



Mon École / My School Child Care

Parent Handbook

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Welcome to Mon École My School Child Care

We would like to welcome you to Mon École My School Child Care. We are a Designated, Early Learning Center that strongly believes in the children of our future. Our goals are to give our students the highest quality of support to assist them in their personal development and growth. We support self-reward and achievement to encourage a solid base of development for the children to grow from. For the parents, it is very important for us to provide you with peace of mind knowing that your child/children are safe, are receiving the best care and are in a wonderful learning environment fueled by encouragement and support. It is also important to us to accommodate your family by providing you with a welcoming environment suited to each family's schedules and needs.

Living in the rural area we are providing such a wonderful experience for our children. Our facility here at Mon École My School Child Care is surrounded by fresh air that is naturally relaxing and our surroundings are truly mind-stimulating.

We provide our children with the opportunity to strengthen their imagination with a large outside play area where running is a part of play. They also have access to our green space for playing games, creating obstacle courses, having picnics, biking, gardening, snowshoeing, tobogganing, the list just goes on!

Our facility is a fully licensed and Designated Center by the Province of New Brunswick and our Fire, Health, and Department of Education and Early Childhood Development results are proudly on display in our front entrance. We are a Francophone facility and services offered here are in French. Please let us know if you require your documentation in English and we will accommodate. We send all messages and newsletters in French and English to accommodate our bilingual community. The child's learning and documentation will be done in French only.

The Mon École My School Child Care staff strive to be nurturing and kind. We are trained and educated to provide the children with guidance, encouragement, and endless opportunities, with a minimum of fifty percent of the staff obtaining a degree in Early Childhood Education, or equivalent. First Aid/CPR, a Criminal Record/Vulnerability Check, as well as a Social Development Check, are required for clearance. Each staff is carefully chosen and undergoes training and hands-on learning before becoming a part of the Mon École My School Child Care team.

We want you the parents to be part of your child's day and be informed of their progress. ProCare is our facility application which allows you access to all sorts of documentation throughout your child's day as well as an end-of-day report. ProCare allows easy communication between the families and facility as well as direct communication with your child's educator. The child's attendance is documented and shared with parents on the app immediately for peace of mind.

As parents, you are encouraged to let us know if you have any questions, concerns or even suggestions about your child's day. We welcome your ideas and feedback and encourage you to be a part of our program and even our parent committee. Your participation in our program is greatly appreciated as all children are so unique; we love to learn new and exciting information to grow with them.

Our consistent goal is to ensure that Mon École My School Child Care is an exceptional early childhood education for your child/children!

Sincerely,

Melissa LeBlanc

Owner/ Directress

Introduction

Mon École My School Child Care was developed by Melissa LeBlanc who was born and raised in Nova Scotia but had a strong Acadian family connection that drew her here to New Brunswick where she met her husband, Luc LeBlanc of Notre Dame and the rest is history.

Taking the time to find the right centre for your family where your child will be safe, secure, happy and accommodate your family's demands is important. Meeting the unique needs of all children and families in our community while offering a licensed, designated, and inclusive childcare program is our center's importance.

When making that decision, it is important that you agree with the philosophies and the policies of the centre as these guiding principles on which the programs and interactions are based. It is also very important that you are comfortable with the environment and the educators who will be responsible for your child's well-being, security, and early childhood learning. Since each child is unique, we understand that some children adapt easily to a new environment and new people, but others need time. Since the parent knows the child best, we offer the possibility of a gradual entry into our early learning center according to your needs and those of your child. You are welcome to drop off and pick up your child at your convenience during our hours of operation. We also like to encourage you and your child to take the time necessary to get to know our educators and the management staff.

Our program curriculum is based on a teaching process that prepares children based on their individuality. Learning to sit up, put on socks, cut with scissors, zip up their coats, design a house or even build a stage for a play. These are practical life skills children often tackle without realizing it. The children are preparing themselves through determination by having the opportunity to try new things and try them many times until they have the results they were looking for. By supporting the children in our care, we will be preparing them for the future, and they are guaranteed to have lots of fun while doing so!

The children will strive, and develop relationships, **they will have** a place where they will learn to embrace their dreams and a place where they will be given the opportunity to learn how to make those dreams a reality. Our goal here at Mon École My School Child Care is to provide a wonderful learning environment that is fueled by support and encouragement!

Green Area/Playground

The children have a wonderful playground space that is full of imagination and creativity. We provide a space where the children's ideas of make-believe can come to life. The sports-motivated children can exercise their skills and try new sports in multiple outdoor areas. We have an inclusive trail around the property that the teachers and children will have access to during their outdoor exploration.

