



COLLEGE HILL

EARLY LEARNING COOPERATIVE

PARENT MANUAL

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www.unb.ca/fredericton/chelc/

Please Note: All policies contained within, apply to all College Hill programs, unless otherwise indicated.

Any policy described, in this manual, may be subject to change at any time following changes in the New Brunswick Early Childhood Services Act and Regulations, the Provincial Early Learning and Child Care Standards or following directive by the College Hill Board of Directors.

Incorporated March 11, 1993
Effective September 01, 2017
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I. HISTORY

Campus child care and early learning has been an issue at the University of New Brunswick, since the mid 1980s.

In 1988, a survey of faculty and staff of UNB outlined the need for a campus early learning children's centre. These results became part of a proposal to UNB to study its feasibility.

In April 1992, the University of New Brunswick Day Care Working Group convened. They refined the proposal for the children's centre by adding budgets and floor plans. The Day Care Working Group formed a "User Committee" to give direction to the architect. Plans were developed to accommodate participants in an integrated children's centre.

Incorporation documents were filed with the New Brunswick Department of Justice in December of 1992. The association was incorporated March 11, 1993.

When filing for incorporation, the Board of Directors wanted to ensure that families would have an active involvement in all aspects of the organization. The corporation is constituted as an independent non-profit association, incorporated by membership. The membership consists of parents/guardians of the children and staff of College Hill Early Learning Cooperative.

On March 15, 1994, the finance committee of the Board of Governors approved the construction contract. In the spring of 1994, UNB, STU and other University groups made major financial contributions. The children centre is a University of New Brunswick building allocated to College Hill Early Learning Co-operative, Limited .

College Hill Early Learning Cooperative was originally named College Hill Day Care Cooperative and opened on September 6, 1994.

II. GOVERNANCE

Condensed Mission Statement

To provide a campus-based inclusive early learning program of exceptionally high quality for the communities of UNB and STU. CHELC's combination of a child-centered approach and active family involvement creates a responsive and nurturing environment for children and their families.

Mission Statement

College Hill Early Learning Co-operative (CHELC) serves UNB, STU, and the local community with an inclusive, high-quality, and affordable campus-based early learning program. The combination of a child-centered approach and active family involvement makes CHELC a responsive and nurturing environment for children and their families. At CHELC, we strive to:

- Facilitate children's active learning through creativity, discovery, and exploration of the world using skilled implementation of the New Brunswick Curriculum Framework.
- Create a supportive environment that is respectful of each child's individual potential, interests, and creativity.
- Promote an inclusive, non-discriminatory, and culturally sensitive environment by working collaboratively with families, educators, and resources to accommodate children's needs and abilities, as best we can.
- Instill the foundations of empathy in children by encouraging positive social interactions and by building a community of mutual respect.

- Enhance and enrich children's decision-making skills, self-esteem and self-confidence, sense of responsibility, and good citizenship through planned programming and guided experiences.
- Evolve our early learning practices and implement new ideas in response to increased knowledge, experience, and growth in the field of child development.
- Provide students who are training to be early childhood educators with opportunities to volunteer at CHELC, to gain work experience, and to learn from the mentorship of educators who support and evaluate them.
- Meet and exceed all standards of governing bodies such as the Department of Education and Early Childhood Development and Public Health.
- Ensure all hired educators will either have their Early Childhood Education Diploma or Bachelor of Education credentials and will complete the Province of New Brunswick's Curriculum Framework Training.

Licensing

College Hill Early Learning, is an early learning centre, licensed by the New Brunswick Department of Education and Early Childhood Development. The early learning program enrolls a maximum of sixty children aged six months to eight years of age. The program is staffed by Educators who hold their Early Childhood Education Diploma or Bachelor of Education.

Since 2019, College Hill has also become a NB Designated Early Learning Centre. "As part of being designated, operators commit to the following elements which represent ongoing requirements that support accessibility, affordability and improved quality in early learning and childcare: low fee policy, parent committees, inclusion policy, annual quality improvement plans, guidelines language acquisition and cultural identity learning environments, professional learning and development, registry." – NBELC Designation Handbook.

College Hill Early Learning, provides a practicum and research experience for students of UNB, STU, the New Brunswick Community Colleges, the UNBI Training Institute and other interested groups.

Board of Directors

College Hill Early Learning Cooperative is an association run by its members, the children's parents/guardians and College Hill staff together. With that responsibility, parents/ guardians are strongly encouraged to participate in the global operation of the organization.

There are several ways for members to participate, which they may discuss with their child's Educators, College Hill's Executive Director and Assistant Director and/or Board of Directors. Members can email the President of Board of Directors at any time at chelcboard@gmail.com.

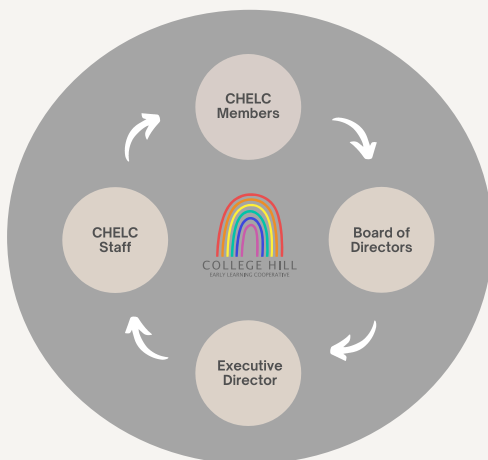
Members will be elected to serve on the Board of Directors. This body makes and approves all decisions for the operation of the organization. It represents the interests of parents of all affiliations, needs and backgrounds.

