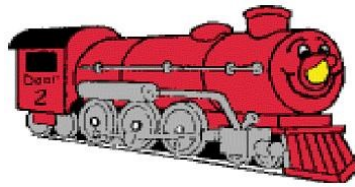


PH:204-772-4107



FREIGHT HOUSE EARLY LEARNING & CARE INC.

School-Age Site

Mission Statement

To provide Quality Early Childhood Education and Care; inclusive to all children, in a nurturing, family centred, community based environment where current strategies for child development are practiced.

505 Ross Ave. Main Office

505 Ross Ave. (Preschool Facility)

215 Isabel St. (Infant Facility & IRCOM ECD Hub)

545 Alexander Ave. (School Age Facility)

560 Logan Ave. (Infant & Preschool Facility)

PARENT BROCHURE

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Inclusion Statement

- We embrace Inclusion as the gifts all children bring, while celebrating their diversity to foster the well-being of every child and enrich our community.
- Accept the uniqueness of every child
- Encourage children to share their culture
- Strength based approach to learning - access intervention professionals
- Respect and value families
- Staff participate in professional development opportunities to enhance all levels of development

There can be no keener revelation of a society's soul than the way in which it treats its children.
Nelson Mandela

PHILOSOPHY

Freight House Early Learning & Care Inc. provides each and every child with a nurturing environment.

We are inclusive to all children and families and foster their need for Early Childhood Education.

We believe that children learn through play and encourage choice, respect and a positive feeling about oneself.

We encourage all children to accept and embrace the diversity of our community.

We provide a variety of learning opportunities that build on strengths, ALL levels of development, opportunities for discovery, and current developmental practices.

Welcome

We are pleased that you have entrusted your child's care to us at **Freight House Early Learning and Care Inc.** Should you have any suggestions or concerns please feel free to share them with the Executive Director or the staff.

Our child care centres are licensed according to the Community Child Care Standards Act and follows all applicable regulations outlined in Manitoba's regulation 148/83.

We have a combined maximum enrolment of 134 children ages 3 months to 12 years.

Inclusion of all children and their families are an integral part of the program. Ongoing communication with a child's parents/guardians promotes individual learning opportunities and consistency with family practices. Opportunities to maximize a child's individual potential is maintained both in the environment and through learning opportunities.

The children are cared for in a mixed age group setting within Provincial Licensing Guidelines. The flexible age groupings allow us to meet the child care needs of the community while still adhering to Provincial Licensing ratios. All children's individual and development will be provided for at all times throughout the day.

The staff are Early Childhood Educators, trained in early childhood development. The Executive Director is responsible for staff, program, and policies.

The centre is a NUT free environment



Important Information

- Hours of operation 6:45 am - 5:30 pm
- **Parents are required to directly inform a staff member when arriving and leaving the centre.**
- **All entrances to the centre are locked. The staff will monitor your entrance via a camera and you will need to identify yourself via an intercom. Parents will then be buzzed in. We encourage parents not to allow other visitors entry with them but to have them identify themselves separately. This will ensure any one accessing the centre is permitted.**
- Children not picked up by 5:30 pm will be charged a late fee.
- Your child needs to have a change of clothes and indoor shoes at the centre.
- Parents must bring children into the centre; help them get their outdoor clothing off and indoor shoes on.
- Parents must bring in supporting documents regarding custodial arrangements and visitation orders to have on file, this would include court documents and orders.
- Discussions with the Executive Director (or designate) should take place if a situation could arise in which noncustodial parent may request pick up of a child.

The Centre will be closed on the following holidays. You are required to pay full fees on these days:

Louis Riel Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, New Years Day

Best Practices

The centre's policies reflect that all adults, including staff, parents, volunteers, and students have a role to play in helping to create a positive, healthy and appropriate environment for children.

CONFIDENTIALITY

- All children's files are considered private and for staff/Directors use only.
- Any parent has the right to examine their child's file, and must request permission to do so from the centre director.
- All files are the property of Freight House Early Learning & Care Inc.
- Photographs or videotapes of your child remain in the centre for curriculum use.
- ONLY with your permission will your child's photograph or videotapes be used for any purpose outside the centre.

