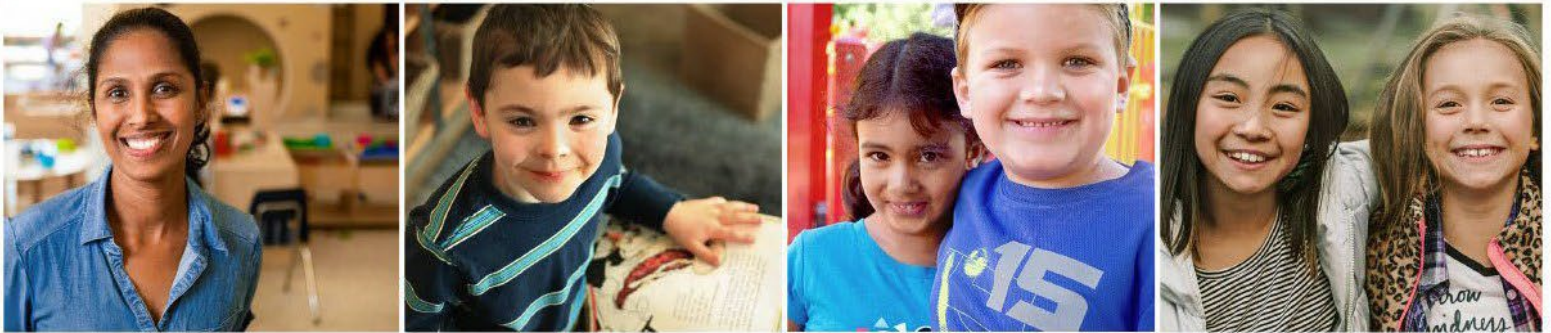


# YMCA-YWCA of Winnipeg School Age Parent Handbook



## School Age Child Care

- Nursery/Kinder Programs
- Before & After School Programs
- School Break Programs





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## Overview

**The YMCA-YWCA of Winnipeg is a charitable organization whose core purpose is to help grow great people. The YMCA-YWCA of Winnipeg has been providing quality child care for children aged 0-12 years of age for more than 50 years. Today we operate in over 33 school-based, community and YMCA-owned locations.**

Thank you for choosing one of the YMCA-YWCA of Winnipeg's child care programs. Each year, thousands of families trust our child care programs to be a place where their children are safe and supported while they grow and develop into their full potential. We believe that sustaining a healthy partnership between your family and our child care educators is fundamental to your child's overall development. Dedicated to quality service, we focus on family and the importance of providing a stimulating, nurturing and safe environment – a place for your child to learn and grow.

### *Our School Age Child Care Philosophy*

Our school age child care programs have adopted the YMCA A Place to Connect curriculum which focuses on play-based learning. Research shows that children flourish in programs that are structured to let them shape the program. Children in our care benefit from programs that provide choice, opportunities for leadership, a focus on strengths, and a place to naturally develop skills and relationships.

We are committed to creating and sustaining an environment that celebrates diversity and appreciates the dignity and worth of all members of the community. We are committed to creating an environment free from discrimination, harassment, and barriers to participation. By respecting the individuality and diversity of all children, our programs offer a support system that is sensitive to the needs of our families and the developmental capabilities of the children in our care.

### *Our Goals and Objectives*

To assist each child to develop a sense of dignity and self-worth by:

- providing a wide variety of social activities and learning experiences that encourage the development of self-confidence and the ability to get along with others
- building nurturing relationships between educators and other children.

To assist each child's overall development by providing:

- a stimulating space, with developmentally appropriate equipment and resources
- a variety of developmentally appropriate experiences, driven by their interests, that foster cognitive, creative, social, emotional and physical development
- opportunities to take on leadership roles that develop communication skills, self-regulation, decision-making and problem-solving abilities.

To assist each child to maintain good health by supporting:

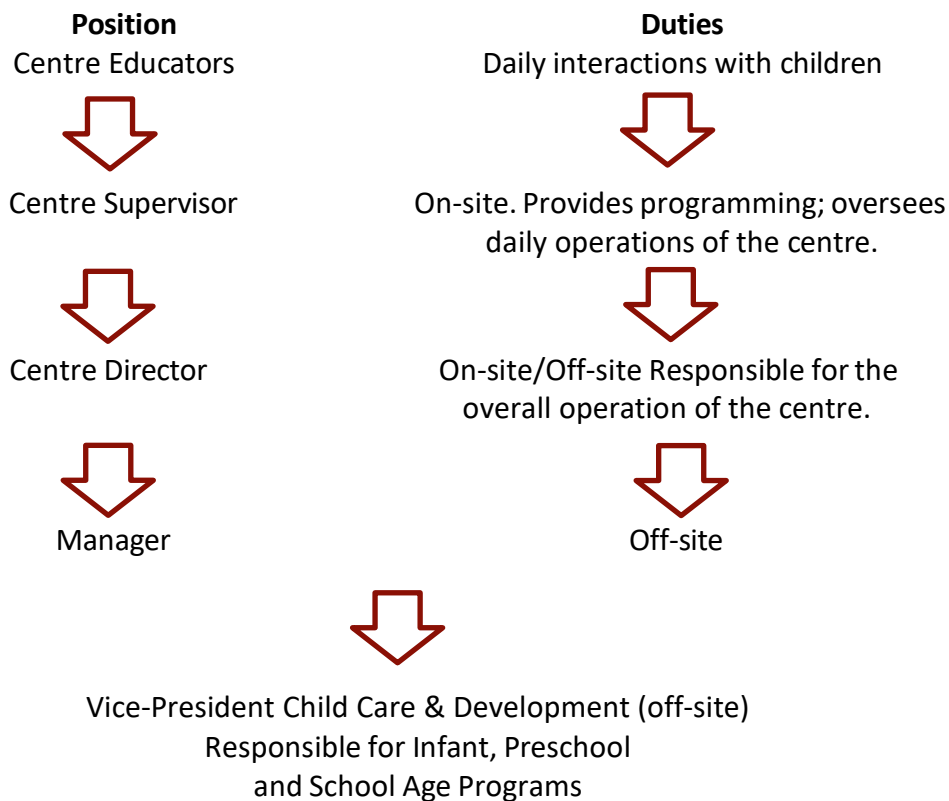
- an environment free from health and safety hazards
- daily periods of developmentally appropriate physical activity
- snacks that support good health and nutrition
- applicable resource information for families.

To support families by providing:

- a safe environment for their child so that parents/guardians can pursue education, employment and opportunities for personal growth.
- ongoing opportunities for family involvement and input.

