VISION

Ensuring quality care and early learning through our Anishinabemowin and Bimaadziwin.

MISSION

The Wikwemikong Hub Centre promotes play-based learning for all young children. We believe children are competent, capable and curious explorers that can flourish in a safe and stable environment. By nurturing the children in our care we can assist in enhancing their self-identity and thus creating a greater sense of belonging.

GUIDING PRINCIPLES

We Understand and Believe:

1. The important role parents and families have as partners with educators and staff.
2. Children are to be given opportunities to explore their natural environment.
3. And recognize the Three Fires Confederacy dialects and Beliefs.
4. That play and inquiry is essential for developing school readiness-skills for life-long learning.
5. That quality is maintained and achieved by ensuring educators are registered with the College of Early Childhood Education and affiliated Associations.

WIKWEMIKONG HUB CENTRE OVER-VIEW

The Wikwemikong Board of Education (WBE) was mandated by Chief and Council to manage the educational programs in the spring of 1986.

The Wikwemikong Nursery School Program has been in existence since August of 1971 and under the administration of the Chief and Council which was then transferred to the Wikwemikong Board of Education in August of 1987.

The Wikwemikong Hub Centre programs are designed to meet the Day Nurseries Act, Ministry of Education – Early Years Division and College of Early Childhood Education Code of Ethics and Standards of Practice and to address community needs for Childcare Services.

Programs include inclusive Toddler and Preschool programs that can accommodate up to 68 children, ages 18 months and up-to – 4 years of age; 16 children for Preschool Full Day and 32 children for ½ Day Programs (16 AM students and 16 PM students) and 20 Toddlers for the Full Day Toddler program.

A Toy Library Resource Centre (TLRC) and a mobile unit serve the communities’ children between the ages of 0-12 years.

Areas served are Wikwemikong and its satellite communities of Murray Hill, Cape Smith, Wikwemikongsing, Kaboni, South Bay, Buzwah, and Rabbit Island.
REMARKS FROM THE EDUCATION DIRECTOR, DOMINIC BEAUDRY

Aanii!

On behalf of the Wikwemikong Board of Education I welcome you and your child to the Wikwemikong Hub Centre. With your help and guidance the program staff will work towards enhancing the development of your child while in their care.

Our staff work as a team to provide a comprehensive program for the children. We believe in the wholistic approach to childcare and work on building a strong foundation in language and culture by incorporating this into everyday programming. This is in line with the Board philosophy, which states that we will provide a love of lifelong learning, academic excellence and the recognition of our culture and traditions. Furthermore, a primary focus of the curriculum is the Anishinaabe language.

In closing, we are certain your child will enjoy their education experiences at the Hub Centre.

Miigwech,

Dominic Beaudry
Director of Education

REMARKS FROM THE PROGRAM MANAGER,

Aanii ~ Boozhoo Parents and Guardians!!!

Welcome to the Wikwemikong Hub Centre.

The Wikwemikong hub centre is a truly innovative child care center. The Center offers an array of child care services that enhance early learning, growth and development.

The Programs licensed under the Ministry of Education and Day Nurseries Act are the: Preschool Programs – Full Day and ½ Day and the New Toddler Program. The Centre also has a Toy Library Resource Centre with a mobile unit that services the community.

The Centre has qualified and accredited early childhood educators as well as a Resource Teacher and Anishinabe Curriculum Coordinator. These educators provide the foundation on which a child’s first early learning experiences are based upon.

The purpose of this handbook is to outline the policies and procedures of the programs to ensure quality care and early learning is achieved.

The Centre has many valuable resources and programming initiatives that are available to you, please join us.

Once again, Welcome to the Wikwemikong Hub Centre!

