Kinder Korner
Early Learning Centre

PARENT POLICY MANUAL

Website: kinderkorner.ca

Main office: 204-326-4574

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KKH	KKMS	KKSR
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1. Welcome:

Thank you so much for enrolling with our organization. This packet contains all the information you will need to understand the daily operations of Kinder Korner ELC Inc. as well as enrollment forms for our records.

We have prepared this packet to provide you with the information about our policies, protocols, and procedures. Please take the time to become familiar with the content. If you need more information on any of the policies, please feel free to reach out to the Executive Director, Centre Directors, or Supervisors and we will do our best to ensure you are properly informed.

Kinder Korner Early Learning Centre Inc. was established in 1978, and over the years we have seen many changes in locations, employees, board members and of course children. In the packet, you will find our Mission Statement and Philosophy, which will help you to better understand what we stand and strive for each day.

Kinder Korner offers care for children aged 3 months to 6 years at our Hanover Street and McKenzie Avenue locations, and 3 months to 12 years at our Brighton Lane location. Our Hanover location offers 8 infant and 34 Preschool spaces, KKMS offers 12 infant, 40 preschool and 15 school age spaces, and KKSR offers 20 infant spaces and 54 preschool spaces.

Welcome Maligayang Pagdating ようこそ

Willkommen Bienvenue أهلا بك

환영하다 ਸੁਆਗਤ ਹੈ 欢迎

Добро пожаловать Sejam bem-vindos

Boozhoo Tawâw

2. Mission Statement:

Our mission at Kinder Korner ELC is to provide children with a safe, loving, and inclusive environment in which to develop socially, emotionally, physically, and intellectually while working closely with each family. We strive to encourage growth and progress in all children to the best of our ability.

3. Philosophy:

The philosophy of Kinder Korner ELC is based on the premise that all children learn through play. With guidance and planning from the staff, children are offered opportunities to learn through free play and structured activities. The children build on their social/emotional, cognitive, and physical skills in an inclusive environment. We believe that every child deserves the same opportunities and availability to each learning experience.

4. Inclusion Policy:

At Kinder Korner ELC, we believe that all children should have access to quality childcare services and programming. We do our best to make every reasonable effort to include all children in need of care in our daily programs.

Access

Our goal is to support the enrollment of children with additional support needs by providing adaptive environments indoors and out.
Daily programs and activities are planned and arranged for each child to have opportunities to enjoy their time at the centre to the fullest. Adjustments to curriculum, toys and learning areas are made to ensure every child's optimal participation in the daily routine.

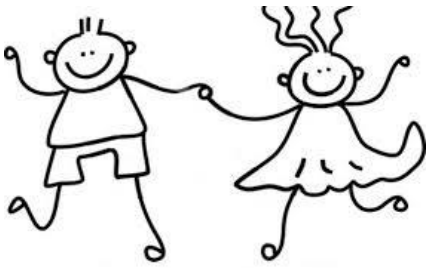
Participation

All children receive daily programming that encourages their individual social, emotional, physical, and cognitive growth using a strength-based approach and positive environment.
Circle times and activities throughout the day are geared towards each child's developmental needs and abilities using a variety of materials and methods. Children have the chance to work in peer groups as well as with one-on-one staff support when needed. We try to ensure that the proper materials and equipment are provided to encourage participation in programming.

Support

Parents and guardians are a valued and respected source of support for their children and are encouraged to play a role in decisions and planning affecting their child.

The caregivers at Kinder Korner work together with families and early intervention professionals to plan the program best suited to the needs of their child.
Additional supports for staff and families can come from specialized training and information sharing with outside resources such as URIS nurses, Public Health, and Teachers.



5. Code of Conduct:

At Kinder Korner ELC., we strive to provide a safe, respectful, cooperative, and supportive environment for children, parents, and staff. Management, staff, board members, children, parents/guardians, extended family/ friends of the children and each professional that is involved with our center is expected to follow this code and behave respectfully and comply with the code of conduct.

- **BE RESPECTFUL**
  Be respectful of ourselves and other people. Be respectful of the ideas and feelings of others. Be respectful of the centre's environment, equipment, and materials.

- **BE SAFE**
  Work and play safely to help keep us and others from getting harmed.

- **BE COOPERATIVE**
  We will solve our problems by talking and listening to each other respectfully and work towards a solution. If we cannot solve a problem on our own, we will ask for help and guidance.

- **BE SUPPORTIVE**
  We will support the learning of others and aid them to the best of our abilities to enable a positive experience.