BOARD OF DIRECTORS

The centre is a non-profit, government funded child care centre. Each parent, by becoming involved or by sitting on the centre's Board of Directors, has a say in policy-making, budgeting and administrative decisions. The centre is a member in good standing with the Manitoba Child Care Association.

LATE FINES

We use the Centre clock as our standard time piece.

Year Round

5:30-5:45 \$10.00

5:46-6:30 \$20.00

Total \$30.00 (per child)

You will be charged by the staff person that is closing on that day and are expected to pay that staff member prior to your child returning to the centre.

You are expected to call the **centre** any time you are going to be later than usual.

Staff are required to call Child and Family Services at 6:00 PM and notify this agency that a child has not been picked up. At 6:30 PM the staff will call Child and Family Services again and request the agency to come and pick up the child.

**Children
are likely
to live up
to what
you be-
lieve in
them.**

Policies of Freight House Early Learning & Care Inc.

FEES:

1. Prior to enrolment, parents who wish to apply for subsidy must do so. Any lateness in making a subsidy application will result in the parent being responsible for paying the full daily fee for any days that are not covered by subsidy.
2. Our billing periods run every 4 weeks that makes 13 billing periods per year. You will receive your bill in advance of the new billing period.
3. Your total payment of the new billing period must be received no later than the last working day prior to the commencement of the billing period; for example if the new billing period is June 8 - July 7 (June 8 being a Sunday) your full fee payment would be expected no later than June 6.
 - a) Fees paid by cheque will be subject to our N.S.F. policy, if returned. The policy being that the parent will be responsible for paying the N.S.F fee, plus all extra bank charges.
 - b) If full fee payment is not received on or before the last working day prior to commencement of the new billing, you will have 5 day care working days to pay in full or you will have automatically forfeited your child care space.
 - c) All delinquent accounts will be referred to a collection agency for action.
 - d) Any request for exception to any of the above policies must be made in writing to the Board of Directors. The Board of Directors written decision is final.

Receipts are issued for all fee payments. Yearly income tax receipts will be issued on request only.

4. Fees must be paid in case of absenteeism.
5. If the child is absent due to annual parent holidays, you must pay the usual fee to hold your spot.
6. Fees are charged for all holidays recognized by Provincial Child Care Program.
7. Two weeks written notice must be given prior to withdrawing your child from the centre. If notice is not given you will be charged two weeks fees payable immediately. All fees owing must be paid before the child's last day.
8. A child will be considered withdrawn after 5 consecutive days if no notice or reason for absence is received by the day care. Since we need full registration to meet our costs, sufficient notice allows us to fill the vacancy.
9. Freight House Early Learning & Care Inc. defines "Working Days" as being Monday to Friday regardless if the centre is closed any of these days.

Mixed Age Policy

Freight House Early Learning & Care Inc. preschool/school age site licensed for 47 children 3 years to 12 years of age. The center operates from 6:45 am to 5:30 pm. Monday through Friday.

Preschool and School Age may be in a mixed age group throughout the day. The children are combined together with a ratio no greater than 9, when 4 and 5 year olds are combined with any school age children. An ECE provides primary care to each group with the assistance of a CCA. The preschool children have an individual space available where they are cared for the majority of the day. Siblings may frequently be a part of each other's group to support relationships, and ratios for this mixture of ages will always be accounted for.

The individual needs of all children will be met by all staff supporting the ratio. All children have primary care givers that support all their individual developmental and environmental needs. Primary care givers reflect and document their children's individual needs for all staff and parents. Curriculum planning will be shared so that staff are fully aware of children's interests and development.

Equipment for both preschool and school age children are available at all times. Safety is always considered and monitored by all staff.

Monthly fire/safety drills are conducted to practice effective evacuations. Drills will be practiced while children are combined, separate and when the some children are off site and some remain behind. Evacuations of all children is guided in a respectful calm manner so the children feel safe and cared for. Following an evacuation, all staff and children meet at a designated meeting area where all children and staff are accounted for before returning inside or proceeding to the place of shelter.

Indirect Supervision

At times through out the day, **school age children (6 to 12 years of age)** may leave the direct supervision of the staff in order to use the bathroom (next door to the program room #7), get a drink of water (fountain outside the program room #7), go into the hallway (beside the program room #7) for small group play or to their lockers (adjacent to the room #7).

