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THE SALVATION ARMY "SMALL BLESSINGS"
EARLY CHILDHOOD DEVELOPMENT CENTRE
PARENT HANDBOOK AND POLICY STATEMENTS
(Updated May 2022)

The Salvation Army

□ *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.

□ *Vision Statement*

**We are an innovative partner,
mobilized to share hope wherever there is hardship, building
communities that are just and know the love of Jesus**

□ *Core Values*

- **Hope:** We give hope through the power of the gospel of Jesus Christ.
- **Service:** We reach out to support others without discrimination.
- **Dignity:** We respect and value each other, recognizing everyone's worth.
- **Stewardship:** We responsibly manage the resources entrusted to us.

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.

SPIRITUAL AND PASTORAL CARE

Pastoral Care refers to the ministries/services performed by The Salvation Army for individuals.

Pastoral Care for Small Blessings families is provided by the Corps Officers. In the event a Small Blessings family or family member has a need for counseling, they can approach the corps officers themselves or asked to be referred to the corps officers through the Small Blessings Executive Director or an Administrative Team member. This is a private and confidential service.

The Spiritual Care offered can address issues on an individual level relating to personal crisis of any nature and is meant to help guide an individual in seeking resolution for their crisis.

Spiritual Care is available to everyone who would like access to this service.

BASIC OUTLINE OF PROGRAMS

Preschool (Full-time)

Small Blessings offers a full day program for children six months up to school 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.

Morning Preschool Class

Small Blessings offers a Morning Preschool Program for children ages three, four and five, that have not started school, from 8:30 – 11:30 am September through June. This Program requires registration for a minimum of two days a week. Morning preschool helps socialize children into a group setting and gives 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 will apply. 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 runs 1:30 to 5:30 p.m. daily starting September and ending June. Small Blessings After School program follows the NB Plays! program. Our fee schedule is designed to cover Anglophone East and Francophone Sud 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 public 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). If private school closures, such as MCA, line up with those of Anglophone East and Francophone Sud, we offer full-day care for those children. It is important that if your child is not attending school or is sent home sick during the day from school, we are advised by 12 noon of the given day. After school transportation is not provided by Small Blessings. Parents may be able to arrange for a school bus to drop off at Small Blessings by applying for the alternate drop off service through the school and school district.

Summer Camp/Kinder Kamp

We offer summer camps for children entering into school up to age 12 during non-school weeks. The 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. Kinder Kamp is for those children 4 to 5 years old that will be starting Kindergarten in the fall, and is designed to transition the children into a school like environment. For Kinder Kamp, 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. Snacks and lunches are not included for Summer Camp and children are asked to bring snacks and lunch from home each day.

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 [NBPLAYS-PLAYBOOK.pdf \(recreationnb.ca\)](#).
- 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 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 their own level.

ACTION PLAN

- To accentuate the fundamental goals of the NB 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 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 parent handbook acknowledgement before the child's admission to the Centre. Once a child has a space at Small Blessings, we will send a Confirmation of Enrollment to the parent of the child by email. The parent must accept the Confirmation of Enrollment, ensuring registration process is complete. Funding to the family and to Small Blessings is dependent on the successful completion of this process. The child will not be able to attend Small Blessings until the Confirmation of Enrollment is complete.
- Parents may accompany their child on a tour of the Centre 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, nonimmunized 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 stuffed animal 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, as the outdoors is an expansion of the classroom and the children spend significant time learning and playing outdoors.
- 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 have a tour of their room and to discuss their child's progress. Two parent/educator evenings will be scheduled each year – one in the fall and one in late spring.
- 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.
- 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.
- Parents/guardians will be asked to complete an exit survey about their experience at the Centre when their child(ren) leave Small Blessings.

FUN WITHOUT FOOD POLICY

Small Blessings has a fun without food policy. We are not able to permit families to send in food, candy or treats for their child's classroom due to some severe allergies and food restrictions. This would include birthdays and special occasions.

AFTER SCHOOL PROGRAM - REGISTRATION POLICY

Application to register for the after school program for the following September school start will be available to Small Blessings families through a link sent in March and will remain open for two weeks. The registration link will be sent via email the following Friday after March break by 5:30 pm in order to give everyone an opportunity to register.

The link will be sent to families who are currently registered in one of the following programs:

1. Presently enrolled in the after school program

2. Full-time preschool children who will be entering kindergarten the following fall.
3. Morning preschool children who will be entering kindergarten the following fall.