Sarah Assinewe, RECE-RT
Program Manager
WIKWEMIKONG HUB CENTRE ORGANIZATIONAL LISTING

Wikwemikong Unceded Indian Reserve
Chief and Council

Wikwemikong Board of Education
Dominic Beaudry, Education Director

Wikwemikong Hub Centre
Sarah Assinewe, Program Manager, RECE-RT
Glenda Mandamin, Administrative Assistant

Preschool Program
Linda Eshkawkogan, Supervisor Preschool Programs, RECE
Nancy Shawanda, Early Childhood Educator, RECE
Dyan Roy, Early Childhood Educator, ECE
Elena Manitowabi, Early Childhood Educator, RECE (Leave)

Toddler Program
Bonita Eshkawkogan, Supervisor Toddler Programs, RECE-RT
Darlene Wemigwans, Early Childhood Educator, RECE
Ruby Trudeau – Simon, Early Childhood Educator, ECE
Vanessa Shawongonabe, Early Childhood Educator, RECE

Resource Staff
Gertrude Eshkawkogan, Anishnaabe Curriculum Coordinator, RECE
Stephanie Toulouse, Resource Teacher, RECE
Candace Trudeau, Resource Teacher Assistant, RECE

Toy Library Resource Centre Program
Vacant

Kitchen
Judy Trudeau, Cook

Maintenance
Monica Trudeau, Maintenance Custodian

Preschool ½ Day Program - Bus Drivers
Lucy Ann Trudeau
Mellinda Trudeau
Sponsor  by the Wikwemikong Unceded Indian Reserve
Administered  by the Wikwemikong Board of Education

Licensing  Ministry of Education and the Day Nurseries Act

Capacity  Teacher Ratio:  8 children to 1 Educator (Preschool Programs - 32 children)
5 children to 1 Educator (Toddler Program - 20 children)

Staffing  Educators are Registered Early Childhood Educators with an Early Childhood Education Diploma or other experience.
4 RECE’s are required for each Program – Toddler and Preschool
Plus 1 Resource Teacher
A First Aid Certificate is a must.
A Criminal Reference Check is mandatory for all WBE employees.

FULL DAY PROGRAMS OPEN:  12 months - Monday to Friday   Times: 7:45 a.m. – 4:45 p.m.

PROGRAM CLOSURES:
   a)  On all Statutory Holidays
   b)  Band Designated Holidays
   c)  Professional Development Days and 1st Wednesday of the Month 2pm Dismissal
   d)  When Band Office, Health Centre or other schools close due to severe winter storms, freezing rain or power interruption.

REQUIREMENTS FOR ENROLLMENT:
   a)  A child must be between 1.5 years (18 months) and up into entering Jr. Kindergarten to attend.
   b)  Child and one parent/guardian must be a band member of Wikwemikong.
   c)  Both parents/guardians must be or combination: (re: Full Day Programs)
      1.  In school full time in educational institute;
      2.  Working full time;
      3.  Working shift (Children of “Night Shift” workers qualify for respite care that is from 8:00am to 2:30pm);
      4.  Home-based/self-employed parent(s) qualify for care that is from 8:00am to 4:00pm;
      5.  Working Part time qualify for care 8:00am to 12:00pm;
      6.  Online/Home based student parent(s) qualify for care that is from 8:00am to 11:15am.
      7.  Respite care or special circumstances can be considered through referral to Resource Teacher.
   d)  When all programs are full your child is placed on a waiting list, following criteria above. Priority will be given to children already attending and transferring from Toddler Program to Preschool Program.
   e)  An APPLICATION FORM must be completed by the Parent/Guardian and INFORMATION UPDATE FORM be completed immediately when and if information changes.
   f)  A HEALTH AND DEVELOPMENT FORM must be completed.
   g)  A signed ACKNOWLEDGMENT OF PARENTAL RESPONSIBILITIES FORM.
   h)  A signed CONSENT FOR RESOURCE REFFERALS FORM and SPEECH SCREEN FORM must be completed.
   i)  Immunizations must be up-to-date. Current year Medical/Physical Record - by nurse practitioner, medical doctor or physician must be submitted with application. *Book appointment through the Well Baby Clinic at least one month in advance.
   j)  Verification of birth (Birth certificate, statement of live birth or baptismal record, status card, etc.
INTERVIEW AND ADMISSION REQUIREMENTS:

a) All forms and documentation must be submitted to the front office and stamped with the date it was handed in.

b) A two-part interview will be conducted with all parents/guardians. The two-part interview consists of an Initial Parent Orientation and a Parent Engagement Interview.

c) Arrangements can be made for split custody or family arrangements. (2 Interviews if required for each party.) *Legal documentation may be required in specific circumstances.

d) Parents/guardians need to hand in a timetable/schedule/attendance sheet to verify criteria.

e) On the first day of programming in the Preschool Program a parent must attend in the program with their child for the start and asked to wait up to two hours until the child is comfortable. Children in the Preschool Program will join the program alone and parents can watch from the observation windows.

f) On the first day of the Toddler Program the parent will attend the entire first day. And additional days may be required until the child is comfortable.