Gardening is always a favourite among children, especially all the worms. We prepare gardens each spring and the educators and children learn about fruits and vegetables, planting, and nurturing. One of our biggest excitements is our pumpkin patch where the children will grow, harvest, and display their pumpkins. You never know there may be a couple of giant pumpkins in the patch.

Future Projects for Our Green Space

In the spring/summer of 2024, we will be preparing an outdoor classroom. This will be done over time and as funding allows. Within our outdoor classroom, we will be hoping to incorporate:

Areas and Identifying Features

- a perimeter that defines our area for safety,
- a gathering area for large groups,
- various smaller gathering areas for smaller groups. Logs, stones, etc. for seating
- Pathways for primary and secondary circulation
- Urban meadow with native grasses and wildflowers
- Sample woodland – trees, shrubs and herbaceous plants.
- Lab area with work tables and storage
- Landscape forms such as small hills and slopes, berms and possible rain gardens.
- Nature trail that runs throughout the property for going on walks
- Armature, a structure to support teaching tools.

Element and Teaching Tools

- Natural materials to investigate – pebbles, sand, soil.
- Scientific tools – wind instruments, thermometers, rain gauges, rulers, sundials, levels, pulleys
- Animal habitat – fallen logs and flat stones.
- Signage – site map, plant ID labels, student displays
- Planting beds – edible and experimental gardens
- Writing surfaces – tables, rocks, stumps
- Compost bin and leaf cage.
- Water source

Music/Dance lessons

The gift of music and/or dance is a wonderful addition to any child's life.... We are hoping to simplify busy schedules and provide opportunities to families for your child with lessons while they attend our facility. At Mon École My School Child Care we want to offer these additional (optional) programs to better serve our families allowing for more quality family time once the children and parents head home for the day. These programs are of additional costs and not mandatory just added convenience for families.

Enrollment

When enrolling your child here at Mon École / My School Child Care there is an enrollment package that will be required to be completed before your child's start day.

Failure to provide all the necessary documentation and accurate information can result in a delay in your child's enrollment. Please ensure you have read and understood all the information provided for you in this package. If there are any questions you may have, please do not hesitate to inquire for further details.

The Fundamentals of Mon École My School Child Care

Outstanding Curriculum and Teaching Aids

We know that in a child's first five years learning is vital to their development. It is during this time that the greatest amounts of activity are happening in their brains. By stimulating children in a learning environment, the framework for their memory retention ability is developed. At the end of this stage, if they have been actively stimulated, their potential for literacy skill-building is greatly enhanced.

Mon École My School Child Care's program is designed to support your child's development and to help stimulate their brains to encourage these learning capabilities.

We have great teaching aids! From educational toys, self-correcting materials, skill-building tasks that support a child's independence, creativity centers with an endless supply of materials, games and many books!

A Nurturing, Supporting, Well Educated Staff

Our staff members all love and enjoy teaching children. They all bring something unique and special of their own to our facility. We encourage our staff to share their ideas and talents with the center.

All staff members share the facility's mission, goals and objectives. They are well educated on our goal to provide acknowledgment and positive feedback to the children to encourage genuine happiness of accomplishment. Many of the staff have a background in teaching and/or early childhood education.

Our facility also follows the Curriculum éducatif Services de garde francophones du Nouveau-Brunswick which is set by the province to provide parents, educators and children with information and guidelines to encourage positive learning environments and experiences that will last a lifetime.

Please refer to the following section for detailed information.

THE NEW BRUNSWICK CURRICULUM FRAMEWORK FOR EARLY LEARNING AND CHILD CARE

Mon École My School Child Care will implement the emergent curriculum for all our children including the after-school program. Parents are encouraged to become familiar with the New Brunswick Curriculum Framework for Early Learning and Child Care by visiting the website <http://www.gnb.ca/0000/ECHDPE/ELCC-Curriculum.asp>

The New Brunswick Curriculum Framework for Early Learning and Child Care is in recognition of the need to value and support learning. It addresses this need by providing a curriculum for children from birth to five that will encourage optimal development.

It promotes children's experience of:

- Safe and caring environments where the sense of belonging is nurtured.
- Open and flexible environments where playful exploration is encouraged.
- Socially inclusive and culturally sensitive environments in which consideration of others is nurtured.

The environment will be:

- Equipped with materials that promote pleasure in learning and challenge children to think.
- Communication-rich for language growth and development.
- Supportive of varied physical activity, indoors and out.
- Responsive to children's changing interests.
- Considerate of children's differences.

