



# Beautiful Savior

**LUTHERAN SCHOOL**

*"Excellence in Education under the Gospel"*

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

# HANDBOOK



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## Philosophy

Beautiful Savior Lutheran School 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 recognizing 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,
- develop a child's self-expression,
- increase language development,
- give children an opportunity to participate in positive group play,
- further develop social skills,
- develop pre-Kindergarten skills for reading, writing, math readiness and
- provide children opportunities to learn more about the world around them

The staff at Beautiful Savior Lutheran School (BSLS) use the Love and Logic® approach, holding students accountable for their own actions in caring ways. These techniques allow students to learn from the consequences and take advantage of the opportunities that boost their self-esteem. These factors enable children to handle changes and struggles in a constructive way. Children are taught to problem solve. They have opportunities to have some personal control through the choices they make and at the same time teachers are able to set limits.

Dr. Nobby Woo is an independent facilitator of the Becoming a Love and Logic Parent® curriculum. Dr. Woo provides the Becoming a Love and Logic Parent class to interested parents in the fall and spring of each school year so that they can become familiar with the concepts and apply them at home, allowing for greater consistency. Love and Logic® skills help parents raise responsible kids. A Love and Logic® lending library is available through the Admissions Office.

Love and Logic is a philosophy founded in 1977 by Jim Fay and Foster W. Cline, M.D. More information can be found at [loveandlogic.com](http://loveandlogic.com).

## Eligibility

Children registering to the Birchdale Daycare and to any of the Nursery school programs are required to be 3 years of age on or before December 31<sup>st</sup> of the year that they are accepted into the program. Children must be toilet trained for all of the above programs.

Children registering to the St. Mary's Daycare can be accepted as early as 18 months to the age of pre-kindergarten (5). Toilet training occurs at this facility.

Children with additional support needs are welcome in our program. An interview with the director is required before acceptance to help assess the child's needs for staffing and programming.

## Admissions Process

**Childcare:** Complete a childcare registration form online at [bsls.ca](http://bsls.ca) for the appropriate campus (Birchdale or St. Mary's), indicating program of choice.

- One month's fee for nursery school is required. This will be applied to the last month's fees.
- A deposit of \$300 for the daycare program is required. This will be applied to the last month's fees.

**Before and After School Care (BASC):** Complete a Kindergarten – Grade 8 application form online at [bsls.ca](http://bsls.ca). Upon acceptance to the school program, the office will provide you with an appropriate BASC invoice.

**Withdrawal:** One month's written notice is required to be sent to the Director of Childcare Services. The deposit will be applied to the last month's invoice.

**Subsidy:** Parents wishing to apply for subsidy for all childcare programs including the BASC program can apply online at [gov.mb.ca/childcare](http://gov.mb.ca/childcare). Parents are responsible for full payment of fees until subsidy approval has been received.

## Hours of Operation

### Birchdale Campus Childcare Hours:

#### September – June

<b>Daycare:</b> Monday - Friday	7:00 a.m. - 5:30 p.m.
<b>Nursery:</b> Monday - Thursday	9:00 a.m. – 11:45 a.m.
<b>Before and After School Care:</b> Monday – Friday:	7:00 a.m. – 8:30 a.m. 3:16 p.m. – 5:30 p.m.

### St. Mary's Nursery School Hours:

#### September - May

Monday - Friday:	8:30 a.m. - 11:15 a.m. 12:30 p.m. - 3:16 p.m.
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These programs follow the school calendar and will be closed for the following holidays: Labour Day, Thanksgiving, Remembrance Day, Christmas Break, Louis Riel Day, Good Friday, Easter Monday and Victoria Day. The nursery school is closed during spring break, the daycare is open regular hours and the BASC program offers a spring break camp daily from 7:00 a.m. - 5:30 p.m., for a fee and registration is required.

