



## **Program Policy Manual**

**Reviewed: February 2024**

## **PROGRAM POLICY MANUAL**

### **OUR VISION**

Our vision at Dawn and Dusk Before and After School Program is to provide an environment that fosters our children's social, emotional, cognitive and physical growth, and instills in our children a respect for self and respect for others. Through pedagogy and exploration, children will gain a better understanding about the world around them. Providing experiences that encourage creativity and imagination such as loose parts, or risky play which promotes an understanding of self awareness and limits. Children will have an opportunity to make choices, solve problems and to become independent, capable thinkers. Each child is unique and has a right to love, respect and quality care. We encourage children to pursue their passion and interest through environments that invite them to explore, collaborate, reflect and communicate using a wide variety of resources and materials. Through an inclusive, safe and nurturing environment, all children will have opportunities to grow to their fullest potential.

### **PHILOSOPHY**

“Playing to Learn and Learning to Play”

Play is a way of learning for children. Our centre provides structured and unstructured periods through Emergent Curriculum and educator-led activities. Children learn best in ways that are meaningful to them.

We value our community and families. We believe that all children bring equal value to our program. We support an inclusive environment where all children feel loved and safe to share their ideas and learn at a pace that is comfortable for them. We encourage the exploration of materials within the classroom, as well as nature outside, as children reflect about the world around them.

Our rooms are set up in a purposeful manner to foster learning in the areas of dramatic play, writing and literacy, science and sensory play, art, manipulative/block play, cooking/baking experiences, gross motor play and music and movement.

We are committed to providing high-quality care and a program that offers endless learning and educational experiences.

## **OUTDOOR PLAY**

At Dawn and Dusk we value outdoor play and it is an essential part of our program. When outdoors, there is space for children to be loud, physical, energetic, to be inquisitive and explore their surroundings, to be creative, imaginative and messy. Playing outdoors has a positive effect on children's mental health.

It is important for children to experience the outdoor environment in all weather conditions and at all times of the year. Please support us out by ensuring that your child comes prepared for outdoor play, in all types of weather, everyday.

## **PURPOSE**

Dawn and Dusk Before and After School Program is a licensed non-profit organization dedicated to the provision of safe, reliable high quality before and after school programming for school age children and all-day care for kindergarten children who attend John de Graff School.

## **BOARD OF DIRECTORS**

The Board of Directors, elected at the annual meeting of the corporation, governs Dawn and Dusk. A minimum of five Directors and a maximum of ten, serve on the Board and are nominated by the parents/guardians of the children in the program.

Any member of the Board of Directors shall not hold the same position for more than one term (two consecutive years).

## **PARENTAL INVOLVEMENT**

We encourage parent/guardian involvement in the administration of Dawn and Dusk by the following:

- by participation on the Board of Directors
- attendance at Board Meetings or any other special meetings that are held
- by participating in fundraising projects and other events related to the Dawn and Dusk
- by attendance of the Annual General Meeting

Strong parental involvement is the key to the program's success. Parents/guardians having any suggestions or concerns regarding their child or the program's policies should feel free to discuss them with the Director or Assistant Director.

## **HOURS OF OPERATION**

Dawn and Dusk will be open during the school year from September to June with the exception of Statutory Holidays. This includes before and after school times from 7:00 am to 8:50 am and 3:30 pm to 6:00 pm.

The program will be open on all inservice days scheduled at John de Graff School, including Winter Break and Spring Break from 7:00 am to 6:00 pm inclusive, unless voted to close by the Board of Directors.

The Kindercare Program will be open from 7:00 am to 6:00 pm inclusive. Dawn and Dusk is open for the month of July and the first two weeks of August from 7:00 am to 6:00 pm.

Hours may be adjusted due to staffing and ratio requirements.

Dawn and Dusk will be closed on the following Statutory Holidays. Regular daily fees will apply.

New Year's Day

Louis Riel Day

Good Friday

Victoria Day

Canada Day

Terry Fox Day

Labour Day

National Day for Truth and Reconciliation

Thanksgiving Day

Remembrance Day

Christmas Day

Boxing Day

Dawn and Dusk is open on Easter Monday, but will close a day in lieu of, over Winter Break.