### ***Our Structure***

The YMCA-YWCA of Winnipeg has a large structure that supports our child care programs.



The child care centres are also supported by child care registrars who complete registration and withdrawal processes, as well as financial elements such as applying parent fees, child care subsidies and maintaining payment information. The registrars can be reached at [cregistration@ymanitoba.ca](mailto:cregistration@ymanitoba.ca).

## **Our Programs**

School age child care programs consist of nursery/kindergarten care, before & after school care, inservice day, and school break care. Please see the School Age Centre Directory located on the YMCA-YWCA of Winnipeg website <https://www.ywinnipeg.ca/child-care-programs> for program availability. Hours of operation and programs vary from centre-to-centre.

The YMCA-YWCA of Winnipeg operates provincially licensed child care centres. Licensed child care programs are governed by an established set of regulations that are overseen by Provincial Child Care Coordinators. Centres that are licensed are eligible to receive funding from ELCC that supports centre operations.

The YMCA-YWCA of Winnipeg endeavors to operate programs which continue to meet the needs of the community. The YMCA-YWCA of Winnipeg reserves the right to adapt program offerings and/or locations based on enrollment and/or other factors which impact our capacity to offer a sustainable, quality child care program.

## **Our Educators**

Our educators come with a wide background of education and experience. Warm, caring and dedicated, our educators have a passion for nurturing each child's potential. Our child care team is held accountable for the implementation of our curriculum, our standards for communicating with parents and adherence to YMCA policies and procedures, including child protection policies.

Our child care teams include a combination of early childhood educators (ECE) Level II or III, child care assistants in training (CCA-IT) and/or child care assistants (CCA). They go through a rigorous screening process that demonstrates their knowledge about, and their experiences with, working with children. Once selected, new educators participate in orientations and training on YMCA-YWCA of Winnipeg policies and procedures, sector regulations and our YMCA curriculum.

Mandatory criminal record checks and child abuse registry searches are conducted prior to employment at the YMCA-YWCA of Winnipeg. If a submitted check has not yet been processed, new educators are not allowed to be left alone with the children. Educators must also hold a valid first aid and infant and child CPR certification.

### **Educator Training**

Our Educators are qualified professionals and lifelong learners themselves, supported through ongoing in-house training. We believe in the importance of continued professional learning and have access to an extensive series of learning modules that support educators in gaining a deeper understanding of child development. Staff receive comprehensive, on-going training that supports their existing knowledge and experience, including:

- Introduction to YMCA A Place to Connect
- Relationship Building
- Supporting children with unique needs
- Program Planning
- Topics such as Physical Activity, Bullying Awareness, Healthy Child Development and Developmental Assets

### **Inclusion Statement**

We believe children of all abilities deserve exposure to an environment and experiences that promote growth in all areas of development. At the YMCA-YWCA of Winnipeg children are welcomed into our programs. When children who require additional supports enter our programs, the YMCA-YWCA of Winnipeg makes every effort to support the child along with their families.

All child care program areas are arranged so all children can move freely and make choices based on their abilities, interests and needs. We make changes to our daily program to meet the needs of each child. The YMCA-YWCA of Winnipeg is committed to learning more about all abilities and inclusive programming and provides training opportunities for educators to develop their knowledge and practice of inclusive programming.

### **Hours of Operation and Centre Closures**

Centre hours vary. Please see website for details: <https://www.ywinnipeg.ca/childcare>

Centres are closed for the following observed dates (or day in lieu). Fees may apply: New Year's Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Terry Fox Day, Labour Day, Thanksgiving Day, National Day for Truth & Reconciliation, Remembrance Day, Christmas Day and Boxing Day.

*\*Please note that centres may close at an earlier time on Christmas Eve and New Year's Eve. Regular child care fees will apply on those days.*

In the event of a storm, storm warning, weather, power outage or other conditions that may cause the closure of the centre, we will make every effort to have our closure communicated to families as quickly as possible and listed on the Association's social media channels. Please contact the centre first to see if an educator is present and if the program is open and/or closed. If the closure occurs during the course of the day, parents will be contacted to make arrangements for their children to be picked up as soon as possible. (Fees may still apply).

## Access to Child Care

We accept children between the ages of 4 and 12 years old, attending grades N/K-6 in our nursery/kindergarten, before & after, and school break programs. The ages of enrolment vary by centre and the type of program which is offered. Children may remain in our programs for the summer following the end of their grade 6 school year (if the centre is located in a school, children must be continuing to attend that school), up to and including the last Friday prior to the start of their grade 7 school year.

Our provincially licensed child care programs use the Manitoba Child Care Search to indicate current vacancies. Please visit the site at <https://childcaresearch.gov.mb.ca/>

We ask that families identify any additional support needs their child(ren) may require, so that we can ensure that appropriate supports and resources are in place upon enrolment.

## Registration

Registration will be considered confirmed once all registration forms have been completed and a registration fee of \$60 has been provided through pre-authorized payment.

### *Registration Fee*

- \$60/child
- One time, non-refundable
- Payable at the time of registration

The Y considers certain criteria as priority placement for any available child care spaces, including but not limited to:

- children of Y employees,
- transfers of care from another Y child care program,
- siblings of children currently registered in one of our child care programs
- children who attend the school in which the child care centre is located (if applicable).
- the order in which child care waitlist submission was received

Age specific requirements of an available child care space



Children accepted into a nursery program (applicable to Winnipeg School Division only) are guaranteed care for their kindergarten year.

Children accepted into a kindergarten program are guaranteed care for their kindergarten school year only. Before & after school care in grades 1-6 is considered a separate program that requires new application. Kindergarten families will be notified if space becomes available for their child as they transition to grade 1 and the before & after school program.

Children accepted into a before & after school program are guaranteed care until such time as they age out of the program or provide written notice of their withdrawal.

## **Custody Papers**

It is important for families to know we cannot legally refuse a non-custodial parent access to their child(ren) without copies of the proper legal papers on file.

## **ePACT**

ePACT is a secure, online network that offers a contactless, paperless method for the YMCA-YWCA of Winnipeg to securely collect, manage and access essential member information and updates. This includes emergency forms with contact information and instructions, medical forms, waivers, consent forms, and personal health and safety needs. The YMCA-YWCA of Winnipeg limits access only to the administrators we assign.

As part of the registration process, families will receive an email invitation to share required information with us via ePACT. Simply follow the instructions to create or log into your account and enter/complete the required information. NOTE: your child cannot attend until the required information has been completed in ePACT.

You can log into ePACT at any time to update your information, and the site supervisor will automatically be notified.