Unacceptable Behaviors:

The following behaviors by children, staff, management, parents/guardians, board of directors and any other person involved in the centre are unacceptable:

- **Bullying**- no form of bullying shall be tolerated, (physical, verbal, emotional, social, or cyber bullying, including comments, actions or visual displays that are intentional, hurtful and or repetitive).
- **Harassment**- any behavior that degrades, demeans, humiliates, or embarrasses someone (teasing/taunting, name calling, berating, yelling, swearing).
- **Abuse**- any form of abuse, sexual, physical, emotional, including verbal, writing or otherwise.
- **Discrimination**- any form of discrimination against any person or group because of their race, color, ancestry, nationality, place of origin, ethnic background, religion, age, sex, gender, sexual orientation, marital and or family status, income level, political beliefs, and physical/metal abilities.
- **Dangerous actions**- any action that may put a person or child in harm's way including violent physical acts (with or without a weapon) and threatening behaviors or aggression.

Consequences for Inappropriate Behavior:

All inappropriate behaviors exhibited by children, staff, management, board of directors, parent/guardians, family/friends of children and other persons involved in the centre will be consistently responded to.

- Reminders of expectations and limits using a respectful and sympathetic approach to explain why the behavior is unacceptable and discussing the behavior without labelling the person.

- Establish natural, logical consequences.

- Meeting to discuss concerns and develop and action plan to encourage appropriate behavior in future. (See Behavior Management Policy for further information)

In extreme cases, Kinder Korner ELC. will take additional steps such as:

- Suspension of staff, management, board member, student, or child.
- Suspension or with drawl of childcare services because of a child's or family member's inappropriate behavior.
- Not allowing a visitor that has acted inappropriately to return to centre.
- Contacting the authorities such as Police and or Child and Family Services if the behavior is illegal, abusive, assaultive, and threatening or harmful to any adult or child.

6. Behavior Management Policy:

Aggressive Behavior

A child's ability to be guided depends on the developmental level achieved in such areas as cognition, receptive and expressive language. Therefore, our Behavior Management approach is based on our knowledge of child development as well as awareness and respect for each individual child.

Our goal when guiding children is to assist in building independence and self-control. To do this, we must view behaviors as a teaching opportunity and each approach should relate to the problem.

The use of positive reinforcement, redirection, modeling of appropriate behavior and logical consequence are utilized as forms of behavior management. Other less direct methods of behavior management are the arrangement of the physical environment and program planning which encourages co-operative interaction between the children and staff.

All serious behavioral concerns are brought to the attention of the parents. Both staff and parents will attempt to resolve the issues for the benefit of the child. If required and with parental permission, consultation, or help will be sought to help resolve the matter from available outside resources.

If a child repeatedly demonstrates overtly aggressive or destructive behavior, the center insists that the parent commit to working very intensively with the staff and management to help minimize such behaviors.

A communication book can/may be used to log and review your child's behavior in the center for 30 days in connection with behavior tracking sheets. If a child's behavior is unpredictable and endangers the other children or staff, the Centre Director will meet with the parents to problem solve and plan ways to help your child. If we cannot work together to change the behavior the next step is to contact the Executive Director to review the situation. If all avenues have been explored in the situation, you may be asked to remove your child from the centre. There will be a 7-day notice from the Executive Director as to the child's last day.

In addition, parents may be held financially responsible for monetary costs to repair/replace materials and or equipment that are damaged due to an aggressive/destructive action by your child.

Please note Parents and designated alternatives must adhere to our Code of Conduct and Behavior Management Policy while on Centre Property and during Centre activities, outings or meetings.

Guidance

The type of guidance that takes place at Kinder Korner ELC is direct and indirect. This includes demonstrating appropriate behavior, modeling, removal from activity (with the opportunity to return), restraining only in extreme cases, and choices and logical consequences.
Staff will first use redirection, verbal reminders, and warnings with your child. If the situation does not de-escalate, we will move on to removal from the current activity or learning area. Children are given choices and the opportunity to try and change the behavior before returning. Direction and suggestions to children will be stated in a positive rather than negative manner. Words and tone of voice that will help children feel confident and reassured will be used.

Attempts to redirect behavior will not include words that will make the child feel less respect for themselves. Above all, we will treat the child with the respect and care they deserve and under no circumstances will we permit, practice, or inflict any form of physical punishment, verbal abuse, or denial of their basic needs.



7. Hours of Operation:

Kinder Korner ELC Inc. operates Monday to Friday from 7:00 A.M to 6:00 P.M. Children may not be dropped off earlier than 7:00 A.M. when the doors open and must be out of the centre by 6:00 P.M. Parents will be charged $20.00 per fifteen-minute increment that children stay after closing. After 3 instances of late pick up your childcare will be suspended.