PROGRAMMING: The basic philosophy, goals and aims of our Centre are outlined in the Program Statement.

VISITING: Parents/Guardians are encouraged to visit the Centre.

TRANSPORTATION: Transportation is provided only for Preschool Program ½ day between September and June.

POLICIES AND PROCEDURES

PARENTAL RESPONSIBILITIES:

1. MEDICAL & ILLNESS POLICY

The health and well being of all of the children here at the Hub Centre is very important. It is for the protection of the children that there is strict adherence to the Illness Policy. Please read it carefully.

Do not send medication with your child to school. Any long term medication a child may be receiving should be administered at home. A MEDICATION INFORMATION FORM is available to share side effects or other medication information your child may be taking. If it is necessary that it be administered at school, an AUTHORIZATION TO ADMINISTER MEDICATION FORM will need to be completed.

A physical certifying good health, signed by your family doctor or nurse is required before your child is enrolled in school and before re-entrance after any lengthy or serious communicable disease or illness.

Inform the school if your child will be away for a period of time so the bus driver will not make an unnecessary stop.

Please inform the staff in writing of any allergies that your child may have. You will need to check the daily menu and provide substitute foods, if necessary.

ALLERGIES OF ANY KIND/”NUT SAFE ZONE” POLICY

We do have children that are allergic to peanuts and we have had staff who are allergic to tree nuts. Therefore no food with any nuts; peanuts or traces of any tree nuts such as almonds, cashews, pecans, walnuts etc. to be consumed on the premises.

It is extremely important to let us know, on the application form if your child is allergic to food or anything else other than peanuts. An allergy list is posted for all staff so they are aware of any allergies.
ANAPHYLAXIS POLICY
Due to the severity of an allergy a Hub Centre ANAPHALAXIS FORM must be filled out by a health practitioner (i.e. Doctor, Nurse Practitioner) The parent/guardian is responsible for providing the child with an Epi-Pen to keep at the centre.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM PRESCHOOL OR TODDLER PROGRAMS (No exceptions):

**Communicable Diseases**: Not permitted in child care settings. Some of those illnesses are but not limited to: Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, and Strep Throat, Hand Foot and Mouth Disease.

If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up. Your child will be accepted back into care when no longer contagious.

To prevent the spread of a communicable disease, we ask that parents inform the centre of the child’s diagnosis so that we may inform other parents to watch for symptoms. No names are used and all information is kept confidential. All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for. A medical note is required after a lengthy illness.

**Rashes**: Not permitted. A medical note stating it is not contagious must accompany the child to the centre for any rash other than a mild diaper rash.

**Runny and/or Crusty Eyes**: Not permitted. Watery, matted, and/or red/pink eyes are not acceptable under any circumstances.

**Fever**: Not permitted. A child needs to be fever free upon returning to program without the aid of any fever reducing substance. (Tylenol)

**Diarrhea**: Not permitted. If your child has diarrhea while at centre, you will be expected to come pick up your child immediately.

**Vomiting**: Not permitted. If your child vomits while at the centre, you will be expected to come pick up your child immediately.

**Lice**: Not permitted back into programs until after the hair has been treated and no nits are present.

**Your child must be symptom-free 24 hours. (i.e. If child is sent home on a Monday they can return Wednesday if no symptoms are present on Tuesday.)**

**Excessive Crankiness**: If your child is irritable, excessively whining or crying, wants to be constantly held, or requires more attention than can be provided and still give adequate attention for the other children in the program or disrupts the routine of the other children in the program, you must keep your child home regardless of the presence of other symptoms. If this occurs during program hours, you will be called to come pick up your child.