## **Cancellation of Child Care Services**

**A minimum of 2 weeks' notice in writing is required to withdraw your child's care.** Parents/Guardians will be responsible for the cost of care during this two-week period. If insufficient notice is given the parents/guardians will be charged the amount of a two-week notice period effective the date that notice is given. Notice must be given in writing to the child care registrar at [cregistration@ymanitoba.ca](mailto:cregistration@ymanitoba.ca).

## **Withdrawal of Child Care Services**

The YMCA-YWCA of Winnipeg strives to meet the individual needs of all children and families enrolled in our child care programs. However, situations do arise from time to time where it may be necessary for child care services to be withdrawn for a child and/or their family. We do not take these decisions lightly and we will ensure a thorough assessment of the child's needs, community supports available, and our ability to support the child have been undertaken before withdrawing services.

Examples leading to withdrawal of services may include:

- Non-payment of program fees
- Frequent late pick up
- Parents/guardians or children exhibiting violent or harassing behaviour toward educators, registrars, volunteers, students on placement, other children or families; non-compliance with Code of Conduct
- Community resources for children with additional support needs are unavailable or have been exhausted including refusal by parent /guardian to consent to use of support services for their child(ren).

## **Forfeiture of Care**

Where the child has not been in attendance for 10 days and no contact or explanation has been made with the centre by the parent/guardian, it will be assumed that the child no longer requires care and the space will be revoked. During the 10 days the supervisor/director of the program will make every effort to contact the family using the information provided at the time of registration.

Fees will continue to accrue during this time and during the two-week notice period, which will begin once it has been determined that the space has been forfeited.

## Privacy Statement

The YMCA-YWCA of Winnipeg (YMCA-YWCA) respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to protecting privacy. We do not rent, sell, or trade our mailing lists. The information you provide will be used to help deliver services and to keep you informed and up to date on the activities of the YMCA- YWCA, including programs, services, special events, funding needs, opportunities to volunteer or to give, open houses and more through periodic contacts. If at any time you wish to be removed from any of these contacts simply contact us by phone at (204) 889-8052 or via e-mail at [privacy@ymanitoba.ca](mailto:privacy@ymanitoba.ca), and we will gladly accommodate your request.

## Confidentiality/Access to Personal Information

Access to a child's information record is given to:

- the legal guardians of the child
- the child care team (educators, directors, registrars, etc.) involved in the operation of the centre
- if applicable, the assigned Early Learning and Child Care Coordinator(s)
- where parental consent has been provided, school staff
- where parental consent has been provided, resource organizations (eg. occupational therapist, physician, etc).

In the case of an emergency or injury to a child, information may also be released to the proper authorities, such as medical staff attending a child, or in the case of suspected abuse or need for protection, the appropriate child protection agency.

In cases where enrolment in a specific school or program is a prerequisite for registration in a child care centre, the YMCA-YWCA of Winnipeg may consult with the respective school staff with regards to confirming a child's enrolment in a school or coordinating school and nursery/kindergarten hours.

Parents/guardians should be aware, in the case of non-payment of fees, pertinent information will be provided to an external collection agency.

No other information, verbal or written, regarding a child or his/her family will be released without the written permission of the parent/guardian.

Parents/guardians are responsible for keeping information provided at the time of registration up to date. Any changes to phone numbers, child custody arrangements, medical information, relevant emergency contact information, authorized pick-ups, etc. must be completed by the parent/guardian. Child care centres are automatically notified of changes to personal information which are made in a family's online account with ePACT.

## Communication

We believe parent/educator communication is vital in promoting a healthy child care environment. We invite you to approach the educator or centre supervisor at any time to discuss your child's experiences.

When the YMCA-YWCA of Winnipeg or a specific centre has information to relay to parents, that information will be posted on the parent information board located at each centre. Please take the time to acquaint yourself with the location of the information board.

Information for registrations, program changes, newsletters and notices will be emailed directly to families.

## Payment and Fees

### Fees

Daily child care fees in all provincially funded programs are set by the Province of Manitoba's Early Learning and Child Care Program. Daily fees for all unfunded programs are set by the YMCA-YWCA of Winnipeg.

Rates are based on a per child per day rate and are subject to change. In the event of a fee change you will be given 30 days written notice.

Program Type	Funded Rate	Unfunded Rate
Before & After	\$8.60	Varies by centre
Centres who operate After School Only*	\$6.15	Varies by centre
Nursery/Kindergarten with Before & After School Care*	\$10.00	Varies by centre

School Age - Full Day/In-service	\$20.80	Varies by centre
Snack Fee**	\$1.00 / day	\$1.00 / day
Activity Fee – 12 month program*** Activity Fee – 10 month program	\$0.70 /day 0.50/day	
Activity Fee – Break Week Program	\$25/week	
<i>Late Pick up Fee – A late fee of will be charged if you and your child have not left the program by closing time. This fee will be added to your automatic payment.</i>	\$10.00/child for every 15 minutes or portion thereof.	\$10.00/child for every 15 minutes or portion thereof.

*\*Not all program types are offered at all locations.*

*\*A full day is defined as more than 4 hours of care for Nursery and Kindergarten spaces.*

*\*\*You can opt out of the Snack Fee. If you opt out, you must then supply both an AM and PM snack for your child.*

*\*\*\*You can opt out of the Activity Fee. Please see page 15 for more information.*

Child care fee receipts are available by accessing your online account.

Payment is required regardless of illness, absenteeism or vacation.

All fees are paid by pre-authorized payment from a bank account on a weekly basis. Please ensure that funds are available in your account, as returned payments may jeopardize not only your child's space in the program, but also your ability to register for any other YMCA-YWCA of Winnipeg services or programs.

Overdue accounts will be sent to a collection agency if there is no response to our final notice for payment, and the child will be withdrawn from the program effective immediately. Families who withdraw from the program without making arrangements to clear any outstanding balances will have their balances immediately forwarded to a collection agency.

Cash payments for fees are not accepted at the centre. If the need to make cash payment arises, payment can be made at the membership sales and experience desk of any of the YMCA-YWCA of Winnipeg community hub facilities. It is the parent's responsibility to acquire a receipt for any cash payment transactions. In the case of overdue fees, parents/guardians may also pay online at <https://ca.apm.activecommunities.com/ywinnipeg> or by contacting a child care registrar at [cregistration@ymanitoba.ca](mailto:cregistration@ymanitoba.ca).