Holidays/Closures:

KKELC will be closed for Statutory and Civic Holidays as outlined below. When a Statutory day falls on the weekend, KKELC will be closed the following business day in lieu.

New Year's Day	August Civic Holiday	Christmas Day**
Louis Riel Day	Labor Day	Boxing Day**

Good Friday	Truth and Reconciliation Day	Canada Day
Easter Monday	Thanksgiving Day	
Victoria Day	Remembrance Day	

** Kinder Korner reserves the right to close the Centre for all or part of the time between Christmas Eve and New Year's Day, so long as two months' notice is provided to parents/guardians. **Parents/guardians will only be responsible for paying fees for statutory holidays and Boxing Day.**

Professional development day closures: Kinder Korner reserves the right to close the centers for up to 5 days annually to allow management and employees to attend professional development days. Parents will be given notice of closures no less than 30 days in advance via Lillio message and signs on the center's doors. We will make every effort to align with the closures of Hanover School Division and their PD days.

Centre Closures due to Weather and Road Conditions:

Kinder Korner ELC Inc. will follow Hanover School Division's full school closure policy pertaining to weather and road conditions. As two of our sites are in schools, Kinder Korner will be closed when Hanover School Division has a full school closure because conditions are such that it is not advisable to transport children to and from the centres.

All families and employees will be sent a Lillio message via email and text when alerting families of a centre closure. If we are expecting inclement weather, please make note to check your emails and the Hanover School Division website at www.hsd.ca.

(See Parent Fees for how you will be charged for these types of closures.)

Integration into Centre:

It is important to try and make your child's first few days at the Centre a positive experience for both you and your child. Some children adjust very quickly while others need a bit of time to adapt. Depending on your child's individual needs we encourage parents to take whatever time they need. If you are more comfortable sending your child for short periods to help them get used to the centre, we are more than willing to support you in any way we can. Some parents find small amounts of time at first work best and gradually leaving the child for longer periods. Please feel free to ask staff and Director for any resources or suggestions we may have to share.

8. Arrival/Pick Up Policies:

Hanover Location:

Arrival- Children are brought to the center each morning and buzzed into the entry way. An employee will come out of the main room to greet you and your child collecting their personal belongings and checking in with you for the day.

Pick-up-. Parent/Guardian will be buzzed into center and child will be brought out to the entry for pick-up. The centre is only responsible for your child after they have been signed in, and until they have been signed out at end of day. Once your child is signed out, you are responsible for their care and supervision.

KKSR and KKMS:

Arrival-Children are brought into the school buildings by their parents/guardians and will be buzzed into the main hallway of each center. Parents will escort their children to their children's room and an employee will greet you at the door to allow the child to enter.

Pick Up- Parents/Guardians will arrive at the center and be buzzed into the main hallway of each center and proceed to their child's room to pick them up. All their belongings and activities will be handed off to the parent before leaving. Parents will then exit through the back of the center to the yard/parking lot area.

Parents are not permitted into their children's rooms at arrival and pick up times. We are more than happy to welcome parents/guardians to come and visit their children in their rooms if they wish to see how their days go. To schedule a visit please speak with your Center Director to arrange a time for a visit. Kinder Korner Early Learning Centre Inc. has an open-door policy and parents are welcome to come during the day for visits before and after lunch and nap time.

Arrival Times: For your children to receive the most out of their days, we ask that everyone arrives at their center before 9:00 a.m. daily. If there is an instance that you will need to arrive late, please ensure to communicate this with your child's room and or the Center Director. This helps us maintain ratios and staff accordingly each day. During the summer months children may be asked to arrive earlier if there is a field trip or special activity planned for that day. Parents will be given at least 5 days notice of special trips or activities.

Pick-Ups: Parents/Guardians must arrive no later than **5:50 p.m**. to pick their children up from their center. All children/parents/guardians must be out of the centers by **6:00 p.m**. sharp.

A late fee of $20.00 per 15-minute increments will be charged to parents that pick their children up later than the scheduled time. **After 3 late pick ups you will lose your childcare space at the center.** If the parent/guardian has not arrived at the center by the designated time the employees will reach out by phone at 5:50 P.M. If they are unable to reach the parent/guardian, they will then contact the emergency contacts. If they are still unable to reach anyone, employees will reach out to the local Child and Family Services to have the child retrieved at 6:30 P.M.