## **LATE POLICY**

Dawn and Dusk closes at 6:00 pm. Please arrive with enough time so you can be out of the building by 6:00 pm.

Any parent/guardian who arrives to pick up their child after 6:00 pm will be charged a late fee of \$10.00 for every 15 minutes, or part thereof, that the child remains in the centre after 6:00 pm.

## **ENROLMENT**

Dawn and Dusk is licenced for 100 spaces. Eighty spaces for school age, and twenty spaces for Kindercare. Enrolment will consist of students attending John de Graff School exclusively. Children must be registered at John de Graff before a registration for Dawn and Dusk is accepted. Spaces will not be held for children whose catchment school is not John de Graff. Children currently enrolled in our Kindercare Program will have priority to the school age spaces.

A Kindercare space does not guarantee a school age space. Priority will be given to siblings of children already in the Before and After Program. Any remaining spaces in the Before and After Program will be filled according to the date and time of Kindercare registration. Kinders who do not successfully secure a space in the Before and After Program will be placed back on the waiting list according to the date originally put on the waiting list.

## **WAITING LIST POLICY**

First priority for children to register for our Kindercare Program is reserved for children with older siblings currently attending Dawn and Dusk. Next priority will go to children on our waiting list in the order of the date they were added to our list.

If you are offered a space for your child in our Kindercare or Before and After Program, and you decline, your child will be removed from the list. You may add your child back to the waiting list under the date that you were first offered and declined the space.

## **NO-NOTIFICATION POLICY**

If your child will not be starting on the first day of school in September it will be the parent/guardian's responsibility to notify Dawn and Dusk of your child's starting date. Failure to notify us after three consecutive absences will result in loss of your childcare space.

## **INCLUSION POLICY**

We embrace an inclusive program that celebrates diversity and meets individual needs while ensuring a nurturing environment so children can achieve their highest potential. All children bring gifts and have the right to be valued, accepted and included. We adapt our program to meet the needs of each child.

Opportunities are provided for all children to participate in social free play and routines throughout the day. We provide developmentally appropriate group experiences for all children and encourage the socialization of every child with peers. We believe that each child deserves an environment and experiences that promote growth in all area of his or her development.

We respect and value input from parents/guardians and encourage them to be part of the decision-making process for their child. We recognize the desires of the family. We support families by working with them and early intervention professionals who have valuable knowledge and expertise to share with each other. We receive professional development in current areas of child development, research, theory and practice. We are committed to learning more about various abilities and full inclusion as part of our annual training plan.

### **NON-REFUNDABLE REGISTRATION FEE**

A non-refundable registration fee of \$100 per child must be paid at time of registration to Dawn and Dusk.

### **KINDERCARE FEE POLICY**

Daily Fees for the Kindercare program are \$10.00.  
\$10.00 will be charged everyday, including days that a child attends Kindergarten.

### **DAILY FEES**

The following is our daily fee schedule:

- |   |          |
|---|----------|
| • Before and After School Care                                | \$ 8.60  |
| • Before and After School Care - Inservice Day/Summer Program | \$ 20.80 |
| • Kindercare  | \$ 10.00 |
| • Kindercare - Inservice Day/Summer Program                   | \$ 10.00 |

Parents/guardians will be billed on a four-week billing schedule as set out by the Provincial Manitoba Early Learning and Childcare Program. Invoices will be sent out one week prior to the first day of the billing period, fees are due on the first Monday of the billing period. Payment due dates are posted on our website, [www.dawnandduskba.com](http://www.dawnandduskba.com).

Fees can be paid by cash, cheque, or interac e-transfer. Interac e-transfer payments are preferred. Interac e-transfer payments must be sent to **payment.dawndusk@gmail.com**. Receipts will be provided for income tax purposes.

Late fees will apply if account is not paid in full two weeks after the first day of the billing period.

Cheques may not be deposited for up to four weeks. If a cheque is returned to the Centre NSF, a charge of \$25.00 will be made to the parent.

Parents/guardians will be charged their regular daily fee for all Statutory Holidays and for inservice days not attended.