Children are required to ask permission at all times before leaving the room.

Staff are required to know the whereabouts of all children in their ratio at all times.

Staff must check on the children periodically (every 3 to 5 Minutes) when out of sight.

Staff must position themselves so they are able to meet the supervision needs for their ratio.

Staff must keep track of the children coming and going on the white board beside the door. Children are encouraged to write their own name on the white board and remove it when they return as a way to be responsible for their whereabouts. Children are asked to verbally announce to staff when they return.

The school age children are dismissed to walk to class on their own when the bell rings. The children return to the centre on their own after their class dismissal at 3:30 pm bell.

Transportation Policy

Parents are responsible to drop off and pick up their child directly to staff:

Drop Off - Your child is considered in our care once your child is in the room and staff have acknowledged your child marking them in on the attendance.

Pick Up - Your child is no longer considered in our care once the parent has entered the room and staff have acknowledged your child's departure marking them off on the attendance.

Transporting To and From Class – Children will be marked out of our attendance when they are dropped off to their school class room and marked back in when staff pick them up from their classroom.

Do not leave your child unattended in the locker area or hall.

Drop off and pick up areas include room 7, upper or lower gym, room 10 and the playground.

Children being transported to and from our program and their classes will be walked in groups maintaining staff/child ratios required by licensing. Staff will carry an attendance tracker at all times, indicating all children in ratio.

School Age children will be allowed to go to class at the first bell (8:50). School age children will be marked off attendance when they are dismissed to class at 8:50 am and when they load the school bus, for those transporting to another school.

Children who require supervision due to developmental or behavioural concerns will be walked and picked up directly by staff and handed over communicating directly with school staff.

School Age children are responsible to come directly to the centre after the 3:30 PM dismissal bell. Children who do not arrive by 3:40 PM their parent(s) will be called to find the child's whereabouts. Children will be marked in on our attendance when they arrive to our program.

School Age children are responsible to let staff know, when they will be arriving late because they are on Patrol. Staff can follow up by checking the Patrol Schedule on the School Bulletin Board.

The greatest gifts
you can give your
children are the
roots of
responsibility and
the wings of
independence.

ESCORT

Parents are responsible for dropping off and picking up their child. However, if you cannot be at the centre before closing, you must make arrangements to have someone else pick up your child. Staff are only authorized to allow the child to leave with someone they have been notified about or are alternates on your pick up list. Give staff the alternate's name and a brief description. Staff will ask any stranger for their name and I.D. Please keep Centre staff well informed of anyone (new person) picking up your child or they will not be released. Under no circumstances will a child be sent home unescorted in a taxi. All children must be escorted to the main playroom in the morning; otherwise we cannot be responsible for them. Children cannot be picked up by anyone under the age of 16.

Supervision Policy – Nursery/Kindergarten - 4 yrs to 5 yrs

The staff are required to adhere to the following strict supervision policy to leave no child unattended and to monitor their whereabouts at all times.

Staff maintain a ratio no more than 1:9 at all times, they count the children frequently to confirm number of children present matches' attendance. Staff do not accept children into their care over ratio, parents are required to wait for an additional staff.

Tracker sheets are used for ALL groups when outside the main room (Room 7), this is a list of children's names that accompany the staff and group with a duplicate copy left on the attendance clip board in Room 7 (this is used for groups going to the bus, separate group going to the gym, another room or outdoors).

Staff counting of the children is an ongoing practice, when they are in the room, when they leave the room and when they return to the room, this includes outdoor play, walks to parks and field trips.

As children and staff prepare to leave a room/space they scan the room/area, check attendance to confirm number of children and ensure tracker, attendance and group numbers match before proceeding out the door.

Children who arrive or go home from a separate space, their arrival and departure times are recorded on the tracker and later recorded on attendance.

Children 4 yrs to 5 yrs are never allowed to leave the room without a staff present. Children are escorted to their lockers, to the washroom and to and from all classes.

Supervision Policy – School Age Ages 6 ys to 12 yrs

The staff are required to adhere to the following strict supervision policy to leave no child unattended and to monitor their whereabouts at all times.

