



Beautiful Savior

LUTHERAN SCHOOL

"Excellence in Education under the Gospel"

**Childcare Programs:
Daycare, Nursery, Before and After-School**

HANDBOOK



Daycare & Nursery Campus: 1541 St. Mary's Road Winnipeg, Mb. R2M 3V8
Daycare, Nursery, BASC: 52 Birchdale Ave. Winnipeg, Mb. R2H 1R9 Ph. 984-9600 ext: 6
www.bsls.ca Fax: 984-9607 email: childcare@bsls.ca

Philosophy

Beautiful Savior Lutheran Childcare Programs provide children with a warm, nurturing environment, while facilitating a variety of learning opportunities. We provide a gentle introduction to Christian education through interactive Bible stories, songs, and role modeling. We believe in developing a child's intellectual, physical, social, emotional, and spiritual self, yet recognize that each child develops at his/her own rate.

Our goals are:

- *to provide a safe atmosphere for learning which will allow children to take the risks necessary for growth
- *to develop a child's self-expression
- *to increase language development

- *to give children an opportunity to participate in positive group play
- *to further develop social skills
- *to develop pre-Kindergarten skills for reading, writing and math readiness
- *to provide children opportunities to learn more about the world around them

Together, parents and teachers use the Love and Logic® approach. Love and Logic® techniques hold kids accountable in caring ways. Dr. Nobby Woo will offer the Becoming a Love and Logic Parent® A training course in the fall and spring for those parents interested in learning more. A lending library is also available through the Admissions Office. See also www.bsls.ca and www.loveandlogic.com.

Eligibility

- Children may be enrolled at Beautiful Savior Childcare programs in the month of their third birthday, or if their birthday will be on or before December 31st of the year they will be enrolled. Children must be toilet trained.
- **Our St. Mary's Campus daycare has four spaces for infants 18 months - 23 months and 32 spaces for children 2-6 years of age. Toilet training will occur at this facility.
- Children with additional support needs are welcome in our program. An interview with the director will help to assess the child's needs for staffing and programming.

Our Childcare Programming

The childcare programs are play-based where children are able to construct their own learning through play experiences, offered and supported by the teachers. Teachers are viewed as facilitators for children's learning. Parents are also an essential component of the program.

Our curriculum is Reggio Emilia inspired. At Beautiful Savior each child is viewed as competent, curious, full of knowledge and potential. Kindergarten readiness practices are incorporated into the program.

Through the conscious use of space, color, and light, displays of children's work, and attention to nature and detail, the environment serves as another teacher.

The children's morning at the centre will start with self-initiated play. Self-initiated play is a time for children to learn. It is a time for exploring, discovering and experiencing activities. Everything that your child does during this time will be developmentally based. The materials and equipment will be chosen considering physical, social, emotional, cognitive development and spiritual growth.

We will be incorporating nature education into our program by bringing more of what nature has to offer into our room as well as taking our room outdoors.

We provide a rich first-experience for children in creative play, socialization, and cognitive growth.

Our day is scheduled to include:

Bible and Devotion: we gather together as a group and share in Bible stories, songs, finger plays,

Circle: we gather and learn about each other and the world around us. We learn calendar skills and weather charting.

Free Play: allows for individual choice in:

Art Activities Water Play Discovery Play Books Puzzles Puppets
Playdough Dress-up clothes Floor Toys Home Centre Listening Center

Large Motor Skills Play: The children spend a portion of their time playing on climbers, with balls, bikes, or other fun gross-motor games.

Snack time: The children participate in a table blessing. During snack time the children are encouraged to use their table-manners, and are assisted in developing self-help skills such as opening containers and cleaning up after themselves.

Information and Policies for all of our Beautiful Savior Lutheran Childcare Programs

Absences and Illness: Please call the centre if your child will be away due to illness or other circumstances. Children who have an infectious condition should not be sent to preschool. No child should attend school for 24 hours following a fever, vomiting, or starting a prescribed medication (i.e. antibiotics). If a child becomes ill at school, he will be given a place to lie down away from the other children. A staff person will remain with the child to ensure safety and comfort and parents will be contacted to pick up their child. In the event of a medical emergency, 911 will be called and the parents notified.

