



Dear Parents,

Welcome to the Military Family Resource Centre Nursery School program. Our center is licensed through the Manitoba Early Learning and Child Care Program and is subject to regular fire and health inspections. The staff is trained in Early Childhood Education and certified in First Aid and CPR.

Our parent manual covers the goals and policies of the Nursery School and is meant to serve as a guide for our program. Please feel free to contact me if you have any questions/concerns.

Yours sincerely,

Corinne Reyes
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Licensed under Westwin Children's Center
Located in Westwin Community Center
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Winnipeg, MB
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The Winnipeg Military Family Resource Centre (MFRC) is a family-governed federally funded, non-profit organization with charitable status. Our mission is to develop resiliency by supporting a mission-ready community of strong military families.

Curriculum Statement:

At the MFRC Nursery School, we strive to help children reach their full potential in all areas of development-physical, emotional, social, intellectual, and creative. We do this in an inclusive environment where families are supported and children are valued. We provide an environment, experiences, and interactions which safely allow children to explore, develop and become independent, confident, and empathetic learners. Each component of our curriculum incorporates diversity and inclusion and promotes play-based learning.

The Environment:

The toys, equipment, and routines in our program are chosen to:

- Appeal to children
- be developmentally appropriate
- enhance development
- reflect different genders, ages, abilities, races, and cultures.

The toys and equipment are accessible to the children using open shelves, and child-sized furniture.

Based on children's interests, toys, and materials are rotated providing choice and variety.

Since routines help children feel safe and in control, we follow a daily routine

(play/cleanup/circle/snack/story/outside) Routines are flexible and activities may be lengthened or shortened based on children's interests. Special attention is given to reducing transition times; use of songs and games rather than long periods of waiting; giving advance notice and, being flexible)

We strongly believe in the importance of outdoor play. We attempt to have children play outdoors daily unless the wind chill value exceeds -25 degrees. Our programs may use the small playground adjacent to our building, the playgrounds further North of the center, the grassy hill, the fitness trail or walk through the neighborhoods.

Experiences:

We believe in the importance of play. Research shows that play is how children learn best. Our program provides opportunities for uninterrupted free play. These opportunities help children develop emotionally, intellectually, physically, creatively, and socially. Children have a chance in play to try out different roles and ideas. Through play, they gain experience in problem-solving, cooperation, and abstract and symbolic thinking. Play stimulates language and social skills. Play can help build independence, self-confidence, and self-control.

Some areas of play in our program include:

- sensory (sand/water/playdough)
- pretend (dress up/dolls/animals/cars)
- fine motor (lacing/Lego/puzzles)
- gross motor (climber/balls/hoops)
- art (paint/glue/sculpture)
- science (magnets/nature collections)
- numeracy (counting games/ stacking toys/scale)
- literacy (books/writing/listening center)
- outside (physical/nature)

We will also include a “Circle Time” daily where the group follows teacher-led activities. These activities reflect children’s interests and developmental domains. This is a time for social interaction, songs, stories, games, and conversation which provide children opportunities to express themselves, listen to others, practice self-control, and gain self-confidence. Field trips and visitors will occur throughout the year. These will be planned with children’s development and interest in mind.

When presenting an idea or engaging children in an activity, staff actively observe children’s responses to gauge the developmental appropriateness of an activity as well as the children’s interest. When needed, activities are adjusted - some topics may be replaced while other ideas may be expanded on. Through frequent conversations with children, discussions between staff, and direct observations of children’s play and participation, staff can respond to the needs and interests of the children.

We strive to represent our families and children in the curriculum by being aware of their interests, culture, and lives. Staff engage in daily communication with families and it is through these interactions that we gain an awareness and understanding of cultural practices, expectations, values, and celebrations that we can respond to and incorporate into the program (eg: through discussion, books, photos, activities, music, food, guests)

In addition to all of the above the Intro to French Nursery School immerses children in the French language through the teacher’s talking, stories, songs, and games. Children will develop an “ear” for French. They will begin to comprehend French and build a basic French vocabulary.

Interactions and Relationships:

MFRC Nursery School will help children to feel valued and be independent, empathetic, and confident learners through the relationships and interactions fostered between children and between children and adults.

For example:

We feel it is important to get to know each child individually and talk to them about what is important in their life.

We will help each child be heard.

We may facilitate problem-solving by helping children think about others’ feelings.

We will allow children a chance to problem solve before jumping in to do it for them.

We will provide encouragement and recognition for effort.