- ◆ Staff maintain ratio of no more than 1:15 at all times, they count the children frequently to confirm number of children present matches' attendance.
- ◆ Tracker sheets are used for ALL groups leaving the main room (Room 7 Am and Room 5/Room 10 Pm), this is a list of children's names that accompany the staff and group with a duplicate copy attached to the attendance clip board. This includes groups going to any space such as to and from the bus, gym and outdoors.
- ◆ Staff counting of the children is an ongoing practice, when they are in the room, when they leave the room and when they return to the room, this includes outdoor play, walks to parks and field trips.
- ◆ As children and staff prepare to leave a room/space they scan the room/area, check attendance to confirm number of children and ensure tracker, attendance and group numbers match before proceeding out the door.

School Age Pm, In-services and Holidays:

Staff keep track of the children on trackers for all departures including:

- Children who join Room 7
- Children playing in the Hall
- Separate Groups in Room 10, Gym or Outdoors.

Staff do not accept children into their care over ratio, parents are required to wait for an additional staff.

Children who arrive or go home from a separate space, their arrival and departure times are recorded on the tracker and later recorded on attendance.

Children who arrive or go home from a separate space, their arrival and departure times are recorded on the tracker and later recorded on attendance.



CLOTHING & LOCKERS

Upon enrolment each child will be given a locker. When you arrive in the morning help your child hang up his or her outdoor clothing. We suggest you provide a bag that can be hung from the hook in which you can put extra clothing. It is important that names be written on all clothing, as no responsibility will be taken for misplaced clothing.

The children must be provided with a complete change of clothing which can be kept at the centre in their bag at all times.

As per licensing requirements, the centre must provide daily opportunities for outdoor play and learning opportunities. Exceptions are made in the event the temperatures including wind chill reach -25 degrees.

Summer send a sun hat

Winter send your child in warm clothes: a hat, ski-pants and jacket, or snow-suit, mitts and warm boots.

In the spring and fall send the children with waterproof boots and splash pants. On wet days please remove boots before you walk onto the Centre floor.

Health and Medication

Upon enrolment all families are required to fill out a health questionnaire which will aid the centre in receiving additional support in caring for their child if required. If your child has any health concerns such as; asthma, allergies, heart murmur, seizures just to name a few the parent will be required to fill out an application to URIS who intern will put a health care plan in place for your child and train the staff accordingly.

*The centre has an **Anaphylaxis Policy** which outlines procedures for staff, parents and children for a child with life threatening allergies.*

Illness is one of the greatest hardships for parents of young children in group care. Plan ahead for times when your child might become ill. Have an alternate caregiver for your child.

The public health authorities have illness and contagious guidelines, which we are required to follow.

If your child were to have any of the listed medical conditions below you will be asked to prove they have seen a Physician, return the required note and follow the prescribed medications.

Pink Eye with yellow or white discharge

Impetigo

Ringworm/Scabies

A contagious disease such as Measles, or Mumps

A rash (unless it has been diagnosed as non-contagious by a doctor)

Strep Throat

Head Lice

Repeated Diarrhea and or vomiting accompanied by other symptoms (more than three bouts in 24 hours)

Children with a fever, runny nose or cough will be monitored and parents will be informed of their child's condition. Any child who becomes so ill, irritable or listless to participate in activities will be offered a resting spot. If a child is ill, parents will be contacted and asked that they pick up the child as soon as possible. Under some circumstances the staff may give the parent a form to be filled out by a doctor. This form has to be filled out before the child can return to the centre. Doctor's forms are to confirm the illness the child has and necessary to ensure the centre is aware of all contagious illnesses that may be present. All parents will be notified of any contagious illnesses present at the centre.

Children should not attend the centre if they are ill and cannot participate in the daily activities. Parents are asked to advise the centre immediately of the kind of illness.

All serious illnesses are reported, as per Child Care Regulations.

Only prescription medication will be administered. Medication must be sent to the centre in the original container given by the pharmacist and must have a current date and the child's name on the prescription label. Parents must fill out a medication form before any medication can be administered. Staff will administer medication according to prescription label.

