

College Hill Early Learning Cooperative, Ltd.

Parent Manual



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Incorporated March 11, 1993

Effective September 01, 2017

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 College Hill Board of Directors.

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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).

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

II. GOVERNANCE

1. Condensed Missions Statement

To provide 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.

2. 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.

3. Licensing

College Hill Early Learning Co-operative, Ltd 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 Bachelor of Education and Early Childhood Education Diplomas.

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

4. 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.

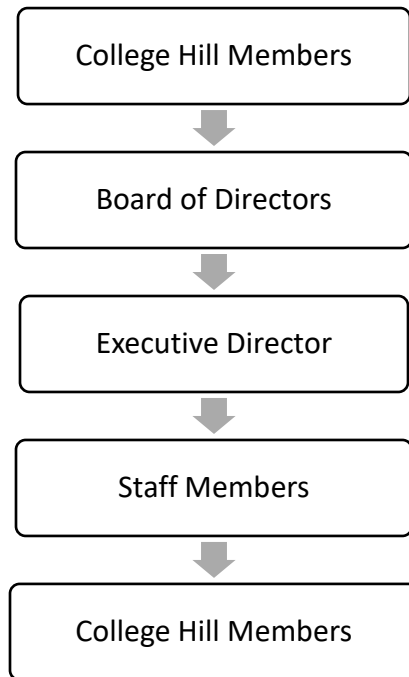
Members will be elected to serve on the Board of Directors. This body makes and approves all decisions for the operation of the organization. It represents the interests of parents of all affiliations, needs and backgrounds.

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.

5. 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.

6. 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 a Board of Director, assisting staff, reading to the children, music, sanitizing toys and equipment, being a guest speaker, volunteering on fieldtrips 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 teachers, 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.

The 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.

The green leaves on the Giving Trees indicate classroom materials (e.g. crayons, glue, etc.) that are regularly needed, and College Hill members can purchase and donate an item to fulfill their monthly participation requirement. The apples, on the other hand, will highlight ways that members can donate time and energy, rather than materials. For instance, members might come in to speak on a special subject, play music or 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 take whichever leaf or apple they choose and bring it in with them once they pass along their donation to their classroom or coordinate their volunteering with a 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.)

3. Communication and Partnership

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

Suggestions for Recognizing Work of College Hill Staff and Contributing to the Classrooms

Parents often ask how they can help recognize the dedication of their child's teachers and other staff members as well as contribute to the classroom. Here are some suggestions:

1. Appreciation expressed directly to staff members is always a wonderful expression.
2. Volunteering for fieldtrips.
3. Contribute to your child's day by acting as a guest speaker which relate to your occupation, cultural background or interest which would enrich the children's learning.
4. Actively participate on projects.
5. Donations from 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 with a maximum of 3 visits prior to the 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 as beneficial to the parent as the child as they share the experience and become familiar with the environment, routine, peers and educators.

Orientation Visits are 9:15am-11:15am and to be scheduled with the Executive Director in advance via email to chelc@unb.ca. Families may also schedule orientation visits directly with their child's educator team. 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.

College Hill Assistant Director: Inquiries regarding the curriculum and overall classroom program along with any concerns.

College Hill 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 AND PROCEDURES

1. 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.

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.

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

- Provide email reply to offer of enrolment with acceptance within 24 hours of offer.
- Submit a non-refundable deposit which equals the first month of fees divided into 2 cheques. The first cheque to be dated for the date of acceptance and the second cheque post dated for the 01st of the month which the child begins enrolment. The deposit is to be submitted within 24 hours of acceptance. This deposit will be applied to your child's first month fees which will then be paid in full.

2. 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 needs and abilities as best we can. For more information, please refer to College Hill's Supporting All Children: Our Practices.

3. 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 with-out satisfactory resolution will result in dismissal.

Resolution can be made by:

1. Meeting with the Executive Director
2. Meeting with the President and the Executive Director
3. 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 four months (one term), 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. 12/16/97 (rev 1/19/98).

4. Fees and Withdrawal Policy

A. All fees are collected on a term basis:

First Term	January - April
Second Term	May - August
Third Term	September – December

Fees are to be paid at the beginning of each term, with post dated cheques dated the first day of each month of the term. **(See APPENDIX 1 –FEES for the full fee schedule)**

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

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 Remembrance Day. Please note, when Remembrance Day falls on a weekend, College Hill will be closed the following Monday for the holiday.

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.

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 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 (childcare and co-op) 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.

5. 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 and that only speak into the intercom. 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 place on their indoor footwear, 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 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 Teacher's Line (458-2883 ext. 2) for this notification. Please no emails.

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 greater than 3 occurrences. College Hill Staff are required to contact Social Development Child Protection if parents are later than 30 minutes. Please see Appendix II Late Pick-Up Policy.

