**Souris School age Program
Souris Cooperative Day Care Center Inc.**

**2013-2014**



**Parent Manual**

Souris School

55 Lansdowne Street North

**HISTORY OF THE SOURIS COOPERATIVE DAY CARE CENTER INC.**

The Souris Cooperative Day Care Center was established in February, 1972. A group of young mothers established the center and was able to employ seven full-time workers and provide day care from 8:00 a.m. to 6:00 p.m. for the small fee of $1.00 per day.

The provincial and federal governments became more involved and cost shared these programs that later became the sole responsibility of the provincial governments. The center was formed into a cooperative and later was granted status as a Charitable Organization.

In the years the center saw programs such as a nursery school, infant, preschool and school age care. The center moved from the United Church basement in June 1993 to the facility currently occupied. With the move, the number of spaces also changed as an increase of licensed care spaces went from 25, (seventeen preschool and 8 infant) to 40 (thirty-two preschool and eight infants).

The Souris Cooperative Day Care Center continues to be run by a volunteer Board of Directors, who are elected annually. A center director is responsible for the day to day operations of enrollment, programming, staffing, parental and managerial operations in consultation with the Board of Directors.

The Souris Cooperative Day Care strives to provide quality care programs and continuously meet the needs of the community within our Child Day Care Licensing Regulations and the Cooperative Bi-laws.

At the Souris Cooperative Day Care Center we aim to provide resources and encourage active involvement with programs, our parents and the community.

We continue to support the Manitoba Child Care Association, participate in the local Chamber of Commerce organization, support in community events and pride ourselves on being positive role models, in our caring for a living profession.

In January 2004, a partnership between the Souris School and the Souris Day Care created a before-and-after school, school-age program. This partnership to led the establishment of the Nursery School program in September of 2004. With continued partnership, we hope to provide quality care programs for children, families & our community for years to come.

# SCHOOL AGE PROGRAM

# Philosophy

Souris Cooperative Day Care, School age program is committed to providing secure physical, emotional, and intellectual environment for children 5 to 11 years old. We believe that children learn by exploring and experimenting through play, therefore we aim to provide an environment in which the children are exposed to a variety of experiences that enhance their total development, and encourage independence.

The structure of the program we provide is flexible, yet organized and consistent. There are quiet play areas, noisy play areas, sitting areas, work stations, and areas for imaginative expression. Within these alternatives the child may choose his activity. The staff, to the best of their ability, moves with the children to the area and activity they choose. The child sets his own direction and can explore it as deeply as he wants, while the staff provides materials, skills and support. In such an environment and with consistent relationships with loving caregivers, we believe that a child will gain school-readiness skills and develop to his individual maximum level.

We believe the nursery school experience is the building block for all later learning- Everything a child learns lays a foundation for concepts they will be presented with later in life.

**Developmental/Academic Philosophy**

Children are encouraged to learn through activities that are appropriate to their age and individual stages of development. Children can choose among several activities and can play alone or in small groups, while the whole group often comes together for songs, stories, or other group activities.

**Mission Statement**

The mission of The Souris Nursery School is to foster the physical, social, emotional, language and cognitive growth of each child, helping to foster a love of learning and independence in children ages five to eleven years.

**Curriculum Statement**

Souris Cooperative Day Care Inc. is dedicated to the Developmental/Academic philosophy and method of education through the senses and play. Children will develop inner discipline and gain the ability for later complex reasoning through the free choice and organized use of materials. Children may choose work and experiment with materials from our curriculum. Children will receive a well-rounded educational experience which supports their physical, language and cognitive development through participation in art, science, language, math, geography, history, practical life activities, music, dance and movement. We have integrated role playing areas into our classroom through dramatic play, blocks, books and manipulatives to further help develop social and emotional development.

**Expectation of the Teacher**

In the classroom: The teacher’s role in the classroom of Souris School Programs is to extend the children’s thinking, support their learning and physical, social, emotional, language and cognitive development. This learning occurs by making observations, skillfully asking questions, offering suggestions and providing materials and activities that will extend children’s play and provide learning opportunities.