We will ask children open-ended questions to help expand the expression.

We will ensure every child can interact with others no matter what his/her needs/abilities may be.

The room arrangement in combination with the type and quantity of available materials encourages small groups of children to interact together cooperatively. Staff foster social interactions and friendships by guiding children who may need support in entering play scenarios successfully, encouraging children to work through conflicts independently (providing guidance as needed), and providing opportunities for children to help one another during daily tasks

We recognize the prime role family plays in a child’s development. We will try to support families in this role through respect and communication. We try to make our programs a welcome place for all. For example:

We attempt to communicate daily with parents about their child’s day. Parents are in the rooms at the beginning and end of the class, allowing time for interaction between staff, parents, and children. Information is posted on the whiteboard in the hall to reinforce what is spoken or written in monthly newsletters.

We make an effort to inform parents about other programs offered by the MFRC or the community which may be of interest to them.

We make available parenting resources including the Positive Parenting Program.

Daily Program Plans:

The program staff will meet regularly to review what has happened and to plan program activities for the future. Daily program plans reflect the Centre's philosophy and curriculum statement. They are based on children's interests and developmental stages. Staff uses their Early Childhood Education training, observations of children, and discussions with parents when program planning. Plans will be multi-cultural and non-sexist. We will consider each child's needs and abilities when planning activities.

Registration Information:

Nursery School programs are licensed for 20 children each session between the ages of 3 to 5 years old. Registration for Fall Nursery programs begins in February for existing families and in March for new families and is ongoing if space permits. There is a \$20 nonrefundable registration fee. A waiting list will be established once maximum enrollment is met.

Parents are required to complete a registration form and keep it up to date. It is vital we have accurate contact information for parents and emergency contacts.

Payment of fees for nursery school:

Session fees are pro-rated and reflect the \$5.00 per day rate.

We ask that you pay by cash, cheque or square following the pay periods directly to Nursery. (see fee schedule) Cheques are to be made payable to the Winnipeg Military Family Resource Center (MFRC).

Please note in addition to the fees, we hold a variety of fundraisers to help support our budget. Cash donations is an option as an alternative to taking part in campaigns. Receipts for all income tax claims will be issued for all donations over \$20.

You will be responsible for all bank charges incurred by the center should your cheque be returned by your bank.

Our receipts are tax deductible if both parents are employed outside the home or if you are a single parent. They will be placed you're in child's backpack or handed directly to parents. Please save your receipts as there are no yearly receipts given to families.

Fees are paid for in all cases for absenteeism, vacations, and holidays in which the center is closed.

You will be asked to withdraw your child from the program if fees are not paid on time. Your fees pay staff's salaries and provide revenue to purchase supplies and equipment. Without your financial support, the centers cannot continue to provide the quality care that your children deserve. In the event of overdue fees, the Nursery Coordinator will:

- a. Provide a verbal reminder after one-week
- b. Provide a written reminder after two weeks.
- c. After 30 days of nonpayment, the Centre reserves the right to deny access to any family whose account is in arrears.

Fee subsidy is available for some families through Manitoba Family Services. Eligibility is based on income. For more information: www.manitoba.ca/childcare and click on subsidy.

LATE FEES FOR NURSERY SCHOOL

Parents will be charged \$5.00 for every 15 minutes that the parent is late. Late fees are payable within 24 hours. If the parent is late more than three times in one calendar year, the center may give the parent two weeks' notice to withdraw from the program.

If a child is kept in the center up to 1/2 hour after the end of the program, the emergency contact person will be called if the parent cannot be reached. If contact cannot be made after one hour, the child will be taken to Winnipeg Child and Family Services.

Hours of Operation:

Nursery programs :

3 days a week: Monday, Wednesday, and Friday 9 am – 11:30 am

3 days a week: "Introduction to French" Monday, Wednesday, and Friday 1 pm – 3:30 pm

Holiday Closure:

As a provincially licensed facility in a federal building, the center will be closed on the following days:

New Year's Day	Canada Day	Remembrance Day	Truth and Reconciliation Day
Good Friday	Civic Holidays	Christmas Day	Easter Monday
Labour Day	Boxing Day	Victoria Day	Thanksgiving Day
Louis Riel Day			

****Also closed over winter holidays and Spring Break according to school division holidays and 17 Wing Block Leave****

Emergency Closure:

Should the center need to close due to an emergency (weather/health etc.), staff shortage, parents will be contacted by phone, email. Fees may be charged for the first 3 days (classes) the center needs to be closed. No fees will be levied if the closure lasts longer than a week.

