



O'shkiigmong Early Learning Centre



Parent Manual

**19 Winookeedaa Street – Main Building
18 Benojee Street – Infant/Toddler Building
863 Mississauga Street – School Age
Curve Lake, Ontario
K0L 1R0**

(705) 657-3672

**(705) 931-3672 - Coordinator
(705) 927-8154 – Main Program
(705)750-7170 – School Age
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PHILOSOPHY:

The O'shkiigmong Early Learning Centre offers a high quality program that meets the need of the children and families of the community and creates a "home away from home" environment.

It is licensed by the Ministry of Education and is operated in accordance with the Day Nursery Act and policies and procedures of Curve Lake First Nation.

The license for each program will be posted in appropriate buildings.

PRIORITY LIST:

The priority list for enrolment into the O'shkiigmong Early Learning Centre is as follows:

1. Any Curve Lake First Nation children who are considered to be at risk. At risk meaning; is involved with CAS, and/or Family Court or any other Court System.
2. Curve Lake First Nation Members from one parent families who are either working (could be in their own home) or attending school.
3. Curve Lake First Nation members from two parent families who are either working or attending school.
4. Any Curve Lake First Nation member who are not working or attending school, but wish their children to experience Quality Care from the O'shkiigmong Early Learning Centre.
5. Children with Curve Lake First Nation lineage.
6. Members from any other First Nations who are employed by Curve Lake First Nation, or where both parents is either working or attending school.
7. Members from any other First Nations who are employed by Curve Lake First Nation, or where one parent is either working or attending school.
8. Children who are living with a Curve Lake First Nation member who are employed by Curve Lake First Nation, or where both parents is either working or attending school.
9. Children who are living with a Curve Lake First Nation member who are employed by Curve Lake First Nation, or where one parent is either working or attending school.
10. Any child whom parents are neither working nor attending school but wish their children to experience Quality Care from the O'shkiigmong Early Learning Centre.
11. Children who are not Curve Lake First Nation residents or members will be accepted after approval by the Curve Lake First Nation Chief and Council.

PROCEDURES OF DISMISSAL

1. The Priority list will be followed in accordance to the O'shkiigmong Early Learning Centre Parent Manual.
2. Children from category 8 - 12 will be given one month notice, in writing, if a space they occupy is required for a new child from category 1 to 5.
3. Children from category 8 - 12 will be given one month notice, in writing, if a space they occupy is required for a new child whom is of higher priority according to the Priority List.
4. Parents will be notified when a space is open and will not be required to complete the enrolment package over but will be required to update immunizations and all telephone numbers.
5. In accordance with the Ministry of Child and Family Youth if a child isn't attending THE Early Learning Centre on a regular basis and has missed 30 consecutive days without informing the Centre, that child may be discharged and a letter will be mailed to the parents. Re enrolling will be required for the child to attend.

CHILD CARE PROGRAMS:

The Infant Program is licensed for 10 infants aged 6 weeks to 24 months.

When you wish to enroll your child you are encouraged to visit the Center to familiarize yourself and your child with the surroundings, answer/ask questions, and complete Infant admission forms prior to enrolment. For the first week you are encouraged to stay for a whole day on the first day with your child so the staff may familiarize themselves with your child. The staff will observe how you and your child interact. The second day the staff will slowly start interacting with your child. You can start decreasing the length of each stay as the week progresses. This is different for each child and you as the parent will know when your child is ready to be left with their caregivers.

Arrival and Pick Up

BEFORE ENTERING THE INFANT PLAYROOM PLEASE REMOVE ANY OUTDOOR FOOTWEAR AND NO BARE FEET!!

Restock your child's cubbies, e.g. Diapers, wipes, creams etc. In the Infant program the children's arrival time will be 7:30 am. If you expect to be later than 9:00 am you must telephone and explain when you will be bringing your child/children to the Centre. We recommend that you establish fixed hours to pick up and drop off your child. Please remember to apply sunscreen to your child in the mornings during the summer months; staff will reapply sunscreen in the afternoon.

