



MNA BMAADZIIG CHILDCARE CENTRE

121 MKADE KEGWIN MIKAANS,
CHRISTIAN ISLAND, ON. L9M 0A9



PARENT HANDBOOK

REVISED JANUARY 2025



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MESSAGE FROM SUPERVISOR

PAGE 03



Greetings Parents and Guardians,
I would like to take this time to welcome you and your family to Mna Bmaadzijig, Childcare Centre. We aim to promote culture, family togetherness, child development, and healthy parent and educator relationships. All of our staff meet all regulations and standards set in place by the Ministry of Education in accordance with the CCEYA (Valid First Aid/CPR, updated immunizations, and a Police Record Check, including a Vulnerable Sectors Check.

We look forward in working with you and family in the years to come in our Centre.

OUR STAFF MEMBERS

**BRENDAN KING
RECE, SUPERVISOR**

**JADE KING-GOULAH
ECE ASSISTANT**

**RUTH WEAYMOUTH
ANISHINAABEMOWIN
KINOOMAAGEWIN EDUCATOR**

**DAWSON COPEGOG
CUSTODIAN**

**SHANAE JAMIESON - RELIEF
WORKER**



BACKGROUND AND HISTORY

Mna Bmaadzijig Childcare Centre formerly known as Latchkey is located in the Christian Island Elementary School school yard. Mna Bmaadzijig was named by our past elder Lambert Hawke and translated to English means "Those who live well."

Mna Bmaadzijig is a licensed childcare centre for school aged children from ages 4 - 12 years old.

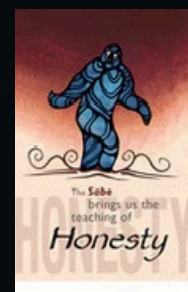
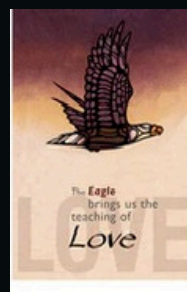
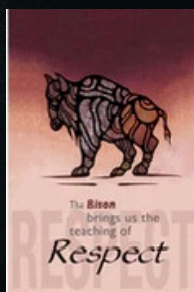
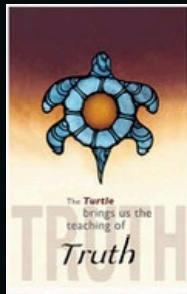
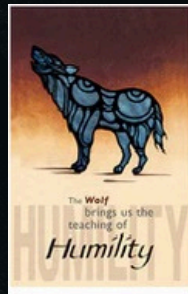
We offer before and after school programming, March Break programming, summer programming, and offer care for children on designated PD Days.

PROGRAM STATEMENT

Mna Bmaadzijig is a school aged childcare center licensed by the Ministry of Education. Mna Bmaadzijig aims to utilize the "How Does Learning Happen," document, Ontario's Pedagogy for the Early Years. The documents focuses on four foundations of learning which highlight; Belonging, Well-being, Engagement, and Expression. Our Early Childhood Educators, Early Childhood Assistants, and program staff guide and provide use of these foundations in quality programming that tends to child development and individual interest.

Staff view the children as competent, capable, curious and rich in potential. Children are encouraged to explore, ask questions, and grow in their understanding. Staff set-up the environment with materials that provide growth for continuous learning.

Our program also implements programming based on our 7 Grandfather teachings; Love, Respect, Honesty, Humility, Truth, Bravery and Wisdom.



OUR GOALS TO GUIDE PROGRAMMING AND PEDAGOGY

PAGE 05

PROMOTE THE HEALTH, SAFETY, NUTRITION AND WELL-BEING OF THE CHILDREN

SUPPORT POSITIVE AND RESPONSIVE INTERACTIONS AMONGST THE CHILDREN, PARENTS, CHILDCARE PROVIDERS AND STAFF

ENCOURAGE THE CHILDREN TO INTERACT AND COMMUNICATE IN A POSITIVE WAY AND SUPPORT THEIR ABILITY TO SELF REGULATE

FOSTER THE CHILDREN'S EXPLORATION, PLAY AND INQUIRY

PROVIDE CHILD INITIATED AND ADULT-SUPPORTED EXPERIENCE

PLAN FOR AND CREATE POSITIVE LEARNING ENVIRONMENTS AND EXPERIENCES IN WHICH EACH CHILD'S LEARNING AND DEVELOPMENT WILL BE SUPPORTED

OUR GOALS TO GUIDE PROGRAMMING AND PEDAGOGY CONTINUED..