The Curriculum for Early Learning and Child Care is made up of four sections which include Well-Being, Play and Playfulness, Communication and Literacies, as well as Diversity and Social Responsibility.

Well-being:

Children will develop positive identities and a sense of belonging while experiencing a safe and caring environment. The emotional and physical health of the child will be nurtured and protected.

We will listen carefully to children's communication; reflect on children's words and gestures to them; draw their attention to what others are trying to say; invite children to express their point of view; and model care for children, colleagues, and families. Consider children's likes and dislikes and encourage children to take risks in new or challenging ways.

We will ask children questions such as: "What can you do to help your friend?" or "How do you think he's feeling today?" or "I wonder what made her sad? We will promote an optimistic outlook by maintaining a calm and positive disposition. We will communicate in consistent, respectful ways. We will attend to relationships; encourage multi-age or sibling interactions; and describe, out loud, how children might be feeling.

Play and Playfulness:

The children will experience open and flexible environments. Their playful exploration, creativity, and problem-solving are encouraged as well as purposefully planned.

Educators will listen respectfully, model openness to new ideas, and encourage children to consider alternative ways of thinking. We will encourage multiple solutions, explanations, and strategies. Listen and intervene only if children need new strategies or emotional support.

We will model flexible and playful use of language, materials, and props. Recognize and respond to children's symbol-making. Extend their thinking both within the play scenario and beyond by accepting and making use of their invented symbols.

Spaces are provided for children to spend time together, meet each other on their terms, form social groups, and define roles. Their play scenarios are observed and documented to inform planning and assessment and help facilitate conversations with families.

Communication and Literacies:

Children will have languages, literacies and literate identities valued and supported. Their environments will be culturally, socially, and intellectually engaging.

We will make eye contact and communicate visually and verbally at the children's physical level. When we read and sing daily, we will take on different tones, playfully exaggerating speech.

Listen carefully to how children use language differently, and record children's imaginative, creative, and functional uses of language. Expose them to multiple ways others use language; help them to understand ways of using language. We will incorporate children's imaginative, creative, and functional uses of language into the everyday curriculum as well as different languages that may be spoken at home.

Encourage taking turns in conversations, model problem-solving talk with children; talk about issues of friendship and access that may be occurring in children's lives. Support children's attempts to communicate their intentions, efforts, inventions, discoveries, friendships, and problem-solving. Help them with making intentions clear, elaborate, be specific, and be aware of the choices they make.

Diversity and Social Responsibility:

Children will experience a socially inclusive as well as a culturally sensitive environment. Consideration for others and inclusive equitability will be enacted, and their social responsibility will be nurtured.

We will listen seriously to children's observations and comments about differences of skin colour, gender, and family structure, and engage in ongoing conversations about similarities and differences. Organize time, space, tasks, and materials to ensure opportunities for all children to engage with peers in diverse groupings.

We will listen carefully to help children identify and rectify inequalities; and challenge and name behaviours that exclude and discriminate. Have children be assertive in speaking up for themselves and others as well as showing concern for the well-being of their peers. The way we do this is to model asking for and giving help, comfort, and encouragement.

Children will be encouraged to look, listen, touch, taste, and smell as they carefully observe nature. Share in the pleasure of children's discoveries as they explore the world around them. Help them to record what they observe using pictures, charts, maps, and diagrams. They can draw and then build what they see or use play props such as dump trucks, blocks, or any natural materials.

Healthy Nutrition

Mon École My School Child Care would like to provide parents with lunch box guidelines. Something we like to do to encourage the children to eat similar items and provide them with the nutrition they need to support them through their busy day. We would like to encourage parents to use these simple steps:

When making your child's lunch include:

- A thermos with water (juice boxes are allowed but often go to waste)
- Cheese (laughing cow cheese, cheese strings, regular cheese sliced into cubes)
- Crackers (Goldfish crackers, graham crackers, arrowroot, multigrain crackers)
- Fruit or Veggie (bananas, oranges, grapes, blueberries, carrots, celery, cucumber)
- Yogurt (reg. yogurt, yogurt drinks, even frozen yogurt tubes)
- Main course (leftovers, sandwiches, salads, meats with a side of a croissant)
- Dessert (granola bar, pumpkin/sunflower seeds, homemade baked goods)

These are guidelines to help make lunch decisions a little easier. It also provides the children with a healthy lunch and helps us as parents have a little relief to know that our children are receiving the best nutrition. All items that have not been finished or eaten will be sent back home. We also have a microwave in each classroom for heating items for more choice options and convenience. Please ensure you are providing a microwave-safe dish when providing meals that require heating.