Withdrawal Procedure:

There is a mandatory two-week notice for withdrawal. This is to be given to the Nursery School Coordinator in writing. At this time your postdated cheques will be returned to you.

Parent/Guardian Participation

We believe that the most knowledgeable and important person in your child's life is **YOU**. Therefore, your participation in our center is vital. The MFRC attempts to implement "family-friendly" policies. Without your continued communication and participation, we cannot do this. Concerns may be brought to the staff, coordinator, and parent representative on the MFRC Board or the Parent Advisory Group.

Volunteer Opportunities

We ask that each family try to volunteer 1 hour per school year to the Nursery program. There are many ways to do this including:

The Parent's Advisory Group (PAG) This group meets approximately 5 times a year. Parents share in program planning, special events, fundraising and assist in policy making. Please indicate as soon as possible if you would be willing to sit on this committee. One parent from this committee will be voted in and will sit on the MFRC Board of Directors as the Nursery School Representative. The existence of this committee is essential to be licensed under the Provincial government. Parent volunteers on the committee, will need to complete the Board Governance training through the MCCA and sign a pledge of confidentiality.

Regular cleaning bees will be held to clean the center, toys, and equipment. This is an extremely helpful way to volunteer.

Occasionally we require minor repairs to supplies and equipment. This may involve sewing, carpentry, or assembling.

Working in the classroom, especially for special events.

Other ways to get involved are:

- bringing in resources (supplies/dress-up clothes)
- reading and contributing to the newsletter
- supporting fundraising activities
- accompanying children and staff on field trips
- administrative support

We appreciate any type of parent involvement. Please come to us with any ideas.

Staffing:

Our hiring practices have been set in the Community Child Care Standards Act. The Centre employs Early Childhood Educators who are classified as level II or III as well as Child Care Assistants who in turn provide appropriate programs to meet the needs of the children. All persons employed at our center must be classified by Manitoba Early Learning and Care Program and undergo a child abuse and criminal record check. They must maintain an up to date First Aid and CPR certificate.

Staff/child ratios set out in the act are currently: Children aged 3 to 5 years: 1 staff person / 10 children.

Volunteers and students:

From time-to-time additional volunteers and/or students may assist at our centers. They will be given an orientation to the centers and our policies to ensure consistency.

Arrivals and departures:

We ask that children arrive on time to allow for full program participation. Please call the center if your child will be extremely late or absent for the day. If you are unable to pick up your child, please notify the center stating who will be picking up your child. Where a phone call is used staff reserves the right to return the call to verify instructions. Identification may also be checked before releasing the child.

Parents/Guardians are required to escort children directly to the classroom upon arrival. Please ensure staff is aware of your child's arrival. At this point, staff will assume responsibility for the child's care. Parents/Guardians must pick children up from inside the classroom and inform staff of their departure. At that time staff will cease to be responsible for the child's care.

Staff must note the arrival and departure times of each child in our attendance record.

The parent or guardian enrolling the child into the center must provide an updated list of persons to whom the child may be released. Court orders, separation agreements, or other documents which set out custody arrangements for children must be provided. Parents are asked to discuss with the coordinator what should be done if the non-custodial parent arrives at a time not authorized by arrangements.

Your child will not be released to any person, including parents, who in the opinion of the staff on duty is under the influence of drugs or alcohol and possess some potential threat to the safety of the child. The MFRC will assume no responsibility for your child once they are released from our care.

Controlling and Monitoring Visitor Access:

A staff person will be stationed at the classroom door for the first 15 minutes of class to monitor access. After that, the door will be locked with visitors gaining access by ringing the doorbell or knocking. Visual /verbal identification will be required before admittance can be gained. The door will remain locked until dismissal time when a staff person will again be stationed at the door to monitor access.

Parking:

Parking is available in the Westwin community center lot. There are 2 spaces reserved for people with children. At times the parking lot may be restricted due to construction or special events. Some parking may be available in the recreation center's south parking lot or visitor spaces by the MFRC.

Children's Lockers:

Each child attending nursery school will have a locker labeled with their name within the center. It is the parent's responsibility upon arriving at the center to ensure that their child's personal belongings are labelled. Children will keep their indoor shoes in locker all else will be returned home at the end of the day.

Daily Schedule and Routines:

The daily schedule provides a balance of quiet and active experiences, individual and group activity, indoor and outdoor activity, child-initiated and adult-directed activity, and transitional time between activities. Care routines (eating, toileting, and dressing) are an integral part of the daily schedule.