The Centre and the staff will not accept any responsibility for medication that is not administered.

Emergency Closure Plan

Manitoba winter storms can be wicked and unexpected. In the event of an overnight storm, assume the centre is open. The rationale for this is that no subsidies or grants are paid by the Province on any child's behalf when centres are closed for days other than statutory holidays.

1. Staff are expected to try and make it in to work in the safest way possible. The Board of Directors does not want any staff members to put themselves in a dangerous position to get to work. Assume that the centre parking lots won't be cleared and the best way to get to work will be by bus. If the buses are not running, you will be advised of this either by listening to the radio or calling Transit. No exceptions will be made for staff living outside the city limits.
2. Parents should call the centre before bringing their children in. This is to make sure the centre is open and accepting children.
3. The first staff person in will handle the phones and let parents know that the centre cannot take any children until two staff members are in. This is for safety reasons; should anything happen to one child then one staff can be with the emergency and one with the remaining children. In the event that one staff arrives from each centre only one centre will open and the closed centre will be posted CLOSED on the door. The children will then proceed to the other centre. Once sufficient staff have arrived both centres will open again.
4. Parents maybe be asked to be understanding in giving priority of care based on ratios of children to staff as listed below.
5. No children are to be accepted into care until two staff members are in. Ratio of these days is 2:8, 3:16, 4:24, etc., thus allowing for one staff to be available to deal with phones and emergencies.
6. No children will be accepted into care past noon or over ratio to the number of staff in.
7. Staff are expected to notify the centre of their status so parents can be kept well informed.
8. The answering machine is to be left on every night and weekends.
9. Parents will be asked by staff members on that day to pick up their children by 4:00 P.M. If it appears that the storm is intensifying during the day this time can be changed. It will be the decision of the Director or designate on duty to determine any change to closing time. If the time is changed, staff will notify all parents.
10. Staff will make sure that all parents who leave their children at the centre on stormy days leave a telephone number where they can be reached or the phone number of an alternate who can be responsible for child pick-up that day.
11. Staff are advised to be tolerant of stragglers on stormy days. Parents will be advised to keep the centre posted as to when they anticipate being able to pick up their child by calling the centre and leaving a message as to what time they are leaving work or school.
12. If at any time the centre has no water, heat or electricity, the centre will contact Manitoba Public Health Authority for guidance which can result in the closing of the facility until service can be restored.

Vision for Outdoor Nature-Based Play

We Value the importance of guiding and supporting Nature Play Experiences in the Natural World

We Value ourselves as a part of nature; fostering a child's sense of belonging

We Encourage children's sense of wonder in a nature environment

We Experience nature through the senses giving children a rich understanding of the world and themselves

We Support risk taking and exploration

We Actively engage and Enjoy nature with children that resonates a positive connection -

We Inspire wonder and discovery

We Provide adequate daily time outdoors to explore nature-based spaces that enrich their daily lives and support all areas of development

We Provide opportunities for a balance of physical play and quiet play that enhances contemplation of nature

We Understand our role as observers and co-researchers to support the children's learning through curriculum

We Embrace the Community and its offerings through respectful connections

We Bring nature indoors

We Value Repurposing nature and equipment to save the environment



Positive Guidance Techniques

The Early Childhood Educators at Freight House Early Learning & Care Inc. practice "**Positive Guidance Techniques.**" This is accomplished through consistency, positive language, modeling, and by having realistic expectations which take into account a child's individual developmental capacity. Parents will be kept informed about concerns with behavior so both the family and the centre can work together to provide a positive solutions and outcome.

Manitoba Regulation 27(1):

A licensee "shall not permit, practise or inflict any form of physical punishment or verbal or emotional abuse upon, or the denial of physical necessities to, any child in attendance at the Child Care Centre."

The staff will use the following methods of directing and redirecting behavior

Redirecting, suggesting an alternative activity or space.

Using positive statements – eg. Sit on the chair please instead of get down

Choices and logical consequences – possibly lose opportunities if unable to follow guidelines.

Reasoning

Providing positive feedback

An age appropriate removal to another area may be used as a **last resort** to ensure the safety of the child and others.