Children will only be allowed to leave the center with their parents/guardians or other adults that are listed on the original registration forms at the time of enrollment. **If you wish a different individual to pick your child up, you must send a Lillio message to the center and notify them before your child will be released.** Failure to provide the proper authorization will result in the child remaining in the care of the facility until other

arrangements can be made with the parent/guardian or emergency contacts. Children will not be released to anyone that isn't listed or under the age of 16 years. If you wish to add or remove adults to your pickup lists, it must be done through email directly to your Site Manager or Executive Director before they will be allowed to retrieve your children. In the event we cannot reach parents/guardians or emergency contacts we will then reach out to the local Child and Family Services after hours services.

Proper photo identification is required to be presented by all parents and guardians as requested when picking your child up from any of the centers. Please ensure that you make all potential pick-up people aware of the policy, as the child will not be released without identification if an employee is unsure.

9. Daycare Fees:

Kinder Korner ELC offers full time spaces and school age spaces only. A school age child is entitled to before and after school care, in-services, spring break and summer vacation days. Once a child reaches the age of **6 years** in the preschool program, or **12 years** in the school age program, they are no longer able to attend KKELC. School ages spaces are not guaranteed as they are in high demand. If you wish your child to be in the KKMS school age program, you must request to be placed on the waiting list by visiting the website at kinderkorner.ca and fill in the necessary waitlist registration form.

Childcare fees for infants and preschool children ages 3 months to 6 years are $10.00/day.

School Age children pay $8.60/day for before and after school periods and $10.00/day for full day care on in-services and holidays.

Childcare fees are billed monthly; this means there are 12 billing periods each year. Invoices will be sent through the Lillio app. Fees are charged for a service and reservation of the space; no refunds are given for days that a child is absent from the centre.

Children in the care of an Agency will have their governing agency added to their Lillio as a parent to receive the invoices sent monthly. All children in care will have their agencies billed directly for services not covered by subsidy when applicable.

Late Payment Policy:

All fees are due by 5th business day after the invoice has been emailed to you. After the 5th day if payment has not been received you will lose your childcare space. Failure to clear up any outstanding amounts will result in your account being sent to Collections where you will be responsible for a 30% administrative fee plus the collection agency costs.

A non-refundable deposit of $200.00 per child is required when enrolling your child in one of our centres. The deposit will come off your first billing cycle.

Childcare fees are to be paid through the Lillio app. Parents are responsible to set up their payment accounts in the Lillio application. Receipts for income tax purposes will be available from the Lillio application.

$10.00 administrative fee will be charged for any letter or official documentation you require which includes but is not limited to, education letters, attendance verifications, or printed invoices and receipts.

Centre Closures Weather Related:

In the event there is a closure due to inclement weather, parents will be charged for the first day closed of the storm, if the storm goes several days, parents will not be charged for the remaining days. If there is a closure, then we resume operations and another closure happens, parents are charged for both first days of storms.



Subsidy:

As we are a Provincially licensed and mandated organization, we do accept children and families that require subsidized care.
To apply for childcare subsidy please go to:
https://www.gov.mb.ca/education/childcare/families/childcare_subsidies.html

You are responsible to pay for the full fees until a decision has been made regarding your eligibility by the Manitoba Early Learning and Childcare. Once you have received a subsidy approval, any monetary adjustments received from the provincial subsidy program will be refunded by cheque to the parent/guardian.
Parents will be invoiced for any fees not covered by the provincial subsidy program after each subsidy billing period and will have 5 days from the invoice to pay the amount in full.

Withdrawal Policy:

When you wish to remove your child/ren from care, you must provide a two-week written notice to your Site Manager and Executive Director. Acceptable forms of communication are email and letters. Please do not use the Lillio application to notify your centre of withdrawal.
Failure to provide accurate written notice will result in your account being charged for fees until the notice is received.
Unused fees over $20.00 will be refunded to the parent/guardian by cheque.

10.Nutrition Policies:

Lunches and Snacks:

Parents/guardians are to provide two snacks and lunch each day for their children as well as a water bottle to be kept at the centre. All snacks and lunches should adhere to our Healthy Food Choices policy. Each parent is responsible to be aware of all allergies in your child's centre. Each centre has an allergy list posted on their Parent Bulletin Boards at each site. If you are unsure, please make sure to reach out to your Site Manager for more information on possibly allergies at your child's centre.



Healthy Food Choices:

We do our absolute best to remain a nut free environment for our children and employees with these types of allergies. It is very important that you check all labels on foods you are bringing into the centres to make sure it is nut free. At any given time, we may have children in our care with a severe nut allergy that can potentially be life threatening and dangerous. We can all play a role in prevention by double checking ingredients on wrappers and boxes. Foods that say "may contain nuts or nut products" are also not allowed in centre.
If a food item is discovered to have nuts or may contain nuts, it will be placed in a baggie and returned home for disposal.