Children **MUST** be fully toilet trained to attend the Nursery School Program. They will always have access to the bathroom for toileting.

Clothing:

Parents should make sure their child has appropriate clothing. Staff will not be responsible for lost or misplaced articles of clothing. It is recommended that articles are labeled as often children have similar hats, etc. All children must have an extra set of clothing in their locker. It is embarrassing to a child when he/she requires a change of clothing and does not have any. A set of "indoor shoes" must be provided for children. These may be left at Nursery school. The children will play outside often. Parents should ensure their child has good, warm, winter clothing including snow pants, mitts, hats, scarves, and boots. Raincoats and boots are required for rainy days. In summer all children require a hat, and sunscreen (to be applied at home before drop off). Mosquito repellent, if desired, should also be applied before arrival. Please do not send your child to our programs in clothing that cannot get dirty. The staff will place paint shirts on the children for messy crafts but sometimes the paint, mud, goo, etc. will still get on clothing. Our paints are non-toxic and labeled as washable, however, we do not take responsibility for stained clothing.

Admission Policy:**Nursery:**

Children must be at least 3 years of age and no more than 5 years old by the end of December to participate in that school year. (Sept – June)

Children **MUST** be fully toilet trained.

Inclusion Policy:

We welcome children of all abilities. We make changes to our daily program to meet the needs of each child. Opportunities are provided for all children to participate in social free play and routines. We believe that each child deserves an environment and experiences that promote growth in all areas of his or her development. We respect and value input from parents and encourage them to be part of the decision-making process for their children. We work with parents and early intervention professionals who have valuable knowledge and expertise to share with each other. We are committed to learning more about various disabilities and full inclusion.

Behavior Management Policy/Code of Conduct:

We require all staff members, children, parents/guardians of children enrolled, and all others involved with our center to abide by our Code of Conduct. This is based on the following guiding principles:

- Be Respectful
- Be Safe
- Be Cooperative
- Be Supportive of Learning

We strive to provide a safe caring learning environment for children, staff, and families. We understand that it is normal for children to display inappropriate behavior at times for a variety of reasons. The developmental capabilities of each child will be considered when determining both expectations for behavior and consequences for inappropriate behavior.

The following behaviors by children, staff, parents, and others involved in our center are unacceptable:

- all forms of bullying (physical, verbal, emotional, social, or cyberbullying), including comments, actions, or visual displays that are intentional, hurtful, and repetitive.
- harassment, including behavior that degrades, demeans, humiliates, or embarrasses someone that a reasonable person would know is unwelcome.
- all forms of abuse (sexual, physical, or psychological), including verbal, in writing, or otherwise
- discrimination against any person on the basis of any characteristic set out in subsection 9(2) of the Human Rights Code (eg: race, color, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability, social disadvantage)
- actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone.

Proactive Strategies: We actively strive to create an environment that supports the health, safety, and well-being of the children by:

- having realistic and developmentally appropriate expectations for behavior

- setting up the environment and materials to encourage appropriate behavior and reduce the potential for inappropriate behavior.
- planning a program based on children's interests and developmental needs.
- Establish consistent yet flexible schedules and routines that help children gain trust, security, and self-control.

We create a positive environment for children, parents, staff, and others involved in our center by:

- developing positive relationships, including making time to talk and listen
- establishing clear, consistent, simple limits
- stating limits in a positive way and periodically reminding people
- Provide explanations for limits.
- working together to solve problems
- modeling and encouraging appropriate behavior.

We will consistently respond to inappropriate behavior by children, parents, staff, and others involved in our center by:

- reminding people of expectations and limits
- Use a respectful approach to explain why a behavior is inappropriate and what behavior is expected.
- talking only about the behavior, not labeling the person
- responding sympathetically and acknowledging feelings
- establishing natural, logical consequences

Depending on the severity and frequency of the behavior, we will consider further steps such as:

- Use behavioral analysis to learn what may be contributing to a child's inappropriate behavior and how to help reduce or eliminate the behavior
- Have a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behavior in the future.
- developing a written contract with an adult or older child that outlines specific expectations and consequences
- giving a written warning that outlines specific concerns and consequences if the behavior continues.
- accessing outside resources for help, such as:
 - a behavior specialist or other professionals to help staff understand and reduce a child's inappropriate behavior.
 - Child and Family Services/MFRC social worker to access parenting support.
 - mediation services to resolve conflicts between adults.
 - the Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behavior involves discrimination or harassment.
 - the police to assist with threatening behavior.