We require that families pay for the following observed days (or day in lieu of, if applicable): New Year's Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Terry Fox Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day\*

Centres may close at an earlier time on Christmas Eve and New Year's Eve. At the request of individual schools or facilities, centres may also be required to close at an earlier time on the last day prior to school breaks. Regular child care fees will apply on these days.

Our centres are open on Easter Monday and as per the Province of Manitoba Early Learning & Child Care office, an alternate day will be taken in lieu to provide a professional development day for the Educators. Fees will apply on the day of the alternate closure, and families will be provided a minimum of 30 days' notice of the closure.

Our child care programs close at 5:00 pm on the first Wednesday of each month for educator professional development. Reminder notices will be provided at the centre. Regular fees apply on these days, and late fees will be applicable after 5:00 pm.

#### *Activity Fee*

- Covers a combination of materials, supplies, field trip, in-centre visitors, transportation
- Please see fee chart for applicable fees.

- Non-refundable.
- Payable with weekly child care fees. You may opt out of the activity fee by notifying your centre supervisor or director in writing. Opting out will be for the remainder of the program's fiscal year and must take place within the first 30 days of the child starting the program. If you opt out, the centre will determine based on operational ability to either a) invite your child to still participate in the activity or b) provide alternate programming at the centre during the activity.

## Financial Assistance

Should you require financial assistance and your child attends a licensed facility, you may apply for government subsidy through:

Government of Manitoba's Early Learning and Child Care (ELCC) office.  
114 Garry Street, Winnipeg, MB.  
204-945-0776  
[www.gov.mb.ca/childcare](http://www.gov.mb.ca/childcare)

It is the parent/guardian's responsibility to ensure that the proper documentation has been fully completed and submitted to ELCC in a timely manner. You will be charged full fees until the YMCA- YWCA of Winnipeg Registrar has received a copy of your subsidy approval form. Subsidy information must be current, and you must ensure that your subsidy is renewed prior to the expiry date. If your subsidy expires, your fees will be adjusted to reflect full fees until a new subsidy approval is provided. Upon receiving documentation, your child care registrar will backdate and adjust your fees accordingly, if applicable.

If your child transfers to a different YMCA-YWCA of Winnipeg child care location while subsidized, it is the responsibility of the parent/guardian to contact ELCC to have the subsidy transferred. Should the subsidy not be transferred, full fees will apply.

Parents on the ELCC subsidy program must pay their identified parent portion. Payment is required regardless of illness, absenteeism or vacation. Subsidized parents are responsible for full fees for any absences taken over and above the absences allotted by ELCC.

## Code of Conduct

The YMCA-YWCA of Winnipeg has a Code of Conduct which details our policies and procedures regarding the conduct of all children, educators, parents and visitors to our program.

A copy of the full Code of Conduct is posted on your program's information board or on [ywinnipeg.ca](http://ywinnipeg.ca).

## Policies

### *Mixed-Age Group Policy*

In order to meet the needs of this community, the YMCA-YWCA of Winnipeg school age child care programs will be utilizing the mixed age group regulation at applicable centres. The mixed age group policy will be applied during the before & after school segments of the program, as well as during inservice/school break care days. The child care centres are located within elementary schools, which serve students in nursery/kindergarten through grade six as applicable to each location. Appropriate pro-rated ratios are followed when mixed ages groups are utilized, and group size is maintained throughout these hours in order to ensure appropriate supervision and to meet regulations. Mixed age group ratio charts are posted and available in program spaces for reference by staff. In preparation for any type of evacuation from program, all children in program perform an emergency evacuation drill once per month, during which they have the opportunity to familiarize themselves with the procedures, as well as staff being able to assess and meet the needs of children of all ages during the process.

Our child care programming takes place in multiple groupings and/or room spaces, allowing for smaller groupings that best support peer and staff/child interactions. Our multi-age settings allow the older children to assist and mentor the younger children, and thereby enhances self-confidence and leadership in the older child. This type of setting also allows for the younger children to develop skills based on imitating and learning from the older children in their environment. Each program space is outfitted with suitable equipment and supplies that will both interest and meet the developmental needs for the various ages. When planning activities, staff take into account the ages and abilities of each group. Staff provide a safe and stimulating environment that meets the needs for all of the children in the program.



## Self-Regulation and Behaviour Guidance Policy

Our centres recognize and respect the uniqueness of each child and we work with families to provide behaviour guidance strategies to create a safe, healthy, and happy environment.

In accordance with licensing standards for child cares, The YMCA-YWCA of Winnipeg shall not “permit, practice or inflict any form of physical punishment, verbal or emotional abuse, or denial of physical necessities for any child in attendance.”

The goals and strategies below have been developed with consideration being given to ELCC regulations and an understanding of child development.

### *YMCA-YWCA of Winnipeg Goals for Self-Regulation and Positive Behaviour Guidance*

The YMCA-YWCA of Winnipeg believes that it is the role of the adult in a child’s life to support them to learn how to interact successfully with the world around them including other children, adults and the environment. Self-regulation is a skill children develop over time and involves learning how to respond efficiently and effectively to one’s bodily functions, impulses, emotions, and to maintain focus or attention so they can learn. At all times child-care educators consider the YMCA-YWCA core values of caring, equality, health, honesty, inclusiveness, respect, and responsibility when interacting with the children.

Specifically, we will work with families and children to:

- teach cooperation, responsibility and respect for self, others, and the child-care environment
- consider the developmental capabilities of each child when developing programming and determining expectations for behaviour
- set up the environment (physical and staffing) to encourage expected behaviour and reduce potential conflict
- use a variety of developmentally appropriate strategies to promote social skill development
- help children to recognize and express their needs and emotions in a developmentally acceptable manner
- use positive discipline approaches, such as re-direction when finding solutions

Educators are expected to:

- ***Recognize and reinforce expected behaviour***  
It is vital to recognize and reinforce the specific behavior not the child.
- ***Focus on the behaviour, not the child***  
Focusing on the child's behaviour, rather than on the child, allows educators to offer positive guidance for developing positive behaviour.

- ***Provide children the freedom to make choices and to seek help***  
Children have a greater sense of comfort and trust when they know that you are there to protect, guide and help them.
- ***Set clear, consistent and simple limits***  
When setting limits, it is important to keep them simple and only enforce limits that are necessary.
- ***Set limits in a positive way, rather than in a negative way***  
This focuses on what to do, rather than what not to do.
- ***Provide simple explanations for limits***  
Teaching children the reasoning for a limit helps them to gain a better understanding of why the limit is put in place.
- ***State expectations***  
When establishing routines, limits and expected behaviours, it's important to state what is expected rather than to ask
- ***Allow time for the child to respond to expectations***  
Give children time to respond, rather than demanding immediate results. This helps them to prepare for change.