The ideal model of the Board includes the following:

- 1 UNB Faculty/ Administration/ Staff
- 1 UNB Undergraduate/ Graduate/ Mature Student
- 1 STU Faculty/ Administration/ student
- 1 Member at Large
- 1 Association Member

If a director's position remains vacant, non-representative members may be appointed. A current list of Board Members is available on the main bulletin board.

Organizational Chart



Authority

Each party gives authority to the party below them in the diagram. The College Hill members elect the Board of Directors at the AGM. The Board of Directors appoints the Executive Director. The Executive Director hires the Assistant Director. The Executive Director, with consultation of the Assistant Director, hires the staff. All groups need to act in consultation. The Board of Directors creates the Committees. Each Committee has a Board Member who acts as the liaison between the committee and the Board of Directors.

AGM (Annual General Meeting)

The Annual General Meeting is held each Fall. It is open to the membership and all are strongly encouraged to attend and participate in the discussions.

The AGM serves four purposes:

1. The Board reports on the organization's operations of the past year. This report is, by vote of the members, accepted or rejected.
2. The Board reports on current issues and invites the members to suggest directions and solutions to the Board.
3. The membership elects new Board members for vacant seats.
4. The Board then reports this information and the financial figures to the Department of Justice - Co-operative Branch, to be filed with the Co-operative Inspector.

III. PARENT INVOLVEMENT

1. Membership Participation

As a cooperative, we require the membership's input and volunteer time. All members are requested to volunteer two hours per month. This may include being on the Board of Directors, assisting staff, reading to the children, sharing music, sanitizing toys and equipment, being a guest speaker, volunteering on field-trips etc. This could, also, included being a member of a Committee (See Below).

Fundraising Committee:

Ongoing fundraising is essential to any non-profit organization, such as College Hill. Members of this committee would help to generate fundraising ideas, both short term and continuing campaigns.

Special Events Committee:

Throughout the year at College Hill there are many opportunities to plan special events for the educators, students, and families; the special events committee will help to plan such events.

Playground Committee:

This committee will ensure that the playground is safe and maintenance completed, as required. The playground committee will ensure that all playground regulations are being met through monthly inspections and ongoing projects. The playground committee may, also, work together in creating upgrades and adding equipment to the playground.

Ad Hoc Committees:

From time to time there may be the need to form ad hoc committees to ensure that certain time specific projects get completed.

This concept is designed to bring together the families, staff, university communities and outside community.

College Hill believes that by encouraging your interaction, not only will the program benefit but so will you and your child, through your commitment to quality early learning and child care.

Further information on member participation is available from the Executive Director, Assistant Director and Board of Directors. The Board of Directors can be contacted via email at chelcboard@gmail.com

2. Classroom Giving Trees: Donation and Volunteer Opportunities

In the hope of streamlining the co-op's volunteering and donation system, all of the classrooms will use the same Giving Tree system that provides Donation and Volunteering ideas for the membership.

There are two ways to fulfill your monthly participation requirement: donation of items or a donation of time. College Hill members can choose to purchase and donate items to fulfill their monthly participation requirement. Items suitable for donation would include classroom materials that are regularly needed (e.g., crayons, glue, etc.).

Alternatively, members can instead choose to donate their time and energy, rather than materials. For instance, members might come in to speak on a special subject, play music, host a dance party, help with a classroom project or event, read books to the children, or sanitize materials and equipment.

This in-classroom time is important to the children, who love introducing visitors to their friends and their spaces, and who learn a great deal from these new interactions.

Understandably, many parents worry that volunteering in the classroom may disrupt their child's day. However, there are ways around this; for example, parents might plan their visit to be a little earlier than the usual pick-up time, or they might volunteer in a different classroom, so as to remain out of their child's sight.

The educators have lots of great ideas and would be happy to suggest ways that members can volunteer their time. Parents can choose whichever leaf or apple they would like and speak to the classroom educator team. (And, please remember, receipts are not required so there is no need to hold on to them or pass them along to the educators or the office.) Each month classroom teams will email out their list of items and opportunities to their group.

3. COMMUNICATION AND PARTNERSHIP

College Hill strives to develop a partnership with families, to compliment parental care and to provide the best environment for the children through open communication, professionalism and teamwork. We encourage parents to communicate with the Educators, Assistant Director, Executive Director and Board of Directors.

Parents often ask how they can help recognize the dedication of their child's educators and other staff members as well as contribute to the classroom.

Here are some suggestions:

- Appreciation expressed directly to staff members
- Volunteering for field-trips.
- Contribute to your child's day by acting as a guest speaker to discuss your occupation, cultural background or interest which would enrich the children's learning.
- Actively participate on projects.
- Donations of items on Classroom 'Giving Trees' posted in each classroom.





4. Orientation

It is our goal, as Early Childhood Educators, to facilitate and ease the transition from home to the early learning program and provide a positive experience. College Hill's policy is that parents must schedule at least 1 Orientation Visit prior to their child beginning in College Hill's program. Parents are required to attend all orientation visits and to remain with their child for the full visit. Orientation visits have been proven to be beneficial to the parent and the child as they share the experience and become familiar with the routine, environment, peers and educators.