**Runny Nose & Cough**: Your child may be brought to the centre if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing) and is well enough to participate in all areas of the program, including outdoor play. **Discharge of any color other than clear is not acceptable in programming. A constant runny nose which needs to be wiped continually is not acceptable in the centre regardless of the color, especially during flu season.**

If your child has a clear runny nose which lasts longer than a week and you suspect it may be due to allergies, we will require you to bring a doctor’s note stating the same. A constant naptime cough that would disrupt the sleep of the other children will require you to keep your child at home.
2. ATTENDANCE:

a) All children must arrive at the Hub Centre by 9:00am and no later than 9:30 am. Please notify the Centre if your child will be late or not attending due to medical appointments or emergencies. (Absenteeism and lateness is not an acceptable practice because the children miss out on quality preschool programming activities.) Also, the program requires the amount of children for snack and lunch and this information is needed by 9:00 am daily.

b) Notify the supervisor of the withdrawal of your child at least one week in advance.

c) Parents are responsible to sign in/sign out with correct time. Parents have a 15-min. leeway time of eligible childcare hours to bring and pick up child.

d) In the event you will be away from your place of work/school your child will qualify for care if you are attending a work/school related meetingconference/workshop. Please let us know who is in charge of your child, how long and provide phone numbers for emergencies. An INFORMATION FORM must be filled out.

e) Children do not qualify for care when parents attend medical appointments, funerals, or special events such as interagency activities and personal errands. Parents will be charged a day fee when children attend and do not qualify.

3. ORIENTATION
This is provided for new applicants, preferably at the beginning of the week for both the parent and child. Child’s first day, parent should stay until child is comfortable in program.

4. ARRIVAL AND DEPARTURE
a) For the Full Day Toddler and Preschool Program, the parent is responsible for transportation and shall accompany their child into the Program room.

b) The parent must sign in their child, assist with the removal of outdoor clothing, then deliver the child into the care of an educator. This provides opportunity for the parent to share any information with the educator that would help in understanding the needs of your child. ie. didn’t sleep well, woke up very early, has an appointment today, etc…

b) Please take a few minutes upon arrival to give any relevant information staff should be informed of. For example, my child stubbed his toe, fell off the bed or didn’t get much sleep last night and should look forward to an afternoon nap, or I will pick up my child early today or later than usual.

d) On a daily basis, before departure, please initial sign in/sign out sheet with the correct time to ensure that the child was picked up and is no longer included in the day’s ratio of children. Then take a few minutes to chat with the educator in charge to find out if there is any relevant information in the message book in regards to your child’s day. Assist your child with dressing and maintain supervision of children while leaving the center. Children are not allowed in kitchen area, any storage areas or office area.

TRANSPORTATION – ½ Day Preschool Program ONLY

a) Bussing is only available for ½ day Preschool program. The Bus will transport children from their residence and return them. This is a contract service provided to the Wikwemikong Hub Centre. Bus drivers will only pick-up and drop-off children on listed residence on application.

b) For the safety of your child, you must escort and assist your child onto the bus and assist off the bus when the bus arrives. Please keep children off roadways and surrounding area until the bus has left your driveway.

c) Any changes in residence must be relayed to the Supervisor immediately for the purpose of updating our bus lists and our bus drivers will be informed. A form is available to update information.
If for any reason your child does not arrive at the regular time or soon after, please call the Hub immediately at 859-3797.

If you are bringing your child to school, please leave the child in care of an educator.

It is in the best interest of all children that safety is a priority while boarding, riding and getting off the bus. A child’s developmental level and behavioural maturity must have the capability of riding the bus to and from the centre. If the child is not able to meet this task the parent/guardian will have the responsibility of providing own transportation to and from the centre for that child.

It is imperative that you are home to receive your child at drop off times. The following procedure will be carried out when a child is brought back to the Hub Centre:

When no one answers the door at drop off time, the bus driver will then return the child back to the Hub Centre.

Staff will then contact the alternates on the emergency list. Please ensure numbers are in service.

The parent/guardian or the alternate contact that is responsible for picking up the child must arrange for transportation. Staff cannot transport children in their personal vehicles.

If no one is available on the list and there is no phone call from the parent or guardian, then it is our duty to report the incident to child and family services.