Please use thermoses for hot lunches as we are unable to warm up the children's meals. Make sure all re-usable containers from your children's lunch and snack bags are labelled with your child's name so they may be returned to you. We will not be washing containers from your children's lunch bags due to the risk of loss or damage. Lunches are stored in the children's lockers so please make sure to pack an ice pack if foods need to remain chilled.

Kinder Korner recognizes that breakfast is a very important part of your child's day, parents are encouraged to have children eat this meal at home before arriving at the centre if you will be arriving after 9 a.m. as morning snack only runs from 8:00 a.m. to 9:00 a.m.

In an effort to help with mealtimes, Kinder Korner has adopted a Fed is Best outlook on children's lunches and snacks coming from home. Parents/guardians are encouraged to follow the Canada Food Guide to the best of their abilities when packing children's meals each day.
Please refrain from sending items such as pop/soda, hard candy, popcorn, full size chocolate bars, nuts/may contain nuts items or marshmallows due to choking hazards and allergies.
Parents are welcome to send chips, pretzels, veggie straws or mini chocolate bars for treats, being mindful of your center's specific allergies.

All foods brought into the center for the children such as cakes, cookies, cupcakes etc. must be made in a commercial kitchen. These types of treats will not be consumed at the center due to allergies or food restrictions, but will be wrapped or packaged separately and send home with the children. If you are wanting to bring something for your child's friends on their birthdays or other celebrations, a better idea is to bring goodie bags that can be sent home with the children at the end of the day.

Any food that could pose a choking hazard such as hot dogs, sausages, grapes must be cut in halves or quarters at home. Any foods that have not been prepared will be sent home in the children's lunch kits, please ensure you are cutting all foods into smaller bite size pieces to help avoid any potential choking hazards.

11. Health Policies:

Illness:

On enrollment of your child, you will be asked to fill out a Children's Emergency Information form. It is very important to ensure that all information is correct and up to date on the form. The more information we have the better able we are to accommodate each child's needs.

Children may not attend their center if they are unwell and unable to participate in the daily routines and activities. The Site Manager, Executive Director or Supervisors will have full responsibility and say for determining when a child needs to be sent home.

In an emergency a child's medical history will be made available by authorized staff from the Centre if required by health professionals.

When a child is unable to remain at the center due to illness, parents/guardians must arrive/make arrangements, to have their child picked up within 30 minutes from notification. If employees are unable to reach the main caregivers, emergency contacts and pick up list members will be contacted to retrieve the child.

It is the parent's responsibility to notify the Centre if their child contracts a communicable disease. Notices will be posted for employees and attending families.

Reportable Communicable diseases:

- Chicken pox

- Mumps

- Measles or Rubella

- Hand, Foot and Mouth

- Fifth Disease

- Pinworms

- Impetigo

- Conjunctivitis/Pink Eye

Exclusion from the Centre will be determined by public health guidelines. Incubation periods follow public health rules.

The following criteria will be used to evaluate if the child is too unwell to stay at the Centre:

If a child has one of the following symptoms parents will be contacted immediately for pick up:

1. Fever of 100.4 F or 38 C or higher (after three temps taken over a 1-hour period unless very high at first reading over 101 F)
2. 3 bouts of diarrhea in a row (watery stool)
3. Difficulty breathing (if able to wait for parent)
4. 2 separate episodes of vomiting in one day
5. Pink Eye (suspected)

If a child has 2 or more of the following symptoms together or in combination with a symptom listed above, parents will be contacted immediately for pick up:

1. Lethargy/listlessness
2. Vomiting
3. Coughing (new onset or worsening)
4. Pain complaints (headache, ears, throat, etc.)
5. Sudden onset of rash or hives of unknown origin

Skin Rash: **Diagnosis by a physician/nurse practitioner is required.** Treatment as outlined by a physician must be followed.

Children that have been seen by a physician/nurse practitioner for an illness such as an ear infection, pink eye, strep throat, or any other malady that requires medication, must be on their prescription a full 48 hours before returning to the center. We would ask that you keep your child home if an illness causes any discomfort or if fever is present.

Parents are responsible for completing all required medication forms when a child returns. All prescriptions must be in original packing clearly showing the child's name, dosage, name of medication, prescription #

and number of doses needed. No medication will be administered without a proper prescription including but not limited to Tylenol, Advil, Motrin, etc.

Regardless of the time of day a child is picked up for an illness, they must remain away from the center for the remainder of that day **and 48 hours following**. Children can return after the 48 hours if they have been symptom free for 24 hours, and well enough to participate in the daily program without the aid of Tylenol, Advil, Motrin, etc.

Medication:

No medications of any kind will be administered at Kinder Korner Early Learning Centres without a prescription.