Orientation Visits are to take place between 10-11am and need to be scheduled with the Educator team or Executive Director in advance. Please see your child's classroom Welcome Letter for their educator team email address.

5. Parent/Guardian Concerns

General: Communication among parents, the Board of Directors, Executive Director, Assistant Director and Educators is encouraged. Such communication contributes to better understanding, thereby, a better early learning centre and community.

College Hill Educators: College Hill requests the parents speak directly with their child's Educators regarding inquiries or concerns directly related to their child and their child's classroom/ program. The Educators can best assist parents as they have the most information and details regarding the children and their classrooms. Please schedule an appropriate time with your child's team as lengthy conversations at pick up and drop off impact the supervision of the classroom environment.

Assistant Director: Inquiries regarding the curriculum and overall classroom program along with general operations or concerns.

Executive Director: Inquiries regarding the waiting list, enrolment, fees, policies, general operations or concerns.

Board of Directors: Any matter that requires an exception to policy or concerns that cannot be dealt with directly by the Executive Director can be presented to the Board of Directors. Members may email College Hill's President and Vice President at any time at chelcboard@gmail.com

IV. OPERATIONAL POLICIES & PROCEDURES

Entrance Procedures

College Hill is licensed for 60 spaces. Priority in filling these spaces goes first to siblings of existing members' children, then to Affiliates of UNB and STU and finally to the community at large.

There is no priority given to families who have previously attended CHELC but no longer have a child attending CHELC.

College Hill uses a waiting list to allocate spaces, as they become available. The waiting list is administered objectively. Admission is on a first come first served basis, subject to the priorities established by the Board. It is important to note that CHELC must ensure a child can fit throughout CHELC's programs before offering a space i.e., an infant spot cannot be offered to a child who will turn two before there is a spot available in the two-year-old program as children under 24 months cannot mix with other ages. In cases where a child's birthday cannot fit the opening, a child lower on the list may receive an offer should their age fit the available opening.

Once College Hill places the offer of enrolment, to confirm acceptance of the offer, the parent must:

- Provide email reply to offer within 24 hours noting acceptance.
- Submit a non-refundable deposit of \$300.00. The deposit may be e-transfer or cheque and submitted for the date noted on your deposit invoice. All e-transfers can be submitted to **chclc@unb.ca**. This deposit will be applied to your child's first month fees.

After you have accepted the offer of enrolment you will receive an invitation to complete the Online Child Enrolment on the GNB Parent Portal. As of March 21, 2021 every child in New Brunswick attending a licensed childcare facility will be required to register through the Parent Portal. This will enable your child to receive a New Brunswick Education Number (NBEN). This is a unique number assigned to each child that attends a licensed childcare facility or school and will follow your child throughout their entire educational experience. This online process also ensures your child's enrolment in the Parent Fee Reduction Subsidy as per the Canada – New Brunswick Childcare Agreement which entitles your child to a rate of \$21/day rate for infants and \$18/day rate for preschool.

Inclusion Policy

College Hill Early Learning Cooperative promotes an inclusive, non-discriminatory and culturally sensitive environment by working collaboratively with families, educators and community partners to accommodate children's needs and abilities as best we can. For more information, please refer to College Hill's Supporting All Children: Our Practices.

Discharge Policy and Procedures

College Hill will provide parents a minimum of two weeks notice should a child become ineligible for the program.

Possible reasons for discharge would include:

- The child is beyond the program age.
- The parent consistently disregards the policies and procedures of College Hill.
- Abusive or inappropriate behaviour by a parent towards a staff member or any other member of College Hill.
- Behaviour exhibited by the child of an intensity and frequency that could be considered to be endangering to the child, other children in the program, the staff, or the early learning environment.
- The program does not meet the needs of the child.
- Non-payment of child care fees, as outlined by the payment policy.
- Re-application will not be permitted with a history of non-payment or breach of payment policy. Breach of any policy without satisfactory resolution will result in dismissal.

Resolution can be made by:

- Meeting with the Executive Director
- Meeting with the President and the Executive Director
- Presenting your case before the Board.

In the case of the discharge of a child, the Board of Directors of College Hill Early Learning Cooperative will make the final decision. Any dismissal will include a period of six months, after which, the parent may apply to be on the waiting list, with the exception of the non-payment breach. If the member is re-admitted and any policy is breached the result is immediate discharge from College Hill.

It should be noted that not all children are suited for a large children's centre environment. Although all of our staff are trained Early Childhood Educators, staffing ratios do not allow for one-on-one supervision or individual attention. In such situations, the parent may be asked to seek assistance from outside agencies or to find alternative care.

Fees and Withdrawal Policy

A. All fees are collected on a quarterly basis:

- First Quarter: January - March
- Second Quarter :April- June
- Third Quarter: July- September
- Fourth Quarter: October-December

If paying by e-transfer payment is to be submitted on the last day of the month for payment of the following month.

E-transfers will then be deposited on the first day of the month.

All e-transfers are to be sent to: chelc@unb.ca

If paying by cheques, all cheques are to be submitted at the beginning of each quarter, with post dated cheques dated the first day of each month.

All cheques are to be made payable to: CHELC or College Hill Early Learning Cooperative

Annual receipts will be issued for income tax purposes by the last day of February.

