



PARENT HANDBOOK

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THE SALVATION ARMY "SMALL BLESSINGS"
EARLY CHILDHOOD DEVELOPMENT CENTRE
PARENT HANDBOOK AND POLICY STATEMENTS
(Updated November 2019)

MISSION STATEMENTS

- ***THE SALVATION ARMY:***

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

- ***TERRITORIAL MISSION STATEMENT:***

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

- ***SMALL BLESSINGS MISSION STATEMENT:***

Small Blessings Early Childhood Development Centre exists to provide a wholesome, safe and happy learning environment for all children through modeling the example of Jesus.

INTRODUCTION

Small Blessings is a Christian Early Childhood Development Centre operated by The Governing Council of The Salvation Army. Our programs incorporate Christian practices such as saying grace before snacks and meals, participating in weekly chapel, learning Bible stories and learning how to love others as Jesus loves us.

Small Blessings is a provincially designated English Early Learning and Childcare facility and maintains three licenses under the authority of Sections 3 and 4(1) of the New Brunswick Early Childhood Services Act. The New Brunswick Department of Education and Early Childhood Development is responsible for the Early Childhood Services Act and its regulations.

BASIC OUTLINE OF PROGRAMS

The following programs are offered by Small Blessings:

Preschool (Full-time)

Small Blessings offers a full day program for children six months to four years of age. The full day program follows the NB Curriculum Framework for Early Childhood Education. Only full-time spots are available for children under 2 years of age. Children 2 years and up may attend part-time if there is not a child on our waiting list looking to fill a full-time space. In the event a child is coming part-time and a child comes along looking for a full-time spot, the part-time child will be given the option to register as full-time first.

Preschool Class (Mornings)

Small Blessings offers a Preschool Program for children ages three & four from 8:30 – 11:30 am September through June. This Program requires a minimum of two days a week. Morning preschool helps socialize children into a group setting and give them the opportunity to learn the skills necessary to prepare them for the public school system. The NB Curriculum Framework for Early Learning is used for program planning. All other policies and procedures in this manual apply, including a paid 2 week written notice prior to withdrawal. Morning preschool follows Anglophone East school calendar. When school is closed or cancelled, morning preschool will not take place.

After School

We accept children ages five years through twelve years attending school. The program commences at 1:30 pm each day throughout the school year until 5:30 p.m. Registration is scheduled February/March for the upcoming school year. Between August 1 (prior to the school year) and June 15 (at the end of the school year), if you are registered in our after school program, it is mandatory to give two weeks written notice should you decide to withdraw your child(ren). Small Blessings Afterschool follows the NB Plays! program. Our fee schedule is designed to cover school closures due to storms, scheduled PD days, March break and Christmas holidays. This fee schedule does not cover any extended school closure other than these times indicated above at which time our full-time fee would apply. On school cancellation days, scheduled PD days, Christmas break and March break your child will be required to bring their own lunch (am and pm snacks will be provided). **It is critical that if your child is not attending school or is sent home sick during the day, Small Blessings is advised by 12 noon of the given day.**

Summer Camp/Kinder Kamp

We offer summer camps for children entering into school up to age 12 during non-school months. The summer camps are themed and will be announced each May. Registration for summer camps opens in May. If we are not full number-wise, children can enroll part-time. Morning and afternoon snacks as well as lunch are provided unless there is an all-day outing. In that case, the children are to bring snacks and lunch from home. Kinder Kamp is for those children 4 to 5 years old that will be starting Kindergarten in the fall.

PROGRAM GOALS

- For preschool aged children - to seamlessly integrate the objectives of the English, New Brunswick Curriculum Framework for Early Learning and Childcare. You may access this Framework online at http://www2.gnb.ca/content/gnb/en/departments/education/elcc/content/curriculum/curriculum_framework.html .
- For school aged children - to integrate the objectives of NB Plays! You may access NB Plays! at <https://www.nbplays.ca/>.
- To ensure the individual child's interests are represented in all aspects of our programming, facilitating an effective learning practice with direct child involvement in the planning, the environment and the process;
- To enhance the child's self-esteem;
- To develop independence within the child;
- To encourage social-emotional development;
- To allow development of the whole child: social, emotional, physical, intellectual, creative and spiritual;
- To provide learning through play;
- To offer challenges for the child, at his own level.

ACTION PLAN

- To accentuate the fundamental goals of the curriculum throughout our learning programs which are: Well-Being, Play & Playfulness, Communication & Literacies and Diversity & Social Responsibility;
- To arrange the classrooms with interest areas, including a wide variety of age appropriate materials to stimulate growth and development of the whole child;
- In order of individual importance, to focus upon: social-emotional competency, self-help skills, independence, physical and cognitive skills;
- To provide a range of activities throughout the day that will challenge and motivate the child to learn. Every aspect of our day will be designed to facilitate learning with the specific developmental needs of each age group carefully taken into consideration;
- To integrate simple Christian practices and teachings into the daily program;
- To incorporate the parents as our most important resource; by use of parent meetings, parent information correspondence, and parent-educator conferences;
- To encourage and support staff to participate in ongoing professional development, including specialized training if necessary;
- To encourage staff to work with parents, community professionals and school staff and ensure there is open and positive communication.