For Infants, we ask parents to please supply milk/ formula products and any other pabulum with directions on preparation and dishes in which they are to be prepared.

When planting season arrives (usually May/June), we make plans with the children and have them participate in planting and caring for our gardens where we will grow strawberries, blueberries, peas, beans, celery, carrots, cucumber, tomatoes, pumpkins and whatever else the hearts desire. Once they are ready for harvest, the children will be encouraged to taste and try what they have grown.

If your child has any food allergies, please let us know and we will add their information to our food allergy list. Child safety comes first.

Please note we are a Nut Free Facility!

Please refer to the Canada's Health Food Guide for Reference.

<http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>

Home and MEMSCC Communication

We understand that open and constant communication with parents is important and is required to ensure satisfaction in our program. Our online application PROCARE is amazing for just that! Parents will receive notifications of attendance at sign-in and sign-out times, Photos, videos, instant messaging with their child's teacher as well as administration, and the ability to upload documents (for example: immunization record updates, photos).

In addition, we also provide and encourage:

- Daily logs of which books are kept in each class.
- Directress/ Teacher conversations during Drop off and pick-up times.
- Phone calls and/or direct messages shared using ProCare.
- Invitations to Parent/ Teacher Interviews
- Invitation for parents to share their time with our classes with presentations.
- Invitations to participate on our Parent Committee (Please let us know if you are interested!)
- Helping with supervision on special outings away from the center
- Attending or supervising during special events
- Donations (toys, books, art & craft supplies, etc.)
- Help with fundraising programs.
- Suggestions for overall improvements

We invite you as parents to call or message and check in on your child's day at any time! Communication between parents and staff members is very important. We encourage daily interaction between parents and staff to ensure that information on your child's day can be verbally shared in the presence of their child. We like to encourage face-to-face conversations as a part of learning communication skills, (we encourage positive, family-friendly conversations about the day's activities.). However, we encourage long conversations, or conversations of concern to take place before or after class as we do not want to take the educator's attention from the children and the program. If an in-depth conversation is needed, please inform the educator and arrangements will be made to continue the conversation at the most convenient time for both parent and educator.

It is also equally important that staff members are kept informed of any concerns that you the parent may have about your child at the center and/or at home that may assist in the care of your child. All information that is provided to a Mon École My School Child Care staff member is kept, respectfully, and confidential.

Health and Wellness

Following Public Health Recommendations

2. Identifying illness

ELC facility Operators are expected to be able to recognize the signs and symptoms that a child may be ill to manage the illness and prevent the further spread of disease. There is no expectation of diagnosis. Once a child is identified as being ill, the parent is to ensure that appropriate healthcare is given.

2.1 Signs and symptoms

Certain signs and symptoms in children may suggest the presence of a communicable disease. A communicable disease is a disease or illness that may be spread to others in the facility and may cause serious illness in children and staff. It is important for staff to observe signs of illness and identify symptoms early to manage illness, preventing further spread of disease.

Examples of signs and symptoms that may indicate that a child should be excluded from a facility and that a communicable disease may be present include:

- **Diarrhea** – unexplained diarrhea or loose stool (may or may not be accompanied by nausea, vomiting and cramps) may indicate a bacterial or viral illness that is easily passed from one child to another.
- **Vomiting** – nausea and vomiting.
- **Fever** – temperature taken from the ear (37.9°C/100.2°F or greater), mouth (37.5°C/99.5°F or greater) or armpit (37.5°C/99.5°F or greater) accompanied by other symptoms such as fatigue.
- **Respiratory** – difficulty breathing, wheezing or persistent cough.
- **Infected eyes or Eye drainage** (clear or with pus).
- **Sore Throat or Trouble Swallowing.**
- **Pain** – any complaints of unexplained or undiagnosed pain.
- **Unusual Skin Colour.**
- **Severe Itching, Rashes or Skin Lesions; or**
- **Unusual Behaviour or Any Illness that Prevents a Child from Participating** comfortably in all activities.

See **Appendix A**, Common Childhood Communicable Diseases and Exclusion Periods, for more details on signs, symptoms and management to control the spread of disease located in the Reference Section at the back of the handbook.

Children with signs and symptoms of a communicable disease are to be isolated from other children immediately. It is recommended that they be seen by a healthcare practitioner for diagnosis. Contact the child's parent(s)/

guardian(s), or person(s) identified for emergency situations, who must arrange to pick up the child within one hour of notification of illness.