The application will ask for the following information:

1. How many children you have that are currently attending the daycare and are entering the after school program in the fall
2. Date your child was originally enrolled at Small Blessings (using the month, day and year of the child who has been here the longest).
3. Consent for the registration fee of \$50.00 to be taken out with your next regular Small Blessings payment once you have a confirmed after school spot.

Once all applications are compiled into a spreadsheet, the list will be sorted based on the following criteria:

1. The number of years the child has attended Small Blessings
2. The family with the child who has been at Small Blessings for the longest time will get the first spot.
3. Siblings of that child, that are currently attending the daycare, will get the next spot(s).
4. The family with the child who has been at Small Blessings for the next longest time will get the next spot, along with any siblings that are currently attending the daycare and also going to school the following September.

The first 60 spots will be assigned based on this methodology.

When down to the final registrations and there is a tie on the length of time each child has attended Small Blessings, the date/time that the registration form was completed will be the deciding factor, with the spot given to the earliest registration.

If the family in the last few spaces requires more spaces than there are spaces left – an offer will be made to the family to split (one child enrolled and the other(s) on the top of the waitlist). If they decline, they can choose to let the space(s) go to the next family, and stay on the waitlist together (not get bumped completely).

The waitlist will use the same method until Small Blessings family registration closes (2 weeks).

Registration for any remaining spots will be open to the public the first of April. Once registration is open to the public, spots are assigned based on a first come basis.

The registration fee for families of the first 60 confirmed spaces will be \$50.00 per child which is non-refundable if the family withdraws from a confirmed space. There will be no registration fee for the waitlist; registration fee will only apply once your child has a confirmed after school space. Once your space is confirmed, the registration fee will be added to your next daycare payment.

SUMMER CAMP/KINDER KAMP REGISTRATION POLICY

Kinder Kamp is for children 4 to 5 years old who will be starting Kindergarten in the fall and is designed to transition the children into a school like environment. Kinder Kamp is offered during the non-school summer weeks. Morning and afternoon snacks, as well as lunch are provided unless there is an all-day outing. In that case, the children are asked to bring peanutfree snacks and lunch from home. Kinder Kamp fees are covered by the Canada wide – New Brunswick agreement at a cost of \$90.00/ week.

Summer Camp is designed for school-age children from grade 1 up to age 12 and is offered during the non-school summer weeks. Snacks and lunches are **not** included in this program and children are asked to bring peanut-free snacks and lunches from home. The fees for summer camp are \$185.00/week, as this program is not covered by the Canada wide – New Brunswick agreement.

- Small Blessings is closed for maintenance for the full week before the NB day holiday, so there will be no Kinder Kamp or Summer Camp this week.
- The camps have a weekly theme that will be announced in May when registration opens
- The registration link will be sent via email to our current Small Blessings families at the end of the day on Friday and remain open for the first full two weeks of May. Families can sign up for the weeks of their choice.
- The registration link will be sent to families who are currently registered in one of the following programs:
 1. Presently enrolled in the after school program

2. Full-time preschool children who will be entering kindergarten the following fall.
3. Morning preschool children who will be entering kindergarten the following fall.

- Registration is based on a first come, first serve basis and spaces will be assigned to our families in order of date and time registered.
- Once the two weeks have passed, registration for any remaining spaces will open to the public based on a first come, first serve basis.

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 Executive 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 and the NB Plays! program is administered for school age children.

Community Council is comprised of the following staff and volunteers:

- The Small Blessings Administration Team
- At least 6 Parent Representatives (one shall sit as chair)
- Salvation Army Social Missions 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 will bring back the names and qualifications of the volunteers to the current Community Council and vote for the best match based on the needs of Small Blessings. If no one volunteers, the Executive 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, Labour Day, National Day of Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day and 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 ECEs and ECE Assistants. The Centre will be closed and families will be charged regular fees for this day. Each year the date of the conference will be announced by the first week of June to give our families plenty of time to make alternate arrangements.
- The Centre will be closed for maintenance the week before NB Day. Families will not be charged for this week.

POSITIVE GUIDANCE POLICY

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; 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.

BEHAVIORIAL 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 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 staff hands the child over to the parent. Some children experience confusion/insecurity when two or more adults are directing them.
- 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 drop-off 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 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.
- We encourage parents to ask their child questions 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 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 unless Public Health restrictions or guidelines are implemented.

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
- 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

Access

Small Blessings accepts and welcomes children and their families of all 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 recommended by the provincial Ministry of Education and Early Childhood Development.