7. Consideration for a child's individual learning capacity and developmental level is always practiced.

All situations will be treated with the utmost respect for the child, helping them to learn through experiences. The child will not be judged but rather guided and encouraged to learn and understand from each situation. It is important that everyone at the centre feel safe, and the parents feel comfortable knowing their children are safe in the centre.

INCIDENTS

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

- All staff are trained in Emergency First Aid and Infant/Child CPR.
- Children will be transported to Children's Hospital in the event of an emergency.
- Parents must pay for the total cost of the Ambulance.
- Parents will be notified immediately if a child is taken to hospital. Parents will be requested to meet the staff and child at the hospital.
- Parents are advised to expect the usual amount of bumps, scrapes, bruises, and other minor accidents as a result of children coming into contact with each other and their surroundings.
- All incidents that reach staff's attention will be recorded for parent notification. Parents will be notified when they come to pick up their child.
- Parents are advised that not all incidents reach staff attention. Many times children will fall or bump into something and receive a bruise or a scrape, then get up and keep playing and not tell anyone what happened.

Children need the freedom and time to play. Play is not a luxury. Play is a necessity.

Use of Email, Electronic Devices and the Internet Policy

This policy is meant to ensure that people's privacy and the confidentiality of information about the centre, children, parents/guardians/caregivers and staff is upheld. Everyone involved with the centre must adhere to this policy. Failure to do so can result in consequences and disciplinary action.

Staff may use the internet when appropriate to access information needed to conduct Centre business and are responsible for using the Internet in a manner that is ethical and lawful. E-mail is to be used for business purposes only. Staff, children and all others using the Centre's computers and electronic devices must respect and protect the privacy of others and must respect and protect the integrity of all electronic resources. All intellectual property (ideas, creations and copyrights) of others must be respected and protected. All communication must be in a respectful manner and the use, or discovery of the use of any threatening or inappropriate material, must be reported.

Inappropriate use includes, but is not limited to:

- ✦ Intentionally accessing, transmitting, copying or creating material that violates the confidentiality of children, parents/guardians/caregivers, staff, or the centre itself.
- ✦ Intentionally accessing, transmitting copying or creating material that violates the Centre's Code of Conduct which includes messages that are pornographic, threatening, rude, harassing, bullying, or discriminating.
- ✦ Intentionally accessing, transmitting, copying or creating material that is illegal, such as obscenity, stolen material or illegal copies of copyrighted works.

Using the Centre's technological resources for personal use without permission or for personal gain.

Staff may not use cell phones and other personal electronic devices when they are caring for and supervising children. Anyone who may need to contact a staff person during the staff person's regularly scheduled working hours must contact the centre's direct line.

If, for safety purposes, it is necessary for staff to take a cell phone during the course of outings with children, it must be used only for emergency contact with the centre or the children's parents/guardian/caregivers.

At NO time can a cell phone or other electronic device be used to photograph or videotape children.

Information about staff, children, parents/guardians/caregivers and the centre (including photos or videos) must not be posted on a staff person's personal web space, any social networking site (e.g. blogs, Facebook, Myspace, Twitter), any public networking or file sharing site (e.g. Photo bucket, Flickr, YouTube) or any other type of internet website.

Staff must not accept children as "friends" or "buddies" when using social networking sites such as Facebook or MSN.

Authorized employees of the facility have the right to monitor the use of information technology resources and to examine, use and disclose any data found. They may use this information in disciplinary actions, and release to the police if it is criminal in nature.

POSITION STATEMENT ON HOLIDAYS & CELEBRATIONS

Freight House Early Learning & Care believes in the importance of respecting every family's values, culture and religion.

Our community is ever changing and therefore displays a vibrant diversity of cultures.

We value every occasion that a child shares his or her excitement and joy, of a celebration they have experienced with their family at home or in the community.

We encourage children to share their experiences so that we can celebrate together.

We ask questions to help children reflect and offer creative ways for them to express these experiences so that children and staff can share in their excitement (drawing, dance, etc.).

For example we do not celebrate Halloween by having a Halloween Party but the days following Halloween children share their costumes and stories of what they did. If they did anything at all. We follow their lead by putting out costumes so they can continue to role play and if they need buckets to carry we find them too. We share what they enjoyed and what they did not. If they enjoyed the lights and sounds we try and duplicate the experience based on what they wanted to understand. This way of seeing the experience through the eyes of the child helps us to better understand each other and care about what others experience.