PARENTAL RESPONSIBILITY WITH REGARD TO CHILD CARE CENTRE

- Each parent must complete a registration form, a child profile, and a consent form along with a handbook acknowledgement before the child's admission to the Centre.
- Parents will bring the child to the Centre for a visit before admission to familiarize the child with the Centre.
- Parents of preschool age children must provide a copy of your child's immunization record. Parents are responsible to update their child's immunization record and provide this to the facility as changes occur.
- If you have chosen not to immunize your child, a form provided by The Department of Health must be completed. During outbreaks, non-immunized children may be asked not to attend Small Blessings.
- No child suffering from a communicable disease will be accepted at the Centre
- Parents are requested to refrain from allowing their child to bring toys to the Centre except for Show and Share day. However, a favorite blanket or doll may be brought to be used at quiet time. Toys of violence are not permitted in the Centre.
- **All clothing, toys and personal items** brought to the Centre must be clearly marked with the child's name.
- Parents are requested to provide the Centre with an alternative set of **labeled** indoor clothing. This should include pants, top, socks, undergarments and footwear.
- Please ensure your child is dressed appropriately for the weather, with **an extra pair of mittens for winter and cold weather**. We cannot guarantee the return of lost items.
- A lost and found box will be located at the Centre and available for parents to go through any time.
- Please do not send money in with your child.
- Parents/guardians are requested to meet periodically with the Centre's staff members to discuss your child's progress. Two parent/educator evenings will be scheduled each year – one in May and one in November.
- Parents are advised that rest time/quiet time is mandatory for all children. If a child does not normally have a rest, they will be encouraged to have a quiet time. If after a half hour the child has not fallen asleep, they will be moved to our quiet room.
- A parent/guardian general meeting may be held when matters of importance need to be discussed. All our families will be encouraged to attend.
- Your child must be escorted to and from the Centre by an adult and the adult's name and time of arrival and departure be logged in the sign in and out book. This book serves for an accurate count for fire and safety and will be used to do a count of persons present in the event of a general emergency of any kind. (I.e., fire, smoke, etc.)
- Parents/guardians will be asked to complete a survey annually to gather information about our services and service delivery.
- Parents/guardians will be asked to complete an exit survey when their children leave Small Blessings for another centre so we can address any issues or problems that haven't already been discussed.

COMMUNITY COUNCIL (PARENT REPRESENTATIVES)

The purpose of Small Blessings Community Council is to develop and review on a regular basis the mission, goals, objectives and strategic plan of the Centre and work within its resources in order to meet the needs of the client.

Community Council functions by giving advice in program and operational matters to the Director in order to enhance the excellence of service. The responsibilities of the council are:

- To ensure that quality management programs are established for the regular evaluation of quality of service and care, and that all services are regularly evaluated in relation to generally accepted standards and required accountability on a regular basis.
- To ensure established policies and procedures provide the framework for the management and operation of the Early Childhood Development Centre.
- To ensure that staff and facilities are appropriate for the services provided.
- To ensure NB Curriculum Framework for Early Learning and Child Care is being administered appropriately for preschool age children.

Community Council is comprised of the following volunteers:

- The Director, Assistant Director and Program Coordinator
- At least 6 Parent Representatives (one shall sit as chair)
- Moncton Citadel Corps Officer(s)
- Advisory Board Representative
- Corps Representative

A call for volunteer of parent representatives goes out when there is a resignation. If more than one parent volunteers for a vacant position, we would have an on-line election. If no one volunteers, the Director will look at the needs of the Community Council and approach a parent that may fulfill that need. The parent representatives' names on the council will be posted on the parent bulletin board. Minutes of Community Council will be posted on website.

HOURS OF SERVICE

- The Centre will operate from 7:30 a.m. until 5:30 p.m., Monday to Friday, twelve (12) months of the year.
- The Centre will be closed on all Public Holidays, which are celebrated on weekdays, and parents will be charged regular fees for the days closed, due to Public Holidays.
- Public Holidays we observe are:

- New Year's Day	- Family Day	- Good Friday
- Easter Monday	- Victoria Day	- Canada Day
- NB Day	- Labor Day	- Thanksgiving
- Remembrance Day	- Christmas Day	- Boxing Day

- In an effort to keep Small Blessings staff current and to help them feel valued, we hold one annual professional Development Day for all frontline staff. The Centre will be closed and parents will be charged regular fees for this day. Each year the date of the conference will be announced in plenty of time for you to make alternate arrangements for your children.
- The Centre will also be closed for maintenance the week before the civic holiday in August, now known as New Brunswick Day.

POSITIVE GUIDANCE

Positive child guidance techniques are used to support and encourage children in learning independence and appropriate acceptable behavior. These practices help to develop relationships that promote children's well-being and sense of belonging.

- **Positive Guidance:** Simply put, guidance teaches. Children learn by what we say and the way we act. Guidance involves setting clear, consistent limits that have reasons and strive to foster self-esteem and independence.
- **Setting Age-Appropriate Limits:** Matching a child's developmental age to the structure, activities and expectations that are provided.
- **Safety:** Children need to know that adults are watching out for them and ensuring their safety.
- **Trust:** Children learn to trust limits and consequences because, when there are no surprises, they know what to expect.
- **Self-Regulation:** When limits are random children doubt they can influence their future. When limits are consistent children learn to self-regulate.
- **Competence:** As children become more independent they feel a wonderful sense of competence
- **Reflection:** Guidance helps children make wise choices but making wise choices does not mean the child does whatever she/he wants. Rather, guide the child to be reflective about responsibilities. For example, a child can think about how a friend might feel if she/he took all the crayons.
- **Respect:** Rather than feeling resentment toward the person setting limits, children learn to respect the person guiding them.