Your child **will not** be released to anyone who is under the age of 16 years. The staff will need written or verbal approval for your child to be released to anyone not on the enrolment form. Once your child is enrolled and attending regularly; please notify us when she or he will be absent for any reasons. If your child is not attending regularly and has missed a period of over 30 days without you as the legal guardian calling and explaining the absenteeism, your child's file may be turned over. You will be required to re-enroll your child.

Nutrition and Meals

This is an area of the Centre that is very different from what we are normally familiar with. In the Infant program, parents are responsible for providing all foods and drinks that their baby is to eat until your infant graduates into the Toddler Program (which can be anywhere between 15 months – 24 months). You **MUST LABEL** all food/drinks with your child's full name and the time they are to eat this item, e.g. Lunch, AM Snack or PM Snack. Please remember this is a Peanut Free Centre!!! Other food allergies will be posted and you will be made aware of the allergy. When your infant turns 15 months old they will be starting to follow the schedule of the Toddlers for an easy transition into the Toddler Room.

Health and Administration of Drugs

The Day Nurseries Act stipulates that prior to admission; each child must be immunized as recommended by the Local Medical Officer of Health, according to their age. O'shkiigmong Early Learning Centre will administer Prescription drugs to children in accordance with Provincial Legislation. The medication must be **CLEARLY LABELLED BY THE PHARMACY WITH THE CHILDS NAME, DOSE AND TIME OF MEDICATION TO BE GIVEN**. There are exceptions in that we are allowed to administer over the counter medication such as Baby Tylenol, Ora-gel and Tempera, but you still must fill out the proper medication form completely.

Ratios

The Toddler Program is licensed for 15 toddlers aged 15 months to 30 months (7 may be 30 months to 5 years).

The preschool program consists of 2 playrooms, Playroom 1 and Playroom 2. Playroom 1 is licensed for 8 children ages 2 ½ - 5 years. Licensed for 1:10 if all children are over 44 months of age. Playroom 2 is licensed for 16 children ages 2 ½ - 5 years.

The school age program is licensed for 30 children 5 years to 12 years. With the exception of 10 extra school age children 6 years to 12 years during the summer program. Each group is staffed according to the Day Nurseries Act.

DAYS OF HOURS OF OPERATION:

Both full and part-time care is provided 52 weeks per year.

1. Full time care is offered between 7:00 a.m. and 5:30 p.m. five days per week depending on parent's needs. (infant program opens at 7:30am)
 - a) Before and after school program
 - b) Children who attend JK/SK school off reserve and are in a full day every other day program will be accommodated at the request of the parent.

Please Note: Full days will be offered to the school age children on P.A. days, as well as all school holidays, except for holidays as approved by Chief and Council.

Snow Days

Full time care will be provided if the parents contact the learning Centre prior to 8:00 a.m. if their child (ren)'s bus is cancelled due to bad weather. We ask that parents listen to the radio as it is their responsibility to know if their child's bus is cancelled. (This allows the staff time to reschedule themselves for straight 8 hour shifts instead of their normal split shifts) If the Curve Lake School is open, it is the responsibility of the parents to take their child to school and pick them up after school and bring them to daycare, if needed.

VOLUNTEERS & STUDENTS

REQUIREMENTS UNDER THE DAY NURSERIES ACT

0. Reg. 262 under the Day Nurseries Act (DNA) provides that every operator shall ensure that every child who is in attendance in a day nursery or in a private-home day care location is supervised by an adult at all times.

Policies and Procedures under the DNA Applicable to Volunteers and Students

In respect of volunteers and students, 0. Reg. 262 under the DNA provides that:

- Behaviour management policies and procedures are reviewed with volunteers or students who will be providing care or guidance at the day nursery before they begin providing that care or guidance and at least annually afterwards;
- There is a written procedure for monitoring the behavior management practices of volunteers or students who provide care or guidance at a day nursery or at a location where private-home day care is provided;
- The individual plan for a child with anaphylaxis and the emergency procedures are reviewed by volunteers and students who will be providing care or guidance at the day nursery or private-home day care location before they begin providing that care or guidance and at least annually afterwards;
- Criminal reference checks are required for all volunteers having direct contact with children in licensed child care programs and for all persons usually on the premises of the private-home day care location.
- The ministry criminal reference check policy does not apply to students placed in the child care program by an educational institution; however criminal reference checks are routinely required by community colleges and universities prior to students beginning a placement in child care.
- No child is supervised by a person under 18 years of age;
- Volunteers and students may not be counted in the staffing ratios in child care Centre's.

