

HENVEY

INLET

FIRST NATION

PHYSICAL

EMOTIONAL

DAYCARE

PARENT

HANDBOOK

SPiritUAL

MENTAL

REVISED

MARCH 1, 2019

- Safety and Drug or Alcohol Consumption
- Safety with a Protection Order
- Safety for my Children

- Safety on the Job and in Public
- Safety Using my Computer (on the Internet)
- Safety for my Children

Parent Handbook: Henvey Inlet First Nation Daycare

Program Statement

The HIFN Daycare Program encompasses the Ojibwa culture, Ontario's research & legislation. The Ojibwa culture is rooted in a wholistic way of life that embraces a relationship with all living things. Individuals living or learning about the "The Red Road Life" experience & display joy, celebration & the ability to give thanks.

Every little thing is sent for something, & in that there should be happiness & the power to make happy, like the grasses showing tender faces to each other: This we should.

~Black Elk

HIFN Daycare provides social support & educational services to our First Nation children, youth and their families. The indigenous pedagogical plan is primarily based on the Ojibwa culture & language while respecting & supporting all participating children's language & cultures. HIFN Daycare believes that: It is our desire that we and you should be as one heart, one mind, and one body, thus becoming one people, entertaining a mutual love and regard for each other, to be preserved firm and entire, not only between you and us, but between your children and our children, to all succeeding generations.

Parental Involvement

Parental involvement is encouraged. Parents can assist with field trips, attend their child's birthday luncheon, social events, and share information with the Centre about their child's individual needs. Newsletters and information sharing occurs regularly. We invite your input. Questionnaires are distributed annually. Your feedback is valued and appreciated.

We have community resource information available. Please ask the supervisor or designate for assistance. **Monthly Calendars identifying special events are distributed to all families.**

Ages of Children Served

Preschool (30 months – 6 years)	#16
Primary/Junior/School Age (68 months – 13 years)	# 8
Total :	#24

Emergency Information

The HIFN Daycare centre staff will ensure any necessary medical assistance is administered. In the case of normal childhood accidents, the staff will apply the required first aid. This will be noted in the HIFN Daycare centre's log book and an accident report will also be completed. In cases where the child may require a physician's attention (eg. stitches to close an open wound) the child will be transported to a hospital. To ensure your child's safety, only a taxi or ambulance will be used as transportation. You will be informed by telephone immediately except in the event where the Children's Aid Society (CAS) has been called. In this situation, the centre will follow the direction of CAS. If an accident requires serious medical treatment a Serious Occurrence will be reported to the Ministry of Children and Youth Services. Universal Precautions are practiced at all times.

In an emergency situation where the centre needs to be vacated, the Children's Services Emergency Measures and Evacuation Plan will be put in place. It outlines the designated emergency evacuation facility and each staff's role in ensuring that all children in the centre are moved quickly and safely to this site. You will be contacted by telephone and the Children's Services staff will be responsible for the children until they are released to you.

In the event of an emergency or accident involving your child, every effort will be made to contact you. Only after this has been exhausted, will your emergency contact person be called.

Routines

HIFN Daycare Centre has a posted Daily Schedule. Routines such as washing, toileting, eating and sleeping are incorporated in the daily schedule. Although times and schedules are posted they are used as guidelines to ensure consistency for the children. On occasion schedules and times may be adapted to meet the needs of the children and/or the program.

Clean face cloths are available for each washing routine. If a child is using diapers, the parent will be responsible for providing diapers, wipes and necessary creams. Staff and children must wash their hands after each washroom routine and prior to meal/snacks.

Tooth brushing is incorporated into the daily program and toothbrushes are provided for all children. The routine is incorporated in our day to increase children's opportunity to practice hygiene routines and to reduce tooth decay. We complete our tooth brushing routine with water only. Permission to participate in the tooth brushing routine is to be indicated on the admission form.

Staff

All staff trained in CPR and First Aid. **Ongoing professional development** provides up to date certificates.

Outdoor Play

Outdoor play is an important part of child development. The need to have fresh air daily and the opportunity for gross motor activities can be most naturally met in a challenging, well-supervised and pleasant playground setting. The Child Care & Early Years Act requires at least 2 hours of outdoor play daily (weather permitting) for children enrolled for 6 or more hours.

Arrival

HIFN Daycare Centre **opens at 8:30 a.m.** ***No Children*** will be **taken in until 8:30 am Monday – Thursday. Friday mornings it will be at 8:30 am** for the children arrival. If you are unable to arrive by **9:30**, then a phone call is necessary so that the staff knows that your child will be attending that day. **7:30 – 8:30 am is prep time for the staff of HIFN Daycare.**

Closing

HIFN Daycare Centre **closes for the day at 4:30 pm (Monday to Thursday) & Fridays are 8:00 – 12:00 Noon.** All children **should be out of the Daycare centre** at 4:30 pm (Monday to Thursday) & Friday's at 12:00 Noon. The centre does understand sudden bad weather, but if you know that you are unable to pick your child up by 4:00 pm (Mon. – Thurs.) or 11:00 am(Friday), please make alternate arrangements to have your child picked up on time. **The staff must be notified if this person is not on the pick-up list.** This person must be prepared to show I.D. Late charges are \$6.00 for first ½ hour and \$15.00 for an hour and **must be paid immediately and directly to the staff on duty.**

Time Away from the Centre

If at any time *your child is absent* from the Centre for holidays, sickness or any other reason, **parents must notify the supervisor/designate** in order to secure your child's space in the centre. Our teachers provide a quality early learning program and consistent attendance is encouraged.

Centre Closures

Centre will be closed for all statutory holidays as well as any other band directed closures, and mandatory workshops /meetings.

