we will ensure that:

- All families asked to withdraw are dealt with in a fair and equitable manner.
- The notice of withdrawal is consistent with the Withdrawal Policy of the Centre and is the same for all families. It should include written notice of withdrawal; documentation of meetings and discussions with special needs support staff when appropriate.
- Reasonable care has been taken in assessing the child's needs and the program's ability to support those needs.
- Special needs resources and outside services providers have been exhausted prior to the Notice of Withdrawal.

#### **Section 4: Related Documentation/policies** (see attached document)

- Behavior guidance policy
- Parent Handbook
- Criteria for prioritization of support requests regarding the needs of children
- Checklist for record keeping
- Consent forms
- Authorization form for transmitting information to others (outside service providers and school)

#### **Section 5: Accountability**

- The Center will include Inclusion Policy in its Parent Handbook.
- We will review its Inclusion Policy and procedures regularly to ensure it is current with respect to language and legislation.
- We will review its Inclusion Policy and procedures regularly to ensure it is current with respect to language and legislation.
- We will review its Inclusion Policy and procedures regularly to ensure it is current with respect to language and legislation.
- The policy will be reviewed regularly with the board of directors.