Participation

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, allowing full and meaningful participation.

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 full inclusion practices 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.

Supports

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. The necessary supports must be in place in order for the child to attend our centre.

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.

*The Inclusion **Program Support Guide** and **Supporting All Children: Our Practices** documents are available to any of our families upon request.*

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:

- Fever (oral temperature 37.5 C or greater; rectal 39 C or greater, armpit temperature 37.3 C or greater, ear 37.9 C or greater) accompanied by behavior changes or other signs of illness. Exclusion for prolonged fever is 24 hours without fever and unmedicated;
- 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 pain, mucus or blood in stool may also occur. Exclusion is 48 hours from last episode.
- Vomiting illness with two or more episodes of vomiting in the previous 24 hours (in excess of typical infant spit-ups);
- Mouth sores associated with an inability of the child to control his/her saliva;
- Rash with fever or behavior changes;
- Infections (e.g. pink eyes with discharge) until 24 hours after treatment started;
- Infestations (e.g. scabies, head lice, pinworm) until after first treatment with a medicated product. With lice, nits must not be evident upon return.

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

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 and are minimal standards to prevent the spread of infectious diseases in ELC facilities. Small Blessings may impose additional standards to mitigate the risk to our children. 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 34. 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 readmitted to the 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 Executive Director and/or a member of the Administrative team.
- A notice and fact sheet from the Canadian Pediatrics Society will be posted on the parent’s bulletin board immediately upon discovery of a communicable disease as defined by NB Department of Health, as well as posted outside the affected classroom door.
- 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 (page 27).
- Administration of extreme allergy management devices and other emergency medications must be discussed with the Executive Director and/or Administration Team to ensure proper forms are completed and staff has been trained to administer correctly.

OUTBREAK MANAGEMENT PLAN POLICY

An outbreak at an Early Learning Centre may exist when a greater than expected number of children and/or staff have similar illness symptoms within a specific period (e.g., diarrhea, vomiting, rash, respiratory illness). When an outbreak of gastrointestinal illness with vomiting and/or diarrhea or respiratory illness has been identified, Public Health and the EECD Quality Assurance Monitor will be notified immediately.

Symptomatic children will be immediately separated from others with employee supervision until they can go home. The employee providing supervision should maintain the physical distancing requirements. If a 2-metre distance cannot be maintained from an ill child, the child (2 and over) and staff member should wear a community mask. The parent/guardian will be contacted immediately and will have one hour to pick up the child. It is imperative that parents/guardians leave a contact number that will be answered while their child is at Small Blessings.

Small Blessings must maintain up-to-date records and these must be available upon request of Public Health. Contact information for ill or absent children and staff and copies of daily attendance records should be available for Public Health in the event disease follow up is required.

The Executive Director or member of the Admin Team will be the contact person to provide outbreak information to Public Health and for Public Health to contact for follow up.

If an outbreak is declared by Public Health, we will ensure that parents/guardians are informed by posting illness notification on the doors of the centre, on our parent information board and via email notification. Proper exclusion is one of the most important and effective measures in controlling an outbreak. Parental and staff cooperation is critical.

During an outbreak, enhanced cleaning and disinfecting will take place within the centre based on Public Health recommendations. All staff must be made aware of the outbreak and the enhanced cleaning and disinfecting protocols put forth by Public Health.

During an outbreak movement of staff and children between classrooms will be limited and interactions between classrooms could be restricted.

In a respiratory outbreak, education on coughing/sneezing etiquette will be provided to children and educators. As well enhanced hand washing procedures will be practiced.

Public Health may request samples of body fluids (e.g. nasal swabs, stool samples, urine samples) from ill children and/or staff. As part of the outbreak management plan, parents/guardians and staff should be aware of the importance of timely sample collection and that they may be requested to participate.

If an outbreak is declared by Public Health, specific sections of the facility or the entire facility could be ordered closed and cannot reopen until advised by Public Health. Regional Public Health will be involved to manage the outbreak and public health measures.

MINOR INCIDENT POLICY

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 POLICY

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, disaster, outbreak or any other major incident 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

PRESENCE OF THREAT AND/OR LOCKDOWN PROCEDURES

In the event that there is presence of threat to the children of Small Blessings the following procedures will be followed to ensure your children are provided a safe yet calm environment.

- The Executive Director and/or the Admin Team will personally advise all the classrooms in the centre of the nature of the threat – potential, visible and/or lockdown. This will

not be announced over our PA system or the walkie talkies so as not to alarm the children.