College Hill must be committed to fee collection to remain viable.

Outstanding debts must be referred to Collection Agency, when necessary. (Please refer to Appendix III-Late Payment Policy)

B. There will be no reduction in fees for holidays; this applies to all programs and those who are receiving subsidy. The holidays, for which College Hill will be closed, follow UNB closures plus Truth & Reconciliation and Remembrance Day. Please note, when these holidays fall on a weekend, College Hill will be closed the following Monday.

See - www.unb.ca/hr/importantdates/holidayschedule.html

The Executive Director will post the list of College Hill Holiday Closures, on the main bulletin board and the Board of Directors includes the upcoming year Holiday Closures in College Hill's Annual Report.

The holiday closures between Christmas Eve and New Year's Day will be posted once UNB has confirmed and announced to the UNB community, typically, in mid/late fall. In the event that there is a standalone weekday during this period when the centre is scheduled to be open, the Board will vote on whether to remain open or close for that day, and the outcome will be communicated accordingly.

C. There will be no reduction in fees for vacation or sick days, when the child will be away from College Hill.

D. There will be no reduction in fees for Emergency Closures and Storm Closures; this applies to all College Hill programs. (See 8. STORM CLOSURES)

E. Withdrawal Policy: To withdraw from College Hill Early Learning Cooperative, please submit written notice to the Executive Director. All withdrawals will be effective at the end of the following month in which notice was submitted.

For example, if a member gives notice of withdrawal on June 10th, the withdrawal will take effect on July 31st and the member will be required to pay for that month. In lieu of notification, the remainder of scheduled fees will be charged to the member.

F. In the case of parents applying for provincial subsidy, they are responsible for contacting the Department of Education and Early Childhood Development- Parent Subsidy Program at 1-888-221-9393.

Arrival and Departure

A security system is located at the front entrance. Staff screen each person entering College Hill via the intercom system at the front entrance. This is an added safety feature of the centre. Please speak clearly into the intercom as it can be difficult to hear parents when classrooms are busy. Children will only be released to an authorized adult over the age of 18 years old.

- Hours of operation are 7:30am – 5:30pm, Monday through Friday.
- The core program hours are 9:00am-4:00pm daily.

Public Health requires that all children, parents, staff, and guests wash their hands upon entry. This allows us to reduce the number of viruses that enter the building.

For your child's safety, parents are required to accompany their child into the centre, locate their cubby, assist them to undress from outdoor clothing and deliver them into their supervised classroom. College Hill's responsibility does not begin until your child is in the care of the College Hill staff in the classroom. When the parent/guardian arrives to pick up their child, the child becomes their responsibility once the parent/guardian has made contact with the child.

Parents are required to call 506-458-2883 ext. 2 before 9:30am, if their child will not be attending for the day or if they are going to be late. If the call is regarding the child arriving late, the phone call will also provide the opportunity for the Educator to share if they will be offsite at a different location for the late drop off. We ask that the parents please call the Educators Line (458-2883 ext. 2) for this notification.

College Hill Closes at 5:30 p.m. Children are to be picked up prior to 5:30pm. If your child is not picked up before 5:30 p.m., parents will be charged a late fee with potential discharge if this occurs on more than 3 occasions. College Hill Staff are required to contact Social Development Child Protection if parents are later than 30 minutes without contact from the family. Please see Appendix II Late Pick-Up Policy. The opening staff will unlock the front door at 7:30am (not before) and the closing staff member will be closing the building by 5:30pm sharp.

Authorization for Pick Up

Parents must notify their child's educator and note the date and name, if someone other than the parent(s), will be picking up their child. This holds true for those who have been included on the "Emergency Contact Form". The only instance when an Emergency Contact can pick up without authorization from parents is if an Educator cannot contact a parent and the child must be picked up (emergency, illness, early closure etc.).

Parents must inform those who will be picking up/dropping off their child of all pertinent policies, such as:

- If the staff member who they make contact with does not recognize them, they will need to present photo identification
- Backing into parking spaces (front facing forward)
- No outside Food Policy
- Escorting the child into their supervised classroom
- Being responsible for the child, once they have made first contact with the child at pick up

To ensure the children's safety at College Hill, they will not be able to depart with anyone unless the Educators have received direct notification from the parent/guardian or unless Educators cannot contact a parent and the child must be picked up. Again, the person who is picking up must provide picture identification if they are not recognized by the Educators.

Parking

Parking is not permitted along the front of the main entrance at any time. This is the Emergency Lane and parking in this area blocks others from backing in or pulling out of parking spaces safely.

While at College Hill, parents are asked to back into one of the parking spaces (to allow the front of their car to face forward). This enables you to have a clear view of any children that may be outside or coming out of the building. There are also available parking spaces available on each side of the centre.

Evacuation

When College Hill receives a notification to evacuate from Emergency Services and/or UNB Campus Security an email will be sent to families ASAP noting that we are evacuating.

Please do not call the centre as phone lines must be kept open.

Educators will call their children's families by cell phone and prepare children for immediate pick up.

Please enter CHELC parking lot via Montgomery St. Upon arrival to the CHELC Parking lot an Educator will place your child in their car seat. Exit CHELC and turn right heading towards College Hill apartments/hospital to avoid congestion.

Further information may be communicated via email.

Storm Closures

College Hill has a parent volunteer Storm Committee. The Storm Committee will make the decision to close based on inclement weather and/or poor road conditions.