Pandemic Prevention: All adults will use hand sanitizer when they enter the classroom. All children upon arrival at the centre will be supervised by their parents as they wash their hands.

Communication: Information for parents is posted on Parent Bulletin Boards. Bi-monthly newsletters will be sent by email.

Drop off and Pickups: Every child must be accompanied by a parent or pre-authorized person to the classroom upon arrival, and will be dismissed when a parent or pre-authorized person arrives for pick-up. No child will be released to any persons whose name is not on the registration form. A daily verbal or written confirmation is requested for a non-parent, pre-authorized person to pick up a child. No child will be released to anyone under the age of thirteen.

Parent Volunteers: Parents are welcome to come to the classroom and observe their child at play at any time of the day. We welcome parents to come to read to the children, share their family traditions or talents.

Lunch and Snacks: Healthy **nut free** snacks and lunches are to be brought from home. (No chocolate or candy please) Children are encouraged to eat main course items, fruit/vegetables, and then their dessert. (Please note: We will not be participating in the school hot lunch program this year). We thank you for your cooperation in this matter. Hot lunch can be something to look forward to in Kindergarten. Please label your child's lunchbox and use ice packs for items that need to be kept cold. There is a microwave oven in the class if you wish to send items that need to be warmed. We do not provide beverages other than water. Please send a labelled plastic glass to be used for water throughout the day. Prayers will be said before snack and lunch time.

Clothing: Please make sure that your child has an extra full set of clothing in their backpacks at all times.

Behavior - Expectations and Management: All children are treated with respect. Our expectations and limitations are modeled and taught with love and care during times when children are able to listen, as in circle time or talking one-on-one when all is quiet. When a child misbehaves he/she is given loving empathy along with logical consequences. Children may be moved to a different activity or given time to think in a thought spot. The child is encouraged to join the group when he/she can show self-control. If a child needs to be removed from the room, he/she will be supervised. If inappropriate behaviour persists, the director will be in contact with the parent and if the negative behaviour continues the child may be withdrawn from the program.

We see children's mistakes as opportunities for learning. Children are shown that they always have choices. They are encouraged to think about their behaviour, and to make good choices in the future based on what they have learned. It is the logical consequences of choices that do the teaching. Therefore, we do not lecture or admonish the child after he/she experiences the consequence of his/her choices.

Closures Due to Weather: In the event of a snow storm in our area, please listen to radio station "CJOB" for information as to whether we will be open or closed. Telephone calls to parents will also be made on or after 6:00 a.m. A good rule to follow is that if the schools in the area are closed, the preschool and nursery schools will be closed also. No refund will be given for cancellation due to weather.

Emergency Medical Transportation and Treatment: If at any time, medical treatment is necessary due to a sudden illness, I authorize the childcare facility to take whatever measures deemed necessary for the protection of my child while in the care of the child care facility. I give permission for my child to receive medical attention deemed necessary by my child's doctor or other medical personnel. I understand that this may involve transportation to the hospital in a private vehicle or ambulance. I understand that the facility will make every attempt to contact me and that any expense incurred for such treatment, including ambulance fees, is my responsibility.

Evacuation Policy: In the event of an emergency, in which the building must be vacated, the children will be walked to Beautiful Savior Lutheran Church (St. Mary's Campus) or Nordale School at 99 Birchdale Avenue (Birchdale Campus) and parents will be notified to pick up their children.

Fire Drills: We are required to have fire drills once a month. The fire alarm sounds, and the children are led to the exit. We may need to go outdoors when it is cold; therefore it is important that your child have proper footwear at all times.

Fundraising: The childcare programs participate in all fundraising efforts initiated by the Parents in Partnership (PIP) of Beautiful Savior Lutheran School. All monies raised by the childcare programs will directly go to benefit your child's program. Any parent interested in representing the childcare programs on the PIP executive may speak to the teachers. We welcome your involvement.