## **LATE FEE POLICY**

A \$10.00 late fee will be applied to the account (each child) every Monday, if fees are not paid in full within 2 weeks of the first day of the billing period, until the account reaches a zero balance.

For example:

<u>Billing Period</u>	<u>Fees Due</u>	<u>Late Fees Applied</u>
Jan. 7 - Feb. 3, 2024	Jan. 8, 2024	Jan. 22, 2024

## **FIELD TRIP FEE POLICY**

A field trip fee may be charged for each child who attends a field trip between the months of September to June. Families will be informed of the fee prior to registering for the inservice on the inservice survey.

Child care will be provided at the centre for families who choose to opt out of a field trip.

Summer Field Trip and Visitor Weekly Fees will be charged to families who register for our summer program. These fees are determined each year by the Board of Directors prior to summer registration. Child care can not be provided at the centre for families who choose to opt out of a summer field trip.

## **JOINT PAYMENT POLICY**

All accounts which involve more than one parent/guardian paying a percentage of childcare fees are subject to joint liability. If one parent does not pay their portion of the fees, the other parent/guardian will be informed, and be required to pay the full portion of fees to guarantee their child's space in the program. All parents /guardians who share payment responsibilities of childcare fees will be required to sign the joint payment contract.

## **NON-PAYMENT**

If payment, or payment arrangements are not made within four weeks of the due date, a notice will be sent to parent/guardians. If full payment is not received within one week of the notice, child care may be suspended and/or your child may be withdrawn from the program, at the discretion of the Board of Directors. The account will go to Small Claims Court.

## **POLICIES FOR PICKING UP AND DROPPING OFF CHILDREN**

### **Check-in and Check-out Policy**

Dawn and Dusk uses an Ipad and the Fastoche Childcare Management System to sign the children in and out electronically. When dropping off and picking up your child, please make sure that the educator with the Ipad has verbally acknowledged that you are checking the child into, or out of, our care.

The safety of the children is important and this ensures that our attendance is accurate. For this reason, a wave from across the room will not be an accepted form of check-in or check-out.

If your child has not been checked into Dawn and Dusk following the appropriate procedures, they will not be electronically signed into our care. This could result in your child being left unsupervised. A phone call will be made to the parent/guardian with a verbal warning. This will be documented.

A second occurrence of improper check-in will result in a letter from the Board of Directors. A third occurrence of improper check-in will result in termination of child care services.

Notice by email or a message left on our answering machine must be given if a child will be picked up by a person other than those designated on the child's(ren's) information form.

If you pick up your child(ren) during the school day for a scheduled appointment or due to an illness and they will not be attending the program at 3:30 pm, please contact the centre. Dawn and Dusk will adhere to the following procedure if a child(ren) is/are expected to be in attendance after school and does/do not show up:

- Re-check the Fastoche communication book and text messages regarding the child's(ren's) absence, as well as with fellow educators who may have received a last-minute message regarding the child's(ren's) absence.
- If the child(ren) is/are still missing the educator will then attempt to make contact with the parent or guardian.

Children are signed out by an educator at 8:45 am when they are dismissed to go outside and line up at their appropriate doors. When the temperature is below -26 C with windchill, children stay inside and are dismissed to school care at 8:45 am.

## **SUMMER PROGRAM**

Children must arrive by 8:45 am everyday.

Children are not permitted to be dropped off or picked up during field trips or outings.

## **PATROLS**

Patrols are signed out at 8:35 am by an educator. Patrols are signed in at 3:40 pm by an educator.



## **ABSENCES**

**Please contact Dawn and Dusk if your child(ren) will be absent.**

You can report your child's absence the following ways:

1. Call the centre at 204-654-1594 before 3:00 pm and speak to an educator. Do not leave a message after 3:00pm as we may not receive it before 3:30 pm.
2. Call or text the centre cell phone at 204-333-7989. An educator will respond to the text to confirm it was received. This is the best way to report an after-school only absence.
3. Text our Fastoche communication system at 204-400-2455 with the following information; child's name, reason for absence. (Please only use this feature if your child is away all day, and not after-school only).