For closures prior to the opening of the centre, the Executive Director will change the outgoing phone message, post closure to the CHELC public Facebook page and the Assistant Director will email families.

For those days which we must close early, the Executive Director will change the outgoing message, and the Assistant Director will email families, one hour before the closure.

All policies pertaining to "Late Pick Up Policy" (Appendix II), will apply to early closure days.

We ask parents to be vigilant in listening for closures on days when there is a storm or the possibility of one.

In the event that UNB is closed until 11am, College Hill will be closed for the full day. The Board of Directors made this decision following a full review of logistics, Department of Education and Public Health regulations.

V. HEALTH & SAFETY: POLICIES & PROCEDURES

Management of Potential Illness

We understand that it is costly to miss work/school time; however, Provincial Regulations (Dept. of Education and Early Childhood Development) are imposed upon us to maintain the health of all the children entrusted to our care. Please plan ahead by making alternative arrangements for when your child becomes ill, since this will occur in the course of your child's time at College Hill.

College Hill Early Learning Co-Op's Management of Illness policy requires that your child be taken home or not attend if any of the following conditions are detected:

Examples of signs and symptoms that may indicate that a communicable disease may be present include:

- diarrhea – unexplained diarrhea or loose stool (may or may not be accompanied by nausea, vomiting and cramps) may indicate a bacterial or viral illness that is easily passed from one child to another;
- vomiting – nausea and vomiting;
- fever – temperature taken from the ear (37.9°C/100.2°F or greater), mouth (37.5°C /99.5°F or greater) or armpit (37.5°C/99.5°F or greater);
- respiratory – difficulty breathing, wheezing or persistent cough;
- infected eyes or eye drainage (clear or with pus);
- sore throat or trouble swallowing;
- pain – any complaints of unexplained or undiagnosed pain;
- unusual skin colour;
- severe itching, rashes or skin lesions; or
- unusual behaviour or any illness that prevents a child from participating comfortably in all activities.

See Appendix A, Common Childhood Communicable Diseases and Exclusion Periods in the [Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare \(ELC\) Facilities](#), for more details on signs, symptoms and management to control the spread of disease.

If a child has obvious symptoms, such as: diarrhea, vomiting, fever, rash with change of behaviour, ear or eye discharges, they will not be accepted into the centre that day.

Children with any of the above symptoms should remain home until they are at least 24 hours symptom-free without the use of fever-reducing medication and are well enough to participate in all aspects of the program. In cases of undiagnosed gastroenteritis and outbreaks, exclusion periods will be 48 hours symptom-free without the use of fever-reducing medication or as directed by Public Health.

College Hill Staff cannot administer fever reducing medications other than during the interim of when a parent is on their way to pick up the child within the hour. Parents can complete this section in the registration Child Profile form to administer acetaminophen when they are on their way. College Hill has acetaminophen on site. If a child has a low-grade fever at home and parents would like staff to administer acetaminophen to their child during the day, we can not. Parents must pick up their child within one hour of the child presenting a fever. Please ensure College Hill has the most up to date contact information at all times.

Please contact your child's classroom educators at 458-2883 EXT 2, if your child will not be attending or if you will be arriving after 9:30 am.

If your child becomes ill during the day, you will be contacted immediately and requested to come to pick up your child ASAP, as per NB Public Health Directive, before the end of the hour.

If your child becomes ill and must leave early, their teacher must complete a Potential Illness Form (NB Public Health) which the parent must read and sign upon arrival. Public Health requires that these are kept on file for their review. If your child becomes very ill or has an accident and you cannot be reached, professional medical help will be sought.

College Hill Early Learning Co-Op strives to and is required to cooperate with the agencies, which set the health regulations, to ensure that good health of the children, parents and staff is maintained. In no way do we intend to inconvenience parents.

Communicable Illness/Disease

If your child contracts a communicable illness/disease while attending College Hill, or is suspected of having one, you will be contacted immediately. It is the policy of this centre to notify all parents of an outbreak within 24 hours of onset. Parents are required to follow the criteria set by Public Health's "Exclusion Reference Guide". This one-page guide is given to the parents by their child's educator. Your child may return to the centre once the criteria are completed.

If your child does have a communicable illness, parents must complete the Return After Exclusion Form. College Hill reserves the right to send ill children home, regardless of completed criterion, should it be necessary.

See Appendix IV – Management of Potential Illness, for copy of the Parent's Role in Managing Potential Illness and the Exclusion Reference Guide.

Administration of Medication

A. For the safety of your child, all medications (prescribed or over the counter) will be administered only with the written consent of the child's physician and/or the parent. Parents/Guardians must inform the Educators and complete the "Administration of Medication" form (located in the classrooms) for both prescription and non-prescription medication. Parents must have a physician's note, if requesting staff to administer an amount of medicine beyond the recommended dosage.

B. All medication must be in the original container, with the child's name, physician and details for dosage clearly displayed.

C. Please inform a staff member of your child's medicine requirements. All medications are required to be put in the medication cabinet (above the kitchen sink) or fridge located in the kitchen and out of reach of children.

D. Parents/Guardians are requested to pick up their child's prescription medication at the end of each day.

SUNSCREEN: All guardians are required to provide sunscreen and/or adequate clothing to completely cover the child. Please complete the Sunscreen Consent Form. The bottle should be clearly labelled with the child's name and be SPF 30 or higher and given directly to one of your child's educators.