Medication: Childcare staff can administer EpiPens for severe allergies. This requires a permission form signed by parents, giving the staff permission to administer the EpiPen in an emergency. Prescription medication can also be administered by the childcare staff. Medication(s) must be sent in the original prescription container with the instructions for dosage. A permission form signed by the parents is necessary to allow staff to administer any medications, and staff will sign the form after administering the medication.

Mission Projects: Our childcare programs along with K-8 programs have a Missions Emphasis. We encourage our students to help people around them, both far and near, and will be presenting projects throughout the school year for your consideration.

Parental Concern: Please feel free to direct any concerns that you have to the Director, Principal, and then the Beautiful Savior Lutheran School Board. If you wish to discuss a concern, please call the Director of Childcare Services at 984-9600 x 6 to arrange a meeting.

Photographs: Picture days will be in the fall. You will be informed of the specific date.

Reporting Abuse: All staff are required by law to immediately report any case of suspected child abuse relating to a child attending our programs to Child and Family Services.

Nutrition Policy: In order to provide a safe environment for all children, Beautiful Savior Preschool, Nursery and School have implemented a NUT SAFE POLICY. Thank you for ensuring the effectiveness of this policy by:

- Not sending nut or nut by-products in your child's lunch (this included items that are labelled *May Contain Nuts*)
- Ensuring your child's hands have been washed thoroughly with soap and water before arrival at school in order to remove nut residue if they have eaten food with nuts (e.g. peanut butter, Nutella, cereals with nuts or nut by-products)
- Signs are posted at the entrance of the classroom indicating which foods are not to come into the classroom because of allergies.



St. Mary's Daycare and Nursery Parents Information

Absences and Illness: Please call the centre at (204) 256-3799 if your child will be away due to illness or other circumstances. Children who have an infectious condition should not be sent to preschool. No child should attend school for 24 hours following a fever, vomiting, or starting a prescribed medication (i.e. antibiotics). If a child becomes ill at school, he will be given a place to lie down away from the other children. A staff person will remain with the child to ensure safety and comfort and parents will be contacted to pick up their child. In the event of a medical emergency, 911 will be called and the parents notified.

Napping (Daycare Only): All daycare parents have the option of their child napping each day. If you wish your child to nap please provide them with a sheet for their cot, a cozy blanket and small pillow. Children who nap may bring a stuffed toy to snuggle with. Bedding will be sent home on Fridays to be laundered and will need to be returned on Mondays.

Lunch (Daycare only) and Snacks: Healthy **nut free** snacks and lunches are to be brought from home. Children are encouraged to eat main course items, fruit/vegetables, and then their dessert. Please label your child's lunchbox and use ice packs for items that need to be kept cold. There is a microwave oven in the class if you wish to send items that need to be warmed. We do not provide beverages other than water. Please send a labelled plastic glass to be used for water throughout the day. Prayers will be said before snack and lunch time.

Parent Volunteers: Parent Volunteers are invaluable for special activities throughout the school year. If you are able to assist, we are very pleased to have you celebrate with us and a sign-up sheet for the year will be posted at the centre. Please choose the one time or activity that would suit your schedule. We will help to remind you of your volunteer date as the activity draws near.

St. Mary's Nursery School Hours:
(September to May)

Monday - Friday: 8:30 a.m. - 11:16 a.m.
1:00 p.m. - 3:16 p.m.

Our programs follow the school calendar and will be closed for Christmas holidays, Spring Break, and the summer months (July and August). St. Mary's Nursery is closed from June-August.

St. Mary's Daycare Hours:

(Open year round with the exception of statutory holidays)

Monday - Friday 7:00 a.m. - 5:30 p.m.

Daycare and Nursery Parents Information (Birchdale Campus)

Absences and Illness: Please call the centre at (204) 984 9600 extension 1 if your child will be away due to illness or other circumstances. Children who have an infectious condition should not be sent to preschool. No child should attend school for 24 hours following a fever, vomiting, or starting a prescribed medication (i.e. antibiotics). If a child becomes ill at school, he will be given a place to lie down away from the other children. A staff person will remain with the child to ensure safety and comfort and parents will be contacted to pick up their child. In the event of a medical emergency, 911 will be called and the parents notified.