Children 2-12 years of age who are ill with respiratory symptoms (such as those symptoms associated with influenza, COVID-19, whooping cough, etc.) should be given a properly fitting disposable medical-grade mask to wear while they are waiting for their parent/guardian to arrive. If a staff member is waiting with the child, then they should also wear a disposable medical-grade mask.

Parents/guardians are advised that children with known or suspected communicable diseases are to be excluded from the facility as indicated in Appendix B, *New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities*, especially in those cases where continued exclusion is recommended **after symptoms have stopped**.

Administration of Medication

Mon École My School Child Care can administer both prescription and non-prescription drugs to children in accordance with provincial legislation. Parents are expected to provide the following:

Prescription Medication

- 1) **Signed authorization** on the “Administration of Medication” form that includes the name of the medication to be given, the dosage requirements, times the medication is to be administered, directions on how the medication is to be administered and storage instructions of the medication.
- 2) **Medication in the original container**, clearly labelled with the child’s name, name of the medication, the dosage requirement, the date of purchase as well as the storage instructions and the administration schedule.
- 3) Parents must fill out, sign and date the “Medication Authorization” forms at Mon École My School Child Care Center each time a new medication is given. All medications must be given to daycare staff and NOT left in backpacks, or cubbies or given to the children to give to the teacher.

Acetaminophen (ex. Tylenol)

- 1) Mon École My School Child Care is not permitted to diagnose a fever or any illness requiring Acetaminophen. Parents of children attending a government-licensed center are not permitted to request a Childcare center staff to administer medication in advance of an actual illness. Example: If a child is teething and may or may not be in pain.

- 2) If during a day the staff notices the child is not feeling well and may or may not have a fever or excess discomfort, parents will receive a telephone call advising them of the situation and will be asked what course of action they wish the staff to take. The parent must, over the phone, give verbal permission for the administration of medication (Acetaminophen) including the dosage. The acetaminophen is not provided by the center and must have been left with staff by the parents. At this time, the staff will complete an “Administration of Medication” form which the contacted parent will need to sign when the child is picked up from the center.

Immunization

You will also be required to provide an up-to-date copy of your child’s immunization record. If your child has not received any immunizations due to medical/personal reasons you will be required to provide an Immunization Exemption Form for Day Care. This form can be found at www.gnb.ca search “Immunization Exemption Form for Day Care”. Public Health also can provide families with an email version of their child’s most recent immunization by calling them at 506-856-2401.

Child Absences

It is a requirement set but the New Brunswick Regulations that parents/guardians contact the childcare facility to notify if their child will be absent and the reasoning for their absence. If it is due to illness, a parent/guardian must seek proper medical attention and inform the facility of any results within 24 hours and follow all guidelines provided by Public Health as well as the facility.

Developmental Information

Children with diverse abilities have unique and important care requirements. Families and providers need to communicate about the unique needs of a child to ensure the best care possible. We hope that children with and without additional needs as well as their families have a sense of belonging here at Mon École / My School Child Care and that a positive social relationship is developed that will support the needs of families so we can reach the full potential of every child.

In addition, we have wonderful resources and communication with programs such as Inclusion New Brunswick, La Petite Enfance and others outside of our facility that can provide families with additional information that they may require to support their child’s developmental needs.

Personal Belongings and Apparel

Cubbies will be provided to each child to keep his or her personal belongings in during their attendance at Mon École My School Child Care. All items which are kept at the facility should be **clearly labelled** with your child's name.

We have suggested clothing guidelines in place that respect the health, hygiene, personal and cultural beliefs of all families attending the facility. Safety is always a top priority so please keep this in mind when preparing your child for the day.

The Child Daycare Facilities Operating Standards Act requires all children in attendance to be provided with 2 hours of outdoor play per day. Consequently, we play outside in most weather conditions however, we do not venture outside when ill weather conditions occur which prevents the children from having a fun and safe playtime. The facility will be in contact with the local weather station to obtain accurate weather information and will make the best judgment call for the children keeping in mind the children's age group and their mobility level.