## Program Cancellations

The YMCA-YWCA of Winnipeg will endeavor to keep programs operating which meet the needs of the community. We reserve the right to limit program components and/or locations based on enrolment.

## Weather Considerations

In cases where the children are transported to and/or from an off-site school, weather considerations must be taken into account. If the temperature or the wind chill factor is below -35 C or other inclement conditions, we may not walk children to/from school, and you may be asked to transport them yourself. Please check with the centre supervisor as to what procedures will be followed.

## Security

Many of our program's main entrances are equipped with security access features, ranging from keypads to cameras, locked doors, intercoms, and door release mechanisms. Please familiarize yourself with the access for your child's centre and speak to your centre supervisor/director for further information.

So that we may monitor all visitors accessing our centres, we ask that parent's do not grant centre access to other's wishing to enter. Each individual visitor must be granted access directly by a centre educator.

## Health & Illness Policy

Unexpected illness is a reality for parents of children in group care. Please plan ahead and have back up care for emergencies. If your child will not be attending the centre, please take a moment to let us know. This allows us to keep a watchful eye for other children exhibiting similar symptoms.

If a child's ill health prevents them from participating in all centre activities (e.g., excursions, gym, outdoors, etc.) or being comfortable in normal program activities, we suggest that they do not attend the program. If your child becomes ill while at the centre, we will make your child as comfortable as possible and contact you to pick them up. If we cannot contact you, we will contact your designated emergency contacts. Upon request, the centre will provide you with written documentation indicating that your child was requested to be picked up from the centre.

If your child has an illness, parents are required to inform the centre within 24 hours as we are required to follow Manitoba Public Health regulations regarding incubation and/or isolation.

***Our programs follow Public Health Guidance regarding isolation periods for all illnesses. Decisions regarding isolation may refer to symptoms that present individually or in combination with other symptoms. The chart below outlines more common symptoms/illnesses that our programs tend to see and is not an exhaustive list. (see next page)***

ILLNESS/SYMPTOM	PROCESS
Fever	If a fever reaches 38°C and your child has other symptoms, and/or is unable to participate in program activities. the child must be picked up immediately. The child may return once they have been fever free without use of medication, for 24 hours
Diarrhea	Child will need to be picked up after the second incident in a day
Vomiting	Child will need to be picked up after first incident depending on situation and severity
Strep Throat	Child may return after 24 hours of appropriate antibiotic treatment
Skin Rash	Must be diagnosed by a doctor and appropriate treatment received before the child may return. A doctor's note will be required to return.
Head Lice	Child will need to be picked up as soon as parent is notified. Child may return once they have received appropriate treatment.
Warts or open sores	May be prohibited from entering pool as per the Aquatics Director (if applicable)
Conjunctivitis or Pink Eye	Child may return after 24 hours of appropriate antibiotic treatment
Chicken pox	Child may attend if well enough to participate
Measles	Child may return no sooner than 4 days after the onset of rash (7 days for Rubella-German Measles)
Hand-foot-and-mouth Disease	Child may return once they are symptom free
Covid-19	Follow public health guidelines

A doctor's note may be required prior to return to the centre. We will post any incidences of contagious disease as required by ELCC.

## Medication

All our centres are required to follow the URIS (Unified Referral Intake Service) guidelines as they pertain to asthma, diabetes, serious medical conditions, or life-threatening allergies. If your child has any medical conditions or special needs, please speak to your centre supervisor/director before your child starts attending the program to ensure supports are in place for the first day of participation.

Medications must be given directly to educators and parents will be required to sign a medication release form providing educators the permission to administer the medication as noted by the physician. Medications will be kept in a secure, temperature-controlled space.

In situations where the child must always have independent access to their medications (e.g., epi-pen, inhaler, insulin, etc.) be sure educators are aware the child is in possession of their medication, that the medication is properly stored and easily accessible to the child.

Prescription medication will only be administered when in the original pharmacy container, labelled with the child's name, medication name and dosage instructions.

Non-prescription medication must be in their original container and will only be administered with a legible note from the physician indicating the child's name, medication name and dosage instructions.

## Allergy and Anaphylaxis Policy

The YMCA-YWCA of Winnipeg strives to protect the children in our care who have serious and/or life-threatening allergies by reducing as much exposure to their known allergens.

All our child care centres are **NUT PRODUCT AWARE**. This means that we will not knowingly serve products that contain, may contain or have been processed in a facility that also processes nuts.

Please check with your child's centre regarding any additional allergy warnings/restrictions.

Please notify the educators of any food tolerances and/or allergies (diagnosed or suspected) that your child has. This includes providing detailed information about your child's known allergens, signs and symptoms of an allergic response and the steps to take in an emergency.

It is important to be aware that even a small amount of allergen can cause a severe **life-threatening** reaction. We ask that all parents and children not bring identified allergens into the program, restrict the sharing of food, and follow proper hand washing procedures.

Our full Anaphylaxis Policy is available upon request from the centre supervisor/director.

## In-Service Day Child Care

The majority of our school age child care centres provide care on in-service days. Care is dependent upon each *school's schedule* and our building access. In-service care for the start of each school year may begin the Tuesday following September long weekend, prior to the first full day of school.

Please check with your centre supervisor for specific dates applicable to your centre. All children registered at a centre that provides in-service care are charged full day fees for all in-service days, regardless of whether the child attends.

To assist each centre with the planning of their activities and educator schedules, the centre supervisor will ask you in advance to confirm your child's attendance including anticipated drop off/pick up times for each in-service.

## **School Break Care**

Many of our school age child care programs are open during school break periods. Children at those centres are registered at the centre year-round and full day child care fees apply during school break periods, regardless of the child's attendance.

Some of our school age child care programs are closed during school break periods. Families at these centres will need to arrange alternative child care for their children during these periods. The YMCA-YWCA of Winnipeg offers related programming, such as Day Camps, which families may choose to consider during these periods.

Please consult your centre for specific details on school break care availability and processes.

## **Space Limitations**

We reserve the right to manage enrolment which may result in the YMCA-YWCA of Winnipeg not being able to accommodate your child care needs for the next school year. In certain situations where capacity is limited and expansion of space is unavailable, we will provide families with appropriate notice.

## **Indirect Supervision**

The YMCA-YWCA of Winnipeg recognizes the need for children to be independent while remaining safe and secure.