- If there are classes that are outside the facility, they will be advised by walkie talkie to return to the facility immediately. No reason will be given over radio. Educators will be advised of the nature of the threat upon their return. Based on the level of threat, RCMP may be contacted for escort for a safe return to the centre. If the RCMP deem it not safe for the children to return to the centre, a safe place will be determined by the RCMP and parents will be advised of next steps.
- Administration will choose a code “colour” for a visible threat and will advise all staff.
- Classes will remain in their classrooms except for bathroom breaks.
- Parents will be notified via email as soon as possible. A notice will be posted on Facebook that an email has been sent. If you wish to send a message to Small Blessings, please use email as it is very important that we keep the phone line free.
- No child will be permitted to leave their classroom or the centre without an employee of Small Blessings escorting them.
- Blinds will be left open so as not to alarm the children and for the educators to assess any possible visible threats.
- Educators will make sure they have a safe area in the classroom where the children can assemble away from the windows in the event there is a visible threat.
- If the educator observes a visible threat, they will move the children to the safe area and advise administration by using the code “colour of the day”.
- If the centre is advised to be under lockdown, no one will be given access to the centre or will be able to leave unless an RCMP escort is arranged for an organized pick-up.
- If there is a possibility that the centre will be compromised, all children will be moved to the gymnasium. Access will be blocked until there is no longer a threat.
- Administration will do their best to ensure parents are kept apprised of the situation throughout the day; however, the safety of the children will not be compromised over communication.
- Identification of any law enforcement personnel will be viewed through the window, checked and verified prior to allowing them access to Small Blessings.

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, unless they have been approved in writing with a parent signature to pickup their child without prior notice. No other person is permitted to pick up your child without prior written notice.
- 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 their names. In the event that a parent/guardian does not have authority to pick up or see your child, please provide the centre with the name of the person, photo and copies of court documentation, as we cannot legally refuse a parent/guardian pick up without proper 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 Executive Director or Admin Team 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 2 staff in attendance when there are children present.
- 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.

CLOSURE POLICY

Small Blessings could announce a closure for the following reasons:

- Power outage that will last more than an hour.
- Severe weather disruptions affecting the safe transportation of our families and staff.
- Operational issues (e.g., burst water pipe or breakdown in heating system).

- As directed by Government of NB - Department of Education and Early Childhood Development and/or Department of Public Health and Safety.
- A significant staffing shortage where child to educator ratios cannot be met.

Childcare fees are not waived under these circumstances.

Closures are at the discretion of the Executive Director. If the Executive Director is not available, the decision will be made by an Administrative Team representative.

If the centre is closing for the day due to severe weather, we will make the call by 6:30 a.m. If we are able, we will send an email, post a message on Facebook, and change our telephone Voicemail message by 7:00 a.m. If, due to power outages, we are unable to do this, the local radio stations will be advised and you can access that information through their StormWatch programs. When the weather is severe, it is always best to check these sources before leaving your house.

In the event a major storm occurs overnight, we may have to allow time for the roads to be cleared for our staff and families to travel safely to Small Blessings. If this is the case, we will announce a delayed opening using the same guidelines as above.

If a sudden closure is required due to a severe storm or operational issue, such as a power outage, families will be contacted by email and Facebook and will have one hour to pick up their child. We may also attempt to contact you by phone. If we are unable to reach you within the hour, one of the emergency contacts you have given us will be called to have them pick up your child.

TRANSPORTATION POLICY

- Transportation to and from the Centre will be the responsibility of the parent/guardian for our preschool program.

- Parents will be required to complete a permission form for field trips if an alternate form of transportation is utilized (e. g. Codiac Transpo).
- After school parents/guardians must make arrangements with the school to have the busses drop off their child at Small Blessings when applicable. If the bus does not drop off at Small Blessings, parents/guardians are responsible for transporting their child to and from the Centre.

COMMUNITY ACTIVITIES

- The centre is operated by The Salvation Army and full use of available resources in operating the Centre will be made.
- 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 required to provide permission 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, People's Park Tower, etc.
- The Centre attempts to involve senior citizen activities with the program as part of the community involvement. For example People's Park Tower 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.