To the parents: The teacher will communicate with the parents/caregivers to provide information about their own child’s daily activities, interests and progress.

In the community: The teacher will plan field trips to various places in the town of Souris and work in collaboration with the community to provide resources, educational opportunities and activities for the children and families of Souris School Programs.

**Goals of the Nursery School Program**

1. To help children grow in independence and learn self-help skills.

2. To teach children how to respectfully give, share as well as receive attention.

3. To help children learn how to get along with others, develop a positive self-image, and build self-discipline skills.

4. To encourage individual development and enhance school readiness skills.

5. To provide opportunities for children to have hands-on exploration, learning and understanding of the physical world.

6. To establish a strong partnership between children, parents, community, and the Nursery School to ensure optimal learning is provided to each child on an individual basis.

**Daily snack- guidelines**

Children will bring their own nutritious lunch (100% juice box, fruit, veggies, cheese strings, crackers, rice cakes, pretzels etc.) S**nacks must be free of nuts, peanuts, kiwi, fish and eggs**.

# BEHAVIOUR MAMAGEMENT POLICY

Souris Day Care School Programs aims to provide a safe and stimulating environment for all children. This allows them to grow, develop and play. Our goal is to help the child develop inner self-control in a structured environment.

A minimum number of rules are used to set and maintain limits. This is done in a consistent and positive manner, with simple logical reasons and explanations.

At the same time, we offer gentle reminders, provide choices, give praise and encouragement, anticipate possible trouble situations, and positively redirect inappropriate behavior.

Aggressive behavior (i.e. hitting, biting) will result by removing a child from the group and directed to a new activity. Following the incident a staff member will discuss the behavior with the child to help clarify that the behavior, not the child, was inappropriate.

If a child’s behavior becomes an increasing problem, we will assess the situation and consult with the parent(s) in devising approaches to solving the problem. In accordance with the Licensing Standards Act, subsection9, for the day care centers, we “will not inflict any form of physical punishment, verbal or emotional abuse, or denial of physical necessities for any child in attendance.”

# CHILD ABUSE

Every licensee shall immediately report, or cause to be reported, any case of suspected child abuse relating to a child attending the day care center to the Director of Child and Family Services or a child care agency as required by The Child and Family Services Act (1989) or any similar legislation.

It is not the responsibility of the ECE to prove that a child is in need of protection, only to report any suspicions, concerns or information that leads you to **REASONABLY BELIEVE** that a child is or might be in need of protection.

**\*See next page for information on How to make a report**.

**How to make a report:**

1. Place a call to Child and Family Services, 726-6030.

2. Ask for the worker accepting call regarding child protection.

 Record this individual’s name as well as the time and date of your call.

3. Be prepared to give the following information;

 a) name, address, phone number and sex of the child;

 name, address, phone number of the adult suspected of abuse

 names and ages of any siblings.

 b) the nature of suspected concern about protection,

the documented indicators that have led to the suspicion, including dates and times, mention previous calls to agency regarding the child, if any,

 c) your opinion on the urgency of the situation in terms of the child’s safety and the expected time the adult arrives to pick up the child.

 d) your name, professional address and phone number and your professional duties in relation to the child.

**FOR FURTHER INFORMATION REFER TO THE CHILD PROTECTION AND CHILD ABUSE,**

**A PROTOCOL FOR CHILD CARE WORKERS.**

# CHILD ELIGIBILITY

The Souris Day Care School Program accepts children of the ages of 5 to 11 years. The sessions will be filled on a first-come-first-serve basis.

# INCLUSION POLICY

**Access**

1. Souris Day Care accepts children of all abilities into our programs.
2. Children with additional support needs are identified prior to enrollment to give the center the opportunity to have additional supports in place.
3. The programs are flexible to provide opportunity to make changes to the program to best meet the needs of the children.
4. Souris Day Care is open to enrolling children with additional support needs if necessary resources can be accessed.