Napping: All daycare parents have the option of their child napping each day. If you wish your child to nap please provide them with a sheet for their cot, a cozy blanket and small pillow. Children who nap may bring a stuffed toy to snuggle with. Bedding will be sent home on Fridays to be laundered and will need to be returned on Mondays.

Lunch and Snacks: Healthy **nut free** snacks and lunches are to be brought from home. (No chocolate or candy please) Children are encouraged to eat main course items, fruit/vegetables, and then their dessert. (Please note: We will not be participating in the school hot lunch program this year). We thank you for your cooperation in this matter. Hot lunch can be something to look forward to in Kindergarten. Please label your child's lunchbox and use ice packs for items that need to be kept cold. There is a microwave oven in the class if you wish to send items that need to be warmed. We do not provide beverages other than water. Please send a labelled plastic glass to be used for water throughout the day. Prayers will be said before snack and lunch time.

Birchdale Campus Childcare Hours:

(September - June)

Daycare: Monday - Friday 7:00 a.m. - 5:30 p.m.

Nursery: Monday - Thursday 9:00 a.m. - 12:00 p.m.

Our programs follow the school calendar and will be closed for Christmas holidays, and the summer months (July and August). The daycare remains open for Spring break. Nursery classes are closed for Spring Break.

Admissions Process

1. Complete Application for Admission for appropriate campus (St. Mary's or Birchdale), indicating program of choice. If you require additional copies, please contact the school office, or they may be downloaded as a pdf from www.bsIs.ca.
2. Submit completed forms to the school office.
3. Submit one month's fee with completed Application for Admission. This will be applied to the last month's fees.
4. New childcare students may have a readiness assessment by the Director of Childcare Services.

For assistance during any portion of the process, please do not hesitate to contact the Director of Childcare Services at (204)984-9600 ext. 6.

Withdrawal

When withdrawal from the program is necessary, one month's notice is required. Refunds are not made for a portion of a month attended.

Subsidy

Parents wishing to apply for subsidy for Before and After School Care may go through the Manitoba Government's website www.gov.mb.ca/childcare. Please inform the office of your subsidy application and provide the child tracking numbers you are given. Parents are responsible for full payment of fees until subsidy approval has been received.

Before and After School Care (BASC)

BASC is currently available to those families with children registered at Beautiful Savior Lutheran School. Subject to availability, families are able to use the facility on a casual, part or full-time basis. The program is located in the lower level of BSLS, which is accessible by the stairwell on the north side of the building or the stairwell off the main hallway beside the canteen. Operating hours are from 7:00 - 8:30 a.m. and 3:16 -5:30 p.m.

Early Hours

The Before School Program (BSC) opens promptly at 7:00 a.m. The north playground doors are the only doors available for entry at this time. To gain access through these locked doors, anyone entering the building must use the intercom doorbell to contact downstairs staff. Once a connection is established, and the *adult* has identified him/herself (speaking directly into the intercom to facilitate clear identification), the staff member will buzz the door open. Please be vigilant and do not allow any unsupervised children to enter with you through the door. You may report any child(ren) in the hallways to the staff. Parents must enter the school with their child(ren) and accompany them downstairs. Inside, we ask that everyone remove outdoor footwear and proceed directly to the downstairs area. At the sign-in desk, located in the cloakroom area, children must be initialled in beside their name on the appropriate school list. Staff will mark all children's arrival times on a master list. Once drop-off is complete, parents must exit the school through the north playground doors. Occasionally, parents may have business elsewhere in the building. In this case, we ask that the "Parent sign-in" sheet is first filled out to indicate arrival and expected departure times. The BSC program operates until 8:30 a.m., at which time the front doors to the school will be open and the children leave for class. The north door intercom and downstairs phone extension are not monitored again until the After School Program staff arrive at 3:00 p.m.

