



Mna Bmaadzijig Childcare Centre
Before and After School Program

121 Mkade Kegwin Miikan
Christian Island, Ontario
L9M 0A9
(705)-247-2265
(705)-529-9043
bking@chimnissing.ca



Table of Contents

Program Statement.....	2-11
Philosophy.....	12
Servicing.....	12
Child Guidance.....	12
Mna Bmaadzijig Staff.....	12
Registration.....	12
Morning Program.....	13
After School Program.....	13
Full Day Programming.....	13
Attendance Policy.....	17
Arrival and Departure.....	17
Late Pick-up Policy.....	17
Withdrawal from Mna Bmaadzijig.....	17
Emergency Closure Policy.....	17
Parking.....	17
Electronics/Toys.....	17
Health and Safety Policy.....	18
Medication.....	18
Anaphylactic Policy.....	18-20
Supervision of Volunteers and Students Policy.....	20
Waiting List Policy.....	21
Serious Occurrence Policy.....	21
Program Statement Implementation Policy.....	22
Parent Issues and Concerns Policy.....	23-24
Emergency Management Policy.....	24
Water Safety Policy	25
Hours of Operation.....	26
Respectful/Safe Work Environment.....	27
Childcare Early Years Act.....	28

MNA BMAADZIJIG

Program Statement

Mna Bmaadzijig uses the document *How Does Learning Happen, Ontario's pedagogy for the Early Years*. The document focuses on four foundations of learning which are *Belonging, Wellbeing, Engagement, and Expression*. The Early Childhood Educators, assistants, and volunteers that work with the children use these foundations to guide them in providing quality programming that tends to individual needs and interests.

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 for continuous growth and learning.



THE FOUR FOUNDATIONS

Our Goals to guide programming and pedagogy include:

1. *Promote the health, safety, nutrition and well-being of the children*

Staff conduct daily health checks on children before entering the Centre and send children home if they are not well

- **We promote nutrition through having seasonal menus that provide the children with a variety of food options. Staff provide traditional food throughout the year by have guests teach children how to make it.**
- **We partner with the Christian Island Health Centre to promote healthy living through guest visits from the dental hygienist, registered nurse, etc.**
- **We ensure safety through making sure staff is spread out through the room and outside for proper supervision**
 - **Provide a quiet place for rest or alone time.**

2. *Support positive and responsive interactions among the children, parents, child care providers and staff*

- **Staff will greet parents in a positive way to share information about their child's day**
- **Staff will display documentation that shows their child's experiences through binders, photo display, bulletin boards, etc.**
- **Staff will communicate to the families through sending home monthly newsletters**
- **Staff offer social gatherings with the opportunity for parents to take part in programming (i.e Christmas Party, Mother's Day tea)**
- **Staff will build trusting relationships with parents, children and fellow coworkers.**
- **Staff will make sure to have connection children. Being careful not to focus on directing and correcting.**
- **Staff provide the opportunity to extend exploration from center to center and not limiting project time, follow child's lead and also provide more materials to extend play.**
- **Staff will provide space and time and resources in order for child to have positive interactions with their peers**
- **Allow time**

3. *Encourage the children to interact and communicate in a positive way and support their ability to self-regulate*

- **Redirect children in a positive manner**
- **giving options, boundaries, and time**
- **review annually the THINK, FEEL, ACT document**
- **Staff will offer a variety of sensory objects in the calming area**
- **Encouraging children to use words to say how they are feeling**

4. *Foster the children's exploration, play and inquiry;*

- Staff provide group activities, also following the child's lead.
- Providing leadership opportunities for all ages.
- Staff will find solutions that may limit barriers for the children during exploration, play, and inquiry.
- Staff will provide nature walks to support discovery outdoors

5. *Provide child-initiated and adult-supported experiences;*

- Staff will add materials and resources that support children's ideas
- Staff will be flexible with time to allow children to enjoy and learn from their experience
- Staff will also, plan activities based on the interests of the children
- Ask open ended questions to encourage inquiry and curiosity
- Staff will follow the child's lead.

6. *Plan for and create positive learning environments and experiences in which each child's learning and development will be supported;*

- Staff will implement group activities amongst the children to encourage bonds and teamwork amongst the children.
- Staff will provide activities based on the children's development to support early learning/growth.

7. *Incorporate indoor and outdoor play, as well as active play, rest and quiet time, into the day, and give consideration to the individual needs of the children receiving child care;*

- Staff will implement outdoor play experiences on a daily basis which will be weather permitting.
- Staff will be flexible with the routine for outside time and let the child finish their activity
- Our staff will aim to offer gross motor activities allowing them to further their development/growth through; running, jumping, climbing, and skipping

8. *Foster the engagement of and ongoing communication with parents about the program and their children;*

- Staff will develop a monthly newsletter to keep open communication with parents/guardians.
- Staff will have 1 annual open house

9. *Involve local community partners and allow those partners to support the children, their families and staff;*

- Staff will invite volunteers from the community to provide cultural experiences (i.e storytelling, cooking, crafts, language).
- Staff will work together with community living and other agencies to support child's development.