Our Behavioural Management Methods

- Gentle Persuasion and Positive Guidance will be our model of choice. All children need time to control their emotions and adult guidance to learn how to do so.
- We will provide ample time and space to give a child room to calm him/herself. A short discussion will take place, along with affectionate reinforcement of the child's personal importance.

- If staff considers a child's behavior as serious, a parent will be contacted. A discussion between home and the Centre will, hopefully, facilitate a solution or some strategies to support change.
- Staff responsibility for the child ends when the parent arrives at the Centre. Please consider this when dropping off and picking up your children. Some children experience confusion and insecurity when two or more adults are present.
- We are always willing to discuss your child's development. However, we ask that you choose a convenient time for both you and the staff. All conversations concerning the children should be done **without the child present.**
- To make the morning a more pleasant time for you and your child, allow an extra 15 minutes in the morning for unseen delays. If you are calm and relaxed in the morning, your child will tend to be calm and relaxed as well.
- Upon arrival at the Centre, we recommend a short conversation with the staff, hang up your child's coat, give your child a quick hug and kiss, and proceed to work. This allows your child and you to begin the day in the right way without any discord or disruption.
- Parents of our full time program children ages 3 and under will receive a daily note which reflects the facts regarding your child's day and the learning that is taking place with your child.
- We encourage parents to ask questions about their child's day and the children to talk about their day at home. Parents are advised there is no need to give additional consequences for anything that might have happened during the day at Small Blessings.
- We welcome a phone call or prearranged meeting after 5:30 p.m. or during business hours. Please contact our Administration to make arrangements if necessary.
- A drop in visit is welcome anytime to observe your child and we also welcome parent participation regularly.

Prohibited Actions

Abusive behaviour by staff toward any child is not tolerated. The following actions are prohibited:

- Strike a child;
- Shake, shove, spank, pinch or other measures that produce physical pain;
- Require the repetition of physical movements (for example, to reinforce not running in the halls by having the child walk up and down 10 times);
- Humiliate, belittle or degrade in any way such as name-calling;
- Verbal abuse such as yelling;
- Send a child to a cot, mat, time out chair or corner;
- Deprive a child of any outing or group activity;
- Physically restrain a child; and
- Withdraw or threaten to withdraw physical necessities, such as food, bedding, shelter, clothing or toileting opportunities.

MANDATORY REPORTING OF CHILD ABUSE (NB Child Victims of abuse protocols)

All staff members are aware that mandatory reporting of child abuse and neglect is required under the *Family Services Act* (section 30(1)) and that a report to the Department of Social Services and to the ELC licensing staff is filed.

The Family Services Act requires mandatory reporting of **suspected** cases of child abuse to the Department of Social Development and applies to everyone, including professionals. A “professional person” is defined in the legislation and includes any person who, by virtue of his or her employment or occupation, has a responsibility to discharge a duty of care toward a child. Failure of a professional to report a **suspicion** of child abuse to the Department of Social Development is an offence under the Family Services Act.

The legislation makes it clear that the reporting obligation exists whether the information was acquired through the discharge of professional duties or within a confidential relationship, except for the privilege, which attaches to the relationship between solicitor and client.

Staff by virtue of their employment may receive information, which causes them to suspect that a child has been abused. It is possible that the information obtained includes the identity of the perpetrator. The alleged perpetrator may be a person who is unknown; however, the suspicion could also involve a colleague, co-worker, a supervisor, a friend or other associate. The obligation to report is unrestricted by any pre-condition that the complaint be first reported within the respective departments or agencies, even if the alleged perpetrator is an employee of that department or agency.

All staff **must report a suspicion immediately and directly to the Department of Social Development**. Prior to referral, professionals who report the incident should not attempt to make a subjective determination as to whether or not the allegation is true or false. **Mere suspicion** is the legal requirement for mandatory reporting.

Current provisions of the Family Services Act indicate that a professional who reasonably ought to have suspected that a child has been abandoned, deserted, physically or emotionally neglected, physically or sexually ill-treated or otherwise abused but did not inform the Minister commits an offence. In addition, the Minister of Family and Community Services has the discretion to report the failure to comply with the legislation to any professional association responsible for regulating the professional activities of that person. The Family Services Act allows the Minister to require a professional association to cause an investigation to be made into the failure to report suspicions of child abuse.

INCLUSION POLICY

Small Blessings accepts and welcomes children and their families of all backgrounds and abilities. Our program supports the full inclusion of children who have additional support needs of a physical, social, cultural or emotional nature while considering and maintaining Natural Proportions.

When in-class support is necessary for a child, Small Blessings will work with the families through various agencies to obtain funding. Once funding is approved, Small Blessings will hire a support worker, if needed, before the child starts in the classroom.

Our belief is that each child deserves an environment with experiences that promote growth in all areas of their development. Opportunities are provided for children to participate in social free play and routines throughout the day. Some activities may be modified to accommodate individual needs.

Our indoor classrooms are arranged so that all children can move freely and make choices based on their abilities, interests and needs. Future renovations to our facility will be made with the intent of inclusion where possible.

Our staff will be encouraged to participate in professional development opportunities in the areas of child development, research, theory and inclusion practices. We are committed to learning more about various challenges that children and their families may have to deal with.

Our staff will respect and value input from parents and encourage our parents to be part of the decision making process for their child. Our staff will support our families by consulting with all professionals who are involved with them and their child. Our staff will work with parents and other professionals who have valuable knowledge and expertise to ensure the information is shared with each other.

We will work with the family to coordinate meetings with professionals in the school the child will be attending and any other community partners that may benefit the child.