**Please ensure when leaving a message, you include the following information:**

- **Child's name**
- **If they will be absent all day (so we don't expect them in the afternoon)**
- **Reason for absence (illness, appointment or vacation)**

## **CALLING FEE POLICY**

If a parent/guardian does not inform Dawn and Dusk that their child will be absent after school by 3:00 pm on the day of the absence, a Calling Fee will be applied to the account.

When Dawn and Dusk is not informed of an absence, we need to contact the parent/guardian to enquire if the child should be in our care. If multiple absences are not reported on a particular day, this takes up valuable time of an educator. If a child is missing and should be in attendance, our time needs to be focused on locating that specific child, not one that is safe at home.

We do not need to be informed if your child will be away for the morning only.

**First incident of not reporting an absence** - No charge. The family will receive a reminder of the policy by email.

**Second incident** - \$5.00 fee will be added to the account

**Third incident** - \$10.00 fee will be added to the account

**Fourth incident** - \$15.00 fee will be added to the account

**Fifth incident** - \$20.00 fee will be added to the account

**Each incident after the fifth** - \$20.00 fee will be added to the account

## **INSERVICE DAYS, SPRING BREAK and WINTER BREAK**

We will be open from 7:00 am to 6:00 pm unless we have been advised by RETSD Maintenance Dept. that there will be an earlier closure (i.e. Christmas Eve Day, New Year's Eve Day). Hours may also be adjusted due to staffing and ratio requirements.

Parents/guardians will be charged the inservice day fee for inservice/winter break/spring break, unless you respond *not attending* to the inservice/holiday break attendance email. If you respond *not attending*, you will be charged the regular daily fee.

## **VACATION TIME**

Parents/guardians who wish to withdraw their child(ren) from the program during the school year in order to facilitate a scheduled vacation must pay the regular daily fees to retain their spot.

## **SNACK PROGRAM AND LUNCH POLICY**

### **Before and After School**

Dawn and Dusk provides a snack in the morning, from 7:45 am – 8:10 am, and after school at 3:45 pm. If your child does not eat at home in the morning, please make sure they arrive before 8:00 am so they have time to eat a snack.

### **Kindercare Program**

Snack is served in the Kindercare Program at approximately 10:00 am and 2:00 pm, in addition to the times above (7:45 am and 3:45 pm).

Children in our Kindercare program will bring their own lunch daily.

Snack menus are posted on our website and within the school. The Before and After Snack Menu is posted in the front hallway. The Kindercare Snack Menu is posted in the Kindercare room.

The menu may change without notice.

**Snack Program Fee** - The Snack Program Fee is \$0.50 per day, per child (\$10.00 per billing period). The Snack Program Fee will be added to your child care fee invoice.

The Snack Program Fee will cover two snacks per day for a child in our Before and After program, and three snacks per day for a child in our Kindercare program (one snack will be provided by families for children in Kindercare).

The fees collected will not cover the full cost of groceries. The intent of charging snack fees is to cover some of the cost, not to make a profit serving snack.

Families may choose to opt out of the snack program, and will then not be charged the Snack Program Fee. Those who choose to opt-out will be expected to send their children with two snacks per day; one to eat before school and one to eat after school.

If a child is hungry, they will not be denied snack, providing they do not have any food in their lunch bag.

If your child is not a part of the snack program, you will be notified if we provided a snack for your child on that day. There will be no charge for the first time this happens.

If we continue to provide snacks to a child who is not part of the program, the child's account will be invoiced \$2.00 per snack given to a maximum of \$6.00. Snacks provided beyond this limit will result in automatic enrolment in the snack program at the standard monthly fee. This cost is to avoid families from using the snack program as an eat-as-you-go option.

Certain times throughout the year we may serve a special snack to celebrate an occasion, such as the last day of school. On these days, all children will be offered the special snack, and those who are not a part of the snack program will NOT be charged a fee.

Upon registration to Dawn and Dusk, children will automatically be enrolled in the snack program. To opt-out, an email should be sent to the Director.

If you would like your child to join the program after you originally opted out, an email should be sent to the Director and the request will be accommodated. If you would like to opt-out after initially being a part of the snack program, an email should be sent to the Director and the request will be accommodated at the start of the next billing period.

**Allergies** – RETSD is a nut free environment. Children must not bring anything to Dawn and Dusk that contains any type of nuts.