### St. Mary's Daycare Hours:

Monday - Friday:	7:00 a.m. - 5:30 p.m.
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The St. Mary's Daycare is open year round and will be closed for the following holidays: Labour Day, Thanksgiving, Remembrance Day, Christmas Day, Boxing Day, New Year's Day, Louis Riel Day, Good Friday, Easter Monday, Victoria Day, Canada Day, August Civic Day. The centre will be open until 1:00p.m. on Christmas Eve and New Year's Eve.

## Behaviour – Expectations and Management

It is the intention to guide children's behaviour in order to promote socialization and nurture their development. A child's ability to be guided depends upon the developmental maturity the child has achieved in language, perception, memory recall and thinking ability. 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.

- Children are encouraged to take responsibility for their actions by understanding how their actions affect others.
- Limits and rules of the centre are explained and consistently applied.
- Children are supported through positive reinforcement.
- Physical punishment will not be tolerated which includes striking a child directly or with an object, shaking, shoving or spanking. It also includes any other action carried out which results in physical injury to the child.
- Verbal or emotional abuse will not be tolerated which includes any harsh, belittling or degrading response by an adult that would humiliate or undermine a child's self-respect.

Staff will use methods of demonstration, diversion, simple communication, repetition and positive reinforcement to change any undesirable behaviour that is detrimental to the safety and well being of themselves or other children. If required a brief time away from the direct situation will be used as a "calming time". That is, the child will not be permitted to continue activities but will be in direct vision of the staff. Depending upon the child's level of understanding and social skills, the "calming time" may or may not be used in conjunction with a quiet talk.

If a child consistently displays behaviour problems either physically or verbally which adversely affect other children or staff, the staff will document their observations of the child. A plan of action to deal with the child's behaviour will be developed by the staff and the child's family. If inappropriate behaviour persists, the director will be in contact with the parent/caregiver to discuss a plan of action and provide available outside resources if necessary.

The staff members will work cooperatively with the parents/caregivers, professionals, or any others involved with the family.

The staff will be encouraged to enhance their learning through workshops, courses, training, articles etc. to better meet the child's needs.

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.

Professional assistance is available through the Manitoba Child Care Program. If required, and agreed by the family, the Director can request an evaluation of the child through this avenue. This evaluation will be used to develop a plan of action to deal with the child's behaviour.

If the child's behaviour is persistently detrimental to the other children or staff, the Board of Directors will be notified and have final authority to remove the child from the centre. A two-week written notice will be given to the family.

Any parent/guardian or designated alternate is also required to display acceptable behaviour at all times. Refer to the Code of Conduct posted in the main hallway. Verbal or physical abuse of any

kind towards a child or staff member will not be tolerated. This includes striking, shoving, uttering threatening remarks or any belittling or degrading responses.

### Information and Policies for all Programs

**Drop off and Pick up:** Every child must be accompanied by a parent/caregiver to the program upon arrival and signed in. Everyone is required to use hand sanitizer or wash hands upon arrival. Parents or designated alternate(s) are responsible for bringing their child directly to a staff member, prior to leaving the building. It's at this time during drop-off, that the program assumes responsibility for your child.

In exceptional circumstances, in order that the program does not exceed the legislated staff-to-child ratios. There may be an occasion when you arrive when a staff member will ask you to wait with your child until another staff member arrives. Although staff schedules are adjusted to meet these ratios, unplanned instances may arise when we are not notified by families of a change in schedule, and this affects everyone's schedules. Many families do have a regular schedule for work, school, etc. and they plan their daily drop-off/pick-up schedules based on this. Each program needs to ensure that there is staffing to meet child staff ratios at all times. If these circumstances do occur, we ask for your patience, understanding and cooperation.

At pick-up time, parents take responsibility for their child from the program once the parent acknowledges receipt of their child from a staff member. No child will be released to any persons whose name is not on the registration form or to a child under the age of thirteen. When a child requires to be picked up by a person not listed on the registration form, a verbal or written confirmation is required. Please ensure that these individuals have photo identification with them.