Medicine/inhalers/epi pens must be in the original container labelled with the child's name, expiry date, pharmacist instructions and have the proper method of administering (measuring spoon, syringe, inhaler, epi pen, etc.). Parents must fill out a medication tracking form at the centre for every medication their child is required to take. If the forms are not filled out properly or medication is improperly labelled, we will not administer the medication to your child and may ask that you come to the centre to administer to your child. A new form must be filled out every time the dosage, type or frequency of administration changes.

Over the counter medications such as Tylenol, Advil, Motrin, Acetaminophen, vitamins, or supplements, etc. will not be given unless accompanied by a prescription.

Injuries:

If your child is injured while attending the centre an injury report form will be filled out and provided to the parents at pick up time. If a child is seriously injured or there is suspected trauma to the head, parents will be contacted immediately to pick their children up. In the event an ambulance is required, parents will be contacted and asked to meet their child and employee at the hospital or quick care clinic.

Child Abuse:

Sometimes in the childcare industry we are faced with unfortunate and difficult situations and discoveries at the centre level. Any type of witnessed or suspected abuse to a child will be reported to Child and Family Services as mandated by law immediately. In the event of suspected abuse, the parents will not be contacted by the centre. The report will go immediately to the proper authorities and investigated from there. The safety of the child comes before anything else.

Immunizations:

It is highly recommended that all children have up to date immunizations that are available from Public Health Manitoba or your General Practitioner. Kinder Korner Early Learning Centre Inc. does not require a copy of your child's immunization records and will not deny enrollment to a child that is not immunized. Public Health may request information from you in the event of a communicable disease outbreak.

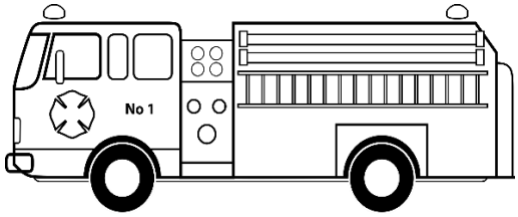
Emergencies/Fire Evacuation/Enhanced Safety Plans:

Each Kinder Korner location has an Enhanced Safety Plan particular to their site. Centre Directors can provide parents with a copy of the Enhanced Safety Plan for their site upon request. Kinder Korner has a locked door policy and all doors leading to the outdoors are always locked. Parents/guardians, visitors and employees are buzzed in through a camera buzzer system once their identity has been verified.

Each year all sites will practice Fire, Lockdown, and Shelter-In-Place drills. Drills are run in all seasons and practiced so staff have a good working knowledge of how all drills should be run.

There are designated emergency exits at all sites as well as assigned shelters for each location in the event of an evacuation.

In the event of an emergency parents will be contacted via Hi Mama to share any details that may be needed to retrieve children early or at set locations.



12. Personal Items/Supplies:

Clothing:

There are several items your child needs to have at the centre each day. All items are to be labelled with your child's name to help keep track. Kinder Korner ELC Inc. will not take responsibility of items that may be lost or misplaced. Each centre keeps a lost and found box on site for parents to look for missing items.

Daily items:

- Indoor shoes such as runners, no crocs or croc style shoes will be allowed.
- Proper outdoor footwear depending on weather, boots, runners, warm winter boots, sandals that have a strap around the ankle, no flip flops will be allowed.
- A hat that is weather specific such as a baseball cap, bucket hat in the summer and a warm toque in the winter months. Children must have proper hats for outdoor play each day.
- Swimsuit and towel if doing water play (notes will be sent home requesting these items).
- Proper jackets for the weather, lighter jackets in summer months, fall jackets or sweaters and warm winter jackets for winter, with ski pants, two pairs of warm mitts, neck warmers, scarves, etc.

- Two extra pairs of pants and two t-shirts, extra underwear, especially when potty training, extra socks, and a sweater to leave in their locker at the centre if needed.
- Please remember that children often get messy though some of our activities and it is best to not send their nicer clothing to the centre in case they get dirty or even torn.
- Helmets will need to be provided on biking days.

Diapering:

Parents/guardians are to supply the following items for children in diapers or pullups:
- Extra changes of clothes.
- Diaper cream
- Diapers
- Wipes

It is the parents' responsibility to ensure that the centre always has adequate supplies and proper attire, we do not provide diapers, wipes or cream for children due to the many allergies that may arise. Children will not be allowed to attend the centre if they are missing supplies.

Toys from Home:

We encourage all toys from home to remain there. Children have a hard time understanding that items may get lost or broken at the centre, so we discourage items from home. Kinder Korner ELC Inc. will not be held responsible for loss or damage to items from home.