INCORPORATE INDOOR AND OUTDOOR PLAY WHICH INCLUDE ACTIVE PLAY, REST, AND QUIET TIME.

FOSTER THE ENGAGEMENT OF AND ONGOING COMMUNICATION WITH PARENTS ABOUT THE PROGRAM AND THEIR CHILDREN.

INVOLVE LOCAL COMMUNITY PARTNERS AND ALLOW THOSE PARTNERS TO SUPPORT THE CHILDREN, STAFF, AND FAMILIES.

PROVIDE STAFF WITH ONGOING CONTINUOUS LEARNING BASED ON NEEDS AND DEVELOPMENT OF THE CHILDREN.

DOCUMENT AND REVIEW THE IMPACT OF STRATEGIES SET OUT IN CLAUSES (1) TO (10) ON THE CHILDREN AND THEIR FAMILIES.

PHILOSOPHY

Mna Bmaadzijig provides a safe and “homelike” environment for children ages 4-12 years who are placed in our care. The program is designed to provide a wide range of activities for each individual with the focus of learning through play.

SERVICING

Mna Bmaadzijig provides service to permanent Beausoleil First Nation residents. This service is available to working parents, parents in training/school, or parents who just want their child to take part for social interaction. During the summer months, we may accept off-reserve members in the program, on a case by case basis if space is available.

STAFFING

The Ministry of Education regulates the qualifications of staff at Mna Bmaadzijig. The staff consists of a Supervisor and other staff that is registered with the College of Early Childhood Educators. All staff (including Relief Workers) are required to have a Criminal Reference Check and Vulnerable Sector Search as well as First Aid and CPR training, updated immunization record.

REGISTRATION

A registration package must be completed in full by the parent or guardian in order for a child to participate in the programs offered at Mna Bmaadzijig. All information in the registration package is necessary and ensures the safety and well-being of the child in our care. An updated copy of the child’s immunization record and status card is required. Any changes to a child’s registration information/emergency contact information must be addressed to the Supervisor via email or phone.

Parents are responsible for going over the Parent Handbook with their alternate pick up and emergency contacts.

Mna Bmaadzijig compiles a wait list for programming. Parents and Guardians are responsible for notifying their emergency pick-ups on the registration package.

DEFINITION OF ANAPHYLAXIS

Anaphylaxis is a severe allergic reaction that can be fatal, resulting in circulatory collapse or shock. The allergy may be related to food in insect stings, medicine, latex, etc.

PURPOSE OF THE POLICY AND PROCEDURES

Mna Bmaadzijig is committed to taking a pro-active position regarding the prevention of anaphylaxis. The purpose of the policy is to provide a process for dealing with anaphylaxis in the centre.

STRATEGY TO REDUCE RISK OF EXPOSURE

- Children with extreme allergies that the centre cannot accommodate will be asked to bring their own food from home.
- Foods with “May Contain” nut warnings will not be served/ or will not be accepted.
- All labels will be read by a staff member prior to serving
- Any persons supplying food to the centre will be notified of all life threatening allergies in the centre. List of all allergies will be revised as necessary
- All children and staff will wash their hands before and after handling food
- All surfaces will be cleaned with a cleaning solution prior to and after preparing and serving foods.
- All cleaning supplies, medicines and any other products that may be of danger and/or commonly produce allergic reactions stored away
- Extra special supervision of anaphylactic children during eating
- On bus during fieldtrips children with anaphylaxis will sit within view of staff member
- Playground areas will be checked and monitored for insects such as wasps. Supervisor will be notified immediately and the playground will not be allowed to play in area until dealt with.
- Staff will take a walkie-talkie on excursion.
- Must be labelled with child's name.