We feel this is respecting all children and puts no pressure on families and children to conform to one way of thinking or doing.

Therefore we do not host parties and presume to celebrate holidays based on one belief. Rather we share in everyone's experiences, exploring our diverse culture.

Code of Conduct

Freight House Early Learning & Care Inc. strives to provide a safe, caring learning environment for staff, children and families.

Our Mission Statement is: To provide Quality Early Childhood Education and Care; inclusive to all children, in a nurturing, family centred, community based environment where current strategies for child development are practiced.

We follow these Guiding Principles:

BE RESPONSIBLE We are responsible for our actions and words. We treat others as we want to be treated. When we make a mistake, we make amends rather than excuses.

BE RESPECTFUL We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.

BE SAFE We work and play safely to help keep ourselves and others from getting hurt.

In order to achieve the above, it is imperative that each and every individual who is associated with our Facility abides by this Code of Conduct and conducts him/herself in a respectful manner. This includes licensees, owners, directors, managers, all other employees, children, parents, guardians, caregivers, and family members of children enrolled with our Facility. It also includes members of the Board of Directors and anyone else involved with our Facility. This includes, but is not limited to:

- Therapists, professionals/para-professionals
- Practicum students
- Contractors/maintenance service providers
- School personnel
- Licensing coordinators and inspectors
- Courier / Delivery drivers

We will actively strive to create and maintain an environment that supports the health, safety and well-being of everyone associated with our facility by practicing pro-active strategies and appropriate policies and procedures. This includes:

- Developing positive relationships, including making time to talk and listen
- Establishing clear, consistent, simple limits and stating limits in a positive way
- Providing explanations for limits, rules, procedures and policies
- Role-modeling and encouraging appropriate behaviour
- Working together in partnership to solve problems
- Having realistic and developmentally appropriate expectations for behaviour
- Ensuring our environment, our program and all materials used in our program meet the needs and interests of children and others associated with our program, and that they encourage appropriate behaviour and reduce the potential for inappropriate behaviour.
- Establishing consistent, yet flexible schedules and routines that help children gain trust, security and self-control

We recognize the varying developmental capabilities of children and understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for appropriate behaviour and consequences for inappropriate behaviour.

The following behaviours are unacceptable and will not be tolerated:

- All forms of bullying (physical, verbal, emotional, social or cyber-bullying including comments, actions or visual displays that are intentional, hurtful and repetitive. (examples of inappropriate conduct is *hitting, pushing, name-calling, mocking, excluding someone, spreading rumours or gossip either in person or by using social networking internet sites*)
- Harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome (examples of inappropriate conduct is *name-calling, offensive jokes, yelling, etc.*)
- All forms of abuse (sexual, physical, or psychological) including verbally, in writing or otherwise
- Discrimination against any person or group because of their race, colour, ancestry, nationality, place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital or family status, source of income, political belief, social disadvantage and physical or mental disability
- Actions that put another person at risk of harm including violent physical acts (with or without a weapon) and threatening someone
- The inappropriate use of technology, including e-mail, the internet and other technology, in keeping with the facility's policy on the use of technology.

Individuals found breaching the Code of Conduct or displaying any form of inappropriate behaviour as outlined in this Code will be subject to disciplinary action. The disciplinary action and resulting consequences will depend on the severity, the nature, the circumstances, and the frequency surrounding the inappropriate behaviour. The Facility recognizes the importance of ensuring that all consequences are pre-planned, fair, consistent and, in the case of children, based on the level of a child's development. We also recognize that consequences should be an opportunity to learn, not only one of discipline. In keeping with this, we will ensure, that any resulting consequences are based on discussion and a cooperative approach and that they provide opportunities for the person to change his/her behaviour.