Emergency Medical Procedures

If a child requires emergency medical treatment, the child's guardian will be contacted immediately. Once the guardian/emergency contact arrives at College Hill, it is the guardian's responsibility to transport the child to receive emergency medical treatment. Providing up to date contact information is necessary to ensure that we can always contact parents when needed.

If the child's condition is believed to be life threatening, an ambulance will be contacted immediately. Any cost incurred as a result of emergency procedures will be billed to the parents

Evacuation Procedures

Each month, College Hill will conduct a fire drill. At that time, the children will stop their activity and quickly line up at the door. The infants will be placed in the evacuation cribs and transported outside by their Educators. Their educators will account for the children in each group. An educator will be designated to collect the attendance sheet and lead the children outside to the nearest exit. The group will sit safely outside of the fence perimeter for roll call to ensure all children are present.

Prior to any fire drills, the children's educators will explain the purpose of a fire drill and together they will go through the manoeuvres necessary to acquaint themselves with the procedures. Fire drills will be conducted in a non-threatening and educational manner.

If the conditions are extreme either in weather or in a real evacuation, College Hill's Evacuation Site is McLeod House. This is the UNB Residence next to College Hill.

Reporting Suspected Abuse

It is the legal obligation of the College Hill staff to report any and all indications of abuse to the Department of Social Development. These indications may include unexplained/unusual behaviour and/or physical markings that may be signs of physical, sexual and/or emotional abuse.

VI. PROGRAM INFORMATION

Children's Participation at College Hill Early Learning Cooperative
Children are expected to participate in all aspects of the program including outdoor play. There is not sufficient staff to allow for requests that a child not participate in an activity, including outdoor play. A varied and stimulating program ensures that each child is given a balance of indoor and outdoor activity daily (unless weather is too inclement).

Daily Programming and Curriculum

College Hill's program is based on the Emergent Curriculum which follows the New Brunswick Curriculum Framework-English. This program recognizes that children learn primarily through action and through the conclusions they draw from their own experiences. Educators do not "teach" in the traditional sense of giving children knowledge by showing and telling; rather they teach by encouraging, supporting and extending children's choices and activities. Reflective practices and purposeful environments are key in the Educators implementation of the curriculum.

"In keeping with contemporary research and theory, the framework emphasizes responsive relationships, children's strength, and engaging environments. It views children as confident, active learners whose learning, growth and development are profoundly influenced by the quality of their relationships with people and their interactions with places and things". (The New Brunswick Curriculum Framework for Early Learning and Childcare).

The curriculum includes 4 broad-based goals:

1. Well- Being
2. Play and Playfulness
3. Communication and Literacies
4. Diversity and Social Responsibility

The program provides a balance between quiet and active play and encourages multicultural/diversity awareness. Activities are developmentally appropriate for the children. This encourages each child to develop independence and self-confidence in their abilities.

The Educators post their programming 'web' in their classrooms and reflect the children's learning and experiences through daily email updates and learning stories which parents can find just outside of their classrooms, as well as through each classroom.

Rest Time

Infant Program

Napping schedules will be dependent on the individual needs of each child. In order to maintain stability in your infant/toddler's day, please provide their Educators with a schedule of their nap and feeding times.

Preschool Programs

The Department of Education and Early Childhood Development requires that all licensed early learning and child care centres provide a rest time to all 'pre-school' children (5 yrs. and younger), in a full-time program. Parents may ask the Educators to not encourage your child to sleep, however; the Educator will not wake your child up earlier than 2pm. Licensing does not allow CHELC to deny a period of rest. Children may bring a blanket, small pillow and a favourite soft toy to have with them during rest time. For children who do not typically nap, they will be provided with quiet activities to allow them to rest without sleeping. Rest period ends every day at 2pm.

Toys from Home

College Hill is not responsible for lost, stolen, or broken personal belongings.

Snack and Lunches

Nutritious morning snacks, lunch, and mid-afternoon snacks are served daily at College Hill. The menu is posted on the front bulletin board at the main entrance. The menus follow Canada's Food Guide.

College Hill has a strict NO OUTSIDE FOOD policy. Due to children with anaphylaxis and allergies to a variety of foods, we have decided to eliminate the risk and to not allow any outside food into the centre. Please ensure that children do not come in with food or have snacks in their hands, bags, pockets etc. (children often investigate each other's cubbies). Please ensure this is passed along to anyone who may be picking up or dropping off your child.

Infant/Baby Room: College Hill does not provide formula or prepared baby food. We do provide homogenized milk and food from the centre's menu to those children who can have them incorporated into their diets. Please provide all food and bottles necessary for your child's day, ensuring that all items are clearly marked with your child's name.

Nursing parents are welcome to nourish their children at College Hill. A schedule can be arranged with your child's educator team.

Menu Accommodations: For those individuals with food allergies, sensitivities, and/or religious/cultural food preferences, we ask the parent to speak to the Executive Director and Assistant Director to discuss whether accommodation will be possible with College Hill's menu or if parents will be need to send in their child's food daily.

Birthdays and Celebrations: Parents can bring in a special treat of labelled Nut Free Ice Cream or other treats for their child to share on their birthday/special occasion with their classroom. Chapman's Frozen Treats and Ice Cream are a good choice as they have labelled nut free treats and the ingredients have often been already introduced into many children's diets.