**Communication:** Information is posted on the parent bulletin boards and on our website. Also, monthly newsletters and calendars are sent by email. If you require any further information, please talk to the staff members.

**Clothing:** Please make sure that your child has an extra full set of clothing in their backpacks at all times when they attend the childcare programs. BASC children please have extra clothing in your lockers as per teacher's request. Children are always required to wear indoor shoes as per fire and safety policies.

**Snacks and Lunch:** Healthy **nut free** snacks and lunches are to be brought from home. (No chocolate or candy). Please label your child's lunchbox, containers and cutlery. Use ice packs for items that need to be kept cold. There is a microwave oven available if you wish to send items that need to be warmed. We do not provide beverages other than water. Please send a labelled water bottle to be used for water throughout the day. Prayers will be said before snack and lunch time. Children are welcome to bring nut-free snack items to BASC.

**Nut Safe Policy:** In order to provide a safe environment for all children, all programs have implemented a **NUT SAFE POLICY**. Additional signs are posted at the entrance of the classroom indicating which foods are not to come into the classroom because of other allergies.

Thank you for ensuring the effectiveness of this policy by:

- Not sending nut or nut by-products in your child's snack/lunch (this includes items that are labelled May Contain Nuts)
- Washing hands 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)

**Outdoor Time:** All children go outside during favourable weather and indoors during inclement weather. If it is raining, children will have outdoor play, so please ensure they have appropriate clothing for the weather. If it is colder than -25°C the children will remain indoors. Staff check the weather on Environment Canada's website ([environmentcanada.ca](http://environmentcanada.ca)) for Winnipeg at the Forks.

**Absences and Illnesses:** Children that are not well enough to participate in the daily program should not attend the centre. Please call or email 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.

When a child has a high fever, above **101 °F/38 °C**, or is not feeling well, parent/caregiver will be contacted to pick their child up within 1 hour of being contacted. The child will be given a place to lie down away from the other children and staff members will ensure that the child is safe and comfortable until a parent/caregiver arrives.

No child should attend the childcare centres for 24 hours following a fever, vomiting, or starting a prescribed medication (i.e. antibiotics).

In the event of a medical emergency, 911 will be called and the parents/caregivers will be notified.

**Medication:** Prescription medication will be administered by the childcare staff. Medication(s) must be sent in the original prescription container with the instructions for dosage. A permission form is required to be signed by a parent/caregiver to allow a staff to administer any medications. The staff will record the date, time and initial the form after administering the medication.

**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.

**Parental Concern:** Please feel free to direct any concerns you may have to the program staff members. If further action is required, please contact, the following people in order, Director of Childcare Services, Principal of BSLS and then lastly BSLS School Board.

**Fire Drills:** We are required to have fire drills once a month. When the fire alarm sounds, the children are led to the exit, where teachers ensure all children are accounted.

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

**Parent Volunteers:** Parents are welcome to come to the classroom and observe their child at play at any time of the day. We ask you to please schedule a visit with Director of Childcare Services. We welcome parents to come to read to the children and share their family traditions or talents.

**Photographs:** Annual picture day occurs in the fall. You will be informed of the specific date.

**Media/Photos/Videotaping:** As noted in the registration forms for BSLS programs, Parents must give permission for candid and professional photos to be taken of their child individually or in a group setting. This is done at time of registration of your child into one of BSLS daycare programs, nursery school programs, and BASC.

With granted permission, photos maybe used for promotional material including brochures, bulletin inserts, pamphlets, social medial, emails, videos, website, blogs, etc. But are not limited to these. Pictures will be in good taste and complimentary to BSLS programs and the child.

**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.

**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 childcare staff members or Director of Childcare Services. We welcome your involvement.