After School Care

Kindergarten children will be walked down to be signed in to ASC by their teacher(s). Children from Grades 1-8 attending ASC will be expected down 3:30 p.m. If they have not arrived by this time, a staff member will search the building and a call to parents will be made if the child cannot be located. We ask that all parents pick up their children and leave the school using the north playground doors. Parents should make

contact with staff member(s) before initialling their child out of the program.

Extra-Curricular Activities

Children scheduled for ASC who are involved in activities after class require a slip signed by their teacher to take down to the ASC program before they go to their activity (i.e. patrols, Mad Science, music lessons etc.). If a parent arrives to pick up the child before he/she has returned from their extracurricular activity, children must be signed out at ASC before leaving the building.

Notices/Fees

Please check the sign-in table regularly for the in-services sign-up sheet. Inservice description and holidays will be posted on the white board at the bottom of the north stairwell.

It is the responsibility of parents to ensure an adult is responsible for handing over any monies to staff. Payments may be handed to any staff member. They should not be placed in children's backpacks. All cash received will be receipted by the school office.

Sick Days/Extra Days

If your child is unable to attend on a registered day, please phone **BASC 984-9600 (ext. 2)** to let the staff know ASAP. (Please note that these days are not eligible for refund or transfer). If an extra day is needed, please phone ext. 6 to discuss availability.

Footwear

Please send a pair of indoor shoes for your child to wear, as fire and safety policies require that children wear footwear at all times. This is particularly important during wet slushy weather.

Food

Children are welcome to bring nut-free snack items to BASC.

Late Fees

Our centre closes promptly at **5:30 p.m.** We ask that you arrive with enough time to dress your child, sign them out and exit the building by this time. We understand unexpected delays occasionally occur, and we do accommodate families in these

situations. However, if late pickups become a chronic problem, we ask that parents arrange an alternate pick up person or adjust work schedules in order to have someone arrive on time.

Our BASC late fees are as follows:

First infraction —\$2.50 will be charged for every 5 minutes after 5:30 or portion thereof.

Second infraction —\$1 will be charged for every minute after 5:30 p.m.

Third or any consequent infraction —\$2 will be charged for every minute after 5:30 p.m. *After the third infraction*—a meeting will be scheduled with the Director of Childcare Services to discuss the situation. If no resolution is found, the family will be asked to make alternate childcare arrangements.

Late after-school pick-up

To ensure the safety and care of children who are not picked up by 3:30 p.m., they will be taken to After School Care. **If prior notification of pickup after 3:30 p.m. has not been given to the office, a \$25 administration fee will be charged at the time of monthly billing.** For more information on BASC, contact the Director of Childcare Services at 984-9600 ext. 6.

Drop-in

Students registered for drop-in care must register for the days they need in advance. If a child arrives as a "drop-in" and no prior notice has been given to BASC staff, **a \$25.00 "No Notice" fee** will be applied to their monthly billing along with the regular day's fees. This policy is in effect to ensure that there is always adequate staff scheduled to maintain the ratios required by the government.

In-service Care

We offer care for children on all BSLs in-service days from 7:00 a.m. - 5:30 p.m.

How to Register

Registration for in-service care is done on a sign-up sheet downstairs at the daily sign-in desk. Early sign-up is encouraged.

What Children Need to Bring

Children bring their own lunch for these days, for which a fridge and microwave are

available for storage and reheating. We aspire to spend time outside each day, so children require clothing that is appropriate for the weather.

Fees

In-service rates are: \$20.80 (full day) and \$10.90 (4 hours or less). Families who do not usually have their child in BASC on the day of the week that the in-service is scheduled will be invoiced for the amount noted above. For children who are regularly scheduled to come on the day of the week that the in-service is scheduled, regular BASC fees are applied against full day rates.

APPENDIX

BEAUTIFUL SAVIOR LUTHERAN CHILDCARE

Curriculum Statement:

What makes Beautiful Savior Childcare unique? Why would you want to choose our programs? The answer is simple.