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 you are not satisfied, speak to the Executive Director of the Centre.
- If you feel you are still not satisfied, you can send your concern
- in writing to:

✝ The Salvation Army Social Mission Regional Director

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
- Staff will organize the children into a 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 all exit doors in the facility). Staff will use 2 or more cribs to transport infants with assistance from the administrative staff.
 - All staff, children, and visitors will meet in the memorial playground at the rear of the centre (school age playground).
 - Administration staff person will check the names to the attendance sheet to be sure all children and staff are accounted for.
 - The infants will be carried out by the staff with assistance from the administration staff. If assistance is not quickly provided, staff will use 2 or more cribs to transport infants.
 - Administration staff will check the bathrooms, if possible.
 - Children are not to be put into any car or driven to an evacuation centre.

FEE SCHEDULE ON RECORD - Effective April 1, 2024

A \$50.00 (non-refundable) registration fee is required for any program listed

FULL DAY PRESCHOOL

Due to the low-fee policy of the Canada Wide – New Brunswick Agreement the daily fees are as follows:

	NB DESIGNATED CENTRES	POSTED RATES
1 child - 6 months to 24 months	\$21.00 per day	\$44.75 per day
1 child – 2 years of age	\$18.00 per day	\$39.00 per day
1 child – 3 years to 4 years	\$18.00 per day	\$38.76 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 days within this class year require payment unless Anglophone East or Francophone Sud are closed and our after school program is running for the full-day.

Morning Preschool children must be registered for a minimum of two days a week.

	NB DESIGNATED CENTRES	POSTED RATE
1 child – Morning Preschool	\$ 7.00 per day	\$21.35 per day

AFTER SCHOOL PROGRAM

A \$50 non-refundable registration fee is required.

Class year is considered to be in conjunction with the public school year (Sept thru June). All weeks within this class year require payment. There will not be an additional charge for full day attendance due to public school closures such as PD days or weather, March break or Christmas holidays. This fee **does not** cover an extended school closure other than these times indicated.

Weekly fee	\$110.00 per week
Part-time fees for After School	\$ 25.00 a day after school program
Extended closure fees	\$ 37.80 a day for full day attendance not included in contract

SUMMER CAMP PROGRAM (effective 2023)

Summer camp registration is due on or before June 15. 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:

Kinder Kamp	\$18.00 per day (covered by Canada Wide – New Brunswick Agreement)
Summer Camp	\$185.00 per week – snacks and lunch not included
Part-time fee (if available):	\$ 37.80 per day

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** that your child will not be attending that 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.

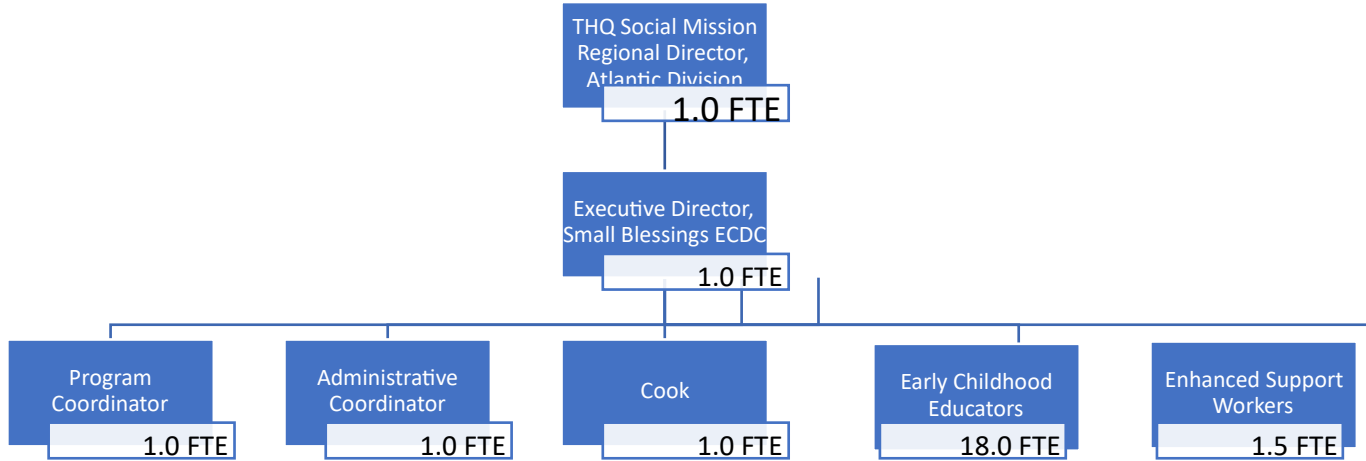
For more general inquiries, Information and Privacy Commissioner can be reached at:

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

Appendix A

Organizational Chart

The Salvation Army Small Blessings Early Childhood Development Centre



Appendix B: New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities

Purpose of Appendix B is to simplify exclusion periods and return after exclusion requirements for both operators and parents.		
Disease/Infection	Exclusion Criteria	Return After Exclusion Form Required?
Campylobacter	Exclude until symptom free (diarrhea has stopped).	YES
Clostridium difficile	Exclude until symptom free (diarrhea has stopped).	YES
COVID-19	Exclude until symptoms have improved, child has not had a fever for 24 hours and child is feeling well enough to participate in normal daily activities.	YES
Cryptosporidium	Exclude until symptom free (diarrhea has stopped). No swimming for 2 weeks.	YES
E.coli 0157:H7	Exclude until symptom free (diarrhea has stopped) and 2 stool cultures taken 24 hours apart are negative. Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	YES Public Health signature required
Giardia	Exclude until symptom free (diarrhea has stopped). No swimming for 2 weeks.	YES
Hepatitis A	Exclude as directed by Public Health, usually until one week after onset of jaundice. If no jaundice was present, exclude 2 weeks after onset of symptoms.	YES
Measles	Exclude until 4 days after onset of rash.	YES
Meningitis (Bacterial)	Exclude until 24 hours after child has started effective treatment and is well enough to participate in normal daily activities. No exclusion for viral meningitis.	YES
Mumps	Exclude cases until 5 days after onset of swelling.	YES
Norovirus/Norwalk	Exclude until 48 hours symptom free (diarrhea has stopped).	YES
Pinkeye (conjunctivitis)	Exclude until child is seen by a healthcare practitioner. If cause is viral, can return to the childcare setting with a healthcare practitioner's approval. If cause is bacterial, can return after 24 hours of appropriate antibiotic treatment completed.	YES
Ringworm	Exclude until treatment is started. Some restriction of activities may be recommended (depending on the infection site).	YES
Rotavirus	Exclude until 48 hours symptom free (diarrhea has stopped).	YES
Rubella (German Measles)	Exclude for 7 days after onset of rash. If child has congenital rubella and is less than one year old, consult with Public Health.	YES
Salmonella	Exclude until 48 hours symptom free (48 hours after diarrhea has stopped).	YES
Salmonella typhi	Exclude until symptom free (diarrhea has stopped) and stool cultures taken 24 hours apart are negative (number of stool cultures to be determined by Public Health). Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	YES Public Health signature required
Scabies	Exclude until 24 hours after first treatment is completed.	YES

Condition	Exclusion Criteria	Return After Exclusion Form Required?
Scarlet Fever	Exclude until 24 hours after antibiotic treatment has been initiated.	YES
Shigella	Exclude until 48 hours symptom free (diarrhea has stopped) plus 2 stool cultures taken 24 hours apart are negative. Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	YES Public Health signature required
Streptococcal Disease (i.e. Strep Throat, Impetigo, Scarlet Fever)	Exclude until 24 hours after antibiotic treatment has been initiated.	YES
Undiagnosed gastroenteritis - undiagnosed suspect infectious outbreak/cluster – 2 or more cases (i.e. viral, bacterial)	Exclude until 48 hours symptom free (diarrhea has stopped) or as directed by Public Health.	YES
Undiagnosed gastroenteritis - single case	Exclude until symptom free (diarrhea/vomiting/fever has stopped) and child is well enough to attend. Note: Any cases of bloody diarrhea must be reported immediately , and the child must be seen by a healthcare practitioner. Upon consultation with public health, the operator of a centre has the discretion to exclude a single undiagnosed case for a longer time period (ie: 48 hours) if norovirus/Norwalk is strongly suspected.	NO
Whooping Cough (Pertussis)	Exclude as directed by Public Health.	YES
Chicken Pox (Varicella Zoster)	Exclude until child feels well enough to return to facility.	NO
Herpes Simplex (cold sores)	Exclude children who are not able to cover lesions, have poor personal hygiene, excessive drooling, or are too ill to participate in activities. Exclusion is not indicated for recurrent cold sores.	NO

Note: Parents must notify the operator within 24 hours of a confirmed diagnosis from a health care practitioner.

In a situation where a risk to public health exists (such as during an outbreak or with certain diseases of public health significance), the Regional Medical Officer of Health, may, under the *Public Health Act*, require the implementation of any measures necessary to reduce the risk of spreading communicable diseases. This may include excluding certain children or staff from the facility, closing sections of the facility or the entire facility.