POWER OUTAGES

In case of power outages the Infant/Toddler Building can only remain open for ONE HOUR after the power has gone off. The Main Building and The School Age Building can only remain open for TWO HOURS after the power has gone off. If the power is already out upon arrival staff are NOT permitted to accept your child, however if the power should restore before 9:30 am the Centre will accept children until 10:00 am. Each building is equipped with a cell phone and parents/caregivers may call any of our phones. The phone numbers are; 705-931-3672, 705-927-0804, 705-750-7170 and 705-927-8154.

HOLIDAYS

O'shkiigmong Early Learning Centre will be closed on the following days:

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

Additional three days at Christmas Shutdown

One day per year decided by the First Nation Council as National Aboriginal Day - June 21st

DROP OFF TIMES

While your child is enrolled in the Infant Room there is no cut off time. Staff encourages your child to attend on a regular schedule. Once your child moves to the toddler room the following drop off times are in affect.

In order for programs to plan and begin programming children are required to be at the Centre prior to 9:00 a.m. Staff may refuse any child who arrives later than the above time.

If your child has an appointment and will be late please advise the Centre staff at least one day prior to the appointment.

PICK UP OF CHILDREN

O'shkiigmong Early Learning Centre closes at 5:30 p.m., but there is a half hour grace period at the Centre for rare occasions when a family may encounter an emergency.

The following steps will be followed should a parent abuse the pick-up times. Abuse will be defined as late picking up your child on two or more days over a period of six months.

- Step 1 An incident report will be issued for every late pick up.
- Step 2 An interview will be set up with the Centre Coordinator.
- Step 3 Earlier pick up time will be issued.

Children will not be released to anyone that is not listed on the child's information form. In extreme circumstances a telephone call from the legal guardian will be accepted. Any person(s) picking up a child must be at least 16 years of age. We will ask for picture identification if we do not know the person attempting to pick up a child.

Children can be released to either parent at any time. Please inform us of any custody agreements. We will request a copy of any court orders prohibiting a parent from picking up their child.

CLOTHING AND POSSESSIONS

Although we take care to protect your child's clothing during lunch and art activities etc. accidents can happen. We ask that you dress your child in play clothes, and that you provide a change of clothing that can be stored in their cubby.

All clothing and footwear MUST BE LABELLED with your child's name.

Aside from a LABELLED toy to sleep with, or a LABELLED security item, we ask that all other toys be left at home.

INDOOR SHOES ARE A MUST IN ALL PROGRAMS!!!

CHILD PICK UP AGREEMENT

In order to ensure the safe pick up of our children for the O'shkiigmong Early Learning Centre, the following policy is hereby adopted and approved by Chief and Council.

Policy

No child may be enrolled at O'shkiigmong Early Learning Centre unless that child's legal guardian has signed the Pick-Up Policy Agreement. This agreement must be signed by the legal guardian making the application to the Centre and must remain in full force and effect for each and every year that the child is enrolled at the O'shkiigmong Early Learning Centre.

Procedure

In the event that a parent, legal guardian or any person that has permission to pick up a child should arrive apparently under the influence of alcohol, drugs or some other type of impairment, the following steps will be forwarded:

1. The person who has asked to pick up the child may call someone else who is not similarly impaired to come and pick up the child.
2. O'shkiigmong Early Learning Centre staff will call the emergency contact person listed on the Centre application form to come and take the child home and if that person is not similarly impaired, they may release the child to that person.
3. Staff may detain the child and contact the Child Welfare Worker and ask the Child Welfare Worker to take apprehension of my child