Educators may adjust supervision for children by taking into consideration the child's age, abilities, maturity level, activity, and environment. When indirect supervision is implemented, educators are expected to know where the children are and will conduct regular safety checks (at least every 10 minutes) while indirect supervision is occurring.

At the time of registration, the YMCA-YWCA of Winnipeg requests approval in ePACT from the child's parent or guardian for indirect supervision of the child. Approval is kept on file.

## **Maximum Hours of Daily Care**

Children can attend their child care program during the allotted hours for the program which they are registered. For children who attend full day care, up to 10 hours may be attended on any given day. On occasions when a child is not picked up from their centre within the 10-hour period, an additional charge will apply. These fees are in accordance with ELCC and are the equivalent of one additional period of care.

Although up to a maximum of 10 hours may be attended on a full program day, the YMCA-YWCA of Winnipeg strongly recommends that wherever possible, a child's day be limited to 9 hours. Child care is an engaging and active day for children, and much like adults in their work day, attending a long day can be challenging for children.

## **Child Abuse – Duty to Report**

In Manitoba it is everyone's legal obligation to protect children. The law requires that any suspicion of child abuse (neglect, emotional, physical, sexual) must be reported to Child and Family Service's All Nations Coordinated Response Unit (ANCR). This responsibility involves identifying and reporting a child who is or might be in need of protection.

The YMCA-YWCA of Winnipeg recognizes its responsibility to promote safe environments and practices to protect children and vulnerable persons.

In addition to completing Police Record and Child Abuse Registry checks upon hire, all educators complete a Police Record Check every 3 years while in our employ. They also review the YMCA-YWCA of Winnipeg Policies and Procedures for the Protection of Children and Vulnerable Adults on an annual basis and complete ongoing training in child safety and protection.

## **Arrivals and Departures**

The safety and well-being of all children participating in our child care programs is of utmost importance to us. Parents/guardians or their designate are required to personally escort their child into the program and physically pick up their child at the end of the day.

You will be asked to provide us with an expected time of arrival and departure upon registration. Please inform us if your schedule changes or if your child's pattern of arriving or departing will be changing.

## **Arrival**

Please check with your child's centre regarding procedures for dropping off your child.

Children cannot be accepted into care before the centre's designated opening times due to insurance limitations.

The YMCA-YWCA of Winnipeg is not responsible for any child(ren) until the child(ren) has entered the supervised program area, the parent/guardian or designate dropping off your child has gained the attention of an educator, and it has been confirmed that you can leave your child with them. Please allow enough time to attend to your child's needs and to make their transition as pleasant as possible. This will make a big difference in your child's day.

When parents/guardians or their designate are present in the centre, your child is your responsibility; however, should you need to speak with the centre supervisor/director, please identify this to the educators so they will continue to assume responsibility of your child.

Designated individuals dropping off your child must be a minimum of 12 years old and be noted on the child's registration form.

## **Departure**

Please check with your child's centre regarding procedures for picking up your child.

Educators will not release your child to any person other than those listed on your child's ePact forms unless you have made advance arrangements, in writing, directly with the centre. Anyone permitted to pick up a child, including the parents/guardians, must bring photo identification every time they pick up a child so that educators can verify their identity. You are responsible for ensuring anyone designated to pick up or drop off a child is aware of these policies.

Transfer of care for your child/ren takes place once you have gained the attention of an educator to inform them you are leaving the program with your child; however, should you need to speak with the centre supervisor/director, please identify this to the educator and they will continue to assume responsibility of your child.

If an educator perceives a parent/guardian or designate pick up person to be under the influence of alcohol or drugs or whose behaviour indicates a potential threat to the child, the educator will make every effort to ensure the safety of the child by requesting the parent arrange for an alternate form of transportation. If the pick-up person is unwilling to cooperate with the educator, the educator will contact an alternative emergency contact person listed in your child's file, and request the person immediately pick up your child. If the educators are unable to reach an emergency contact within 30 minutes, All Nations Coordinated Response (ANCR) will be notified.



Designated individuals picking up your child must be a minimum of 12 years old and be noted on the child's registration form.

## **Late Policy**

Parents, guardians or designates picking up your child are expected to arrive in enough time to speak to the educators, gather your child's belongings, dress your child and leave the centre by its closing time (check with your centre for their hours of operation.) Any parent, guardian or authorized person who is not out of the centre by closing time – determined by the centre's designated clock - will be considered late in picking up their child(ren) and a late fee will be charged (see late pick up fee).

If your child has not been picked up by the time the centre is scheduled to close, and we have not been notified, the following steps will be taken:

1. We will call you at the home or work numbers that we have on file.
2. If we are unsuccessful at contacting you, we will call your emergency contacts.
3. Thirty minutes after closing, All Nations Coordinated Response (ANCR) will be notified.
4. The educator will wait with your child until a social worker arrives.

We do not permit educators members to transport a child home.

## **Communicating Absences**

It is imperative that parents/guardians communicate any absences to the child care educators in advance. In the after-school portion of the before & after program, if a child is signed up for care, and they do not arrive at the centre within an appropriate time the following steps will be taken:

1. The child's teacher will be informed and asked to assist in determining whether the child attended school that day or is still in the building.
2. If the child is not located, the educators will then inform the parents/guardians using the numbers for home/work that we have on file.
3. If the educator is unable to contact the parents/guardians, they will contact those individuals noted on the child's emergency contact list.
4. Once the parent/guardian or emergency contact person has been contacted, the care of the child will become the family's responsibility.

## **Inclusion Policies**

### **Intake Process**

When a family whose child(ren) require(s) additional support needs has been identified, the following steps will be taken. Note, that additional support needs may be identified after a child has been attending for a period of time.

1. The parent/guardian will be asked to sign a Consent for Release of Personal Information form for the child.
2. The parents/guardians and centre director will discuss the child's specific needs. We respect and value input from parents and encourage them to be part of the decision-making process for their child.
3. Supports and contacts already in place will be identified, noted, and consulted as applicable.
4. An application to the Inclusion Support Program will be made for funding (this funding is not available at our unlicensed programs).
5. If required, the centre will access the services provided by the United Referral Intake System (URIS) or other health agencies to ensure that educators are fully educated and comfortable with any medical needs that the child may have.
6. Centre supports (environmental accommodations or staffing resources) will be identified and the necessary steps will be taken to put them in place.
7. The child and family will be offered opportunity to be introduced to the centre team and tour the facility.
8. If the above supports have been put in place and ELCC funding has been approved, then the child will be officially enrolled into the program. There may be occasions where the child may be enrolled in the child care centre for a period of time, prior to support needs being identified. Once identified, the steps of the Intake Process will proceed.
9. An annual meeting will be held to establish and review an Individual Program Plan. IPPs will be completed with the input of all stakeholders involved with the child including parents, centre educators, early intervention professionals and school personnel (if applicable). It is also acceptable for parents/guardians to share the child's Individual Education Plan (IEP) from the child's school to meet this criterion.