ILLNESS POLICY

Parental responsibility in managing Illness in Child Day Care Facilities as mandated by the Province of New Brunswick's Department of Education and Early Childhood Services is as follows:

Your involvement as a parent is important. You can take the following steps to help ensure that early learning and childcare facilities are safe and healthy places for all children.

Step 1: Make sure you provide up-to-date information about your child's immunization to the facility operator. If you have chosen not to immunize your child, you must sign a waiver

available from the Department of Health. *Immunization records are not required for school age children.*

Step 2: In general, if your child is too sick to participate comfortably in activities and has symptoms or a condition that may affect the health of other children, it is necessary that your child not attend childcare.

You must keep your child at home or make alternate childcare arrangements if your child has one or more of the following symptoms or conditions:

- a. Fever (oral temperature 38.5° C or greater; rectal temperature 39° C or greater, armpit temperature 38° C or greater) accompanied by behavior changes or other signs of illness;
- b. Diarrhea as defined by an increase in frequency of stools and/or change to unformed loose, watery stool. Fever, loss of appetite, nausea, vomiting, abdominal, mucus or blood in stool may also occur;
- c. Vomiting illness with two or more episodes of vomiting in the previous 24 hours (in excess of typical infant spit-ups);
- d. Mouth sores associated with an inability of the child to control his/her saliva;
- e. Rash with fever or behavior changes;
- f. Infections (e.g. infected eyes with discharge) until 24 hours after treatment started by physician;
- g. Infestations (e.g. scabies, head lice, pinworm) until after first treatment with a medicated product.

Step 3: If your child does not attend childcare due to illness, you **must** let the facility know your child's illness symptoms.

Step 4: If your child gets ill at the facility, you will be notified and you will be asked to make arrangements to pick up your child **within one hour of being notified by the facility staff**. This is important to make sure your child gets the treatment he/she needs as well as to prevent the spread of illnesses to other children.

Step 5: You are encouraged to take your child to a physician if their symptoms do not improve within 24 hours after leaving the ELC facility.

Step 6: For some illnesses, there is a required time period where your child cannot attend an ELC facility. These time periods and illnesses have been developed by health care professionals across Canada to ensure that your child is fully recovered and to prevent the spread of infectious diseases in ELC facilities. These illnesses are listed in "New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities" of the "Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities". The guide is listed in the back of the handbook on page 26. If your child has been diagnosed with any of the illnesses in this guide, you **must** follow the requirements in order for the facility operator to allow your child to be re-admitted to the facility.

Step 7: When you take your child back to the ELC facility after having been sick with an infectious illness, you must complete the Return after Exclusion form to certify that you have followed necessary steps for re-entry to the ELC facility.

Small Blessings responsibilities regarding illness:

- We are not equipped to care for children too ill to participate in our daily program.
- Individual situations which do not jeopardize the welfare of the child or other children and staff at the Centre will be assessed by the Director and/or Assistant Director.
- A notice and fact sheet from the Canadian Pediatrics Society will be posted on the parents bulletin board immediately upon discovery of a communicable disease as defined by NB Department of Health.
- Medication may be administered by staff provided the necessary medication waiver is signed by the parent or guardian prior to administration.
- Medication prescribed by a doctor must be in the original container with pharmacy label attached showing the child's name, name of medication, date, amount and time to be administered. This information will be recorded daily on the administration of medication record and signed by the parent/guardian and the staff to administer the medication.
- Over-the-counter medication such as Motrin and Tylenol must be in the original packaging with the child's name and dose clearly marked.
- All medication will be stored in a key locked container and out of reach of children.
- When a child develops a fever, their temperature will be taken and recorded in our daily journal. The parent or guardian will be contacted for instructions in administering acetaminophen or ibuprofen brought to the centre by the parent or guardian. **The medicine is administered according to the parents' direction.** We will complete the administration of medication form and have the parent or guardian sign at pick up to confirm that they were consulted and is in agreement with the dosage given. If the child's temperature does not go down after 20 minutes, the parents will be contacted again and asked to pick up their child.
- If a child becomes ill during the day, the parent or guardian will be contacted to pick up the child within one hour. Upon their arrival the parent/guardian must sign a Potential Illness Form, provided by the Province of New Brunswick.
- A return after exclusion form is required when a child is diagnosed with an illness indicated in New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities found on page 23.
- Administration of extreme allergy management devices and other emergency medications must be discussed with Director and/or Assistant Director to ensure proper forms are completed and staff has been trained to administer correctly.

MINOR INCIDENT LOGS

Small Blessings will maintain a chronologically filed incident log file relating to the health, security and well-being of the children receiving services. We will inform the parent or guardian of the child(ren) involved in the incident within 24 hours of when the incident takes place and shall ensure the parent or guardian signs the daily incident form to confirm their awareness.

Incident logs are kept confidential and are individualized for each child. To protect confidentiality, parents do not see the records of other children.

MAJOR INCIDENT REPORTING

Small Blessings shall complete an incident report on a form provided by the Department of Education and Early Childhood Development if one of the following incidents occurs while a child is receiving services:

- a) the child is missing or temporarily unsupervised;
- b) a fire or other disaster occurs at the facility;
- c) a motor vehicle accident or an injury occurs during the transit of the child
- d) an illness or injury requires the transfer of the child to a hospital; or
- e) the child dies.

Small Blessings shall inform the Department of EECD and the parent or guardian of the child involved in one of these major incidents as soon as the circumstances permit and shall ensure that the parent or guardian signs the major incident report to confirm their awareness.