**Participation**

1. Each child and their family are valued and respected individuals.
2. Children are encouraged to explore and participate freely with in the programs.
3. We offer several approaches to learning to try to best suit every child’s needs while ensuring children are interacting in a meaningful way with their peers.

**Support**

1. We try to collaborate with our local agencies to try to provide as many supports as possible for each family’s needs.
2. We require staff to complete 24 hours of Professional Development each year.
3. We use qualified personal to educate staff on plans developed to meet the child’s needs.
4. We encourage and support families to participate in making decisions for their children.

# HOURS OF OPERATION/LATE FEE

Souris Day Care School Program’s operations of hours are as follows \* A late fee charge of $10.00 will be applied to nursery school accounts for each occurrence of lateness

Hours of operation for the 2012-2013 Nursery School year are:

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

# CHILD’S ARRIVAL AND DEPARTURE

Parents are responsible for the transportation of their child(ren) to and from the school. Therefore it is required that parents at drop off and pick up, physically come into the School Program to sign in/out their children on a daily basis.

All children must be picked up by someone over the age of 12 years old, and named on their individual registration form. If there are changes regarding pick-up people please indicate in the am, a phone call, or in written form.

# MAIN ENTRANCE/LOCKED DOORS POLICY

Parents are encouraged to access the School Program by using the Main Office doors. After 9:30 the North doors near our classroom are locked.

# PAYMENT OF FEES

Parents will be invoiced once per month through the parent mailbox system within the School classroom at our Souris School location or via the email address you provide to the Day Care Program. Billing dates are pre-set by Child Day Care and follow a four week period. Payments can be made weekly, bi-weekly or monthly.

All payments can be made by cheque, cash, money order, payable to **“Souris Day Care”** and brought to the Souris Day Care Center @ 82 1st Street South. A faculty member at the School Program may accept payments by cheque (NO CASH) however they are not delivered to the Day Care until Friday of each week.

Souris School Program will charge $15.00 for all NSF cheques. A monthly statement of account balances is available for all parents and a yearly tax receipt will be issued each January for tax purposes.

# FEES

**The fee for the School age program is $19.80 per day.**

The Souris Cooperative Day Care Center is a member of the Cooperatives of Manitoba; therefore we submit an annual cooperative fee based on the number of families enrolled in our programs. Each family is charged a one-time $1.00 entrance fee to the use of the cooperative and a $10.00 annual membership fee. The annual membership dues of $10.00 are invoiced on a child care statement on the first month billing for the membership year of January to December.

**Late pick up’s will result in a one-time warning and thereafter a $10 charge per 10 minutes to parent fee accounts for each occurrence. Parents & Staff present are required to sign and state reason for lateness.**

# SUBSIDY

The government provides subsidy for families of working parents, parents at school, medical assistance, seeking employment or special social care needs.

Parents are responsible for the submission and full payment of fees until approval is obtained. **Subsidy applications are available at the center or can be done online at www. gov.mb.ca/childcare**

It is encouraged for parent's to discuss with the Director prior to their start date their submission of subsidy, bi-weekly, monthly - cash or cheque payments.

Failure to maintain subsidy approval will result in the parents being billed for any fees not allowed by the Child Day Care office. The number of allowable absent days is calculated as being 15% of the total period approved for subsidy. For Child Day Care purposes a cancelled day is considered to be one half absent days. If absences exceed the 15% allowed and paid, centers will receive subsidy until the conclusion of the subsidy approval period, parent are responsible for additional absent days.

**\*For more information please visit the Manitoba Family Services and Housing website, www.gov.mb.ca/childcare for subsidy estimators and/or to apply for subsidy.**

# HOLIDAY CLOSURES

The School Program will be closed on the following holidays:

New Year’s Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, August Civic Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.