Through daily interactions educators observe and identify the abilities and needs of all children. Should questions regarding behaviours and/or a child's development arise, the following steps will take place:

- A. The educators will engage in conversation with the family to decipher whether concerns are specifically centre related.
- B. The educators will complete a sufficient number of objective observations, paying attention to social or environmental factors that may be precipitating the behaviours.
- C. Interim staffing may be put in place to provide support.
- D. Families may be asked to follow up with the family physician. If outside resources are needed the program will contact the specialists from either Manitoba Early Learning and Child Care program, the Family Centre, or other support agencies.
- E. The program will then proceed as per #4, 5, 6, 7 and 8 noted above.

## **Research, Photography, and Videotaping**

On occasions, our centres serve as a work experience setting for high school, university, or college students. In such cases general observations of the children may be done as part of the student's coursework. At no time will students be alone with the children or be part of the educator: child ratio.

Specific permission must be given before your child may be involved in any detailed observation/research project within the centre. You will be informed in advance as to the nature of the project and the extent of your child's involvement.

Parents/guardians are provided with a YMCA Canada Photo and Video Consent, Assignment and Release Form. This form must be signed in order to give permission for their child to be photographed while attending the centre. Pictures may be used for displays within the centre, or for promotional purposes.

## **Appropriate Use of Technology**

All children, parents, educators, and others involved in our centre must use e- mail, electronic devices and social media in accordance with our Appropriate Use of Technology policy located within the Code of Conduct.

Educators, parents, children, and visitors to our child care programs are not permitted to take photographs/videos of educators, parents, visitors, or children regardless of whether someone chooses to share these photos/videos to personal social media platforms unless explicit consent has been provided by the authorized adult in writing.

Our educators are not permitted to form personal relationships with or otherwise connect, communicate, or interact with children, youth, or vulnerable individuals for purposes not directly related to employment responsibilities. This includes private messaging, the sharing of and/or liking content on social media accounts or apps, sharing of usernames or user identifications, exchanging phone numbers, email addresses, as well as physical addresses. This also includes "following", "friending", "accepting" or otherwise connecting on social media accounts or apps and/or sharing/inviting children, youth, or vulnerable individuals to "follow", "friend" or otherwise connect with educators.

## Procedures and Practices

### Clothing

Our centres provide regular opportunities for outdoor play. If temperatures or wind chill factors drop below -25c, or if the weather is similarly inclement (e.g., extreme heat, high humidity, thunderstorm) opportunities for outdoor time and/or the amount of time will be at the discretion of the centre educators, taking environmental and preparedness factors into consideration. Please ensure that your child has clothing appropriate for the weather each day. This includes a hat, rain gear, ski pants, boots, mitts, etc., as applicable per season.

Many of our activities involve opportunity for a child to fully engage in play. At times, this may mean their clothing could get dirty/paint/wet etc. We encourage you to send your child in clothing that they are free to engage in.

Children are required to have indoor shoes for daily use at the centre. For your child's safety, fitted footwear with good grip is highly recommended for our very active program. During the summer we recommend a closed in shoe vs. sandals.

The child care centre will supply sunscreen and/or insect repellent. Families may choose to provide their own sunscreen/insect repellent for their child. Aerosol products are not permitted.

### Transition to School

#### ***Arrivals and Departures Relating to Children Attending School***

If the centre transports your child to and from school or to and from the school bus, we assume responsibility for signing your child in or out during these times.

The school takes responsibility (where applicable) for your child once:

- the school bell indicating the school day commences has rung
- school staff have picked up your child or
- the child has boarded the school bus.

After school, the YMCA-YWCA of Winnipeg's responsibility begins when:

- the educator has met the children at a predetermined location within the school/school grounds or
- once the child exits the bus at the designated drop off location.

Please check with your child's centre supervisor for any variations to this procedure.

Where approved by the child care coordinator, and consent has been granted by the parents, children may be released prior to the school bell, or arrive on a delayed scheduled after school in order to participate in before or after school activities. The school takes responsibility for the child during these activities.

## **Lunch or Snacks**

All our child care centres are **NUT PRODUCT AWARE**. Please ensure your child's lunch and snack (if applicable) contains no nut products, or items that have been in contact with nuts.

### ***Snack Fee***

- Children registered school age programs will be charged a daily snack fee (See Fee Chart for details). \$1.00 per child per registered day (\$5.00/week)
- Non-refundable
- You may opt out the snack fee by notifying your centre supervisor or director. Opting out will be for the remainder of the program's fiscal year and must take place within the first 30 days of the child starting the program. Families who opt out are responsible for providing morning and afternoon snack for your child(ren).

Check with your individual centre for more information. Children are encouraged to try all foods unless allergies or religious practices prohibit this. Our snack menu is posted on the parent information board for your information. Any changes made to the daily menu will be noted.

Nursery/kindergarten program children must bring their own lunch each day, while children in the before & after program children must provide their own lunch when attending full day in-service days and school break care. We recommend that lunches and snacks should be nutritionally balanced. We will be pleased to provide you with suggestions/alternatives for your child's lunches or snacks.

A microwave may be available at some locations to reheat your child's lunch (inquire to centre supervisor). Please note that we will not prepare or cook your child's food. At lunchtime, we will serve water or milk and provide dishes and cutlery as needed. It is highly recommended that an ice pack be placed in your child's lunch to keep any perishables cold and if possible, a thermos be used to keep foods at a safe temperature.

## **Special Occasions**

Please speak with the centre supervisor if you are planning to bring in a special snack. Special snacks should be store bought and labelled as being nut-free. Healthy treats like fruits and vegetables are always welcome.

## **Special Events, Field Trips and In-House Visitors**

We believe that special events, field trips and in-centre visitors are a fun and important way of exposing children to many aspects of our community. When planning these events, we consider the developmental levels of all children. Any parent wishing to volunteer will be welcomed.

Parents will be given a minimum of 24 hours' notice of all outings, including details of the trip. An appropriate ratio of educators to children will be maintained for all outings.

You will be required to sign a consent form for your child to participate in any out-of-centre trips (except for neighbourhood walks). If a child arrives without the parent/guardian having signed consent, we will assume that your child does not have permission to participate in the event. If proper educator to child ratios allow, arrangements may be made for children who do not have permission to attend specific outings. If staffing does not allow care to be provided for your child, the parent/guardian will be responsible for providing care.