**Closures:** In case of inclement weather, or other extraordinary circumstances, notice of cancellation of programs will be announced on CJOB 680 AM. Telephone calls to parents will also be made on or after 6:00 a.m. No refund will be given for cancellation due to weather. The centres may close in the following events but not limited to, no hydro, no water or a pandemic.

**Evacuation Policy:** In the event of an emergency, in which the building must be evacuated, all children in the program will be evacuated to the designated Place of Shelter away from the centre.

The **Birchdale Campus** will walk to Nordale School (99 Birchdale Ave).

If Nordale School is closed or evacuated children will then walk to the Norwood Community Club (87 Walmer St.).

The **St. Mary's Daycare** will be evacuated to Beautiful Savior Lutheran Church (1541 St. Mary's Rd).

The **St. Mary's Nursery** will be evacuated to St. Mary's Daycare (1541B St. Mary's Rd).

If both St. Mary's Campuses needs to be evacuated, the children will be walked to the food court entrance at St. Vital Mall (86 - 1225 St. Mary's Rd).

Parents/caregivers will be notified to pick up their child from the designated areas.

**A family cannot gain access to the program they are registered in prior to the program opening times of 7:00 a.m. and both our Birchdale and St. Mary's programs both close at 5:30 p.m. sharp.**

**Late Fees:** All centres close 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. Children who are not picked up by this time will be billed the following:

- First infraction - \$2.50 will be charged for every 5 minutes after 5:30 p.m. or portion thereof.
- Second infraction - \$1.00 will be charged for every minute after 5:30 p.m.
- Third or any consequent infraction - \$2.00 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.

We understand unexpected delays occasionally occur, and we do accommodate families in these situations. However, if late pickups become a chronic problem, we asked that parents arrange an alternate pickup person or adjust work schedules in order to have someone arrive on time.

**Late After School Pickup:** To ensure the safety and care of children who are not picked up by 3:30 p.m., they will be taken to the After School Care program. **If prior notification of pick-up after 3:30 p.m. has not been given to the office, a \$25.00 administration fee will be charged at the time of monthly billing.**

## Our Childcare Programs

All childcare programs are play-based, where children can 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.

Beautiful Savior views each child as competent, curious and full of knowledge. We incorporate nature into our program as well as taking our learning outdoors. This helps build our Reggio inspired programs

Through the conscious use of space, colour, light, displays of children's work, and attention to nature and detail, the environment serves as another teacher. The materials and equipment will be chosen considering physical, social, emotional, cognitive development and spiritual growth. Kindergarten readiness practices are incorporated into all programs.

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

## Our day is scheduled to include the following at all childcare programs:

### Activity Descriptions:

**Bible and Devotion:** We gather as a group and share in Bible stories, songs, finger plays.

**Circle time:** 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, dramatic play, library, manipulative area, science, sand/water and the technology centre.

**Outdoor/Gym Time:** The children spend a portion of their day playing on climbers, balls, bikes, or other fun gross-motor games.

**Snack and Lunch Time:** During snack and lunch time the children are required to use their table-manners and participate in a table blessing. Staff members assist in developing self-help skills such as opening containers and cleaning up after themselves.

**Arts and Crafts:** Art activities contribute to the development of fine motor skills and is an important part of child development. It also promotes literacy, math, creativity, and a child's self-esteem. Creative experiences also foster mental growth in children by providing opportunities for trying out new ideas, new ways of thinking and problem solving.

**Naptime:** Children are allowed to sleep for 1 to 2 hours. Children who are non-nappers are offered books and quiet table activities. Naptime for any child is important as their body is growing at such a tremendous pace it needs the rest during the day as well a child's mind is absorbing so much information all morning long that it, to, needs the quiet time to catch up.

**Science Activities:** Science helps children develop vital life-skills such as problem-solving, communication and research. Integrating science concepts in everyday activities enhances cognitive, social, emotional, and physical development.

**Kindergarten Readiness:** Children are prepared for the transition into school by practicing to write the alphabet, write numbers, cutting, name writing, and reading simple books. This will increase your child's confidence before entering kindergarten.