At times, we may require that other food items not be sent due to severe allergies.

Our Kindercare program participates in the school's hot lunch days.

## **CLOTHING**

Please ensure that your child is provided with appropriate footwear and clothing for indoor and outdoor play at all times (winter: hat, mitts, boots, snow pants, etc.). Outdoor play is regular part of our programming.

## **TOYS FROM HOME:**

Toys from home should not be brought to the centre unless a "toys from home" activity has been planned. Parents/guardians will be notified in advance if an activity like this has been planned. Children will be asked to keep all toys from home in their backpacks. Dawn and Dusk will not accept responsibility for lost or stolen toys that are brought from home.

## **PROFESSIONAL DEVELOPMENT POLICY**

The Province of Manitoba allows child care facilities to close for two Professional Development Days per calendar year, while still collecting revenue.

Dawn and Dusk will close on the Friday during the Annual Manitoba Child Care Association Conference, so all educators can attend. This is typically the last Friday in May. We will also

close one day in October. As much notice as possible will be given to the families, with at least 6 weeks notice. Child care fees will apply for these days.

Dawn and Dusk will close 1.5 hours early (4:30 pm) three times during the school year (September – June) for staff professional development. Dates will be provided to families at the beginning of the school year with at least 6 weeks notice before an early closure date.

## **WITHDRAWAL OF CHILDREN**

Two weeks written notice is required in advance of withdrawing your child(ren) from the program. If notice is not received, the parent/guardian will be billed for a two-week period. All fees owing must be paid before the child's last day in the program.

## **GUARDIANSHIP**

Dawn and Dusk requires a copy of any legal forms stating who has legal guardianship of the child should the parents be separated or divorced. Without these forms we cannot refuse a parent/guardian access to their child.

## **IMPAIRMENT POLICY**

When a parent/guardian is displaying signs of impairment (slurred speech, odor of alcohol or cannabis, staggering, etc.) arrives to pick up their child, an educator will approach the parent/guardian and privately express concern that they don't seem to be themselves, and that there is a concern for the safety of the child. The educator will offer to make alternate travel arrangements.

## **HEALTH AND MEDICATION**

Dawn and Dusk follows the “Well Beings” guide on issues regarding Physical Health, Safety and Emotional Well-Being of Child in Child Care Centres.

Parents/guardians should have a plan in place in case your child is unable to attend due to illness.

Should your child(ren) become ill while at Dawn and Dusk, every effort will be made to keep them comfortable. The parent/guardian will be notified to pick up immediately.

If your child is unable to participate in the program (determined by educator), parent/guardian must make arrangement to have their child picked up immediately. If we cannot reach a parent/guardian, we will call an emergency contact person to pick up the child.

The following information lists specific common ailments and provides guidelines which Dawn and Dusk follows:

**Colds/runny noses:** A child may attend providing there are no other symptoms. However, if the coughing is excessive or runny nose is persistent, child must be picked up.

**Fever:** A child cannot be in attendance if their temperature is 38 C or higher. Must be fever-free for 24 hours before returning.

**Diarrhea:** If a child has 2 or more episodes in one day, they must be picked up. Must be diarrhea-free for 24 hours before returning.

**Vomiting:** Exclusion from centre until vomit-free for 24 hours.

**Pinkeye:** Exclusion from centre 24 hours after first dose of medication prescribed by the child’s doctor.

**Ear Infections:** Once under treatment the child may attend, proving they are coping and able to take part in all activities.

**Strep Throat:** Exclusion from centre until antibiotics have been taken for a minimum of 24 hours.

**Impetigo:** Exclusion from centre until under treatment for a minimum of 24 hours.

**Head Lice:** Exclusion from centre until treated and all nits are removed.

**COVID-19:** Exclusion from centre until testing negative and symptom-free. Minimum exclusion of 5 days. Please advise the Director if your child has tested positive for COVID-19.

**Other Communicable Diseases:** A child may not attend the centre if they have contracted a communicable disease (ie. measles, chicken pox etc.) The child must remain home during the incubation period. Please advise the Director if your child is away with a communicable disease.