Public Health does not allow licensed centers to serve home baked food.

Alternatively, parents could provide games or activities for the children instead of food items. Suggestions include art materials, science experiments, etc.

Outings

There will be opportunities for the children to have off-campus field trips. Parents will be notified via the Field Trip Excursion Form located at their classroom signing in/out location when a field trip is planned for off campus. Active involvement and use of our community resources will be incorporated into the children's program. Parent volunteers for our trips are appreciated and encouraged. Should you decide not to permit your child to go on a field trip, we ask that you make alternative childcare arrangements for that period.

CLOTHING

Please dress your child comfortably in clothes that they can easily manage (i.e., large zippers, buttons, pants with elastic waists, etc.) especially when toilet training. This will help promote your child's independence. All children must wear shoes with non slip soles while in the centre. Sneakers or shoes with rubber soles are the safest and please no shoes with laces for safety reasons. **Please ensure that all items are labelled.**

All children will have daily outdoor activity in the morning and afternoon. They will need appropriate clothing, dependent upon the weather conditions. Please no flip flops or slippers as we have experienced children having increased accidents when wearing these types of footwear inside and outside of our centre. Please note the following Children's Cubby Checklist and be sure to check your child's classroom clothing bin and cubby often to ensure all that is needed is there.

Please send in the following items, as is seasonally appropriate:

- 2 Pairs of Socks
- Pants
- Shirts
- 2 Pairs of Underwear
- Indoor Shoes (no laces please)
- Crib sheet and rest time blanket
- 1" Binder (for children's learning portfolio)
- 2 Reusable bags for soiled and wet clothing

Seasonal Items:

- Snowsuit
- Waterproof Boots
- Hat
- Neck warmer
- 2 pairs of waterproof mittens
- Sun-screen

For Those Not Toilet Trained:

- Diapers
- Unscented wipes.

VII. POSITIVE CHILD GUIDANCE

Every child will be encouraged to make decisions and communicate their frustrations rather than acting out aggressively. Our focus is on instilling positive self-regulation and independent decisions. This ensures that as the child develops, they do not need to rely on others to make judgments on inappropriateness.

College Hill encourages positive behaviour by:

- Support with problem solving
- Positive reinforcement
- Redirection
- Positive direction
- Advance warnings
- Clearly setting limits
- Providing acceptable choices
- Encouragement

Occasionally, a child may need to be removed from the source of frustration. This may be to a different area of play in the classroom or at one of their classroom tables. The Educator will explain to the child why they had to be removed from the situation. The child and the Educator will work together in reaching a solution so that the child can return to play, as soon as possible. Every child will be treated with dignity. Parents will be informed if this behaviour is reoccurring.

PROBLEMATIC BEHAVIOUR

In the event that a child's inappropriate behaviour becomes a problem due to endangerment of themselves, other children and/or staff members.

The following procedure will apply:

- Written observations of the behaviour will be recorded for a minimum of one week. The educator team will discuss the issue with the Assistant Director and parents will be advised. The Executive Director will be made aware of the behaviour.
- If it remains unresolved, a meeting with the parents, teaching team, Assistant Director, and Executive Director will be held to investigate probable causes of the behaviour and create a program which will support the child to be implemented into the classroom and at home; this may include seeking community partners for support. After implementation of the program, observations and assessment of the plan will continue. Parents may also be asked to come in and observe their child during this time.

If the behaviour does not demonstrate improvement, parents may be referred to outside resources, with the possibility of discharge. Please see section IV.2 DISCHARGE POLICY AND PROCEDURES.

CLOSING COMMENTS

Please remember that this is your child care and early learning centre. Your engagement and contributions help create the best possible experience for you and your child(ren). Together, we can provide high quality childcare and education. College Hill Early Learning Co-operative, Limited looks forward to working together, as a team, with your family.

If you have any questions or concerns, please don't hesitate in contacting us at chelc@unb.ca or 458-2883.

APPENDIX 1

FEES: Effective as of April 1, 2024 & subject to change based on GNB Market Fee Threshold & Canada Wide Benefit Subsidy.

College Hill offers full time programs for all age groups. As CHELC's preschool spaces are designated they are subsidized by the Canada Wide Benefit Subsidy. Listed below are the amounts families are responsible for paying per child.

Infant & Preschool Programs:

- Monkeys (6 – 24 months old) \$21/day
- Jr Penguins (2 years old) \$18/day
- Sr Penguins (3 years old) \$18/day
- Bears (4 years) \$18/day

OTHER FEES

Late Fee: \$10.00 every 15 minutes (or part thereof) will be strictly enforced, after 5:30 p.m., and will be paid directly to the staff on duty who had to stay late. See Appendix II for terms and conditions.

NSF Fee: A fee of \$10.00 will be charged on all Non-Sufficient Fund cheques returned to College Hill.