Remembrance Day will be considered a holiday only if it falls on a regular working day. There are no make-up days for these holiday closures, parents are billed for their regular program fees for these days.

The School Program will remain open on Easter Monday if necessary, taking into consideration the school calendar. If the program remains open on Easter Monday, an alternate day in lieu of will be observed during the calendar year.

# ABSENT/VACATION DAY POLICY

If your child(ren) are absent from the School Program, you will be charged the full amount for the absent days. Written or verbal notice is required for absent days to allow for appropriate program planning.

**If your child is going to be absent from the School Program please contact;
The Nursery School Program faculty members at 483-0249 / 204-483-6236 or** **sdcschoolprograms@live.com**

**The Souris Day Care Center Director at 204-483-2535 / 204-741-1321 (text only) or sourisdaycare@mts.net**

# WITHDRAWL POLICY

Written notice for withdrawal of your child(ren) from the School program is required 30 days in advance. If your child(ren) are withdrawn from the program within 30 days of notice, parent fees will be charged for the remainder of the 30 days.

# CLOTHING

Weather permitting all children can play outside daily. Please see that your child has appropriate in and outdoor clothing to allow them to participate in all activities. Shoes must be worn indoors at all times.

Outdoor play will take place unless wind chill conditions are more than 1500 watts per square meter, temperatures are below -25 Celsius or any other forms of inclement weather are present.

# FIELD TRIPS

Parents will be given 24 hours notice of an outing. There will be no field trips via personal transportation.

# STAFF

School Programs/staff child ratios are 1 staff: 15 children.

Souris Cooperative Day Care Center employs qualified and trained Early Childhood Educators. We aim to hire staff with experience and training relevant to caring for school age children.

We also participate in the opportunity to have high school students and volunteer students from the community as well as Early Childhood Education Students from Assiniboine Community College Program visit our center for observation and practical experiences.

We strive to provide resources and professionalism through our everyday routine and daily interaction with the children, parents, co-workers and the community. All staff are required to have first aid and infant/child CPR, Criminal Record Check & Child Abuse Registry Checks done to work within a child care center.

**Staff Definitions**

**Early Childhood Education Assistant:** Individual who has not enrolled nor completed a post-secondary program to obtain a degree or diploma in the area of Early Childhood Education. Individuals are required to obtain 40 hours of professional development training annually.

**Early Childhood Education Assistant in Training:** Individual who is enrolled in courses to obtain a degree or diploma in the area of Early Childhood Education and complete 40 hours of professional development training annually.

**Early Childhood Education Level II or III:** Individual who has completed a two year post-secondary program and has a degree, diploma or specialized training in the area of Early Childhood Education.

**Early Childhood Education Supervisor:** The person designated by the center Director and Board of Directors to be responsible in the absence of the day care Director

**Early Childhood Education Director:** The person designated by the licensee to be responsible for the daily operation of the child care center. A child care center Director of full time child care center shall meet the requirements of an Early Childhood Educator III and have at least one year’s experience working with children in a child care setting or in a related setting.

**Manitoba Child Care Association:** The center remains an active member of this association, as well individual staff. The MCCA provides staff with ongoing professional development ideas, resources, and workshop and networking opportunities.

**Manitoba Child Care Program:** Oversees the operation of child care in the province. The Program is committed to accessible, high-quality child care for children and offers a number of valuable services, licenses and monitors child care centers and family child care homes according to [The Community Child Care Standards Act](http://web2.gov.mb.ca/laws/statutes/ccsm/c158e.php) and [Regulations](http://web2.gov.mb.ca/laws/regs/pdf/c158-062.86.pdf); provides grants and program assistance to eligible child care facilities; works to place children with special needs into child care settings through the [Inclusion Support Program;](http://www.gov.mb.ca/fs/childcare/inclusion.html) classifies child care assistants and early childhood educators who work in licensed child care centers; assigns a child care coordinator and subsidy advisor to work with each licensed facility; and provides subsidies to eligible families to help with the cost of care.