Small Blessings must:

- a) maintain a copy of the report for the child's file
- b) provide a copy to the parent/guardian, and
- c) forward the original to the Department within 24 hours of the incident

PICK UP POLICY

- The parent/guardian is required to submit the names, addresses and telephone numbers of at least two alternate people eligible to pick up their children from the centre when they are not available or who may be contacted in case of an emergency. We require a telephone call or email prior to these alternates picking up the child. No other person is permitted to pick up your child without prior written notice, dated and delivered in person.
- In the event there is a person or persons who are not allowed to pick up or see your child, please provide the Centre with names and photos of persons and copies of court documentation.

- If for some reason it is impossible for you to pick up your child before 5:30 p.m., arrangements can be made with the Director or Assistant Director of the Centre for a later pickup. There will be no charge for the occasional late pickups, but if it happens on more than an occasional basis and no prior arrangements have been made, then a \$10.00 per 15 minute late fee will be charged.
- We are required to have at least two staff in attendance when there are children at the centre.
- No child will be released to a parent/guardian/alternate who is intoxicated (under the influence of cannabis or alcohol). Other arrangements **MUST** be made.

CLOSURES DUE TO CONDITIONS BEYOND OUR CONTROL

- When the Centre is closed or a delayed opening is required due to inclement weather or operational issues, parents will be advised via Facebook by 6:30 a.m. A message will be left on the answering machine as well.
- When the city buses are taken off the roads Small Blessings will be automatically closed.
- If there is a power outage for more than one hour, the parents will be notified to pick up their children. Children must be picked up within the hour.
- If a storm worsens during the day and it becomes potentially unsafe for children to return home, parents will be notified to pick up the child within an hour.

TRANSPORTATION

- Transportation to and from the Centre will be the responsibility of the parent/guardian.
- Occasionally parents may be requested to transport their children to and from some outings, such as picnics, field trips, etc., and will be notified in advance of these outings.
- Parents will be required to complete the transportation section on the Permission form for field trips.
- When required, car seats and booster seats must be brought to the Centre by the parent/guardian.
- For most outings beyond walking distance, Small Blessings will utilize Codiac Transpo.

COMMUNITY ACTIVITIES

- The centre is operated by The Salvation Army and full use of available resources in operating the Centre will be made. A member of The Salvation Army Moncton Advisory Board, a board consisting of people from the Moncton Citadel community, is requested to serve on our Small Blessings Community Council.
- In order to provide a quality, stimulating childcare experience, arrangements will be made from time to time to participate in activities off the premises. Parents will be notified a week in advance and will be given a document of approval to be signed and returned before the day of participation. If you do not wish your child to participate in

these extracurricular activities, it will be the parent's responsibility to make alternate child care arrangements during the scheduled time of the activity.

- The Centre takes advantage of such community facilities as: Centennial Park, Resurgo Place, Moncton Public Library, Camden Terrace, Champlain Mall, etc.
- The Centre attempts to involve senior citizen activities with the program as part of the community involvement. For example Camden Terrace is an ideal location to encourage interaction between seniors and the children through arts and crafts, games and reading and concerts.
- From time to time, we may ask that parents assist the Centre with fundraising to help defray operating costs or to purchase special items. Funds raised are non-refundable.
- Once a year, a special Church Service may be held at The Salvation Army to honor the parents and children of the Centre. Parents will be advised in advance of the date and time of the Service which is called Small Blessings Sunday.
- The Director and the Centre Staff will maintain memberships with the local, Provincial and Federal Associations for the purpose of professional development and to help raise awareness of quality child care programs. Some organizations/associations we are involved in are: EPYC (Education, Professionalism, Young Children.), PICS (Professionalism in Childcare Sector) and ELNB (Early Learning New Brunswick).

NON-FRATERNIZATION BETWEEN STAFF AND FAMILIES POLICY

The protection of our children, their families and our staff is a primary concern for The Salvation Army – Small Blessings. This includes protecting our children, their families and our staff from potential abuse or misuse of power. All our children, their families and our staff have the right to be treated with the utmost dignity and respect.

Small Blessings ask our staff to keep all relationships with our children and their families professional at all times. We ask that our families honour this as well. The Salvation Army – Small Blessings has a strict policy against fraternization between staff members and families. Forms of fraternization which are prohibited include, but are not limited to:

- Social outings (outside of regular job responsibilities)
- Coffees/lunches/meals off-site
- Dating relationships
- Offers of personal assistance with finances, babysitting, etc.
- Solicitation to families for goods or personal charities
- Socializing with family members of our families
- Having parents (past or present) as friends on Facebook, Instagram or any other form of social media

COMPLAINT POLICY

Complaints and/or grievances are to be addressed in the following manner:

- Speak to the teacher in charge of your child.
- If satisfaction is not forthcoming, speak to the Assistant Director or Director of the Centre.
- If you feel you still have a problem that has not been dealt with, send a complaint in writing to the The Salvation Army Moncton Citadel - Corps Officers.
- Complaints can also be forwarded to Community Council at smallblessingsparents@gmail.com and/or the Coordinator for early Childhood Services at Department of Education and Early Childhood Development – contact information posted on main bulletin board in front foyer.