Please use the following guidelines when preparing your child for a fun-filled day:

1. It is recommended that children be dressed in comfortable, casual clothing that allows freedom of movement.
2. Ensure that appropriate outdoor clothing is provided according to the season. Examples: Hats (winter and summer), splash pants, snow pants, and mittens.
3. Weather-appropriate footwear. Examples: sneakers, rain boots, and winter boots. Suitable footwear is required to be always worn in the playground.
4. Non-marking soled sneakers for indoor use.
5. Box/package diapers, and cream if required. Wipes are provided by the center.
6. Sunscreen lotion. No sprays, please.
7. Soft security/comfort items (if required to ensure a comfortable rest/sleep period).
8. A full change of clothes must be provided for each child (including socks and underwear) each day. A change of clothes may be left at the facility. Soiled items should be replaced the following day.
9. A child-size blanket for sleep/napping from home is always comforting for a child but we do have some readily available if desired or needed.
10. Bibs for ages 0 months to 24 months.

Personal belongings may be misplaced or brought home by another child by accident. If this occurs, please advise your child's teacher as soon as possible.

Please note: Children are not permitted to bring toys or electronic devices from home unless they are requested for a special occasion. Any materials brought to the facility should be child-friendly and non-violent. We are not responsible for lost or damaged items brought from home.

Transportation/Outings

Parents will be notified in advance of any planned outings and the possible costs associated with the field trip. Parents must also sign an authorization form permitting the child to participate in the excursion. If for some reason your child can not attend the field trip, then other care arrangements must be made by the parents on the day of the planned field trip. If funds are of issue, please let us know and we would be more than happy to aid no questions asked. Examples of outings (but not restricted to) are:

- Walks to the nearby senior's home to visit and distribute crafts/cards to the residents.
- Trips to the nearby library in St. Antoine for story time and book exploration

Trips will be done using the facilities ' passenger bus. Parents will be required to supply an up-to-date, five-point harness car seat for children less than 40 lbs. Permission slips will need to be signed and dated before excursions.

Evacuation/ Emergency Procedures

Mon École My School's staff have been trained on all Evacuation procedures. Evacuation procedures/Fire drills are practiced monthly with all staff and children. Monthly inspections and maintenance of the indoor and outdoor facility are completed to ensure safety is maintained.

The following steps will be taken in case of an Evacuation/Emergency at the facility:

1. A staff member will sound the alarm located in the building.
2. A second staff member will call 911.
3. Each staff member is responsible for the children in their class.
4. When the alarm sounds, each staff member will gather their children and carry an attendance sheet and emergency contact list as well as a first aid kit.
5. Staff members will guide children to the nearest safest exit.
6. The Director or Owner/Operator will do a check of all washrooms/offices/closets etc. to ensure no one is left in the building before exiting. This person should be the last one to leave.
7. Once the building has been cleared and all occupants are at a safe distance from the daycare, each class will have attendance verification.
8. Once attendance has been verified, all children and teachers will follow alongside the main road (Route 115) and proceed to our designated safe area which is the Notre-Dame Church located at 3863 Route 115 Notre-Dame.
9. Under the direction of the Director or Owner/Operator, parents will be called to arrange pick up of their child. Parents must sign the attendance sheet when receiving their child.

Child Guidance

Positive guidance techniques are used at Mon École My School Child Care to reduce the frustration that leads to disruptive behaviour.

Children are encouraged to participate and cooperate. They are encouraged to respect, share and practice good manners. Teachers will assist children and provide positive support when needed.

All interactions between staff and children will be respectful, calm and appropriate at all times.

Child interest will be maintained by:

1. Providing a sufficient number of interesting and stimulating activities.
2. Attentiveness and awareness of interactions occurring in the classroom and redirection when needed.
3. Providing positive reinforcement to promote children's recognition of expected behaviours.
4. Providing advance notice of transition times.
5. Allowing children to make valid choices. Setting clear and consistent limits and boundaries, keeping in mind child safety.
6. Administer, in a consistent manner, rules that are logical and comprehensive.
7. If required, a child in emotional distress will be provided the opportunity to have a place to calm. A child will never be left alone but will be comforted by an educator to ensure their needs are met. Conversation and appropriate methods of recognition if someone may have gotten hurt, or something had got broken will be had. Example: an apology

Conversations will be held once the emotional state has become decreased and strategies will be discussed with the child to hopefully aid the situation. Skills will be discussed to help aid in the future so the child will learn how to self-regulate and recognize their emotions. No harshness will be accepted within our facility at any time.

The use of corporal punishment, verbal, emotional or physical punishment is not permitted by the Child Day Care Facilities Operator Standards. Withholding food or special activities as punishment will not be permitted.

Inclusion Policy

Mon École / My School Child Care welcomes all children, and we are committed to providing developmentally appropriate early learning and childcare experiences that support full access and participation to all children. We believe that each child is unique, and we work in partnership with families and other professionals involved with children to provide the support each child needs to reach their full potential.