5. RELEASE OF CHILD TO UNAUTHORIZED PERSONS

a) Only persons, 16 years of age or older, identified on the application form will be authorized to pick up your child. An educator can ask for two pieces of identification before a child is released.

b) However, a parent/guardian may call or leave a note for staff of the person being sent to pick up child. The person being sent to pick up your child will be asked by an educator to provide at least two pieces of identification before a child is released.

c) Children will not be released to anyone under the influence of drugs or alcohol.

d) *A legal document is required if a person is not authorized to pick up your child.*

i.e. In cases of separation/divorce or legal guardianship.

6. UP-TO-DATE RECORDS

a) It is to your child’s benefit that our records are kept-up-to-date. Please notify us whenever there is a change in any information given on the initial application form, i.e. emergency numbers, health/allergies, workplace/school changes. Notify the Centre immediately of any change in employment or status of toddler and preschool needs.

b) All Parents/Guardians must provide a copy of your work schedule and/or school hours/timetable on orientation day.

c) If for any reason the parent is not at their regular place of employment/school, they must notify the Hub Centre in case of emergencies.

*The use of more than one program for one child (Preschool Full Day Program and Preschool 1/2 Day Program and/or Toddler) is not permitted.

7. BOARD/BAND DESIGNATED HOLIDAYS AND CLOSURES

a) The Programs will be closed during Band designated holidays. Full Day Toddler and Preschool Program will be open only for those parents who are working during Board designated holidays. Ie. March Break

b) Regarding March Break, due to maintaining child-staff ratios and considering that staff are also seeking holiday time with families, a completed childcare survey is required from each parent, including cases of shared parenting arrangements. The survey determines the childcare need and amount of staff required.

c) It is also understood that depending on the kitchen staffing schedule, during holidays children may be required to bring a lunch with fruits, veggies, a drink and a healthy sandwich or something other that requires minimal preparation. Lunch must be nut free. A morning and afternoon snack will be provided. You will be notified in advance.
8. HOURS OF OPERATION AND CARE

a) The Toddler and Preschool Full Day Program is open from 7:45 am to 4:45 pm and the parent/guardian shall adhere to their hours of childcare needed as specified on the application form. Children of “night-shift” workers qualify for 8:00am to 2:30pm.

b) If your child is not picked up by the time specified on the application form, the educator will contact you or the next authorized person stated on your application to pick up your child within 15 minutes. A late fee will be applied.

c) Arrangements must be made if you cannot pick up your child. Failing to comply with these rules may result in the loss of your Toddler and Preschool Program privileges.

d) When a child is picked up after the specified hours of care and after your 15 min. leeway time, a late fee of $10 for every 15min. will be charged. This will be due as soon as possible. If it is not paid within 2 weeks, then you will no longer be eligible for Full Day Program services until the fee has been paid.

e) When schools and/or Band Office closes due to severe winter storms, power interruptions, etc. You must pick up your child when you are dismissed from your place of employment or school.

f) When you leave your place of employment, you must pick up your child. If you are kept longer at work, please call.

9. TERMINATION OF EMPLOYMENT/END OF SCHOOL YEAR

a) Upon termination of employment/school your child will not be eligible for Full day Toddler and Preschool Services. Your child may transfer to ½ day Preschool Program if there is space.

b) Children discharged for the summer holidays or above reasons will be given readmission in September, or when you resume work, provided a renewed application and schedule/timetable is provided.

10. EVALUATION FORMS

a) Each parent/guardian is required to complete a Preschool evaluation form at the Supervisor’s discretion at the end of each year or when your child no longer needs Preschool services. These evaluations are very important to help provide quality childcare services and programming, and to make improvements where needed.

11. FIRE DRILLS

Your child will take part in monthly fire drills and the procedures are posted in the rooms. In case of an actual fire, the meeting place is at the Amikook building.

12. REST TIME

a) The Full Day Toddler and Preschool program includes a 2 hr. rest period following the mid-day meal. Please provide your child with their own blanket, and optional pillow with a pillow case. Blanket and pillows are washed weekly on site. Remind staff of any sensitivity your child may have or develop to laundry products (soap).

b) Comfort items must be approved by the supervisor before brought into the program. Please label the item with your child’s name. (Refrain from toys that light up or make noise.)