## **Swimming Lessons**

At applicable locations, children may have the opportunity to participate in swim lessons during their child care programming. Parents will be required to provide consent for their child to participate. Child care educators will bring the children participating in swim lessons to the pool side door of the change rooms at the start of their lesson, at which time supervision will be transferred to the care of the YMCA-YWCA of Winnipeg Aquatics Department. The child care will reassume supervision when the children reenter the change rooms at the conclusion of their swim lesson.

## **Toilet Training**

We will work with families of children in our before and after school programs (including nursery and kindergarten programs), who are not toilet trained at the time of registration. In certain circumstances (staffing, physical environment of the program) programs may not be able to support a school aged child who is not fully toilet trained.

## **Personal Belongings/Toys from Home**

Unless the centre designates a "show and tell" experience, toys from home are best kept safe and sound at home. This will ensure that your child's items will not become lost or broken.

Please label all personal items with your child's name. If something gets lost but has your child's name on it, it is more likely to be returned. Please note that we are not responsible for lost or damaged personal items.

## Emergency Procedures/Enhanced Safety Plan

All licensed child-care centres act in accordance with provincially approved Child Care Enhanced Safety Plans which govern emergency procedures specific to each of our centres.

The centre's Child Care Safety Plan outlines expectations for controlling visitor access, managing threatening behaviors, and specific evacuation procedures in the event of a fire or other emergencies such as hold and secures/lockdowns, etc. Copies are posted in your child's centre and are available upon request from the centre supervisor/director.

### Accidents/Injuries

Children are active and curious. It is not uncommon for young children to experience cuts, scrapes, and bruises while running, jumping, exploring and playing. All educators hold valid certification in first aid and CPR and have been trained in emergency procedures. We make every effort to reduce the possibility of accidents and injuries.

Anytime your child has an accident that results in an injury, the incident is recorded on an incident report form. Parents/guardians are requested to read and sign all incident reports which will then be placed in the child's file. A copy will be provided to families upon request.

Incidents that require an immediate call to a parent / guardian (along with a written incident report) include:

- any bite that breaks the skin
- any break of the skin that may result in scarring
- any fall or incident that results in contact to the head (which may or may not result in a visible injury)
- any injury that results in a nosebleed
- any injury in close proximity to the child's eyes
- any injury that the educators deem may require medical attention or follow up

If an injury requires minor medical care, we will contact you immediately to ask that you or a designate pick your child up and take your child to get the necessary care required. If no one can be reached it may be decided that a designated educator will escort your child via a cab to the hospital for treatment. Parents/guardians will be responsible for any costs incurred – including the cost of the cab.

If the injury requires emergency medical care an ambulance will be called and if an educator is available, they will escort your child to the hospital. The parents, guardian or designate will be notified immediately. The educator will remain with your child until the parents, guardian or designate has arrived. You will be responsible for any costs incurred – including ambulance.

We report any injuries requiring families to seek medical care for their child to the Early Learning and Child Care office within 24 hours.

## **Parent Involvement**

We believe that child care is a shared responsibility between parents/guardians and our educators. We know it is important to your peace of mind to have regular information about your child's experiences. Your participation and input are equally valuable to your child's experience. Your participation helps to enhance communication and overall programming support to the children.

Parents/guardians are invited to engage in their child's experience in our child care centres on a daily basis. At pick up/drop off times, we encourage you to enter the program areas and view the display boards to learn about the activities your child is enjoying. The centre supervisor and educators are available to discuss details about your child's day as well as centre programming.

Parents/guardians can be actively involved in supporting their child's centre in a variety of other ways, including:

- assisting with special events or excursions
- helping collect materials or items for crafts or events
- sharing special talents – to present to children
- sharing skills such as carpentry or sewing, to help enhance the environment or provide repairs
- joining the Parent Advisory Committee to share ideas
- any other opportunities that a parent may wish to discuss with the centre supervisor

## **Parent Management Committees/Parent Advisory Committees**

The Board of Directors of the YMCA-YWCA of Winnipeg serves as the governing body responsible for the overall operation of all programs associated with the YMCA-YWCA of Winnipeg. Service agencies such as the YMCA-YWCA of Winnipeg are required to ensure Parent Management or Parent Advisory Committees have been organized.

Membership is open to all parents of children enrolled in our programs and residents in the catchment area who are interested in the growth and development of the children who attend our program. The committees meet twice a year and generally discuss and provide feedback to the centre's delegated administrator on topics such as centre direction and programming. The PMC/PAC also supports the Centre's special event efforts throughout the year.

If you are available to join your centre's PMC/PAC, please speak to your centre supervisor.



## Centre Visitations

Parents/guardians of enrolled children are welcome to visit their child's program. Parents/guardians should notify the centre supervisor prior to their visit as activities vary from day to day.

## Comments or Concerns

We recognize that our engagement and communication with parents and guardians helps a child to feel a greater sense of belonging and is key as we strive to build relationships with families.

We are committed to find resolutions to issues and concerns that may arise for families while participating in our programs. We are committed to engaging with families and addressing their concerns in a timely manner, and all efforts will be made to resolve concerns within our child care policies.

We recognize that parent/educator schedules sometimes make it difficult to connect at the beginning or the end of the day. Please do not hesitate to work with educators to set up a time when you can be reached by telephone, or in person, to address any concerns you may have.

## Resolution Process

Maintaining necessary documentation and reports is an important aspect of the process and will remain confidential.

- Parents/guardians are encouraged to share their concern with the centre supervisor or directly with educators at the child care centre. Educators will bring the concern to the supervisor.
- If the supervisor receives the information through a third party, he/she will contact the parent/guardian within one business day.
- Centre supervisor gathers information and determines if he/she can provide a solution to the concern or issue within two business days of initial contact.
- Centre supervisor contacts the parent/guardian to resolve the concern. If the process for resolution is extended, the parent/guardian will be informed.
- If the centre supervisor cannot provide a resolution to the conflict, the information will be shared with the Child Care Regional Director for advice on how to proceed.
- Follow up with the parent/guardian will take place within two business days of the information being shared with a Regional Director.
- If the parent/guardian is not satisfied with the resolution or information as presented to them, they may request that the concern be escalated to the next level of leadership.

## Summary

Thank you for entrusting the care of your child with the YMCA-YWCA of Winnipeg Before and After School Programs. We are committed to ensuring that your child achieves their full potential in a safe and nurturing environment.