PARENTAL RESPONSIBILITIES

1. We require a phone number that we can contact parents or alternate while your child is in attendance. **If a working phone number is not on file your child will not be permitted to attend.**
2. Parents are required to have emergency contacts for their children. These contacts **MUST BE ABLE** to pick up your child in case of illness or emergency.
3. Parents must inform us if their child will be absent for any reason. Parents must inform us if their child is ill with any infectious diseases so that we may inform staff, parents, Health Centre and the Peterborough Health Unit.
4. Parents need to provide appropriate clothing for indoor and outdoor play, which includes but is not limited to indoor shoes, boots, snow pants, coats, hat, mittens, sunscreen, insect repellent, extra clothing etc. We are required to go outdoors daily, weather permitting. Please remember that children will be doing art and other activities that require “play” clothes. Please dress your child accordingly each day. **PLEASE LABEL ALL BELONGINGS!!**
5. Parents of Infants must provide diapers, changes of clothing, bottles, snacks and lunches. **PLEASE LABEL!!**
6. Parents must inform us immediately of any health changes or medication.
7. Parents should keep in mind that smoking is not permitted in the Centre or on the Centre premises.
8. As well it would be appreciated if parents would not spit on Centre premises as the children do play in these areas such as stairs, paved surfaces and lawn.
9. Parents must complete and return all enrolment forms as required by the Day Nurseries Act. As well the following forms must be updated:
 1. Child registration forms must be updated yearly. (usually done in February)
 2. Summer School Age Enrollment forms are done in May.
 3. Record of immunizations must be completed. It is the parent’s responsibility to inform the Peterborough County Health Unit of any new immunizations. **Your child will be refused if their immunization is not up to date.**

HEALTH AND ADMINISTRATION OF DRUGS

The Day Nurseries Act stipulates that prior to admission; each child must be immunized as recommended by the Local Medical Officer of Health, according to their age.

The O'shkiigmong Early Learning Centre will administer **Prescription Medication** to children in accordance with provincial Legislation. Forms are required and include the following information:

1. All requests for staff to administer medication must be in writing using a copy of the attached form with the proper device for administering the medication provided.
2. **Medication must be in the original container and pharmacy printout available upon request.**
3. **Medication must be prescribed by a doctor with the child's name written clearly on the container and not smudged by the medication.** This includes Tylenol, cough medicine)
4. Each request must include dosages, time to be administered and a start and finish date.
5. The right route or right way to administer medication must be specified. The right way to store medication must be indicated. **Please ensure ANY medication is not to be left in child's bag.**
6. The Program Supervisor or their RECE designate in each building will be the designated staff person to administer the medication. They are to print their name on the top of the Medication Form, record the time and date each dose was administered and then initial it.

PLEASE NOTE: A parent with a child who requires the use of an inhaler is responsible to provide the inhaler to the Learning Centre at all times the child is present. **The child will not be admitted to the Centre program if the parent fails to provide the inhaler at all times, or if the medication is expired.**

COMMUNICABLE DISEASE

In accordance with the Ministry of Health, communicable and/or infectious diseases are reportable disease and must be reported to the local Health Unit. The Centre policy is as follows:

1. In order to prevent the spread of communicable and/or infectious diseases and to maintain a safe environment for children, staff, volunteers, students and support staff. Mumps, pink eye, strep throat, red measles, impetigo, scabies, chicken pox, Petussis (whooping cough), Pediculosis (head lice), and Rubella (German measles)
2. In order to prevent the spread of communicable and/or infectious diseases, the Centre Coordinator or designate may refuse admittance to any child where communicable and/or infectious disease OR
3. While in care at the Centre, if a child displays general signs and symptoms of an infectious and/or communicable illnesses it is the responsibility of the parent or designated emergency contact person to take the child home as soon as possible after contact and notification.
4. Parents are to notify the Program ECE or The Centre Coordinator if their child comes down with any of the noted communicable and/or infectious diseases.
5. Notification of the presence of infectious and/or communicable illnesses in the Centre will be sent to parents in the program that the infection is in.
6. Before a child is re-admitted a doctor's certificate of good health may be required
7. Pediculosis checks are done every week by O'shkiigmong Early Learning staff. Infected children will be removed until confirmation is received from Health Services staff that child is no longer infested.