# SICK POLICY

Please do not bring a sick child to the Nursery School Program, as this exposes other children and staff to unnecessary illness. Your child should not attend day care if he/she is too ill to participate in the full day’s activities, including outdoor play.

If a child has a fever of 100 F or more, or has had diarrhea more than three times during the course of the day, or is vomiting, staff will notify the parent and the child must be picked up as soon as possible. If this does not happen, the emergency person on file will be contacted.

If your child has a communicable disease, you must follow the Public Health regulations, regarding incubation and/or isolation/removal from the center. Immediate contact to the Souris Day Care Center Director and/or Supervisor needs to occur to discuss and consider individual family situation.

Communicable Disease information is available upon request at the center or contact to the local Public Health Nurse can be made at 483-6221 or make reference to [www.kidshealth.org/parent](http://www.kidshealth.org/parent)

# MEDICATION POLICY

The staff at The Souris School program will not dispense medication unless it is indicated in an Individual Health Care Plan policy specific to that child that it is required.

# ANAPHYLAXIS POLICY

Souris Cooperative Day Care School Program strives to provide a safe physical, emotional and intellectual environment for children with anaphylaxis, “life threatening allergy”, and all children within our care & program. An individual care plan/emergency response plan will be developed for individual child(ren) upon enrollment. The plan will be clearly posted, updated and accessible by staff and parents. The implementation of such a plan will involve the parents, staff & Director, public health nurse, and a school representative. Continued professional development, up-to-date information, and consistent communication from all to all will be required.

Although it can be difficult to achieve complete avoidance of an allergen, Souris Cooperative Day Care’s Nursery School Program will implement strategies to limit and reduce a child’s exposure to allergens while in our care.

# MANAGING HEPATITIS B, HIV AND AIDS

At the Souris Cooperative Day Care the staff is responsible for the following:

1. Ensure the decision as to whether a child should attend the center is made by the child’s parents, the child’s physician, the local public health nurse and the center Director.

2. Keep the number of personnel aware of the child’s condition as small as needed to ensure proper care was provided.

 All information concerning the child and parents would be strictly confidential and respected.

3. Follow routine procedures for handling blood or any body fluids, regardless of whether or not children with HIV infection or Hepatitis B attend the child care program.

4. The only reason for excluding a child infected with HIV, Hepatitis B or AIDS would be;

 - if the child is a biter

 - the child has open skin sores that cannot be covered

 - the child is too ill to take part in the activities.

5. A caregiver who is HIV positive, is healthy and has no symptoms is not a risk to children or other staff. The HIV virus is spread through sexual contact and bodily fluids.

If a caregiver has developed AIDS, there are two concerns for his/her own health.

First, the caregiver is more susceptible to infections and is exposed to more infections when working in a group setting. When a person with AIDS develops an infection, she or he may experience more serious complications.

Second, compared to a healthy person, a person with AIDS is more likely to get certain infections (such as tuberculosis) and as a result, to spread this to other people.

# INCLEMENT WEATHER POLICY

Souris Day Care School Program will close during inclement weather based on the decision of the Souris Southwest Horizon School Division.

**Procedure - Inclement Weather**
The Director or staff member appointed by the Director or the Chairperson of the Souris Cooperative Daycare Center will close the center and programs:

1. When the wind chill factor as determined by Environment Canada and announced on CKX, CJRB or CKLQ radio station at 6:30 – 7 a.m. exceeds "feels like -46°C" or colder.

2. If travel on the majority of roads within the centers catchments area is extremely dangerous and/or impossible due to heavy snowfall, heavy fog, blowing snow, or ice.

3. If roads within the catchments area are closed by the R.C.M.P.

In determining if one or more of the above conditions requires the closure of the center in his/her charge, the Director or staff member appointed by the Director may consult with the Chairperson. **Parent fees for the day of the closure will be waived.**

Staff is **not** expected to be at the center and is expected to use bank time or holiday pay for this day.