10. *Support staff, home child care providers or others who interact with the children at a child care center or home child care premises in relation to continuous professional learning;*

- Staff will share new material learned to come up with new goals and approaches
- Staff are welcome to add suggestions for professional learning
- Some professional development will be mandatory based program needs and professional development will be optional

11. *Document and review the impact of the strategies set out in clauses (1) to (10) on the children and their families.*

- Staff will write a daily log of program events, happenings.
- Staff will conduct weekly documentation on the development of the child (ren) on at least one child per week per staff.
- Document any comments or suggestions in the logbook from parents and staff will right any additional information to what the parents have said to support it.

The Program Statement shall be read upon employment and shall be reviewed annually and when changes are made. A record of this will be kept for a minimum of three years.

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.

Staff at Mna Bmaadzijig

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, and a Doctor’s note stating staff is physically fit to work with children.

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 must be submitted in writing immediately.

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

Note: After 20 days of absenteeism the child will no longer be registered in the program. In between the 20 days staff will contact parents to see if they are still interested in the spot for their child. If they aren’t interested the spot will be offered to the next person on the waiting list.

Morning Program (8:00 AM-8: 40 PM)

The Morning program is available for families that request childcare before the school day begins. The children enjoy the use of The Nintendo Switch, Art, Science, Books, Interactive toys etc. A nutritious morning snack is also provided through our seasonal menus. At 8:40 AM the children clean up and get ready for school. A staff member will walk the children over to the school before the morning bell. If a child wishes to play outdoors for recess, they will be dismissed at 8:30 AM when yard duty staff is available through Christian Island Elementary School. In the event of severe weather conditions, the Supervisor in consultation with the principal will have the children remain indoors until 8: 45 AM and the Mna Bmaadzijig staff will walk the children inside the school.

After School Program

(3:15 PM-5:00 PM)

DAILY SCHEDULE

AFTER SCHOOL PICK UP: A staff members take attendance in the Mutli-purpose of Christian Island Elementary School at 3:15 PM, once children arrive and attendance is taken, staff and children walk over to Mna Bmaadzijig as a group.

3:15 PM -4:00 PM..... FREE CHOICE ACTIVITIES/PLANNED
4:00 PM-4:10 PM..... CLEAN UP
4:10 PM-5:00 PM.....OUTDOOR PLAY (PLANNED AND FREE CHOICE ACTIVITIES)

Full Day Programming

(8:00am-5:00pm)

Note: Full day program days are as follows: March Break, P.D Days, School Closures, and Summer Program

DAILY SCHEDULE

8:00am-9:00am.....FREE CHOICE ACTIVITIES
9:30am-10:00am.....CLEAN UP/SNACK
10:00am-11:00am.....OUTDOOR PLAY
11:00am-12:00pm.....PLANNED ACTIVITY (LARGE OR SMALL GROUP)
12:00pm-12:30pm.....LUNCH
12:30pm-2:00pm.....CRAFT TIME/MOVIE/COMPUTERS
2:00pm-3:00pm.....OUTDOOR TIME
3:00pm-3:30pm.....SNACK/CLEAN UP
3:30pm-4:30pm.....FREE CHOICE ACTIVITIES
4:30pm-5:00pm.....CLEAN UP/BOOKS

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 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.

Parking

For safety reasons, we ask parents to park outside the fence when picking up their child from Mna Bmaadzijig.

Electronics/Toys

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.) Childs 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.

Anaphylaxis Policy

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 providing a process for dealing with anaphylaxis in the center.

Strategy to Reduce Risk of Exposure

- Children with extreme allergies that the center cannot accommodate will be asked to bring their own food from home.
- Foods with “May Contain” nut warnings will not be served
- All labels will be read by a staff member prior to serving
- Any persons supplying food to the center will be notified of all life-threatening allergies in the center. 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

- 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.

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 enrolment

Individual Plan and Emergency Procedures

Prior to enrolment, 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 child's individual plan (i.e Administer epinephrine at the first sign of reaction)

- Call 911. Have the child transported to hospital even if symptoms have subsided. Symptoms may occur hours after exposure to allergen.

Supervision of Volunteers and Students Policy

As of September 6, 2011, licensing requires childcare centers to have a supervision policy. This policy includes students and volunteers to go over all policies, tour the center, and read through the Child Care Early Years Act. It also states that the students and volunteers do not have unsupervised access to children while at Mna Bmaadzijig. If you would like to have a copy of the Supervision policy, please ask The Mna Bmaadzijig Staff.

Waiting List Policy

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 when care is needed

Order of Admission:

1. On a first come first serve basis
(Depending on age of child as we can only have a certain number of Kindergarten children with 6-12 year old)

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.