Napping:

Children that will be napping at the center are provided with age-appropriate sleeping cots or cribs. In some cases, we will use playpens for younger children. All children under the age of 18 months will sleep in a playpen or crib until they have reached the safe age to be on a cot.
All bedding, cots and cribs are provided by Kinder Korner ELC Inc. and will be laundered and sanitized once a week. As much as possible we discourage blankets and stuffed animals from home as they become dirty. If your child requires a special comfort item, we will work with the family to help provide a transition.
Each infant area is equipped with emergency evacuation cribs that will be used in the event of a fire or evacuation.

13.Parent Involvement:

Kinder Korner Early Learning Centre Inc. is a Parent Board operated facility. We encourage all parents to get involved in the centres as much as possible. Suggestions are always welcome to help us improve on

the quality of care we provide to your children each day. There are many opportunities to become a bigger part of the organization.

Board of Directors:

There is an elected Board of Directors. Each member serves a determined length of term in their position. The Board of Directors consists of a Chair, Vice-Chair, Treasurer, Secretary, and members. All parents that are a part of the organization are considered general members and are eligible to become a part of the Board of Directors. You may join the Board at any time by notifying the Board Chair via email to kinderkornerboard@outlook.com.

The Board meets on average one evening a month to discuss topics such as fundraising, employee recruitment and retention, policies, general operations, public relations, financing and overseeing of committees formed by the Board of Directors.

Fundraising:

Throughout the year, we do several fundraising events to raise money for the purchase of extra items such as toys, equipment, furniture, and special occasions items. These require a lot of volunteers to run smoothly. We encourage parents/guardians to donate their time whenever possible to help make the events a success. As part of the Board of Directors we have a Fundraising Committee that oversee all activities for the centre.

Role of Parents/Guardians:

Parents and guardians can assist the employees in providing the best possible care for their children each day using the following suggestions:

- Please make sure to have your children at their centre by 9:00 a.m. each day so they can participate in all the activities being offered.
- Call or send a Lillio message to your child's centre if they will not be attending that day due to illness or just a day away.
- Remember to take home any soiled clothing, lunch bags and activities that the children have made that day.
- Ensure that your children have all the items they will need to be successful at the centre each day and able to participate in all the activities.
- Make sure to inform the centre as soon as possible if someone not on your pickup list will be coming that day to retrieve your child.
- Keep all home toys at home or in the vehicle, setting rules up around this right from the start for your children will help the transition go smoother each morning.
- Have open communication with the employees each day, if you feel that you need to have bigger conversations, don't hesitate to reach out to set up meetings with the children's teachers or Site Manager if needed.

- Parents/guardians are encouraged to discuss their children with the employees, it is a great way to get to know about the child's behavior patterns, likes and dislikes, special events they have coming or attended and even just how their day has been going so far.
- Inform the Centre Directors of any changes in contact information or pick up lists as soon as possible to avoid any miscommunication.

Confidentiality:

Information concerning your child will be always kept strictly confidential. No information about your child and your family will be shared to anyone other than the legal guardians of the child unless a court order is received.

In case of an emergency or accident involving your child, health information will only be released to the proper authorities such as police, ambulance, hospital and or Child and Family Services.

If there are any custody or separation agreements that have details concerning care and control and visitation information, a copy must be provided to the centre to ensure we are following any court mandated proceedings.

Annual General Meeting:

Kinder Korner Early Learning Centre Inc. must hold an Annual General Meeting each year for the members (parents/guardians). The financials are shared with the membership and Board Elections are held each year.

14. Lice:

From time-to-time children and employees may contract lice through their daily interactions at the centers. Should lice be found during a check or by a parent/guardian, then the Centre will enforce the following policy:

Upon finding lice or nits, the parent will be notified and if possible, a sample lice/nit will be placed on tape in a plastic bag to show parent at pick up. Your child and his or her siblings do not need to be removed from the Centre immediately, but it is suggested your child receive at least one treatment and removal of as many nits and live lice as possible before they return to the center and to do another treatment one week later. There are many types of shampoos and treatments available at your local pharmacy.

A sign will be posted to inform all parents of the number of lice cases discovered. All parents should check their child's hair daily until two weeks after the last case has been discovered.

When a case of head lice has been reported at the Centre, we wash all bedding and dress up clothes in hot water and dry in a hot dryer for twenty minutes. Carpets are vacuumed. All stuffed toys are washed and dried or to be bagged and put away for ten days. Children's outdoor clothing will be placed in a bag to be taken home that day.

The above cleaning steps should be followed at home as well. If you need more information regarding the treatment of lice, you can reach out to your local Public Health Nurse.