We are a faith-based program with the belief that God's teachings are fundamental in the development of the whole child. Bible and Devotion is explored daily. Every Wednesday morning the entire school congregates in our chapel area for the sharing of Devotions through words and song. The children gain a real sense of community and belonging and the core principles of faith, respect, trust, and responsibility. We believe that a child's work is to play and therefore our programming is inspired by the teachings of Reggio Emilia*. We use colour themes, make our surroundings home-like and have family photos in the classrooms. We recognize the importance of uninterrupted free play and how children learn so much about their authentic selves and others during this time.

The staff are trained professionals who observe, question, model and listen to the children during their play time to discover their interests and to promote critical thinking and investigation skills in the children. The childcare team seek out teachable moments and guide children through spontaneous experiences. Therefore,

the toys, equipment, learning centres, and open ended hands-on materials and activities are selected by the staff and students considering children's wants and needs. Equipment is also selected to foster the children's imaginative abilities and creative expressions. General learning themes and circle lesson times are used moderately but not regimentally. The children's learning process is our focus rather than the final product. The childcare team extend the children's learning by parents and other volunteers sharing their diverse lives. For example, English as an Additional Language Students from Red River College volunteer their time and build their language by interacting with the children and staff. Christian Service work is taught through participation and contributions to the school's Christmas Hampers and Shoebox ventures. The children also learn about the school foster child through Compassion Canada.

Our childcare facilities are bright and inviting and allow for a variety of age appropriate experiences, exploration and relationship building. Children's process work is proudly displayed. The parent and child are welcomed by the staff's genuine smiles. Supportive verbal communication between parents, staff and child occur daily. Bi-monthly informative newsletters are also distributed to the families. This is one opportunity for the staff to convey the children's learning and development. Others include our school website and the school's updates. The lay-out of the childcare room and the flexible daily schedule is purposeful and intentional to maximize learning. Transitional times in the schedule, whether they are washing hands before eating or praying before a meal or getting dressed for outdoor play, are valued teaching and learning opportunities. We strive for a balance of active and quiet play areas in consideration of individual, partner, group, mixed-age and inclusion play opportunities. Child size tables, comfortable pillowed spaces and learning centres with a set allowable numbers of children is posted to create comfortable and safe surroundings for all. Peer modeling by older students adds dimension to friendships. Diverse friendships are encouraged and fostered in many ways such as promoting conversations around the table about the cultural foods brought in for snack, or the sharing of stories from home so the children can learn about each other's similarities and differences.

Children who attend Beautiful Savior Childcare programming will develop their life skills. They will have open and honest communication, and build enriched faithful relationships. They will enhance their thinking skills, and investigate ideas and items that inspire their curiosity. The goal of our programming at Beautiful Savior Lutheran School and Childcare is to build relationships with our families and to foster

and embrace an appreciation of our similarities and differences within and beyond our faith-based community.

*Reggio Emilia is a town in Italy. The educators in Reggio created an approach to learning for early childhood education that is recognized worldwide and hailed as having the best pre-schools in the world by Newsweek magazine in 1991. The Reggio philosophy is as follows:

The Image of the Child: Children are viewed as competent, curious, full of knowledge, potential, and interested in connecting to the world around them.

Teachers as Partners: Teachers are viewed as facilitators of children's learning experiences. As partners, they listen, document, and challenge. They provide information and resources.

An Emergent Learning Process: Ideas are shared, work is exchanged and opportunities are created to extend and build upon theories that are uncovered. Projects may last days or months.

The Role of Parents: Parents are an essential component of the classroom. They are an active part of their children's learning experiences as they collaborate with staff.

The Role of the Environment: Through the conscious use of space, color, light, displays of children's work, and attention to nature and detail, the environment serves as another teacher.

Many Languages: Children use a variety of materials: clay, wire, drawing media, paper and so on. They learn from the material they use, by expressing their ideas, theories and feelings.

Documentation: Documentation is used to support wondering, researching and learning.

Time: Schedules, groupings and routines are influenced by the interests and activities of the children.