In the case of Staff*, Practicum students, volunteers or other adults associated with our facility, typical steps will include:

- Reminding individuals of expectations and limits
- Giving a verbal or written warning outlining concerns and the consequences if the inappropriate behaviour continues
- Suspension
- Dismissal
- Prohibiting individuals from being on the premises

In the case of children participating in our program, typical steps will include:

- Reminding children of expectations and limits
- Expecting family members to engage in discussions related to their child's developmental concerns and/or inappropriate behaviour.
- Having a meeting to discuss concerns and to develop an action plan for the future
- Developing a written contract (in the case of older children) outlining specific expectations and consequences
- Giving a written warning outlining concerns and the consequences if the inappropriate behaviour continues
- Suspending or withdrawing child care services because of a child's or family member's behaviour
- Accessing outside resources (i.e. Child and Family Services, Mediation Services, therapists etc.)

This code of conduct sets out the expectations for respectful behaviours within our facility and is meant to assist in maintaining a safe, caring learning environment for all who participate in our program.



You already possess everything necessary to become great.



Daily Schedule 4-12 Years

6:45

centre opens, free play, breakfast

8:30 - 8:55

outside play is offered, school age and morning children leave for class

9:15 -11:30

snack, free-play/outdoor play/open activities

11:15 -1:00

Clean up

pick up children from class, Lunch, free-play/activity time
(outdoor play 11:30 - 12 weather permitting)

1:00 -3:15

afternoon children leave for class, free play/outdoor play/activity time,
snack

3:15-5:30

pick up children from class, snack, free play/outdoor play, play based activities, projects, gym, meet busses

In-service and Holiday Schedule

6:45 - 9:15

centre opens, free play/outdoor play, breakfast

9:15 - 11:30

snack, primary group activities, free-play/outdoor play, projects, gym

11:45 - 12:30

clean up, lunch

12:30 - 3:15

free-play/outdoor play, open activities, gym, snack

3:15 - 5:30

free play/outdoor play, play based activities, projects, gym

Free play - Our environment is a teaching tool and offers a variety of opportunities for learning. The children are encouraged and challenged by the staff while playing to participate in a variety of opportunities that will develop skills in all developmental areas. The staff document the children's interests and then offer a curriculum that enhances current developmental levels while building on new skills through repetition and new concepts.

Out Door Play - Occurs throughout the day. The outdoors offers many opportunities for learning and activities, therefore are offered both indoors and outdoors.

Lunch Menu - Preschool

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Homemade Vegetarian Soup	Spaghetti & Ground Beef	Chicken Noodle Soup	Vegetarian Chili	Rice & Sauce
	Grain	Vegetables	Grain	Grain	Vegetables
	Milk	Milk	Milk	Fruit	Milk
	Fruit	Fruit	Fruit	Milk	Fruit
Week 2	Homemade Vegetarian Soup	Rice & Ground Beef	Hamburger Soup	Spaghetti & Ground Beef	Rotini & Sauce
	Grain	Vegetables	Grain	Vegetables	Vegetables
	Milk	Milk	Fruit	Milk	Fruit
	Fruit	Fruit	Milk	Fruit	Water
Week 3	Homemade Vegetarian Soup	Ground Turkey Chili	Rice & Sauce	Spaghetti & Sauce	Potatoes & Chickpea
	Grain	Grain	Vegetables	Vegetables	Curry
	Milk	Fruit	Fruit	Fruit	Grain
	Fruit	Milk	Water	Water	Fruit
					Water

Snack Menu - Preschool

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Cereal	Cereal	Cereal	Cereal	Cereal
	Milk	Milk	Milk	Milk	Milk
	Fruit	Fruit	Fruit	Fruit	Fruit
PM	Homemade cookies	Muffins/Loaf	Bannock	Homemade Cookies	Bannock
	Fruit	Fruit	Fruit	Fruit	Fruit
	Water	Water	Spread (sunbutter)	Water	Spread (sunbutter)
			Water		Water

Snack Menu - School Age

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Cereal	Cereal	Cereal	Cereal	Cereal
	Milk	Milk	Milk	Milk	Milk
	Fruit	Fruit	Fruit	Fruit	Fruit
PM	Bannock	Homemade cookies	Bannock	Homemade cookies	Loaf
	Fruit	Fruit	Fruit	Fruit	Fruit
	Spread (sun butter)	Milk	Spread (sun butter)	Milk	Water
	Water		Water		