APPENDIX II

LATE PICK UP POLICY

This fee is to compensate Early Childhood Educators for infringement on their off-duty time. Parents will be billed according to the following schedule:

a) FIRST OFFENCE: Parents who do not pick up their children by 5:30 pm will be billed \$10 per each fifteen-minute increment or any part thereof, per family.

b) SECOND OFFENCE, within an academic year, the fee will be \$15 per each fifteen-minute increment or any part thereof, per family.

c) THIRD OFFENCE, within an academic year, the fee will be \$20 dollars per each fifteen-minute increment late or any part thereof, per family.

d) Any parent who is late on more than THREE OCCASIONS within 1 year shall be subject to College Hill Early Learning Cooperative's discharge policy.

e) If all attempts at contacting the child's parents and Emergency contacts fail and 30 minutes has passed College Hill Staff must contact the Department of Social Development-Child Protection regarding the child not being picked up.

f) Terms of Payment- Payment must be received by the employee, within two working days of being late. Any parent who is "Late" must pay the staff member or risks cancellation of services.

APPENDIX III

LATE PAYMENT POLICY

College Hill Early Learning Cooperative is committed to fee collection. A four-step process (listed below) is followed in order to assure payment for services.

1. All parents are **invoiced** at the end of each quarter for the following quarter if not before.
 2. **Over-Due Warning** is issued on the 15th of the month payment is due. Payment is due immediately.
 3. **Interest Fee and Termination of Child Care Services** will be placed in effect if payment is not made by month end.
 4. A **Collection Agency** will be hired on any default that occurs within the payment schedule of College Hill. Interest will accumulate at 12% per annum until the total is cleared.
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APPENDIX IV

Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities

<https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/ELCC/guidelines-for-the-prevention-and-control-of-communicable-diseases-in-elc-facilities.pdf?random=1704326400029>

APPENDIX V

Managing Potential Illness SOP

This SOP follows the Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities, as issued by the Department of Health and the Department of Education and Early Childhood Development (February 2024).

CHELC Educators are expected to be able to recognize and identify the signs and symptoms that a child may potentially be ill. Educators are to manage the illness and help prevent further spread. There is no expectation of diagnosis.

Educator steps after identifying signs and symptoms of potential illness:

1. Isolate child from other children immediately and make them comfortable - a quiet space with a mat to lay on is recommend.
2. Communicate with onsite team how you will be proceeding. Do you need support? Is coverage needed?
3. Critical thinking - consider all possible scenarios. Ex. does the child feel nauseous because they are hungry? Were we advised of any allergies that could be causing discomfort?
4. Notify and discuss with Director(s) - Educators are empowered to advise on their recommendations for next steps.
5. Contact the child's parent(s)/guardian(s), or person(s) identified for emergency situations, who must arrange to pick up the child within one hour of notification of illness.
6. Confirm with parent if they would like acetaminophen given if signed off on in file.
7. Prepare and have Parents/guardians complete and sign the potential illness form.
8. Advise Parents/guardians: 1. Public Health recommends children be seen by a healthcare practitioner for diagnosis. 2. that children with known or suspected communicable diseases are to be excluded from the facility as indicated in Appendix B, New Brunswick Guide for Exclusion of ELC facility Operators
9. Prepare the Return After Exclusion form and leave on group's sign in clipboard for parents/guardians to complete when the child returns.

Signs and symptoms that Educators may identify include:

- **diarrhea** – unexplained diarrhea or loose stool (may or may not be accompanied by nausea, vomiting and cramps) may indicate a bacterial or viral illness that is easily passed from one child to another;
- **vomiting** – nausea and vomiting;
- **fever** – temperature taken from the ear (37.9°C/100.2°F or greater), mouth (37.5°C /99.5°F or greater) or armpit (37.5°C/99.5°F or greater);
- **respiratory** – difficulty breathing, wheezing or persistent cough;
- **infected eyes** or eye drainage (clear or with pus);
- **sore throat** or trouble swallowing;
- **pain** – any complaints of unexplained or undiagnosed pain;
- **unusual skin colour**;
- **severe itching, rashes or skin lesions**; or
- **unusual behaviour or any illness** that prevents a child from participating comfortably in all activities.

[Link for Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare \(ELC\) Facilities](#)

APPENDIX VI

Evacuation

To ensure we are all prepared, we encourage all staff and parents to enroll their mobile phone or via app to receive emergency notifications on the UNB Alert program. This program includes an app available to all faculty, staff, and students of UNB and STU. For any member of the community, you can sign up for emergency notifications to a mobile device. The program is detailed here:

<https://www.unb.ca/fredericton/security/unbsafe.html>

Evacuation Procedure

1. Notice to evacuate received via UNB Security or Police.
2. Administration staff send email communication of evacuation to all families. Please do not call the center as phone lines must be kept open.
3. Lead Educator from each group begins to call parents using their cell phones.
4. Support Educators prepare children for pick up.
5. Entry to CHELC parking lot should be made by travelling along Montgomery Street and turning right into the parking lot. Cars should depart CHELC parking lot making a right out of the parking lot and proceeding up towards College Hill apartments and the DECH.
6. Entry and exit paths in 5.5 may change depending on the situation and location. Look out for direction provided by UNB security and police.
7. Upon commencing evacuation, parents are to remain in their vehicles and are to line up in front of the main door.
8. CHELC staff will bring your child out and place them in your vehicle.
9. Parents should prepare to buckle their children in quickly and depart.
10. CHELC will send further information via email following closure.

NOTE:

1. When in doubt, CHELC will follow the practice and protocol of UNB/STU campuses and will undertake the safest course of action.
2. This document will be updated regularly as campus policy develops.
3. For further information or for inquiries concerning policies and procedures related to usage, please contact the Executive Director via chclc@unb.ca