DISCHARGE POLICY

- Parents in all programs are required to give 2 weeks **written** paid notice of termination of service. Payment can be made in lieu of the notice at the time the child leaves the Centre.
- Small Blessing realizes that we may not be a good fit for every family. In the event there is a difference of opinion between the parent and Small Blessings or lack of parental cooperation, it may be in the family's best interest for the child to be discharged. A notice of discharge will be sent to the parents two weeks before the discharge date.
- A child's behavior may result in the child's discharge from the Centre. Through consultation with the parents and external agencies, a behavioral management program will be implemented. If the child shows improvement within a month of commencement of the program plan, we will continue to work with that child and his/her parents. Should there be no improvement and Small Blessings feels the child would be better served in another program, a notice of discharge will be sent to the parents two weeks before the discharge date.
- Discharge from the Centre will occur only as a last resort and after all avenues of recourse are exhausted.

EMERGENCY EVACUATION PROCEDURES

- The Centre is equipped with an AC/DC fire alarm system. In the event of an emergency, evacuation will be accomplished in an orderly and disciplined manner. We will be practicing fire drills once a month with the children according to instructions set down by the Provincial Fire Marshall. Emergency numbers and evacuation procedures will be familiar to all staff members, as well as posted by all exit doors at the Centre.

- In the event of a fire or another emergency when we must evacuate the Centre, safety zones have been designated:
 - a. People's Park Tower, across St. George Blvd. #560, Moncton, NB
 - b. The Wesleyan Church, adjacent to Small Blessings on St. George Blvd.
 - c. Fire Station, St George Blvd. and Milner Road, Moncton, NB
- Specific evacuation procedures are outlined below.

EVACUATION PROCEDURE

1. THIS PROCEDURE IS IN PLACE FOR EVACUATION OF THE FACILITY IN CASE OF REAL FIRE OR EMERGENCY. CALM AND ORDER ARE IMPORTANT. SERIOUS EXECUTION IS STRESSED AS WE MUST REPRESENT TO OUR CHILDREN THE URGENCY OF EVACUATION.
2. THE DIRECTOR OR PROGRAM COORDINATOR WILL PICK UP THE SIGN IN/OUT REGISTER.
3. STAFF WILL ORGANIZE THE CHILDREN INTO LINE, TAKE THEIR FIRST AID KIT, DAILY ATTENDANCE SHEET, ROPES (IF APPLICABLE) AND PROCEED TO THE NEAREST FIRE EXIT (AS MARKED ON THE EVACUATION NOTICE BY EVERY DOOR IN THE BUILDING).
4. ALL STAFF, CHILDREN, AND VISITORS WILL MEET IN THE MEMORIAL PLAYGROUND AT THE REAR OF THE CENTRE.
5. THE PROGRAM COORDINATOR OR DESIGNATED STAFF PERSON WILL CHECK THE NAMES IN THE SIGN IN/OUT REGISTER TO BE SURE ALL THE CHILDREN ARE ACCOUNTED FOR.
6. THE BABIES WILL BE CARRIED OUT BY THE STAFF WITH ASSISTANCE FROM THE DIRECTOR AND/OR THE PROGRAM COORDINATOR. IF ASSISTANCE IS NOT QUICKLY PROVIDED, STAFF WILL USE 2 OR MORE CRIBS TO TRANSPORT THE INFANTS.
7. THE STAFF PERSON NEAREST THE BATHROOMS WILL CHECK FOR CHILDREN. THE DIRECTOR AND/OR PROGRAM COORDINATOR WILL ALSO CHECK THE BATHROOMS, IF POSSIBLE.
8. IN THE EVENT OF A FIRE OR ANOTHER EMERGENCY WHICH DICTATES WE EVACUATE THE PREMISES, THE CHILDREN MAY BE TAKEN TO THE WESLEYAN CHURCH, PEOPLE'S PARK TOWER OR THE FIRE STATION AT THE CORNER OF ST. GEORGE BLVD. AND MILNER RD.
9. CHILDREN ARE NOT TO BE PUT INTO ANY CAR OR DRIVEN TO EITHER LOCATION.

FEE SCHEDULE (Effective January 1, 2020)

A \$30.00 (non-refundable) registration fee is required for any program listed

FULL DAY PRESCHOOL

1 child - 6 months to 24 months	\$188.75 per week
1 child – 2 years to 4 years	\$165.00 per week (\$33.00 per day)
*Part-time – 2 years to 4 years	\$37.00 per day

*Part-time will be offered only to children age 2 years and up and only if there is a space available. If a group becomes full and a full-time space is required, the part-time parent will then have the option of going full-time or giving up the space to the full-time registrant.

MORNING PRESCHOOL

Class year is considered to be in conjunction with the public school year (Sept thru June). All weeks within this class year require payment.

\$18.50/ day – You must register for a minimum of 2 days per week
\$92.50/week – 5 mornings a week

AFTER SCHOOL PROGRAM

Class year is considered to be in conjunction with the public school year (Sept thru June). All weeks within this class year require payment.

Weekly fee	\$99.00 per week
Part-time fees for After School	\$24.00 a day after school program
	\$33.00 a day for full day attendance not included in your contract

There will not be an additional charge for full day attendance due to school closures, March break or Christmas holidays. This fee **does not** cover an extended school closure other than these times indicated previously.

SUMMER CAMP PROGRAM

Summer camp registration is due on or before June 15. Any week or part of a week your child attends during this program requires the weekly fee. All automatic customer withdrawals will be based on the registration. The registration, when signed, will become your contract with Small Blessings for the Summer Camp period.