**Administration of Medication:**

- Parent/guardian must fill out a medication form.
- Dawn and Dusk will keep a written record of its use, including the type of medication, time of administration and signature of the educator who administered it.
- We will accept only prescription medication brought to the centre by the parent/guardian and in its original container.
- We will designate one educator with the responsibility of administration.
- Dawn and Dusk will not accept any responsibility for illness or side effects caused by the medication, taken by a child upon permission or instruction by the parent/guardian who has made such an arrangement for the child to take the medication on their own.

**ALLERGY ALERT AND ANAPHYLAXIS POLICY**

When a child with a life-threatening allergy enrolls at Dawn and Dusk Before and After School Care Program Inc. or if diagnosed with a life-threatening allergy or other condition that may require the use of an Epi Pen or other specific procedure, the following process will be followed:

- If your child has a health care condition for which the child requires an intervention during attendance at the centre, A Unified Referral and Intake System (URIS) application must be completed to ensure the development of a health care plan and training of educators by a registered nurse takes place. This must be done on an annual basis.
- Parent/guardian must ensure all allergies, food restriction, and medical conditions are listed on their child(ren)'s registration form and inform the centre of any changes. Children prescribed an Epi Pen must be wearing it at all times.

**ACCIDENT OCCURRENCE**

In the event of an accident, Dawn and Dusk educators will follow these procedures:

**Action Steps for a Major Injury/Accident**

- Assess the situation and ensure others are not in danger.
- Assess the injury; if a major injury is determined, direct someone to call "911" and provide the following information: condition of the child (unconscious, bleeding, etc.), name and address of Dawn and Dusk or location of outing.
- Contact the parent/guardian
- Assist the victim within the limits of the educator's training.
- If the child is taken to the hospital by ambulance an educator from the leadership team will accompany them.
- The Director will be notified as possible after the accident.
- Submit an accident report to the Childcare Coordinator within 24 hours.

#### Action Steps for a Minor Injury/Accident

- Assess the injury/accident
- Assist the victim within the limits of the educator's training.
- Depending on the injury/accident, an Educator may contact the parent/guardian and advise of the nature of the injury/accident and may require the child to be picked up. If the injury requires medical attention, the parent/guardian must arrange transportation to seek medical attention.
- All head injuries require the parent/guardian to be notified. If the head injury happens before school the child's teacher will be informed. The pick-up person will also be informed of a head injury if they differ from the person who was called regarding the head injury.
- Leadership will be notified as possible after the accident.

Accident report will be written by the educator who witnessed the accident.  
Accident report will be provided to the parent/guardian and must be signed.

**EDUCATORS ARE NOT, UNDER ANY CIRCUMSTANCES, TO TRANSPORT  
CHILDREN TO THE HOSPITAL IN THEIR OWN VEHICLE.**

### **FIRE EVACUATION/EMERGENCY PROCEDURES**

If an alarm is sounded, the children will be evacuated at once. The following procedure will be followed:

- Educators will gather children, emergency backpack, and proceed in an orderly fashion, quickly and calmly to the safe area outside the school. (In the event of extreme cold, educators will first advise the children to quickly gather their outer clothing and footwear which they will put on once everyone is at the safe area).
- A designated educator will check washrooms and close all necessary doors and will also take the IPAD and cell phone and proceed calmly to the safe area to join other educators and children.
- Once all children and educators are assembled at the safe area, attendance will be taken to ensure all children and educators accounted for.
- The group will then proceed to the emergency safe place, The River East Personal Care Home located at 1375 Molson St.
- Take attendance once everyone arrives at the safe site.
- Educators begin phoning/texting parents, guardians and notify them of the situation.

**IF YOU WISH FURTHER INFORMATION ON HOW EVACUATION AND EMERGENCY  
SITUATIONS ARE HANDLED YOU MAY ASK THE DIRECTOR FOR THE DAWN AND  
DUSK ENHANCED SAFETY PLAN**

## **CENTRE CLOSURE**

Dawn and Dusk will be closed if the RETSD deems it necessary to close all schools within its boundaries. In the event that John de Graff School itself is closed, Dawn and Dusk will also close.