13. CONFIDENTIALITY: Parents and Educators are partners in the care of their child and all issues will be discussed within the program following the College of Early Childhood Educators - Code of Ethics and Standards of Practise, as well as Wikwemikong Board of Education and WUIR Band Policies, where applicable.
a) All matters regarding the programs and children should be kept confidential. Issues should be brought to the attention of the Supervisor and then to the Program Manager to be resolved. Social media is not an acceptable practise to resolve matters.

b) Forms and documentation produced and used by staff are the property of Wikwemikong Hub Centre. Parents are given copies for their information and should not be shared without the permission of the Wikwemikong hub Centre.

c) Some forms may include;
   i. Incident Reports are used to help staff effectively maintain safety standards. These reports are kept in the child’s file and in adherence to confidentiality policies and procedures. (Incident reports are separate from a serious occurrence report that is filed with the Ministry of education.)
   ii. Documentation such as learning stories or ABC charts are used to evaluate and improve the program. Child may be video recorded or photographed while attending the Wikwemikong Hub Centre to demonstrate learning.

16. CLOTHING-CHILD DRESS:
   a) In case of accidents, children must have 3 sets of clothing and a pair of proper indoor shoes, preferably running shoes with velcro straps that will not leave scuff marks on the floor. For safety, sandals and flipflops are not acceptable for indoor or outdoor play. Please initial all items and send in a plastic bag that we can keep in the child’s locker.
   b) We ask that parents/guardians dress their children according to the weather. The children will have outdoor play, as long as the weather permits. When buying clothing for your child, we recommend clothing with simple closures to foster good self-help skills.

17. TOYS, BOOKS AND OTHER ITEMS
   a) Toys should be left at home. Sometimes they get lost by the end of the day, other children claim them or a child will not share what he/she has brought to school causing some problems.
   b) However, if your child takes home a toy, puzzle piece, game pieces or anything that may belong to a set, we ask that you please return it. Missing pieces on puzzles, games or parts of an activity set are spoiled and cannot be used.

18. FOOD
   a) It is not necessary for your child to bring a lunch or snack to school. A snack is provided for your child. If you feel that you must send your child with a snack, please ensure that it is nutritious such as yogurt, cheese and crackers or fruit and does not contain any nuts.
   b) Parents are responsible to review menus and notify an educator if their child may not eat a specific food item(s) and supplement a healthy alternative.
   c) Parents should share intolerances to specific foods and Individual beliefs regarding food items with their child’s educators.
   d) The Full Day Toddler Program has a refrigerator located in each program room with a bin for each child. The parents must provide on daily basis their child’s filled bottles or sippy cups that are labelled and ready in the refrigerator for the educator to use.
   e) Preferences should be discussed with the educator and agreed upon.

19. THE EFFECTS OF MOVIES AND OTHER MEDIA ON CHILDREN
   a) The use of foul language had become a problem at all levels of schools and we have experienced some at this level. We’d like to encourage parents to assist us, if your child utters these “no-no” words, please remind your child that it’s not acceptable.
   b) It can be seen what kind of movies young children have been watching by their role playing. There are many movies available for home viewing and screening them for children along with added supervision can be the first step in stopping this problem.
20. TOILET TRAINING POLICY

1. Parents must begin the toileting process at home. Potty Training must be consistent between home and the centre.

2. It is your responsibility to ensure there are enough supplies for your child (diapers/pull ups, wipes, cream) in the Washroom area.

3. During this time, children are required to wear pull-ups.

4. It will be at the centre’s discretion when you no longer need to bring in diapers/pull-ups and when you may bring your child in underpants. (At least 2 weeks accident-free in pull-ups.)

5. Children generally achieve toilet training between the ages of 2 1/2 to 3 years old. Some signs to look for include appropriate language skills to communicate the need to use the potty, staying dry for long periods of time, the ability to dress and undress self, and an interest in staying dry or clean. We will assist in potty training with the understanding that it will only work if we work together. Potty Training will not work if it is not consistently done at home and the centre. Communication between parents and care providers is essential in making the transition from diapers to toilet a successful one.