Participation

Our Educators here at Mon École / My School Child Care use developmentally appropriate practices and are trained to develop individual programs for every child that attends our facility and will support each child's unique needs. Schedules, routines, and activities can be modified and adapted to include all children to provide full meaningful participation.

Educators have the opportunity to work with therapists, special educators or other professionals to integrate any modifications, adaptations and supporting strategies into the daily routine.

Any adaptations will be reviewed with the director, educator, family, and other professionals supporting the child before commencing any changes.

We ensure that all supports are put in place upon enrollment. We also respect the natural proportions recommended by the Ministry of Education and Early Childhood.

Facility

Mon École / My School Child Care is accessible to meet most needs. The upper level of our facility is fully accessible. Unfortunately, children who are not mobile will be required to be carried downstairs by an educator or assisted to get to the lower level of our facility. Weight restriction may apply. We apologize for any inconvenience this may cause.

An Update! We have applied and have received an Accessibility Grant to proceed with providing accessibility methods to aid in our facility! We are very excited and look forward to these upcoming changes!

Support

Training and support are provided to ensure that all staff are comfortable, confident and competent to meet the developmental and educational needs of all children. Mon École / My School Child Care staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate.

In unique circumstances, additional training may need to be provided to staff before the care of a child. Our main priority is providing a safe and healthy environment for everyone.

Access

If a child needs one-on-one attention due to a disability and/or developmental challenges but can be integrated without fundamentally altering the childcare program, the child will not be excluded solely because of the need for one-on-one care but may be required to have an individualized assessment completed to determine an action plan to guarantee the child's needs can be met if an Educational Assistant is not readily available. For a child who needs to rely on an Educational Assistant to maintain daily essential needs and or continuous daily support, an Educational Assistant will be required before commencing childcare services here at Mon École / My School Child Care. Children with additional needs are accepted into our program, we also ensure that all programs are modified and adapted to each child's needs.

For further information please refer to:

"Supporting All Children: Our Practices"

*This document can be located at the front desk of

Mon École / My School Child Care*

"The things that make me DIFFERENT are the things that make me ME!"

A.A Milne / Winnie the Pooh

Complaint/Grievance Procedure

It is our goal to strive for the highest quality and excellence in the care of your child. Therefore, any positive comments or suggestions are greatly appreciated and can be made to the Director of the facility.

We always welcome input and feedback towards the care of the children. The Director appreciates questions or discussions of any kind that affect a positive outcome. However, if you feel that there is a problem concerning the facility or a staff member, please follow the steps as listed:

1. Speak with the educator involved with your child.
2. Allow follow-up from the educator to you.
3. If you are still not satisfied with the results of your concerns, please make an appointment with the Director.

All comments made to the staff members are relayed to the Director so that the Director is aware of any problems or issues. If a complaint is made, the Director will listen carefully to the issue that the parent(s) may have and will attempt to work with the parent(s) to rectify the problem. At this time, it may be appropriate to discuss any other issues that the Director may feel are important concerning the child in the context of the complaint.

We feel that communication is essential to the success of your child's care. We must make sure that we can share openly any concerns or questions that may arise.

All comments are taken very seriously, and we will all do our best to ensure your complete satisfaction.

It is inappropriate for parents/employees to contact each other with issues, questions about policies or comments (positive or negative) privately regarding children/staff that attend Mon École / My School Child Care. All conversations must be had in person, using the center's email, or ProCare. Immediate dismissal of families and our staff will be applied.

Discharge

Childcare personnel are trained to address numerous behavioural issues that are common among young children. We will provide adequate supervision and intervention so that situations are not permitted to escalate. However, occasionally situations arise that are out of the ordinary. This is a very unpleasant situation to deal with for both parents and staff. We will do our best to handle each behavioural issue accordingly.

Below are the following procedures that will be implemented if discharge is necessary:

1. After the first incident, the child will be spoken to by the staff and redirected accordingly following the facility's policies. The parents will be contacted and asked to review the behaviour with the child at home. Teachers and parents will work together and decide on the course of action that should be taken. Documentation of the incident will be placed in the child's file.

2. After the second incident, the parents will be contacted immediately by the staff to discuss the situation further. Parents will be advised at this time that the child is placed on probation and if the inappropriate behavior continues there will be grounds for immediate dismissal. Documentation of the incident along with a written summary of the discussion will be placed in the child's file.
3. After the third incident, the parents will be contacted and asked to come to the facility and pick up their child and their belongings immediately. The child will be discharged from our care. Payment would be due only for services rendered to the point of discharge. All refunds and postdated cheques will be given within a month of discharge. Documentation will be placed in the child's file.