## **INDIRECT SUPERVISION POLICY**

Dawn and Dusk implements indirect supervision in the following instances (some of which may occur on a daily basis):

- Transportation to and from school classroom: children are dismissed from the centre at 8:45 am, to walk to their designated classroom doors. At 3:30 pm, the children are dismissed from school, the educators meet the children at their classrooms and direct them to their area of play. Attendance will be taken by 3:40-3:45 pm. If a child is not in attendance by 3:45 pm, educators will commence location procedures and contact parent/guardians.
- Transportation to and from washroom facilities: children must obtain permission before going to use the washroom or get a drink of water. Educator will announce that the child is leaving the area on the walkie-talkie. Educator will check up on them if not returned in five minutes.
- Transport of activity supplies from one area to another: children must obtain permission before leaving the area. Educator will announce that the child is leaving the area on the walkie-talkie. Educator will check up on them if not returned in five minutes.

Indirect supervision is allowing a child or a small group of children to work on a special project and play responsibly in an identified indoor area with minimal supervision from educators. When necessary children will be given the opportunity or asked to run an errand to the Dawn and Dusk kitchen area, art area, film room, office or gym.

The opportunity is given to children who have shown educators:

- Growing responsibility and independence while at Dawn and Dusk
- Respect for themselves, others, supplies and equipment
- Understanding and implementation of centre rights and responsibilities and general social rules.
- Capable of maintaining personal and group safety
- Developed abilities to play alone and cooperatively in small group



## **BEHAVIOUR MANAGEMENT POLICIES:**

### **Accepted Methods: Positive Guidance Techniques**

As childcare providers we guide children's behaviour. We help children as they learn self-regulation and appropriate ways to express their wants and needs.

Here are some basic examples of how we guide children's behaviour:

- Educators will set clear expectations and provide reasons.
- Educators will focus on what we want the child to do, rather than what not to do. Avoid the use of "no", "don't", and "stop". For example, "please walk" instead of, "don't run".
- Educators will effectively communicate with children in a calm manner. Educators will get down to their level, be clear about expectations and give children time to respond. They will listen genuinely to the child's points of view, and will use redirection when appropriate.
- Educators will model appropriate behaviour; including communication with children and adults, expression of feelings, what to do when angry or sad.
- Educators will model appropriate ways to share, play, and be kind to one another.
- Educators will give choices when appropriate.
- Educators will show respect for children. They will talk to children about behaviour in private, rather than in front of others. They will remind children of the reasons for the expectations and discuss what they can do differently.
- Educators will reinforce positive behaviour.
- Educators will teach children how to resolve conflict and solve problems. Educators will help children recognize and name feelings, identify problems clearly, and come up with ideas for solving the problem and try possible solutions.
- Apologizing is not forced. Instead, educators find ways to help children empathize with the situation and think of ways they could do things differently.

### **Non-Accepted Methods:**

- No form of physical punishment may be used. This includes striking a child, either directly or with an object, shaking, shoving or spanking. It also includes forcing a child to repeat physical movements, or any other action carried out which may result in a physical injury to the child.
- No form of verbal or emotional abuse may be used.
- No denial of physical necessities may be used (this includes the denial of normal comforts such as shelter, clothing, food or use of washrooms).

## **INCIDENT REPORT POLICY**

At Dawn and Dusk Before and After School Program we are committed to providing a program that suits each child's individual needs and ensure that all resources are provided to the children who may require additional support in the areas of their emotional, cognitive and social development. We do this through documentation, and seeking the help of outside resources.

While it is our every effort to ensure that our program does suit all of the children's needs in our care, we hold the safety of all children and the safety of our Educators at the highest priority.

We use positive guidance techniques in guiding children's behavior and follow the 5 expectations of Dawn and Dusk which are the following:

1. **Be safe**
2. Have fun
3. **Stay with the group**
4. **Be respectful**
5. Participate

To ensure all of the children's safety we have developed the following two reports:

1. Accident Report: This is to document any injury your child has received in our care. This requires a parent/guardian signature to acknowledge the injury and first aid provided.
2. Behavioural Incident Report: This is to document any disruptive behaviour that was not following expectations 1, 3 or 4. This report will be written after trying to guide the children using positive guidance techniques. The positive guidance techniques that were used will be documented on this report in detail. This report requires a parent/guardian signature; however should a parent/guardian refuse to sign the report, the report is still valid for use in further behavior management action plans/suspension or dismissal of care.