PLEASE NOTE: Peterborough County Health Unit may at any time change our illness policy. Should this occur parents will be notified by letter.

ILLNESS IN CHILDREN POLICY

1. In accordance with Day Nurseries Act regulations, staff, volunteers, students and support staff that have had contact with children at the Centre will adhere to the procedures and practices for illnesses in children.
2. Daily outdoor time for each child is required, weather permitting. **Children too ill to take part in any portion of the Centre's Programs must remain at home.**
3. If a child becomes ill during the day, temporary care will be provided until the legal guardian or emergency contact person is contacted and the child is taken home. **Please make sure your emergency contact person is willing and able to pick up your child IMMEDIATELY.**
4. **Program Supervisors or designate may refuse admittance to any child who in their judgment is too ill to attend or appears to have a condition that presents a hazard to the health of the other children.**
5. If a child demonstrates any of the described symptoms while at the Centre it is the responsibility of the parent or their designated emergency contact person to take the child home as soon as possible after contact and notification.
6. In cases of diarrhea, the child **MUST BE REMOVED IMMEDIATELY.**
7. Before a child is re-admitted, parents may be required to present a doctor's certificate of good health standing.

ILLNESS IN CHILDREN PROCEDURES:

Program Supervisors or designate may refuse admittance or request parent to remove child if:

1. Child has a temperature of 101.3 degrees F/38.5 degrees C or higher
2. Excessive green mucus discharge from the nose and/or eyes
3. Child is vomiting
4. Child shows symptoms of a contagious illness (i.e. pink eye, measles, chicken pox)
5. Child has had one diarrhea after arrival
6. Any child that is sent home with a temperature will be required to stay away from the Centre for a 24 hour period.
7. A Statement of Health will be issued when a parent is asked to remove a child from day care.
8. If in the event that the Peterborough Health Unit has issued us in "Outbreak:" you will be required to report all symptoms to the Day Care Services Coordinator and keep your child home for 48 hours **AFTER** the last symptom has subsided.

ALLERGY POLICY

1. Any food allergy or food restriction must be in writing by your family doctor
2. Parents will be required to develop an emergency response plan to be posted in all rooms, office and kitchen.
3. A parent of a child with severe food allergies, that requires the use of an Epi Pin, will be responsible to provide all food and drinks for their child on a daily basis.
4. A parent with a child who requires the use of an Epi Pin is responsible to provide the Epi Pin to the Early Learning Centre at all times the child is present. **The child will not be admitted to the Early Learning program if the parent fails to provide the Epi Pin at all times, or if the Epi Pin has expired.**

NUTRITION AND MEALS

Breakfast foods are available for children who wish to eat, a nutritious midday meal and afternoon snacks will be provided. Children's special dietary needs and allergies will be posted in the cooking and service areas. Weekly menu plans will be posted for the current and following week to assist you in menu planning at home. An after school snack will be provided to school age children upon arrival from school.

DISCIPLINE

Good communication between teacher, child and parent helps to make the total area of discipline a positive, beneficial experience. We use positive methods of discipline, which encourage self-direction and good self-esteem in a firm consistent manner. We will use the following methods:

1. Give positive directions (explain to child what they should do)
2. Redirect the child to an appropriate activity.
3. Talk to the child, and help the child express any feelings he/she is having.
4. Give opportunity for the child (ren) to problem solve under our direction, and give suggestions for solutions when necessary.
5. Remove the child from the source of conflict for an age appropriate time out period
6. Give choices whenever possible.
7. We use the least amount of discipline necessary in any given situation. We do not penalize but will give age appropriate logical consequences to continued misbehavior. Examples: Preschooler continues to throw blocks = removal from block area until snack time. School age child breaks game pieces in anger = loss of game privileges that day, and required to help fix what was broken.

If a serious problem develops with a child, parents will be notified. If problem persists, a conference will be held between parents, teacher and Early Learning Centre Coordinator.