In extreme cases, we will take additional steps such as:

- suspending or dismissing a staff member
- suspending or withdrawing childcare services because of a child's or family member's inappropriate behavior
- in the case of a visitor, not allowing the person to return to the center.
- contacting the police and/or child and family services (CFS), if the behavior is illegal such as abuse, assault, or threatening another person.

The following quotes from The Community Child Day Care Standards Act will apply to all staff:

- No form of physical punishment including striking a child, shaking, shoving or any other action will be used that may cause physical injury to a child.
- No form of verbal or emotional abuse will be used. This includes harsh, belittling, or degrading responses by an adult to humiliate or undermine a child's self-respect.
- The denial of physical necessities, including normal comforts such as; shelter, clothes, food, bedding, or toileting will not be used.

When behavioral problems arise, the following procedures (according to The Community Child Day Care Standards Act) will be observed by staff:

The child will be observed throughout the day. Events occurring prior to, during, and after the unacceptable behavior will be documented.

Staff will discuss the observation made with the parents. Together we will try to develop a solution or a plan of action. This action may clear up any inconsistency problem and no further steps may need to be taken.

Should we require outside help with the situation, we call on an experienced authority i.e. the Day Care Coordinator. Parents are informed and involved in every step of acquiring outside professional assistance in the interest of their child.

Where the child's behavior consistently threatens the safety of his/her own being, the other children, or the staff, we must reserve the right to ask for immediate withdrawal. If your child is sent home from the casual care program due to behavioral issues you **will** be charged for the time slot which was originally booked. We will assist parents in contacting the appropriate childcare professionals, if necessary.

We wish to work cooperatively with you. We share your desire to provide a safe, nurturing environment for your child.

Transportation Policy:

Staff members are not allowed to drive children to or from school or from location to location or on field trips except in emergency situations.

In conjunction with the MFRC daycare staff and Nursery staff, children enrolled in both centers will be walked to and from the centers with the permission of each individual families. Nursery staff will not be walking children to and from the center if the weather does not allow. Weather that is colder than -30 at the Winnipeg international airport or when thunder and lightning outside.

Field Trips:

An important component of our programs is the opportunity for children to participate in experiences outside the nursery school. Parents/guardians will be given notice, in writing, prior to upcoming excursions. If the trip is not within walking distance, a school bus may be used or parents will be responsible for their child's transportation. We will post sign-up sheets prior to each field trip to assist with carpool arrangements.

Fire Drill Policy:

The center has a written procedure for fire drills that have been approved by the Base Fire Department. Each staff member is familiar with this procedure and each room has specific instructions for moving the children safely out of the building. The procedures are posted in each room and fire drills are carried out monthly. A record will be posted on the parent info board. If a drill occurs while parents are present we ask them to participate.

Evacuation Policy:

In case of an emergency situation that makes the center's premises unsafe, the children will be evacuated from the building. Arrangements have been made with 17 Wing Recreation Centre to stay there until the children can be picked up by their parents or guardians. Parents will be contacted by phone, email, or text messaging if children need to be picked up early. An annual drill will occur to practice this evacuation procedure. Notice of the drill will be posted on the parent information board. Some situations (e.g.: tornado) may require children to seek shelter in the center. A shelter-in-place drill will be held annually with a notice posted on the parent information board.

Closure:

Should the center have to close for emergency reasons (weather/health) parents will be notified by phone, email, or text messaging.

Safety Charter:

A plan approved by the Manitoba Child Care Program has been developed to deal with a variety of emergency situations including fire, weather, and health-related emergencies, bomb threats, accidents, and threatening behavior. The complete plan is available for review by contacting the Nursery School coordinator.

Suspected Child Abuse Policy:

In compliance with the Child and Family Services Act, any staff member who has reasonable grounds to suspect a child may be suffering child abuse or neglect must report the suspected abuse to Child and Family Services. Under the Act, a "child" is a person under the age of 16 years of age, and "abuse" occurs if a person who has the care of a child causes or allows the child to suffer physical harm, emotional neglect, or sexual molestation. The staff should make a report to the Program Coordinator on the day that there is first a suspected case of child abuse. Although the responsibility to report is not removed from the staff, the Program Coordinator may make the report on the staff member's behalf.

Confidentiality Policy:

The confidentiality of families will be respected at all times. Access to the child's information records will be given only to the legal guardians of the child and regular staff. Information about a child will only be released to others in accordance with written parental permission. In the case of an emergency or injury to the child, information may be released to the police authorities, medical staff attending to the child, or appropriate child welfare personnel.