Bed Bug Policy:

Bed bugs can be an unfortunate pest that may invade homes or childcare centers**.** Signs of bed bugs are bites or rashes on humans especially found around the face, neck, upper torso, arms, hands; with physical signs such as blood spots on furniture, bedding, carpet, or walls; and the bugs themselves.
If bed bugs are discovered at the center all families will be notified immediately.

Steps to be taken to help avoid an infestation:

- Blankets and stuffed type toys are not allowed to go back and forth between home and daycare. All bedding will be laundered here.
- Children are not allowed to come to daycare in clothes that they slept in.
- If you notice signs of bed bugs in your home, on you, or your child; or feel you may have been in contact with bed bugs we ask that you please notify the Site Manager or Executive Director in their absence.
- Any employee who notices signs of bed bugs in any area of the childcare Centre shall promptly notify the Site Manager or Executive Director.
- If signs of bed bugs are confirmed at the Centre, the Site Manager or Executive Director shall promptly notify families that may be affected.
- If we suspect that a child has insect bites (consistent with those of bed bugs) the parents/guardians will be contacted and made aware of the concern.
- Parents/guardians can take their children to their doctor to have the bites checked, no child will be removed from the program or center.
- Parents/guardians should perform a deep cleaning of their homes and bedding.
- More information is available from your center or Public Health on how to treat an infestation.

Wood Ticks:

If children have an attached wood tick, the parent/guardian will be contacted to come and remove the tick. It is the policy at Kinder Korner Early Learning Centre Inc. to not have employees remove any type of tick from the children. It will be to the parents to either come and remove the tick, send someone or decide to leave it in place until pick up.

15. Jewelry:

Due to the risk of choking, strangulation, and injury Kinder Korner strictly adheres to a NO JEWELRY policy. The only exceptions include medical alert items, stud earrings, approved Occupational Therapist tools and items intended for religious purposes.

16. Scent/Fragrance Policy:

Some children and employees may report sensitivities to various chemical-based or scented products. We ask for everyone's cooperation in our efforts to accommodate their health and well-being while at the centers.
Scents can often trigger asthma attacks, make breathing more difficult, headaches or even trigger rashes in some cases. Kinder Korner ELC Inc. will do their best to ensure an environment that is as scent friendly as possible and asks all parents/guardians, visitors, board members and employees to be mindful of what scents they may be bringing into the center.

Please avoid using strong perfumes, colognes, lotions, and other hygiene products that may produce a reaction in individuals with scent sensitivities.

17. E-Transfer Information:

All payments for deposits and administrative costs must be paid by E-Transfer. Fees are paid through the Lillio application via E-Transfer only.

To send an e-transfer, please email it to kinderkornerpayments@gmail.com

18. Basic Schedule:

Basic Daily Schedule

Infant/Preschool/School Age

7:00-8:00 Arrival/Free play/Cleanup

8:00-9:00 Free flow snack

9:00-9:30 Cleanup/Circle

9:30-11:50 Group activities and outdoor play

11:30-12:00 Infants lunch start

12:00-12:30 Lunch time

12:30-12:50 Prepare for nap/quiet activity.

1:00 -3:00 Nap time / quiet activities and outside for awake kids

3:00-3:30 Free flow snack

3:30-4:45 Free play/structured activities

4:45- 5:00 Rooms combine.

5:00-5:50 Table toys / home time

This is to give you an idea of how the daily schedule runs. There are different room schedules that children and employees follow with more detail each day.

19. Lillio Communication App:

Kinder Korner uses the Lillio application to communicate with parents/guardians that have children enrolled in the organization.
Once your child has been enrolled, you will receive an email inviting you to the Lillio app that you can download on your phones.
This app allows direct communication between parents/guardians and teachers in your child's room. Teachers can send messages throughout the day to share activities and happenings in your child's classroom.
All invoicing is also done through the Lillio application. Each month you will receive an invoice directly to your Lillio app that allows you to see your account in real time. Once you have received your invoice and paid your fees, it will show up on your account as soon as it is processed. (which may take a couple of business days to process)
The Lillio app is also used as a mass communication tool for families and employees alike. Whenever a message needs to be shared will all centers, a Lillio message will be sent to all participants in the app.
The Lillio app is also used to alert families of inclement weather closures, emergencies, lock downs or other impertinent information that needs to be delivered quickly.
There is the option to send emails and text messages through the app as well.
At the beginning of each month a Newsletter is sent to all families/guardians to share what each of the centers have been up to and what is coming up the next month.
Please make sure to include all emails for parents/guardians that need to be a part of the application when filling out your registration papers.