At O'shkiigmong Early Learning Centre we strongly believe in Zero Tolerance

-Verbal -Name calling sarcasm, teasing, spreading rumors, threatening, making negative references to one's culture, ethnicity, race, religion gender, or sexual orientation or any unwanted sexual comments.

-Social -mobbing scapegoating, excluding others from the group, humiliating others with public gestures or graffiti intended to put others down.

-Physical -hitting, poking, pinching, chasing, shoving, coercing, destroying or stealing belongings, unwanted sexual touching.

-Cyber -using the internet or text messaging to intimidate, put down, spread rumors or make fun of someone.

CONFLICT RESOLUTION

If conflict occurs between classroom staff and parents; or there are any parental concerns the Supervisor and/or Early Learning Centre Services Coordinator may meet with all parties to open communication and resolve any differences. If the conflict is not resolved at this level then parents are welcome to address their concerns with the Manager of Education Services.

The O'shkiigmong Early Learning Centre encourages staff to work in partnership with parents. When children have difficulties in any area of development, adjustment to the program or discipline we speak to parents openly about the situation. We ask parents for ideas and insights into what methods may work best with their child in order to assist the child through this. Recommendations to outside sources (such as Five Counties, Tri Counties, and Kinark) may be made. A positive plan is developed and is reviewed and adjusted until the issue is resolved. As a last resort should the issue put the child, staff or other children in the classroom at risk, the child may be asked to leave the program.

EMERGENCY SHELTER

In case of an emergency and we are unable to remain in any of our buildings we will be at the Administration Building.

In the event the power is out you may reach O'shkiigmong Early Learning Centre on the following numbers:

Emergency Cell Phone Numbers

(705) 931-3672 -coordinator
(705) 927-0804 –infant/toddler
(705) 750-7170 – school age
(705)927-8154 – preschool/main

FIRE DRILLS & LOCKDOWNS

We are expected to practice our fire drill procedure once a month. All children in care will be evacuated from the building. Please ensure your child has indoor shoes for this purpose.

As scheduled by the Administration Building the day care will participate in lock down procedures with the assistance of the Anishinabek Police Services.

BUSING POLICY

Having a set bus routine for your child ensures the child's feeling of security as well as it ensures that the Bus Driver, School and Early Learning Centre all know the child's destination.

Therefore, if your child rides the bus there will be a bussing form to sign. To ensure that there is no confusion and/or lost children we are asking that parents have one destination at all times. If there should be any emergency change in the child's routine notify the school as well as the Early Learning Centre of these changes. **It is the responsibility of the parent to notify The Oshkiigamong Early Learning Centre if their child is not going to be arriving by bus.**

FIELD TRIPS

Throughout the year, trips may be arranged to special places of interest. A notice will be sent home in advance of the excursion informing you of the destination, time, date, and a permission slip. Parents are encouraged to accompany us when there is room. Parents are responsible to hand in **COMPLETED** permission forms **on or before** the due date.

PARKING

Parents must park in designated parking areas only. Non designated areas are clearly marked on concrete.

UNDER NO CIRCUMSTANCES SHOULD A CHILD BE LEFT UNATTENDED IN A VEHICLE WHILE ON OUR PREMISES

Child & Family Services Act Requirement

O'shkiigmong Early Learning Centre Team

Michelle Taylor-Leonhardi- Coordinator
Steve Taylor- Main program Supervisor
Luanne Jacobs Infant/ Toddler Supervisor
April Williams- School Age Program Supervisor
Claudia Irons- Native Language Instructor
Nancy Watson- RECE
Maria Capalbo-RECE
Nichole Taylor-RECE
Lori McCue-RECE
Nicole Capalbo-RECE
Alison Benson - RECE
Louise Coppaway-Assistant to RECE
Holly Jacobs-Assistant to RECE
Michael Crognale – Assistant to RECE
Sherri MacDonald-Enhanced Staff - PSW
Kerrie Taylor- Office Clerk
Peggy Day – Cook
Eugene Shilling – Caretaker
Clifford “Sonny” Taylor - Caretaker