Appropriate use of Technology Policy:

Photographs may be taken by staff to be displayed in the center, given to students as keepsakes, or for promotional purposes. Photos will only be published with parental permission and without names. We ask parents to respect the privacy of others when taking photos of class events by not publishing them on social networking sites. Photos of children may be posted on the MFRC website or Facebook page but only with parental permission.

Anyone using the center's computer and electronic devices must:

- Respect the privacy of others
- Respect and protect the integrity of all electronic resources
- Respect and protect the intellectual property of others
- Communicate in a respectful manner
- Report threatening or inappropriate material

Inappropriate use includes:

-Intentionally accessing, transmitting, copying, or creating material that violates the confidentiality of children, parents, staff, or center; violates the center's code of conduct or is illegal

Information about children, parents, staff, and the center is not to be posted on a staff member's personal web space or social networking sites.

Staff does not accept children as "friends" when using social networking sites.

Child Protection Policy:

The Winnipeg MFRC Nursery School endorses the Canadian Centre for Child Protection's "Commit to Kids" policy to help prevent child sexual abuse. Should you wish to review this policy in detail, please contact the Nursery Coordinator.

HEALTH, ILLNESS & NUTRITION

Medication:

If a child requires medicine prescribed by a medical doctor, we encourage parents to administer it outside of children's program time, but, if necessary, it can be administered by the staff. Parents must fill in a medication form stating dosage, times, and signed approval. The medication must be in the original container with the prescription clearly printed. Staff cannot administer non-prescription medication unless special arrangements are made with the coordinator.

Anaphylaxis Policy:

We must be informed if children have life-threatening allergies. Appropriate planning and staff training will be put into place. Up to date Individual Health Care Plans/Emergency Response Plans will be developed in conjunction with parents through the Unified Referral and Intake System (URIS). Parents will be required to supply an up-to-date auto-injector. All parents are asked to cooperate with the center to eliminate allergens that may be of concern (eg peanuts)

Illness:

If a child shows any of the following symptoms, he or she cannot attend the Centre until the symptoms have disappeared:

- Cold symptoms that hinder regular activity
- Earache
- Discharge from eyes or ears
- Fever
- Repeated diarrhea or vomiting (children are not to attend programs if they have vomited or had a bout of diarrhea in the past 24 hours).
- Unexplained rash
- Swollen neck glands

If any of these symptoms are normal for the child and the center can accommodate the child without harm to other children, the child may return with a doctor’s note explaining the situation. A child must remain at home if diagnosed with a contagious disease such as measles, mumps, roseola, gastroenteritis, impetigo, or conjunctivitis. The child may return to the center with a doctor’s confirmation that the child is no longer contagious and is ready to return to a group childcare setting.

Parents will be notified if their child becomes ill while at the center. If the staff is concerned about the safety of the child or the health of the other children, parents will be asked to pick up their child from the center. If a medical emergency arises due to injury or illness, the child will be taken by ambulance to the Health Sciences Centre Children’s Hospital for medical attention while a staff member contacts the parents.

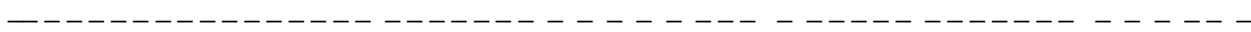
Nutrition:

Parents are required to send a daily snack for their child for Nursery. We encourage parents to send nutritious snacks based on the Canada Food Guide. Water is available and accessible to children at all times. A small ice pack may be used to keep food cool. We encourage the use of reusable containers/lunch bags labeled with the child’s name. Please do not send snacks in packages that the children are not able to open themselves. **Peanuts, popcorn, tree nuts and also items labeled "may contain peanuts" are not allowed in the center.** Please read labels carefully when preparing snacks to ensure there are no nut-based products.

If a child has specific dietary restrictions or allergies, parents **must** notify the coordinator.

Birthdays:

The staff will provide a small gift and birthday sticker for the birthday child at Nursery School. Due to allergies and other food restrictions, we ask that if you choose to bring in treats you ensure that they are **peanut free** and that the staff is given the notice to be able to contact parents of children with dietary restrictions so that they can be included in the special day.



(Please sign and return this portion to the Nursery Coordinator)

I have read The MFRC Nursery School Parent Manual. I understand the policies as stated and agree to comply with them.

Parent/Guardian Signature _____ Date _____