The announcement of center/program closure will be made by the Director or staff member appointed by the Director or Chairperson on appropriate radio stations.

In the event of other possible closures such as:

1. Road closures that prohibit travel

2. Hydro and or water shut off occur for an excessive time period.

The decision to close due to above named reason(s) or any other unforeseen situation(s) will be at the discretion of the Nursery School staff, Souris Day Care Director and/or Southwest Horizon School Division.

If the Director and/or Nursery School staff request that children and/or spaces not be filled due to inclement weather or inability to meet child: staff ratios, parent fees for the spaces will be waived.

# FIRE/EMERGENCY EVACUATON POLICY

1. Whomever notices the emergency, call 911

2. All children and staff will leave the area and proceed to the outdoors, where a head count will be taken.

3. Staff will take the emergency backpack with them as well as the attendance sheet for the day.

4. Notification to the daycare will occur first and the request for any extra staff to assist will be asked.

5. Notification to all parents of children in attendance will occur to report on the situation.

6. In the case of a real fire/emergency all children and staff will seek shelter in the most appropriate area, (Home of Ann & Barry French).

7. Children will be removed out the nearest exit from the Early Years end.

8. The staff member present is responsible for the entire emergency evacuation and group of children until parents arrive.

9. The designated meeting is at the chain link fence of the Early Years parking lot. Monthly fire drills will be practiced & recorded, with a copy kept on file.

In the situation that any type of evacuation should occur the Home of Ann & Barry French will always be our designated evacuation location.

The fire evacuation policy is posted on the Licensing Information Board, located in the preschool locker area and is indicated in both the employee manual and parent manual handbooks.

# TORNADO EVACUATION POLICY

1. Listen for the warning to come over the PA speaker stating, “Tornado warning - please head to your designated spots”.

2. All children and staff will leave the area and proceed to the early years girls washroom, where a head count will be taken.

3. Staff will take the emergency backpack with them as well as the attendance sheet for the day.

4. In the case of a real tornado all children and staff will seek shelter in the early years washroom in a crouched position.

5. When the area is safe the children will be removed out the nearest exit from the Early Years washroom, to the open playground area.

6. Notification to all parents of the children will occur to report the situation.

7. The staff member present is responsible for the entire emergency evacuation and group of children until parents arrive.

# PARENT INTOXICATION POLICY

The Souris Day Care Center reserves the right to ensure safety of all children within our care. If a parent, guardian or designated pick up person should appear or smell under the influence of drugs/alcohol the Souris Day Care Staff will:

1. refuse the departure of the child(ren) with the pick up person.

2. contact alternate parent, guardian or emergency contact person to release the child(ren) too.

If parent refuse to follow this policy and cooperate with staff to ensure the safety and well-being of all involved, contact WILL BE made to the local RCMP.

Any incidents will be documented in an incident report, reviewed by the Director and Board of Directors.

#  USE OF PHOTOGRAPHY/VIDEO

The faculty and occasionally students from educational institutes use pictures and video to document the learning process at Souris Cooperative Day Care Programs. During public relation events pictures will be taken to post in the centre, our password protected website and in newsletters for the centre. Occasionally the local newspaper photographs centre activities. If you do not want your child to have their picture displayed outside the centre please check no on the child information forms.

# PARENT INVOLVEMENT

The Souris Day Care School Program is a new venture and we encourage your support and feedback. In the upcoming year we may require your assistance to participate in fundraising projects that will directly benefit our School Age Program. Other ways to be involved in to ask questions, show interest and make new relations with your child(ren)’s caregivers.

# BOARD OF DIRECTORS

The Souris Day Care Board of Directors consists of members elected annually from the general membership. Souris Cooperative Day Care Center Programs are non-profit organizations. It is the Board of Director’s responsibility to oversee and ensure the budget is maintained, a center Director is hired, policies are created, implemented and followed.