Serious Occurrence 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

Program Statement Implementation Policy

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
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 behavior, whenever possible

Parent Issues and Concerns Policy

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>

Procedures

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Program Room-Related E.g: quiet area, nature hikes, bullying/teasing, indoor/outdoor program activities, etc.	Raise the issue or concern to <ul style="list-style-type: none"> - the classroom staff directly or <ul style="list-style-type: none"> - the supervisor 	<ul style="list-style-type: none"> - Address the issue/concern at the time it is raised or <ul style="list-style-type: none"> - arrange for a meeting with the parent/guardian within 5 business days. Document the issues/concerns in detail. Documentation should include: <ul style="list-style-type: none"> - the date and time the issue/concern was received; - the name of the person who received the issue/concern;
General, Centre- or Operations-Related E.g: late fees, hours of operation, staffing, waiting lists, menus, etc.	Raise the issue or concern to <ul style="list-style-type: none"> - the supervisor or <ul style="list-style-type: none"> - Education Director if supervisor is not available. 	<ul style="list-style-type: none"> - the name of the person reporting the issue/concern; - the details of the issue/concern; and - any steps taken to resolve the issue/concern and/or information given to the

Nature of Issue or Concern	Steps for Parent and/or Guardian to Report Issue/Concern:	Steps for Staff and/or Licensee in responding to issue/concern:
Staff-, Supervisor-, and/or Education Director	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the individual directly <p>or</p> <ul style="list-style-type: none"> - the supervisor <p>or</p> <ul style="list-style-type: none"> - Education Director if supervisor is not available. <p>All issues or concerns about the conduct of staff, duty parents, etc. that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	<p>parent/guardian regarding next steps or referral.</p> <p>Provide contact information for the appropriate person if the person being notified is unable to address the matter.</p> <p>Ensure the investigation of the issue/concern is initiated by the appropriate party within 1 business days or as soon as reasonably possible thereafter. Document reasons for delays in writing.</p> <p>Provide a resolution or outcome to the parent(s)/guardian(s) who raised the issue/concern.</p>
Student- / Volunteer-Related	<p>Raise the issue or concern to</p> <ul style="list-style-type: none"> - the staff responsible for supervising the volunteer or student <p>or</p> <ul style="list-style-type: none"> - the supervisor and/or licensee. <p>-</p> <p>All issues or concerns about the conduct of students and/or volunteers that puts a child's health, safety and well-being at risk should be reported to the supervisor as soon as parents/guardians become aware of the situation.</p>	

Emergency Management Policy

Mna Bmaadzijig has a policy and procedure for staff to follow in the event of an emergency. Parents or emergency contacts will be notified immediately. Please make sure to update any changes in phone numbers on your child's registration. If you wish to see the full policy ask Mna staff.

Water Safety Policy

The safety of the children at Mna Bmaadzijig is of the utmost importance when around water during play.

Staff will ensure supervision at all times.

Water Slide:

When using the water slide, children will line up on the grass alongside of the water slide. One child will slide down on their bottom, where the other child will climb the ladder. Once the child is seated ready for sliding another child will then climb up the slide and prepare for sliding down as well.

Children are NOT allowed to slide down on their tummies, knees, or any other form other than their "bottoms". If a child does not listen when being told to sit on their "bottom" for sliding, they will get one warning. If the child does not follow the rules for safety, the child will be asked to sit out during this time will be directed to another activity.

Staff can alternate supervision.

Water Sprinkler/ Water Guns:

When using the water sprinkler a limit of 6 children can use it at a time while other children are using the water guns and waiting their turn. Give a respectable time limit for taking turns.

Rules for using the water guns:

1. Children not wanting to be splashed should let the other child know and use the water gun in another area.
2. No splashing in the face. 1 warning and child directed to another activity.

Water Table (indoors or outdoors):

The water table will be filled to a safe level. It will be drained, cleaned and sanitized and after each use. A limit of 4 children using the water table at a time.

Nature walks around water:

While on a nature walk excursion near the bay or the lake, the ratio is permitted to always be 1 staff per 5 children. Additional staff will assist if a high needs student is present. Each child is required to

wear a life jacket near the water to ensure safety. Before the walk staff will explain rules to ensure safety.

Hours of Operation:



Holidays:

Please Note: Mna Bmaadzijig will be closed on the following holidays or designated dates:

Good Friday	Civic Holiday	Thanksgiving Day
Easter Monday	Family Day	Christmas Day
Canada Day	Labour Day	Aboriginal Day
Remembrance Day	Boxing Day	New Year's Day

Note: Beausoleil First Nation may provide a two-week holiday over Christmas and New Year's, during this period, Mna Bmaadzijig will be closed.

RESPECTFUL/SAFE WORK ENVIRONMENT

In the context of Customary and Traditional knowledge regarding the respectful treatment of others, Beausoleil First Nation is committed to providing a workplace environment in which all individuals are **free from all forms of abuse, assault exploitation, harassment, violence, threat, discrimination and intimidation.**

All staff have the right to work in a respectful/safe environment. Any act of abuse, assault, exploitation, harassment, violence, threat, discrimination or intimidation directed to or against BFN staff will not be tolerated. This includes malicious gossip and **verbal or physical** threats swearing, shouting or degrading behavior.

Conduct of this nature will result in the offending party being refused services and the behavior reported to the A.P.S and Chief and Council.

Child Care Early Years Act (CCEYA)

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