The following steps will be taken after a child has had the following reports sent home:

3 incidents of disrespect to  
Educators/child

**or**

3 incidents of physical harm to  
Educators/child/property

**Or any combination that equals to 3 reports**

**Step 1:**

Parent/guardian will meet with the Leadership Team. Other Educators may attend as required. Appropriate resources will be provided to parent/guardian regarding child's behavior, and action plan will be made in conjunction with these resources. The Leadership Team and parent/guardian will sign the action plan and the Dawn and Dusk Code of Conduct will be reviewed.

**Step 2:**

Should the child's disrespectful or harmful behavior continue, a warning will be issued by the Director. This warning will state that after one more incident of disrespectful or harmful behavior the child will be suspended from care for three consecutive days. Child care fees will apply.

Upon return to the centre and its care, the Leadership Team, parent, and child will have a "re-entry meeting". This meeting will review the expectations and Code of Conduct.

**Step 3:**

The next incident of disrespect to an Educator or child, or act of physical harm to an Educator, child or property, will result in termination of care, and the child will no longer be allowed to attend Dawn and Dusk Before and After School Program

Disclaimer: Steps 1 and 2 of this policy renew every school year. If child has had their care terminated, they will not be allowed to re-enter the following school year.

ANY ABUSIVE, VIOLENT OR AGGRESSIVE BEHAVIOR THAT ENDANGERS THE CHILD, OTHER CHILDREN, EDUCATORS, EQUIPMENT, PROPERTY OR THE FACILITY WILL NOT BE TOLERATED AND CARE WILL BE IMMEDIATELY WITHDRAWN DUE TO A BREACH OF CODE OF CONDUCT.

**FIELD TRIP BEHAVIOUR**

Disruptive, unsafe and inappropriate behaviour may require immediate pick up of a child from the field trip. Future field trip attendance will be at the discretion of the Leadership Team.

Children are not permitted to be dropped off or picked up during field trips or outings (with the exception of when a parent/guardian is called by an Educator to do so because of illness or inappropriate behaviour).

## **CHILD ABUSE**

The Manitoba Government's Child and Family Services Act requires that anyone with reason to suspect a child is abused or at risk, must report this immediately to ANCR (Child and Family All Nations Coordinated Response Network). This information is treated confidentially and Educators are not required to advise anyone else.

## **STAFF SHORTAGE POLICY**

In the event that Dawn and Dusk does not have sufficient staff to fulfill the Government of Manitoba regulated staff to child ratio, we will be forced to limit the number of children attending the centre.

We will first reach out to our families to ask if any would like to volunteer to keep their children home. If this does not decrease our numbers enough to fulfill ratios, we will give children of Critical Service Workers first priority for care. Lastly, we will inform families they can not attend, using a rotating system to ensure that one family is not left repeatedly without care.

Staff will attempt to notify parents as soon as possible if we need to limit the number of children attending before school, in order to allow as much time as possible to make alternate arrangements. Should staff be unable to do so, parents will be notified upon arrival at Dawn and Dusk.

Staff will attempt to notify parents as soon as possible if we are unable to provide after school care.

Fees will not be charged for days on which we cannot provide childcare due to a staffing shortage.

Hours of operation may be reduced on inservice days, winter break, spring break, and summer program.

The departments of Education and Families are using the same definition of critical service workers, which includes:

1. Health and health service providers
2. Child care workers (early childhood educators, child care assistants, centre administrators and support staff)
3. Kindergarten-to-Grade 12 education providers (teachers, administrators and support staff)
4. Law enforcement
5. Correction workers
6. Fire and paramedic first responders
7. Direct social services and child protection workers

**FUNDRAISING**

Dawn and Dusk is a non-profit centre. When fundraising is necessary, parent/guardian involvement is encouraged.

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REVISION February 2016

REVISION January 2017

REVISION January 2018

REVISION February 2019

REVISION February 2020

REVISION February 2021

REVISION February 2022

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