COMMUNICATION PLAN FOR THE DISSEMINATION OF INFORMATION

- Parents will be informed by newsletter for all allergies in the Centre
- A list of all allergies and suggestions for healthy snacks will be handed out at the Orientation
- List of allergies will be posted in the kitchen and on the Parent Information Board.
- Parents with children with anaphylaxis will provide an Individual Plan for their child prior to enrollment

INDIVIDUAL PLAN AND EMERGENCY PROCEDURES

Prior to enrollment, the parent/guardian will meet with the Supervisor to provide input for the child's Individual Plan and emergency procedures. This plan will include but is not limited to:

- Description of the child's allergy
- Monitoring and avoidance strategies
- Signs and symptoms of an anaphylactic reaction
- Child care staff roles and responsibilities
- Parent/guardian consent for administering allergy medication, sharing information and posting Emergency Plan
- Emergency contact information
- Location of Epi-pen

Parents are requested to advise the Supervisor if their child develops an allergy, requires medication and/or of any change to the child's Individual Plan or treatment. Individual Plans will be revised yearly and as directed by the parent/Physician.

Copies of Individual Plans are in each child's file, emergency bags (with the Epi-pen), and Policy and Procedures binder and are Supervisor's bulletin board.

The Supervisor will review the child's individual plan, including the emergency procedure to be followed if the child has an anaphylactic reaction with the staff, students, volunteers prior to employment or placement and annually thereafter or when there is a change in the Individual Plan.

EMERGENCY PROTOCOL

- One person stays with the child at all times
 - One person goes for help or calls for help
 - Follow emergency procedures as outlined in the child's individual plan (i.e Administer epinephrine at the first sign of reaction)
 - Call 911. Have the child transported to the hospital even if symptoms have subsided.
- Symptoms may occur hours after exposure to allergy.
- Administered Epi-pen is to accompany child to hospital.
 - Administered Epi-pen is to be given to hospital employer or child's parent for disposal.
 - Staff must stay with child until parent/guardian arrives.

TRAINING

- Where a child has an anaphylactic allergy, staff, students, and volunteers are provided with training from the parent.
- Training will include the procedures to be followed in the event of a child having an anaphylactic reaction, including how to recognize the signs and symptoms of anaphylactic and administered medication.
- Any new staff, student and volunteers who commence employment or placement after the initial training will be given training by the Supervisor
- The Supervisor will be trained by the parent of the child annually and receive consent from the parent to train new staff, students and volunteers.
- Volunteers and Students are not permitted to administer medication unless under extreme circumstances (i.e staff member unconscious).
- Staff will make sure to take to emergency bag with them on everywhere (i.e fieldtrips, outside, nature walks).
- The staff will be required to sign and date that they have received training and kept on file in the policy and procedures book.

Mna Bmaadzijig staff are well aware of the shortages of childcare spaces in our growing community. We aim to ensure every child is welcome at programming, however there are limited spaces at times. Staff will develop/maintain a waiting list that will be updated when spaces become available, where at that point the parents will be contacted for an orientation/registration.

Information needed for the waiting list:

1. Phone number/email
2. Child's name
3. Child's age
4. Parent/Guardian's name
5. Date added to list /date when care is needed

Order of Admission:

1. On a first come first serve basis (Priority is given to working families)
(Depending on age of child as we can only have a certain number of kindergarten children with 6- 12 year olds)

Procedure:

1. Staff will call the parent/guardian according to priority as soon as a spot opens up using the contact information provided.
2. If the staff has to leave a message. The parent/guardian will have three days to call Mna staff back. After the third day and the staff has not heard from the parent/guardian the staff will call the next person on the list of priority. Staff will write in the log book that the family was called.
3. The family registering can then can pick up a registration package and make an appointment with the Supervisor or designate to have an orientation and tour of Centre.

Confidentiality: A parent can request to see the waiting list as long as the privacy and confidentiality of the other children on the list is kept. This will be done by blocking the other children information out temporarily until parents have seen where their child is in line.

We ask that the children leave all electronics at home. We strongly encourage children to leave their personal toys at home. We cannot be responsible if toys get broken, lost, or stolen. We do offer a variety of toys and electronics here at the Centre for the children to enjoy.

HEALTH AND SAFETY POLICY

Staff are required by the Child Care Early Years Act to conduct a daily health check. If your child is not well enough to attend Mna Bmaadzijig parents or an emergency contact person will be asked to take their child home. This includes: fever, lice, diarrhea, vomiting, strep throat, etc. If your child requires medication please inform staff and fill out the required form.