Weekly fee:	\$175.00 per week Summer Camp
	\$165.00 per week Kinder Kamp (for children entering into kindergarten the next fall)

FEES - NON PAYMENT WEEKS

- User Fees are based on 50 of 52 weeks of payment per year for full time preschool only.
- After School, Morning Preschool and Summer Camp Programs do not qualify for this benefit.
- One non-payment week will apply to the week the Centre is closed to facilitate staff vacation, repairs and maintenance to the building.
- The other non-payment week, may be taken at any time during the calendar year by giving two weeks' notice **in writing** to the Director. Your child **cannot** attend the Centre during this second free week.
- This second week only applies after your child has attended the Centre for a minimum of six (6) months and if your child is registered full time.

ADDITIONAL INFORMATION REGARDING PROGRAMS AND RELATED FEES

Parents will be required to complete an “authorization for automatic debit form” when registering and the authorized amount will be debited from the client’s account bi-weekly with the amount paying for the 2 weeks that follow the withdrawal date. When there is a fee change, you will be notified in writing of any increases prior to the withdrawal date the changes come into effect.

- An additional **\$15.00** will be charged for each NSF withdrawal. This amount will be added to your next withdrawal along with your regular payment.
- Failure to prepay may result in immediate termination of your registration.
- Our fee schedule is designed to cover all expenses, pay our employees a fair wage and provide quality, educational care for your children.
- Fees will be reviewed annually and are subject to change.

Parents requiring assistance with child care costs, please contact the Department of Education and Early Childhood Development.

PRIVACY POLICY:

Why we collect personal information.

As licensed providers of child care we collect, use and disclose personal information in order to serve our clients. The primary purpose of this collection is to provide the best child care possible. A second primary purpose will be to meet the legislative requirements of the Family Services Act. A third primary purpose is so that we can contact the appropriate people in the event of an emergency. In a case of urgency it might be necessary to collect this information without express consent, (e.g. a child's well-being is at risk).

What is personal information?

Personal information includes information that relates to an individual's personal characteristics, their health, or their activities and views.

Who we share our information with.

We partner with a number of agencies and support workers that may in the course of their duties have limited access to personal information we hold. These include computer consultants, accounting auditors, supply staff, resource consultants, employees of agencies that provide support to children with special needs. Also included is the New Brunswick department of Health and Wellness to ensure compliance to the Family Services Act, The Department of Social Development, The Department of Education and Early Childhood Development, The Salvation Army accreditation team for the purpose of accreditation of our centre, and The Salvation Army Divisional Headquarters for review purposes. We restrict their access to any personal information we hold based on the legislative requirements and their authority to collect.

Protecting personal information.

We understand the importance of protecting personal information, therefore:

- Paper information is either under supervision or secured in a locked or restricted area.
- Electronic hardware is either under supervision or secured in a locked or restricted area at all times.

Retention and destruction of Personal Information.

We keep our client files for 7 years after the clients withdraw from our centre. We destroy paper files that contain personal information by shredding. We destroy electronic information by deleting it, and when the hardware is discarded, we ensure that the hard drive is formatted to erase any information contained within.

You can look at your information.

You have the right to see what personal information we hold about you. We will confirm your identity, if we do not know you, before providing you with the access. If you believe there is a mistake in the information, you have the right to ask for it to be corrected. If there is a problem we ask that you put your request in writing. This applies to factual information and not to any professional opinions we may have formed. We may ask for documentation to verify that our files are wrong. Where we agree that we made a mistake, we will make the correction and

notify anyone to whom we sent this information. If we do not agree that we have made a mistake, we will still agree to include in our file a brief statement from you on the point.

Do you have a question?

If you have any questions regarding this policy please do not hesitate to contact the director. She will attempt to answer any questions or concerns you may have.

This policy is made under the Personal Information Protection and Electronic Documents Act. There are some rare exceptions to the commitments set out above.

For more general inquiries, Information and Privacy Commissioner can be reached at:

112 Kent Street

Ottawa, ON K1A 1H3

Phone: (613)995-8210 Toll Free: 1-800-282-1376

Fax: (613)947-6850

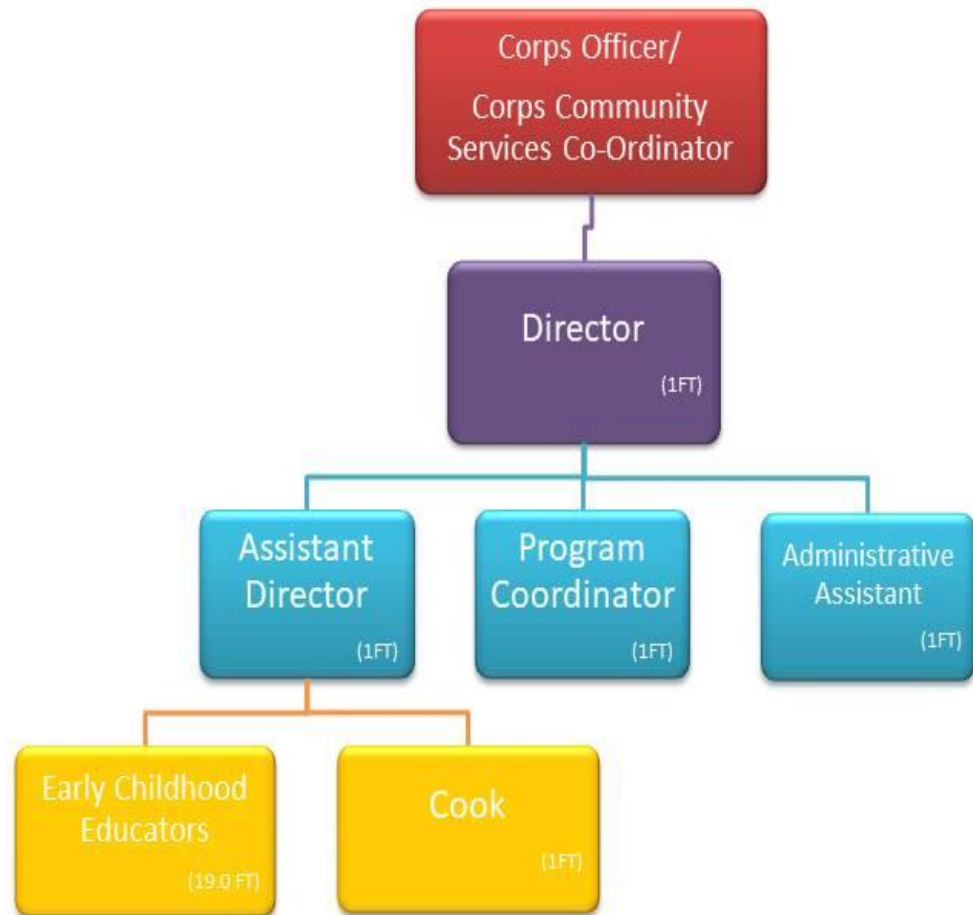
www.privcom.gc.ca

Organizational Chart

The Salvation Army

Small Blessings Early Childhood Development Centre

24 Staff



Revised June 2018

New Brunswick Child Day Care Facility Exclusion Reference Guide

CONDITION	EXCLUSION CRITERIA	RETURN AFTER EXCLUSION FORM REQUIRED?
Campylobacter	Exclude until diarrhea is gone	YES
Cryptosporidium	Exclude until diarrhea is gone; No swimming for 2 weeks	YES
<i>Escherichia coli</i> * (E. coli 0157 H7)	Exclude until diarrhea is gone and two stool cultures taken 24 hours apart are negative. Proof of negative cultures must be provided to Public Health. Public Health will then notify daycare of re-admittance permission	YES Public Health signature required
Giardia	Exclude until diarrhea is gone	YES
Head Lice	Exclude until first treatment is complete and there is no evidence of live lice.	YES
Hepatitis A	Exclude for 1 week after onset of jaundice.	YES
Impetigo	Exclude until antibiotic treatment has been taken for 1 full day.	YES
Measles	Exclude all cases until at least 4 days after onset of rash. Exclude all children who lack proof of immunization until vaccinated or until 2 weeks after last case in the daycare.	YES
Meningitis (Bacterial)	Exclude until well enough to return and at least 24-48 hours after starting appropriate antibiotics	YES
Mumps	Exclude child with mumps for 9 days after onset of swelling Exclude susceptible contacts from days 12-25 following exposure if other susceptible people are present (consult Public Health)	YES
Norwalk virus	Exclude until diarrhea and/or vomiting are gone	YES
Pinkeye (Conjunctivitis)	Exclude until 24 hours after treatment has begun.	YES
Rotavirus	Exclude until diarrhea is gone.	YES
Rubella (German Measles)	Exclude for 7 days after onset of rash. If child has congenital rubella and is less than 1 year old, consult Public Health. Risk of severe damage to fetus if pregnant woman gets rubella in first trimester, therefore all staff should prove immunity (vaccination or blood test, prior to employment, if possible)	YES
Salmonella	Exclude until diarrhea is gone	YES
Scabies	Exclude until 24 hours after treatment. Treatment of household contacts usually recommended.	YES
Scarlet Fever	Exclude until 24 hours after treatment has begun	YES
<i>Shigella</i> *	Exclude until diarrhea is gone and two stool cultures taken 24 hours apart are negative. <i>If antibiotics administered, stool specimens to be taken at least 48 hours after completion of antibiotics. Proof of negative cultures must be provided to Public Health. Public Health will then notify daycare of re-admittance permission.</i>	YES Public Health signature required
Strep Throat	Exclude until 24 hours after treatment has begun	YES
Whooping Cough (Pertussis)	If infants under age 1 year or pregnant women are present, exclude child with whooping cough for 5 days after start of antibiotics or 3 weeks after start of cough and culture negative if no antibiotic treatment given (consult with Public Health)	YES
CONDITION	EXCLUSION CRITERIA	RETURN AFTER EXCLUSION FORM REQUIRED?
Chickenpox (Varicella Zoster)	If mild and the child is able to take part in activities, no exclusion is required.	NO
Common cold	Do not exclude unless too ill to take part in activities	NO
Ear infections (Otitis media)	Do not exclude unless too ill to take part in the activities	NO
Fifth Disease (Parovirus B19 (Erythema Infectiosum)	No exclusion required	NO
Hand, Foot, and Mouth Disease	No exclusion required	NO
Hepatitis B	No exclusion required. Open wounds should be covered.	NO
Herpes Simplex (non-genital)	Exclude children who do not have control of oral secretions (droolers) and have infection for the first time. Exclusion not indicated for recurrent cold sores.	NO
Influenza	Do not exclude unless too ill to take part in activities	NO
Meningitis (Viral)	No exclusion required	NO
Mononucleosis (Infectious)	No exclusion required	NO
Pinworms	No exclusion required	NO
Ringworm	No exclusion required	NO
Roseola	No exclusion required	NO
Shingles	If mild and the child is able to take part in activities, no exclusion is required. Lesions should be covered if possible.	NO

Parents must notify the child day care operator of diagnosis within 24 hours of confirmed physician diagnosis

Reference: *Management of Illness in Children and Staff in New Brunswick Child Day Care Facilities.*