**Teacher-Directed Activities:** Children choose activities from a variety of learning areas set up by the teacher. The areas include dramatic play, blocks, science, math, games, puzzles, books and music. This promotes self-esteem and independence.

**Table Activities:** Fine motor toys such as Lego, puzzles, linking toys and beads are set up by the teachers to allow the children to explore. With the development of fine motor skills, children are able to complete important tasks such as writing, feeding, buttoning and zipping that help to develop dexterity and strength.

### **St. Mary's Nursery School Schedule**

Nursery School - 8:30 a.m. – 11:15 a.m.

8:30 a.m.	Discovery time and Art
9:15 a.m.	Learning circle, Bible and Devotions
9:30 a.m.	Using the bathroom and handwashing
9:45 a.m.	Snack time
10:15 a.m.	Story time
10:30 a.m.	Getting ready for outside play
10:45 a.m.	Outside play
11:15 a.m.	Pickup

- The developmental capabilities of all children are taken into consideration

### **St. Mary's Daycare – Bubble Guppy Room Schedule**

7:00 a.m.	Arrival, free play
8:30 a.m.	Craft, sensory activities
9:00 a.m.	Diapering, handwashing, cleanup
9:30 a.m.	Morning snack
10:00 a.m.	Dressing for outdoors - large motor activities, (weather permitting)
11:00 a.m.	Circle time (basic bible concepts, music/movement, colors, shapes, numbers)
11:30 a.m.	Diapering and handwashing
12:00 p.m.	Lunch time
12:30 p.m.	Naptime, activities for non-nappers/early risers
2:30 p.m.	Diapering and handwashing
3:00 p.m.	Afternoon snack
3:30 p.m.	Puzzles, games, reading books, singing rhymes
4:00 p.m.	Dressing and outdoor play time
5:00 p.m.	Free play/independent activities/cleanup
5:30 p.m.	Centre closes

## **St. Mary's Daycare – Kangaroo Room Schedule**

7: 00 a.m.	Center opens in Bubble Guppy Room – Free play/Activity offered
8:30/9:00 a.m.	Kangaroo Room opens
9:00 a.m.	Washing hands for snack
9:10 a.m.	A.M. snack time
9: 30 a.m.	Clean up from snack: wash hands, cleanup bag
9:45a.m.	Outdoor play: use bathroom and get dressed for outdoors
11:15 a.m.	Indoor morning activity
11:35 a.m.	Washing hands for lunch
11:45 a.m.	Lunch
12:15 p.m.	Cleanup lunches, wash hands, use bathroom
12:30 p.m.	Bible time
1:00 p.m.	Quiet time for non nappers (and Kindergarten readiness)/naptime
2:30 p.m.	Wake up from nap, use bathroom
2:45 p.m.	Washing hands for snack
3:00 p.m.	Snack time and cleanup
3:30 p.m.	Outdoor play – use bathroom and get dressed for outdoors
4:45 p.m.	Come inside from outdoors/get undressed
5:00 p.m.	Open ended free play until program closes
5:30 p.m.	Centre closes

## **Birchdale Daycare Schedule**

7:00 a.m.	Children arrive, self-initiated play in learning centres
8:40 a.m.	Cleanup 8:45 a.m. O Canada and Luther's Morning Prayer
8:45 a.m.	Bathroom routine
9:00 a.m.	Morning snack
9:20 a.m.	Guided activities (crafts, science, etc) and free play
10:10 a.m.	Clean up
10:15 a.m.	Bible and Devotion
10:30 a.m.	Bathroom routine
10:45 a.m.	Outdoor play
11:30 a.m.	Lunch prep and story
11:40 a.m.	Bathroom routine
11:45 a.m.	Lunch time
12:25 p.m.	Kindergarten readiness
12:30 p.m.	Quiet time/rest time
1:55 p.m.	Bathroom routine
2:00 p.m.	Snack time
2:20 p.m.	Self-initiated play in learning centres
3:00 p.m.	Circle time (calendar, days of the week, etc.)
3:20 p.m.	Bathroom time
3:30 p.m.	Outdoor play
4:15 p.m.	Self-initiated play in learning centres
5:00 p.m.	Begin to tidy up (songs, stories, and quiet activities)
5:30 p.m.	Centre closes