MEDICATION

As a parent of a child who is enrolled at Mna Bmaadzijig, the staff wants to work with you as a team to assure medication that your child may require are dispensed in a proper manner. Prescription drugs will be administered in accordance with the Childcare Early Years Act and will be given when the following conditions are met. If a child needs non-prescribed medication the parent/guardian is required to come and administer it to their child.

Prescription Drugs will be administered only from the original container as supplied by a pharmacist, the package must be CLEARLY LABELLED with:

- 1.) Child's Name
- 2.) The name of Medication
- 3.) Instructions for storage and administration
- 4.) Prescription Number
- 5.) Expiration date

■ All medications will be stored in a locked container and if required, inside a refrigerator.

■ Staff will NOT forcibly administer medication to a child.

■ Staff will notify parents when a child refuses medication.

ATTENDANCE POLICY

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The Health and Safety of children registered at Mna Bmaadzijig are of the utmost importance. It is important to inform the staff by phone or email if your child is absent.

ARRIVAL AND DEPARTURE

Mna Bmaadzijig staff will sign in children upon arrival and sign out upon departure. Children become the staff's responsibility only after they are signed in. Once a child is signed out the child is no longer staff's responsibility. Upon parental consent (through email or hand-written note) for children 9 and up may leave the Centre to walk or bike home or attend another program.

LATE PICK-UP POLICY

As a courtesy, Parents/Guardians are required to communicate with the Staff at Mna Bmaadzijig if they're going to be late picking up their child. Mna Bmaadzijig staff request that the parent/guardian find alternate arrangements for pick up to avoid late fees. The late fees include: \$1.00/minute for every minute late. The late payment must be paid before the child can return to the program.

EMERGENCY CLOSURE POLICY

Upon Approval or direction from the Director Of Education and/or Chief and Council, Mna Bmaadzijig will be closed at any time due to power, water, heat outages, natural disasters and weather conditions for the safety and wellbeing of the children and staff. Parents/Guardians or Emergency contacts will be notified to pick up their child.

The Childcare and Early Years Act stipulates that harsh punishment is prohibited. The following forms of discipline will not be used and may result in dismissal depending on the severity of the infraction.

- Corporal punishment of the child
- Harsh, humiliating, belittling, or degrading verbal, emotional, or physical
- Restriction of food, clothing, resting, shelter
- Isolation (locked or forcible confinement)
- Physical restraint of a child
- Inflicting any bodily harm on children including making children eat or drink against their will.

Any of the above infractions may result in the following:

1. A verbal warning
2. A written warning
3. Dismissal

Note: Any form of physical punishment in the form of child abuse will result in immediate dismissal and will not require a verbal or written warning.

Behaviour Expectations and Resolutions

When situations arise concerning behaviours of a child or children's safety is at risk. The Education Director, Supervisor and Parents will work together to resolve the situation by coming up with an action plan. If the action plan does not work and child continues to exhibit inappropriate behaviour (i.e hurting other children) Mna Bmaadzijig reserves the right to discontinue service if the well being and safety of others are at risk .

Positive Redirection Strategies

Staff will use the follow strategies to redirect children (but not limited to):

- Redirecting Children
- Positive Reinforcement
- Set clear Limits and consequences
- Provide Positive Choices for the Child
- Allow time for child to respond to expectations
- Ignore the inappropriate behaviour, whenever possible

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ATTENDANCE POLICY

The Health and Safety of children registered at Mna Bmaadzijig are of the utmost importance. It is important to inform the staff by phone or email if your child is going to be absent. Our phone number to our Childcare Centre is (705)-247-2265.

Regular attendance of your child/children in program is expected as we aim to offer care for working families in our community. Our waitlist is always growing due to the lack of childcare spaces in our program, in which we are licensed for 30 children from the age of 4 to 12.

Please be courtesy and call or email to notify staff members when your child/children will be absent from programming. Any changes affecting your child's enrollment needs to be addressed to our Childcare Supervisor immediately (e.g. sick, appointment, extracurricular activities.) If your child is absent for 10 consecutive days without notification, he/she will lose their childcare spot. Parents/Guardians will be notified on the 9th day before discharge.