Change of Information

It is the responsibility of the parent to **inform the centre** in writing of any changes that should be made to their child's registration form. For example: change of pick up persons, new allergies, new address or phone numbers, etc.

Registration

Please plan some time for spending with your child at the centre before he/she starts full time care. **If the Parent is not a member of HIFN** there is a charge of **\$20.00 a day**. **Which can be paid at the end of the month or bi-weekly**. Please speak to the Supervisor or designate.

Daily Observation Check

A **daily observation** is made of each child before he or she begins to associate with other children in order to detect possible symptoms of ill health. This check is carried out in the presence of the parent(s) by the agreeing of the ECE Worker so they can exchange information about the child's health status and make decisions about the best ways to meet the needs of the child and parents and fulfill the expectation of the Centre.

Illness

Parents agree not to send their child to the HIFN Daycare centre with any communicable disease or illness (continuous cough, red throat, unexplained rashes, swollen glands, head or stomach aches, fevers, vomiting and diarrhea).

The centre must be informed if your child contacts any illness. Each and every child must be well enough to participate in the centre's daily activities (both indoor and outdoor). Parents will be required to have their doctor sign a release form before their child can return to the centre, if the child has been away with a contagious disease. Parents will be called to pick up their child if they are ill. He/she will be withdrawn from the program to protect the health of others and will be placed in an isolation area under the supervision of staff until parents/guardian arrive.

Medication

The staff at HIFN Daycare are permitted, or authorized to administer any medication, unless prescribed by a doctor and dispensed by a pharmacist. Please do not ever send medication in your child's backpack. The staff must be informed and a medication form must be signed by the parent. The medication is then kept in a locked box, so that no other child could come in contact with it.

Anaphylaxis

Please review policy and procedure prior to child's first day of attendance. (attached)

Allergies

A list of known allergies of enrolled children must be posted in food preparation, eating areas and activity rooms. Parents will be advised that there are children attending the centre who are at risk for potentially life threatening allergies and the foods and causative agents to be avoided.

Outings/Field trips

The children will periodically leave the centre to go on walks or outings to facilities in the community. Parents will be informed of all outings requiring transportation prior to outing date. Permission to participate is provided in writing on the admission form.

Sunscreen

Sunscreen is provided for all children. If due to an individual need your child requires his/her own sunscreen it will need to be handed to a staff member labeled and maintained at child care for your child's use. Please apply sunscreen to your child in the morning. A good base cover applied before full clothing is essential to ensure that bathing suit lines are properly covered. You may also apply sunscreen to your child when you arrive at the centre. Throughout the day staff will re-administer as necessary. Permission to participate in the sunscreen routine is provided in writing on the admission form.

Please provide your child with:

- a wide brimmed hat that will protect your child's face, neck and ears. Baseball hats are not recommended because they do not shield the neck, ears or cheeks.
- protective clothing such as lightweight long sleeved shirts and pants

Toys and Belongings

Centre is in no way responsible for lost or broken items. The children are not permitted to bring toys from home unless specified by program.

Clothing

We ask that your child be dressed in clothing that is appropriate for physical and sometimes "messy" activities. Rubber soled shoes are recommended for safety. Keep extra clothing in your child's cubby. This allows for easy changes after spills or accidents. Please label all articles of clothing to avoid confusion.

Nutrition

All meals, snacks and beverages meet the recommendations set out in the Health Canada documents "Eating Well with Canada's Food Guide", "Eating Well with Canada's Food Guide – First Nations, Inuit and Métis" or "Nutrition for Healthy Term Infants", as amended from time to time, as the case may be. Centre provides regular nutritious meals (mid-day) and snacks (morning & afternoon) following the Guide. Menus are posted on parent bulletin board showing current week and following week and retained for 30 days following last day applicable. Allergies must be known as special treats may be given at party celebrations. Drinking water is available at all times.

Prohibited Practices

The following **practices are not observed in the program:**

- (a) corporal punishment of the child;
- (b) deliberate use of harsh or degrading measures on the child that would humiliate the Child or undermine his or her self-respect: Or inflicting any bodily harm on children including making them eat or drink against their will.
- (c) depriving the child of basic needs including food, shelter, clothing or bedding;
- (d) locking the exits of the HIFN Daycare centre for the purpose of confining children; and
- (e) using a locked or lockable room or structure to confine the children.

And Staff confirm that these practices are not allowed and do not occur in the program.

Nap/Rest Routine

In accordance with the Child Care & Early Years Act, a rest/nap time to a **maximum of two** hours must be provided each day for toddlers and preschoolers. Consideration is given to each child's individual needs. Children unable to sleep are offered alternative activities. The need for rest and sleep varies greatly at different ages, and even among children of the same age; however, rest is an important part of the day for all children. This provision allows for a period during which quiet activities are encouraged and children can nap if required. Each child has his/her own cot and bedding provided by the child care. Bedding is changed and laundered weekly. Children may bring a soft comfort item (toy/blanket) from home for rest time.

Fire Drills & Emergency Information

Fired drills and emergency evacuation procedures are practiced on a regular basis. In the case of a real emergency, staff will evacuate the children and notify parents/guardians once we have arrived at our temporary shelter. In the event of a community emergency, parents are not to come to the centre as it will hinder a safe evacuation process due to traffic congestion. Parents are to listen to the community radio station for instructions and meet at the designated evacuation site.

Withdrawal

Withdrawal requires two weeks' notice in writing.

Fees

A copy of the current fee schedule will be provided to you. **Non-band members of Henvey Inlet First Nation** will be charged **\$20.00 a day fee**. To be paid bi-weekly or monthly. Please speak to the Supervisor/designate.