\*\* this schedule is a guideline of the daily activities. The needs of the children are our priority; therefore, we have a flexible program. Schedule times are subject to change\*\*

## Before and After School Care (BASC)

BASC is available for all families accepted to Beautiful Savior Lutheran School. 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 just past the ramp.

**Before School Care:** (BSC) Parents must enter the school with their child(ren) and accompany them to the program. Inside, we ask that everyone remove outdoor footwear or use the shoe covers that are provided. Parents/caregivers must use hand sanitizer or must wash hands upon arrival. You are required to sign your child into the program when you arrive. Staff will mark your child(s) arrival time on a master list. Guided activities like painting, crafts and board games are offered when the centre opens. Children are able to bring a breakfast or a snack to the program (from home) and eat it before they get ready for school at 8:25 a.m.

**After School Care:** (ASC) Kindergarten children will be picked up from their classroom and walked down to the program by an assigned staff member and will be signed in. Children from grades 1 – 8 will be expected to sign in by 3:30 p.m. If a student has not signed in by that time and no notifications have been provided a staff member will call the office to see if a message has been left and if not, the student will be paged over the intercom. If the student/staff member does not reply to the page the ASC staff member will be in contact with a parent/caregiver. As the students arrive from school, the students are given time to have a snack, complete homework, relax or engage in guided activities. The students enjoy going outside (weather permitting) or use the school gymnasium.

**Extra-Curricular Activities:** Children who are scheduled to attend the ASC program and are involved in an extra-curricular activity, are required to bring all of their belongings to the ASC program and notify the staff member that they are heading to their extra-curricular activity. At the end of the activity the students will be picked up by an ASC staff member.

**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 contact Director of Childcare Services at [childcare@bsls.ca](mailto:childcare@bsls.ca) to register.

**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/Spring Break:** We offer care to all accepted students from K - 8 from 7:00 a.m. - 5:30 p.m.

- **How to Register:** Registration for in-service care can be done online or on the sign-up sheet located by the parent sign-in/out log. Early sign-up is encouraged.
- **What Children Need to Bring:** Children are to bring their own snacks and lunch (a microwave is available for reheating). We spend time outside each day, so children require clothing that is appropriate for the weather.

- **Fees:** In-service rates are:
  - Full Day - \$20.80
  - Half Day - \$10.40 (4 hours or less).

**\*\*NOTE:** In-service Days – Regular scheduled students who were to attend the BASC program on that day will be charged \$20.80 less the BASC fee for a full day or \$10.40 less the BASC fee for that day. All other students will be charged according to the rates above.

Spring Break Camp – all students will be charged according to the rates above. BASC rates do not apply during this week.

**BASC Schedule**

**Before School Care**

7:00 a.m.	Guided activities/free play, snack (handwashing)
8: 25 a.m.	Cleanup and get ready for school

**After School Care**

3:16 p.m.	Guided activities/free play, snack, quiet activities (handwashing)
3:45 p.m.	Cleanup and get ready to go outside
4:00 p.m.	Outdoor play -structured & free play in groups
4:45 p.m.	Homework and reading (starts depending on when the children come inside)
5:00 p.m.	Games and activities

By 3:30 p.m. (or 4:00 pm on Shops Days) all students are required to have reported to the After School Program . It is important all students are responsible for their own belongings. All belongings must come downstairs with the children. The program aims to go outside by 4:00 p.m.