Acceptable reasons for absences are as follows: illness, vacation, extracurricular activities, appointments or family emergency.

PROGRAM STATEMENT IMPLEMENTATION POLICY

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The Childcare and Early Years Act stipulates that harsh punishment is prohibited. The following forms of discipline will not be used and may result in dismissal depending on the severity of the infraction.

- Corporal punishment of the child
- Harsh, humiliating, belittling, or degrading verbal, emotional, or physical
- Deprivation of basic needs
- Isolation (locked or forcible confinement)
- Physical restraint of a child
- Inflicting any bodily harm on children including making children eat or drink against their will.

Any of the above infractions may result in the following:

1. A verbal warning
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- Allow time for child to respond to expectations
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SERIOUS OCCURENCE POLICY

The wellbeing and safety of children while at Mna Bmaadzijig is of the utmost importance. In spite of precautions taken serious occurrences may happen. Staff will then be responsible for following the reporting procedures and report to the Ministry of Education, Education Director of Beausoleil First Nation, Chief, Band Administrator and the Supervisor of the Centre. All Serious Occurrences need to be reported to CCLS (Childcare Licensing System) within 24 hours, an inquiry report done within 7 days and also an annual summary and analysis report. A Serious Occurrence Notification form must also be posted in the centre in a visible area for 10 days.

Definition of Serious Occurrence:

- Any death of a child which occurs while participating at the Centre
- Any serious injury to the child which occurs while participating at the Centre

This includes:

- life threatening injury
- any injury caused by the service provider
- a serious accidental injury received while in attendance at the Centre, and /or in receiving service from the Centre
- an injury to a client which is non-accidental, including self-inflicted, or unexplained and which requires treatment by a medical practitioner, including a nurse or dentist
- Any alleged abuse or mistreatment of a client which occurs while in attendance at the Centre
- Any situation where a client is missing
- Temporary/unplanned disruption of service

The purpose of this policy is to provide a transparent process for parents/guardians, the child care licensee and staff to use when parents/guardians bring forward issues/concerns. If there is an issue with staff, or community complaint then the BFN policy# 19.4 is followed (Community Complaint or Grievance against staff).

● Definitions

● Supervisor: The individual that manages operations by one of the childcare centers and is employed by BFN.

● Staff: Individual employed by the BFN (e.g. program room staff).

● Education Director: The individual that oversees all departments under education.

● Parents/guardians are encouraged to take an active role at Mna Bmaadzijig and regularly discuss what their child(ren) are experiencing with our program. As supported by our program statement, we support positive and responsive interactions among the children, parents/guardians, child care providers and staff, and foster the engagement of and ongoing communication with parents/guardians about the program and their children. Our staff are available to engage parents/guardians in conversations and support a positive experience during every interaction.

● All issues and concerns raised by parents/guardians are taken seriously by Beausoleil First Nation and will be addressed. Every effort will be made to address and resolve issues and concerns to the satisfaction of all parties and as quickly as possible.

● Issues/concerns may be brought forward verbally or in writing. Responses and outcomes will be provided verbally, or in writing upon request. The level of detail provided to the parent/guardian will respect and maintain the confidentiality of all parties involved.

● An initial response to an issue or concern will be provided to parents/guardians within 10 business day(s). The person who raised the issue/concern will be kept informed throughout the resolution process.

● Investigations of issues and concerns will be fair, impartial and respectful to parties involved.

● Confidentiality

● Every issue and concern will be treated confidentially and every effort will be made to protect the privacy of parents/guardians, children, staff, students and volunteers, except when information must be disclosed for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).

Conduct

- Mna Bmaadzijig staff maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party.

- If at any point a parent/guardian, Supervisor or staff feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Education Director. (Chief and Council/Band Administrator?)

- Concerns about the Suspected Abuse or Neglect of a child

- Everyone, including members of the public and professionals who work closely with children, is required by law to report suspected cases of child abuse or neglect.

- If a parent/guardian expresses concerns that a child is being abused or neglected, the parent will be advised to contact the local Children's Aid Society (CAS) directly.

- Persons who become aware of such concerns are also responsible for reporting this information to CAS as per the "Duty to Report" requirement under the Child and Family Services Act.