6. A meeting with program staff can be arranged to assist you in this process.
**EDUCATORS RESPONSIBILITIES:**

The Educators will build with you and your child a reciprocal positive relationship. They will provide a caring, supportive and safe environment for your family, where learning happens.

The Educators are registered with the College of Early Childhood Educators and are obligated to its Code of Ethics and Standards of Practice.

The Educators are lifelong learners and will engage in Continuous Professional Development to enhance their skills and knowledge in Early learning and Childcare Sector.

The Educators are also required to adhere to the regulations set forth by the Day Nurseries Act and Ministry of Education/Early Years Division.

For more information:

The Day Nurseries Act, please visit: [www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900262_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900262_e.htm)

College of Early Childhood Educators - Code of Ethics and Standards of Practice, please visit: [http://collegeofece.on.ca/](http://collegeofece.on.ca/)


Educators follow the Ontario’s Pedagogy of The Early Years. For more information see “How does Learning Happen” which can be accessed by: [http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf](http://www.edu.gov.on.ca/childcare/HowLearningHappens.pdf)

**THE INCLUSION OF ALL CHILDREN**

Every effort is made to fully include children with additional needs into all aspects of the program with accommodations being made to support the individual needs of each child.

**Definitions:**

- **Inclusion:** the incorporation of children with additional needs into the Day care program to ensure that they have equal opportunities to achieve their highest potential.

- **Individual Program Plan (IPP):** a written document outlining the child’s goals and accommodations/adaptations to the curriculum.

**Staff Training:**

All Early Childhood Educators within the Hub Centre are aware of and support inclusive practices and when possible, attend special needs-focused training opportunities on effective inclusive programming.

Supports for children can include but not limited to physical modifications, adapted routines, developmentally appropriate expectations, Individual Program Plan’s, external resource referrals, and modified menus.

The educators can adapt the environment and routines as necessary to meet the needs of the children enrolled. When a child requires assistance with personal care, it will be done in a private and dignified manner. There are limitations to what resources are available for one-to-one support staff, for example, funding availability. But in recognizing that every family and child requires varying levels of support, there is a Resource Teacher on staff to enhance the inclusion of all programming for children and to develop IPP Implementation as well as a Resource Assistant (pending funding availability) for program enhancement based on the child’s needs.
**Individual Program Plan Development and Referrals:**
Because parents/guardians know and want what is best for their child, it is very important that they are included in all aspects of information sharing and Individual Program Plan Development.

Parental direction/input is recognized by the Wikwemikong Hub Centre as the best source of knowledge for their child.

We are fortunate to have access to services for those children enrolled in our centre for occupational therapy and physiotherapy.

**DEVELOPMENTAL SCREENING:**
Early identification is the first step in early intervention. Upon enrollment, all children are assessed using the **Nipissing District Developmental Screen**; a provincially utilized developmental screening tool for infants and children up to 6 years of age, to be completed by a parent or health/child care professional. In addition, an **Ages & Stages Questionnaire** an Assessment that is completed by the Resource Teacher, along with the parent at enrolment and at mid-year, unless the assessment results require earlier follow-up.

The **ASQ** is a developmental screening tool for children from one month to 5 ½ years. The ASQ: looks at strengths and trouble spots in developmental milestones, and incorporates parents’ expert knowledge about their children. It’s also a tool that has an exclusive focus on children’s social and emotional behavior. The ASQ: SE is utilized when required.

**SUPERVISION OF CHILDREN:**
As per O.Reg.262 under the Day Nurseries Act (DNA) provides that every operator shall ensure that every child who is in attendance in a program is supervised by an adult at all times. Only employees will have direct unsupervised access to children. Under no circumstance is the student or volunteer to be left alone unsupervised with children. Volunteers and students may not be counted in the staffing ratios. No child is to be supervised by a person under 18 years of age.

**SERIOUS OCCURRENCES**
The Centre reports all serious occurrences to the Ministry of Education but effective, November 1, 2011; all operators are also required to post serious occurrences for 10 days within the center. This 10-day posting will require operators to post information and follow-up actions taken and the outcomes while respecting the privacy of the individuals involved. Where applicable, longer term actions taken by the centre will also be included to help prevent similar incidents in the future. This is done to support transparency and access to information.