Beautiful Savior Lutheran Nursery/Daycare/BASC

CODE OF CONDUCT

CENTRE/NURSERY SCHOOL NAME: Beautiful Savior Lutheran School Childcare Programs

FACILITY NUMBERS: #9265 and #2169 and #102137

LOCATION ADDRESS: 52 Birchdale Ave/ 1541 St Mary's Rd.

CONTACT PERSON: Cheryl Van Dale

PHONE NUMBER: 984-9600 ext.6

EMAIL ADDRESS: childcare@bsls.ca

MAILING ADDRESS: 52 Birchdale Ave.

Winnipeg, Manitoba

R2H 1R9

CODE OF CONDUCT

At Beautiful Savior Lutheran Nursery/Daycare /BASC we strive to provide a safe, spiritual, caring, learning environment for children, staff and families. We believe in the equality and respect diversity.

The following people are expected to behave in a respectful manner and comply with this code of conduct:

- management and staff members
- children
- parents/guardians of children enrolled
- all others involved with our centre

Guiding Principles for Appropriate Behaviour

Be Respectful

We are to respect God and his name; we are to respect all those in authority and listen to what they say; we are to respect other people, their space, their property and their reputations; and we are to respect ourselves. We are to be respectful of the environment.

Be Safe

We work and play safely to help keep ourselves and others from getting hurt.

Be Cooperative

We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.

Be Supportive of Learning

We learn to the best of our abilities and support the learning of others.

Developmental Capabilities of Children

We understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behaviour.

Appropriate Use of Technology

All children, parents, staff and others involved in our centre must use e-mail, electronic devices and the Internet according to our policies. This protects people's privacy and the confidentiality of information.

Unacceptable Behaviours

The following behaviours by children, staff, parents and others involved in our centre are unacceptable:

- all forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive
- harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
- all forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise
- discrimination against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability
- actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone

Proactive Strategies

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

- having realistic and developmentally appropriate expectations for behaviour

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

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

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

Consequences for Inappropriate Behaviour

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

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

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

- using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour
- having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future

- developing a written contract with an adult or older child that outlines specific expectations and consequences
- giving a written warning that outlines specific concerns and consequences if the behaviour continues
- accessing outside resources for help, such as:
 - > a behaviour specialist or other professionals to help staff understand and reduce a child's inappropriate behaviour
 - > child and family services to access parenting supports
 - > mediation services to resolve conflicts between adults
 - > the Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behaviour involves discrimination or harassment
 - > the police to assist with threatening behaviour

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

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

****Some children may require different care than that provided by a group setting. Upon entering the program, every new child will be given a two week trial period during which time his/her adjustment to the setting will be observed. If it becomes apparent that the child is having difficulty adjusting to the classroom, Beautiful Savior reserves the right to request that the family make alternate childcare/ school arrangements for that child.**

INCLUSION POLICY STATEMENT

Beautiful Savior Lutheran Childcare Programs all operates as inclusion facilities. We believe that childcare is not a privilege but is a human right that is provided regardless of race, ethnicity, national or ethnic origin, color, religion, sex, age or mental or physical disability/ability.

Changes and modification to the environment will be made to meet children's individual needs.

- The centre shall provide a program which takes into account the development capabilities of children and is inclusive of children with additional support needs.
- All children are active participants in all activities and programming.
- All children are encouraged to play together to develop positive relationships with one another.
- All children will be encouraged to be independent and develop self-confidence.

Parents who request that their child attend one of our programs are informed that their child will be placed on a waiting list until additional support services are available and are in place. The centres are committed to integration and inclusion.

Children with additional support needs will not be accepted into the program if they have not been referred by a professional or community agency. These agencies will work in co-operation with the centre's staff with regard to providing resources and support for specific programming.

When additional support concerns, in relation to children already in attendance, a meeting between the parents/guardians as well as professionals from the various disciplines will be arranged to work towards a fully integrated approach. In order to provide high quality care, we value parents input and encourage them to be part of the decision making process for their child.

The board reserves the right to limit the number of children with additional support needs enrolled in the centres.