## APPENDIX

### BEAUTIFUL SAVIOR LUTHERAN CHILDCARE

#### **Curriculum Statement:**

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. 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. 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 parents and child(ren) are welcomed by the staff's genuine smiles. Supportive verbal communication between parents, staff and child occurs daily. At least 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 are set with an allowable number of children to create a 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, colour, 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.

## 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.

Children, staff and all others using BSLS's computers, tablets and electronic devices must:

- respect and protect the privacy of others
- respect and protect the integrity of all electronic resources
- respect and protect the intellectual property (the ideas, creations and copyrights) of others
- communicate in a respectful manner
- report threatening or inappropriate material

Inappropriate use includes:

- Intentionally accessing, transmitting, copying, or creating material that:
  - violates the confidentiality of children, parents, staff or BSLS and its programs
  - violates the daycare centre's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
  - is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
  - using the technological resources for personal use without the centre's permission

Supervision and Monitoring:

- Staff are not to use cell phones and other personal electronic devices when they care for and supervise children.
- Staff make sure that anyone who may need to contact them during working hours knows to call the BSLS applicable phone number for each program.
- If staff take a personal cell phone for safety purposes on outings with, it is only used for emergency contact with the centre or a child's parents.
- If staff use a personal cell phone or other device to photograph or videotape children (with permission of the centre and parents), the data is downloaded onto the centre's computer and deleted from their phone or device.

Information about children, parents, staff and the centre (including photos or videos) is not to be posted on:

- A staff member's personal web space
- A personal social networking web sites (for example, blogs, Myspace, Facebook, etc.)
- Public networking or file sharing sites (like Photobucket, Flickr, etc.)
- Any other type of personal Internet website
- Staff do not accept children as "friends" or "buddies" when using social networking sit

## 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 Statement**

At Beautiful Savior Childcare Programs, we accept and welcome children of all abilities. We believe that each child deserves an environment and experiences that promote growth in all areas of his or her development. With that in mind, our daily schedules, along with our indoor and outdoor environments are regularly assessed to ensure that full participation in the program is achieved by each child.

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

- The Centre shall provide a program which takes into account the developmental 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 and develop positive relationships with one another.
- All children are encouraged to be independent and develop self-confidence.

When additional support concerns arise, 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 a part of the decision-making process for their child.

### **Access to Services**

All families are placed on our waitlist based on the date that they contact the program. When a family informs us that their child requires additional support this is noted on the wait list for information purposes. (physical limitations of the building located at 1541B St. Mary's Road does not allow wheelchair accessibility).

When a family who is being enrolled into the program has a child requiring additional support needs, the following steps will be taken to ensure a smooth transition for all.

1. The child and family will be introduced to centre staff and tour the facility.
2. The parents/ guardian and the centre contact will discuss the child's needs.
3. Support and contacts that are already in place will be identified and noted.
4. An application to the Inclusion Support Program will be made for funding (if applicable).
5. If required, the centre will access the services provided by URIS to ensure that all staff are fully educated and comfortable with any medical needs the child may have.
6. Centre support (environmental accommodation or staffing) will be identified, and the necessary steps will be taken to put them in place.
7. An intake meeting to establish an Individual Program Plan (IPP) will be set and held annually thereafter. Note: IPPs will be completed with the input of all stakeholders including parents, centre staff, early intervention professionals, and school personnel.

In their day-to-day workings with any of the children enrolled at Beautiful Savior Childcare programs, staff may identify concerns regarding behaviours and/or a delay in a child's development. In this circumstance, the following steps will be taken:

1. The staff will engage in meaningful discussions with the family to ensure that the balance between home and the centre is maintained.
2. The staff will complete sufficient, objective observations paying particular attention to precipitating factors as well as any environmental factors that may be playing a contributing part.
3. Interim staffing may be put in place to support the child and the program.

4. If outside support is needed, the centre will contact either the specialist employed with the Early Learning and Child Care program and/or Family Dynamics. Families may also be requested to follow up with their child's physician.