The opening staff will be unlocking the front door at 7:30am (not before) and the closing staff member

will be closing the building by 5:30pm.

6. Authorization for Pick Up

Parents must notify their child's teacher 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)
- Signing in/out
- 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.

7. Parking

Parking is not permitted along the front of the main entrance at any time. This is the Emergency Lane and, also, 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 (as 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.

8. 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 and members of the Storm Committee will place an announcement on local radio station websites. For those days which we must close early, the Executive Director will change the outgoing message, email parents, and the Storm Committee Members will place an announcement on local radio station websites 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 which there is a storm or the possibility of one.

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

Health regulations.

V. HEALTH AND SAFETY POLICIES AND PROCEDURES

1. 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:

- Fever – oral temperature of 101°F/38.5°C or above
- Vomiting
- 2 diarrhea movements within a 24-hour period
- Outbreak of an unexplained rash with a change of behaviour (lethargy, pain etc.).
- Any ear or eye discharge
- Infestations (scabies, lice)
- Unable to participate in the daily activities including outdoor play (lethargic)

If a child has obvious symptoms, such as: diarrhea, vomiting, fever, rash with change of behaviour, ear or eye discharges, he/she 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 and are well enough to participate in all aspects of the program.

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 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 teachers 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, his/her 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.

2. 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.

3. 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 parents/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.

4. Emergency Medical Procedures

If a child requires emergency medical treatment, the child's parent/guardian will be contacted immediately. Once the parent/guardian/emergency contact arrives at the College Hill, it is the parent'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.

5. 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. A teacher 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.

Previous 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.

6. 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

1. 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 participates 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).

2. 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 his/her abilities.

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

College Hill Afterschool Program (Owls)

College Hill Early Learning Co-Op currently has an Afterschool program of 10 spaces for children in Kindergarten to Grade 2. Children who are in the Afterschool classroom receive priority in returning the following year (providing their parents submit a deposit before the end of the school year), leaving only limited spaces open year to year. For this reason, College Hill has a waiting list for members who hope to have their child(ren) enroll in our Afterschool program. Members who are interested in this program must complete an application form and submit it to the Executive Director. There is no fee required. Our Afterschool Educator walks to Montgomery School to pick up the children. If your child will be attending another school you will need to find transportation for them.

3. Rest Time

Infant Program (Monkey Room)

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 (Penguin and Bear Rooms)

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. Children may bring a blanket, small pillow and a favourite soft toy to have with them during rest time. Rest period ends every day at 2pm

4. 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.

5. Toys from Home

Please keep your child's toys at home. College Hill is not responsible for lost, stolen, or broken personal belongings.

6. 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 fieldtrip 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.

7. 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 (which will be appropriate for College Hill and the gym; 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 and unscented wipes.

VII. POSITIVE CHILD GUIDANCE

1. Behaviour Guidance Practices

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, he/she does not need to rely on others to make judgments on inappropriateness.

College Hill encourages positive behaviour through the following methods:

- 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 she/he 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.

2. PROBLEMATIC BEHAVIOUR

In the event that a child's inappropriate behaviour becomes a problem due to:

- The behaviour endangering the child.
- The behaviour endangering the other children and/ or a staff member.

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. 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.

APPENDICES

APPENDIX 1

FEES

(Effective September 01, 2019)

EARLY LEARNING & CHILD CARE FEES

College Hill offers full time programs only for all age groups.

Preschool Programs:

Monkeys (6 – 24 months old)	\$920.00/month
Jr Penguins (2 years old)	\$795.00/month
Sr Penguins (3 years old)	\$785.00/month
Bears (4 years)	\$770.00/month

Afterschool Program

Owls (Kindergarten – Grade 2) \$380/month

The Afterschool program is offered 5 days/week only; the cost includes ½day on Wednesdays and all school closures when College Hill is open for operation.

Morning snack, lunch and afternoon snack are included in the fees.

OTHER FEES

Application Fee: A non-refundable application fee of \$30.00 is payable when parents submit applications, for their child, to be placed on the waiting list for College Hill Early Learning Co-Op.

Late Fee: \$10.00 every 15 minutes (or part thereof) will be strictly enforced, after 6:00 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. Due to the nature of College Hill's operations

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

1. All parents are **invoiced** at the end of each term for the following term.
2. A Reminder for post-dated cheques is issued on the 15th day of the first month in a term.
3. **Over-Due Warning** is issued on the 15th of the month payment is due. Payment is due immediately.
4. **Interest Fee and Termination of Child Care Services** will be placed in effect if payment is not made by month end.
5. 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.

APPENDIX IV

Management of Potential Illness-NB Public Health Reference Documents



Early Learning and Childcare Facility Managing Illness in ELC Facilities - Parent's/Guardian's Role

Your involvement as a parent is important! You can take the following steps to help ensure that early learning and childcare facilities are safe and healthy places for all children.