# PARENTAL CONCERN AND COMPLAINTS

The center and staff are committed to working cooperatively with parents. Most of the time, problems or concerns can be resolved by cooperation and working together. We encourage parents to discuss any concerns they may have with the Director before they become major issues.

The staff at the center is available to discuss the day to day happening, but concerns and complaints should be addressed to the DIRECTOR ONLY.

If the Director is not available, then concerns should be addressed to the program supervisor.

When the Director is not available, a message should be left. Contact will be made as soon as possible. Arrangements will be made for meetings with parents at a mutually convenient time.

**Procedure for concerns and complaints:**

1. Parents should make an appointment to discuss their concerns with the Director or request parent concern/complaint form from the office.

2. Concerns are encouraged to be addressed in a written and professional manner.

3. If the concern cannot be resolved between the Director and the parent(s) to a satisfactory condition the concern will be forwarded to the Board of Directors.

The Board’s decision to resolve the concern will be addressed to the parent in writing and/or a scheduled meeting.

**Under no circumstance should a parent approach any child(ren) or their parent(s) other than their own with a concern regarding inappropriate behaviour. When a parent has a concern, please discuss the situation with a staff member. If the parent is not satisfied, please follow the steps outlined above.**

**Souris Cooperative Day Care Center Inc.**

 **& Nursery School/School Age Programs**

**Parental Concern/Complaint Form**

**Date/Time of incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Area in which concern relates to**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of concern/complaint:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How would you like to be contacted: (phone, home, work, email)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature & Date Director’s Signature & Date**

**Observation/Tour Checklist: (for parents)**

Please use the following checklist for your own reference and feel free to discuss with the center director and further questions or observations you have. Thank you!

**Teachers/caregivers:**

\_\_\_\_ speak kindly and firmly. No yelling or demeaning tone.

\_\_\_\_ sit with children in various activities

\_\_\_\_ appear affectionate

\_\_\_\_ respond to children’s needs quickly

\_\_\_\_ appear to enjoy children

\_\_\_\_ always wash hands before food preparation & after diapering.

**Children:**

\_\_\_\_ children seem happy and relaxed

\_\_\_\_ interact well with their caregivers

\_\_\_\_ activities & environment set up is age appropriate

**Facility: Interior**

\_\_\_\_ looks and smells clean

\_\_\_\_ toys, materials and furnishings are in good condition

\_\_\_\_ toys are washed after they have been put in a child’s mouth

\_\_\_\_ toys are washed regularly

\_\_\_\_ electrical outlets are covered

\_\_\_\_ hazardous materials are stored in locked cupboards

\_\_\_\_ kitchen is physically off limits

\_\_\_\_ staff can see entire room from any point

\_\_\_\_ children cannot leave a room undetected

\_\_\_\_ entrances are secure

\_\_\_\_ space is appropriate for children’s personal items

**Facility: Exterior**

\_\_\_\_ appears safe

\_\_\_\_ impact absorbing material around play structures

\_\_\_\_ play structures are well maintained

\_\_\_\_ area is fenced in

\_\_\_\_ adequate staff on hand and positioned at all times

\_\_\_\_ toys and equipment are in good condition and age appropriate

**Other Observations & Gut Feelings:** (list on back of page)

**Please read the Nursery School Parent Manual and return this form signed to acknowledge your understanding and acceptance of our programs policy’s & procedures.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

have read the Souris Day Care Nursery School Program Parent Manual and I fully understand the policies stated within. I agree to follow, practice and promote the policies of the Souris Day Care Nursery School Program located within the Souris School Location and in the best interest of my child, the staff and the program.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give permission for the Souris Nursery School Program staff to share information relevant to my child’s care needs & individual development to their school teacher in the mornings, as relayed or shared with school age staff.

Confidentiality will be practiced and promoted in all communication and interactions between parents, children and their families with the school age program staff & Souris School staff at all times.

Signature of Parent and/or Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Nursery School Supervisor/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**“Thank you for choosing licensed quality care”**