**BEHAVIOUR MANAGEMENT**
It is the policy of the Hub Centre that all guidelines are adhered to by the educators and volunteers regarding Behaviour Management in all aspects of the Centre.

1. That corporal punishment of any kind is not allowed.
2. That spanking is not allowed. (Not even your own child).
3. That isolation measures of any kind at any time of the school day are not permitted.
4. That no harsh or degrading measures will be used on a child either by actions or by words.
5. That under any circumstances not to humiliate or to undermine his/her self-respect.
6. That depriving a child of his/her snack or juice or blanket as a disciplinary measure is not an acceptable practice.
7. Time Out (not isolation): Time out from an activity and from other children is an acceptable disciplinary measure in cases such as:
   a) Hitting  b) Harsh Language  c) Pushing  d) Spitting  e) Teasing  f) Biting
That the child must be told the reasons for his removal and asked to sit quietly for a few minutes, near the teacher.

**ONTARIO CHILD AND FAMILY SERVICES ACT (CFSA)**

The Ontario Child and Family Services Act recognize that each person has a responsibility for the welfare of children. It states clearly that members of the public, including professionals who work with children have an obligation to report promptly, to a Children’s Aid Society (CAS) if they suspect that a child is or may be in need of protection. CFSA s.72 (1) A child in need of protection is a child that has experienced physical, sexual and emotional abuse, neglect and risk of harm.

**As professionals in the field of Early Childhood Education, we are obligated to contact the Child and Family Services if we have reason to believe that:**

1. A child has suffered physical harm which includes
   - Failure to adequately care for, provide for, supervise or protect the child
   - A pattern of neglect in caring for, providing for, supervising or protecting the child

2. There is risk that a child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person’s:
   - Failure to adequately care for, provide for, supervise or protect the child
   - A pattern of neglect in caring for, providing for, supervising or protecting the child

3. A child has been sexually molested or sexually exploited by anyone or there is the knowledge of or a risk of a child possibly experiencing sexual molestation or sexual exploitation by anyone.

4. A child required medical treatment to cure, prevent or alleviate physical harm or suffering and the child’s parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to the treatment.

5. A child has suffered emotional harm, demonstrated by serious:
   - Anxiety
   - Depression
   - Withdrawal
   - Self-destructive or aggressive behaviour or
   - Delayed Development

6. A child suffers from a mental, emotional or development condition that, if not remedied, could seriously impair the child’s development and the child’s parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.

The CFSA recognizes that persons working closely with children have special awareness of the signs of child abuse and neglect and a particular responsibility to report their suspicions and so it makes it an offence to fail to report CFSA s.72,(4),(6.2) and is liable on conviction to a fine of up to $1000. The professional’s duty to report overrides the provisions of any other provincial statute, specifically those provisions that would otherwise prohibit disclosure by the professional. CFSA s.72(7),(8)

**VISITORS OF THE HUB CENTRE**

Parents/ Guardians or Volunteers are encouraged to visit or participate in the Hub programs at anytime. For Preschool, please check with the Administrative Assistant first or call ahead of time as a visit may not be appropriate. For example, during lunch time or sleep time. (Depending upon group size and purpose of visit)
ADDITIONAL INFORMATION:

USE OF THE FACILITY BY THE PUBLIC

The Main Hall (Gross Motor Room) is open for rental for workshops, meetings etc. provided that it is an alcohol/drug free event.

1. A visit or telephone call to ensure the availability of the space can be made first.
2. A rental agreement must be signed by the group or person renting, agreeing to the conditions.
3. Arrangements will be made with the custodial staff for supervision and clean-up afterwards.
4. Any damages or loss shall be the responsibility of the group or person who is using the facility.
5. The facilities shall not be used for personal profit or individual gain.
6. The person renting the facility must be of legal age.
7. It will be the duty of the Program Manager/Supervisor of the activity to report any infractions of the conditions set out in the Hub’s rental agreement contract.
8. A fee will be charged for the use of the facility.
9. NOTE: *There is absolutely NO SMOKING allowed in the building.

More detailed information may be obtained upon rental.