Step 1:

Make sure you provide up-to-date information about your child's immunization to the facility operator. If you choose not to immunize your child, you must sign a waiver available from the Department of Health.

Step 2:

In general, if your child is too sick to participate comfortably in activities and has symptoms or a condition that may affect the health of other children, it is necessary that your child not attend childcare.

You must keep your child at home or make alternate childcare arrangements if your child has one or more of the following symptoms or conditions:

- a. Fever (oral temperature 38.5° C or greater; rectal temperature 39° C or greater, armpit temperature 38° C or greater) accompanied by behavior changes or other signs of illness
- b. Diarrhea as defined by an increase in frequency of stools and/or change to unformed loose, watery stool. Fever, loss of appetite, nausea, vomiting, abdominal, mucus or blood in stool may also occur
- c. Vomiting illness with two or more episodes of vomiting in the previous 24 hours (in excess of typical infant spit-ups)
- d. Mouth sores associated with an inability of the child to control his/her saliva
- e. Rash with fever or behavior changes
- f. Infections (e.g. infected eyes with discharge) until 24 hours after treatment started by physician
- g. Infestations (e.g. scabies, head lice, pinworm) until after first treatment with a medicated product

Step 3:

If your child does not attend childcare due to illness, you must let the facility know your child's illness symptoms.

Step 4:

If your child gets ill at the facility, you will be notified and you will be asked to make arrangements to pick up your child within one hour of being notified by the facility staff. This is important to make sure your child gets the treatment he/she needs as well as to prevent the spread of illnesses to other children.

Step 5:

You are encouraged to take your child to a physician if their symptoms do not improve within 24 hours after leaving the ELC facility.

Step 6:

For some illnesses, there is a required time period where your child cannot attend an ELC facility. These time periods and illnesses have been developed by health care professionals across Canada to ensure that your child is fully recovered and to prevent the spread of infectious diseases in ELC facilities. These illnesses are listed in Appendix B "New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities" of the "Guidelines for the Prevention and Control of Communicable Diseases in Early Learning and Childcare (ELC) Facilities". The guide is available from your facility operator or administrator.

If your child has been diagnosed with any of the illnesses in this guide, you **must** follow the requirements in order for the facility operator to allow your child to be re-admitted to the facility.

Step 7:

When you take your child back to the ELC facility after having been sick with an infectious illness, you must complete the Return after Exclusion form to certify that you have followed necessary steps for re-entry to the ELC facility.

We thank you in advance for taking these steps to make early learning and childcare facilities a safe and healthy place for all children in New Brunswick.

Appendix B

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

Disease/Infection	Exclusion Criteria	Return After Exclusion Form Required?
Campylobacter	Exclude until symptom free (diarrhea has stopped).	YES
Clostridium difficile	Exclude until symptom free (diarrhea has stopped).	YES
Cryptosporidium	Exclude until symptom free (diarrhea has stopped). No swimming for 2 weeks.	YES
E.coli 0157:H7	Exclude until symptom free (diarrhea has stopped) and 2 stool cultures taken 24 hours apart are negative. Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	YES Public Health signature required
Giardia	Exclude until symptom free (diarrhea has stopped). No swimming for 2 weeks.	YES
Hepatitis A	Exclude as directed by Public Health, usually until one week after onset of jaundice. If no jaundice was present, exclude 2 weeks after onset of symptoms.	YES
Measles	Exclude until 4 days after onset of rash.	YES
Meningitis (Bacterial)	Exclude until 24 hours after child has started effective treatment and is well enough to participate in normal daily activities. No exclusion for viral meningitis.	YES
Mumps	Exclude cases until 5 days after onset of swelling.	YES
Norovirus/Norwalk	Exclude until 48 hours symptom free (diarrhea has stopped).	YES
Pinkeye (conjunctivitis)	Exclude until child is seen by a healthcare practitioner. If cause is viral, can return to the childcare setting with a healthcare practitioner's approval. If cause is bacterial, can return after 24 hours of appropriate antibiotic treatment completed.	YES
Ringworm	Exclude until treatment is started. Some restriction of activities may be recommended (depending on the infection site).	YES
Rotovirus	Exclude until 48 hours symptom free (diarrhea has stopped).	YES
Rubella (German Measles)	Exclude for 7 days after onset of rash. If child has congenital rubella and is less than one year old, consult with Public Health.	YES
Salmonella	Exclude until symptom free (diarrhea has stopped).	YES
Salmonella typhi	Exclude until symptom free (diarrhea has stopped) and stool cultures taken 24 hours apart are negative (number of stool cultures to be determined by Public Health). Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	YES Public Health signature required
Scabies	Exclude until 24 hours after first treatment is completed.	YES
Scarlet Fever	Exclude until 24 hours after antibiotic treatment has been initiated.	YES

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