- For more information, visit <http://www.children.gov.on.ca/htdocs/English/childrensaidd/reportingabuse/index.aspx>

1.(1) The purposes of this Act are to foster the learning, development, health and well-being of children and to enhance their safety.

The Centre is licensed to follow specific guidelines (i.e policy and procedures) outlined in CCEYA. A Program Advisor from the Ministry of Education comes once per year (sometimes more) for license renewal making sure we are meeting all criteria.

The Centre is given a Licensing Inspection Summary which located on the PARENT BOARD. Parents are encouraged to get familiar with it. The summary includes:

1. General
2. Ratios of Employees to children and group size
3. Building, equipment and playground- Childcare Centres
4. Health and Medical Supervision
5. Nutrition
6. Program for Children
7. Staff Qualifications
8. Staff Screening Measures and Criminal Reference Checks
9. Emergency Preparedness
10. Administrative Matters
11. License and Signage
12. Other Legislation and Ministry Policy

HOURS OF OPERATION

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MORNING PROGRAM

Monday - 8:00 am - 8:50 am
Tuesday - 8:00 am - 8:50 am
Wednesday - 8:00 am - 8:50 am
Thursday - 8:00 am - 8:50 am
Friday - 8:00 am - 8:50 am

SUMMER PROGRAM

Monday - 8:30 am - 4:30 pm
Tuesday - 8:30 am - 4:30 pm
Wednesday - 8:30 am - 4:30 pm
Thursday - 8:30 am - 4:30 pm
Friday - 8:30 am - 4:30 pm

**FULL DAY PROGRAMMING
OPERATES ON PD DAYS AND
OCCASIONAL SCHOOL CLOSURES.**

AFTER SCHOOL PROGRAM

Monday - 3:15 pm - 5:00 pm
Tuesday - 3:15 pm - 5:00 pm
Wednesday - 3:15 pm - 5:00 pm
Thursday - 3:15 pm - 5:00 pm
Friday - 3:15 pm - 4:00 pm

MARCH BREAK

Monday - 8:30 am - 4:30 pm
Tuesday - 8:30 am - 4:30 pm
Wednesday - 8:30 am - 4:30 pm
Thursday - 8:30 am - 4:30 pm
Friday - 8:30 am - 4:30 pm

**PLEASE BE ADVISED
MNA BMAADZIJIG, CHILDCARE CENTER WILL BE
CLOSED ON THE FOLLOWING HOLIDAYS:**

- GOOD FRIDAY
- EASTER MONDAY
- CANADA DAY
- REMEMBRANCE DAY
- TRUTH AND RECONCILIATION DAY
- CIVIC HOLIDAY
- FAMILY DAY
- LABOUR DAY
- THANKSGIVING
- ANNUAL CHRISTMAS HOLIDAYS
- INDIGENOUS DAY

MORNING PROGRAM

8:00 am: Arrival

8:10 am - 8:50 am: Breakfast and Free Play

(Note: Children walk over together from the school and are dismissed through the back doors of Christian Island Elementary School.)

3:15 pm: Arrival from C.I.E.S

3:15 pm- 4:15 pm: Free Play, Crafts, Snack

4:10 pm - 4:30 pm: Outdoor Play

4:30 pm - 5:00 pm: Quiet activities, computers, tablets, clean-up

5:00 pm: Transition Home

FULL DAY PROGRAMMING (MARCH BREAK, SCHOOL CLOSURE, SUMMER PROGRAM)

8:00 am - 10:00 am: Free Play and Breakfast

10:00 am-11:00 am: Outdoor Play

11:00 am-12:00 pm: Circle/Planned Activity or Craft

12:00 pm - 1:00 pm: Lunch and Electronic

1:00 pm - 2:00 pm: Outdoor Play

2:00 pm-3:00 pm: Afternoon Snack

3:00 pm-4:30 pm: Choice of indoor activities or outdoor play

4:30 pm-5:00pm: Dismal

(Note: Summer Programming we offer a swimming program in the afternoon.)

PARENT HANDBOOK ACKNOWLEDGMENT FORM

PLEASE SIGN

I hereby acknowledge that I have received and read the updated version of the Mna Bmaadzijig Parent Handbook.

PARENT/GUARDIAN

PARENT/GUARDIAN