Examples of serious misbehaviour include the following:

Excessive, violent and/or ceaseless:

- Biting, Hitting, kicking, pushing, and shoving over and above typical age behaviours.
- Bullying
- Name Calling
- Inappropriate conversations that imply threats
- Rude and aggressive behaviour.
- Consistent failure to follow the facility's rules of expected behaviour.

Discharge will also apply under the following circumstances:

1. Failure on the parent's part to pay childcare fees at the agreed-upon time will result in the parents being asked to make alternate arrangements. Parents will be given the opportunity to correct the payment issue and if it becomes an issue again, parents will be given notice of discharge.
2. Failure on the parent's part to communicate all situations that may affect their child at the center. Including but not limited to:
 - a. Change in Child's personality and/or behaviour.
 - b. Past negative experiences that had occurred at a previous facility or place of care.
3. Failure to provide accurate developmental information regarding your child could result in discharge from our program.

Child Abuse and Neglect

Child abuse and neglect is a serious problem. Children have the right to live a life free from violence and have the same rights and freedoms as adults. Children are not responsible for the violence perpetrated against them. The protection and safety of children is everyone's concern. We are committed to protecting children and helping them grow. It is our legal obligation to report any suspected cases of abuse.

Types of Child Abuse

Child abuse happens when somebody or a certain situation threatens the development, security, and survival of a child. According to the protocols in the "Child Victims of Abuse and Neglect," many forms of abuse are criminal. Child abuse can include Sexual Abuse, Physical Abuse, Physical Neglect, Emotional Maltreatment and Verbal Abuse, according to the following brief descriptions:

Sexual Abuse – refers to any sexual act involving a child and a parent, caretaker, any person in a position of trust, and/or any other person.

Physical Abuse – refers to all actions resulting in non-accidental physical injury or harm.

Physical Neglect – refers to acts of omission by the parent/guardian/caretaker. This includes failure to provide for the child's basic needs and appropriate level of care concerning food, clothing, shelter, health, hygiene, and safety.

Emotional Maltreatment – refers to both emotional abuse and emotional neglect of the child.

Verbal Abuse – is a kind of battering which does not leave evidence and is often difficult to see because it doesn't leave visible scars. It involves name-calling, yelling at, ignoring, put-downs, blaming, criticizing, belittling, insulting, rejecting or threatening with abandonment.

Reporting Child Abuse

The protection and best interests of children prevail over the interests of parent(s)/guardian(s)/caretaker(s) or families when cases of child abuse are reported or investigated. The first concern of both the police and Child Protection Services is the protection of the child. As Childcare Educators, we may find ourselves in a position where a child shows some indication of abuse or neglect. Legally, the Director and staff members have a responsibility to report any suspected cases of abuse. No proof of abuse is needed, only a suspicion based on observations that have been made. When it is suspected by any staff that a child may have been neglected or abused, the matter shall be referred immediately to Child Protection Services (CPS) of the Department of Social Development.

The following information will be provided to the Child Protection Worker:

1. Child's complete name, birth date and address
2. Parent(s)/guardian(s)/caretaker(s) name(s) and address
3. Details of the suspected abuse or neglect
4. Name of the person who identified the suspected abuse/neglect, their address and phone number.
5. Name and address of the facility and the name of the Director.

Please note that staff members of Mon École My School Child Care cannot interview a child and are not permitted to contact the parent(s)/guardian(s)/caretaker(s) to inform or question them on any suspicions.

Fee and Payment Notes

Payment is accepted by Direct Deposit. The Direct Deposit form must be filled out and signed, also a void cheque must be included with the form.

- Payments must be made before the dates of service.
- Any NSF will be billed to you and will require immediate reconciliation.
- Late payments will result in dismissal from Mon École My School Child Care.
- Receipts will be issued annually for tax purposes.

Parents are advised to retain the annual receipts for income tax purposes. Should your family be randomly chosen for an audit, Revenue Canada may request to see annual total income tax receipts. Please keep Mon École My School Child Care updated on address changes, as yearend receipts may be mailed.

All families are required to provide a **two-week** notice before removing their child from our program. Should notice not be provided, payment shall be made instead of notice. However, due to childcare demands and the possibility of another family requiring service, out of courtesy please provide as much notice as possible. The balance of any prepaid fees will be returned if applicable.

We are a Designated Center which is subjected to governmental funding and by 2025 childcare fees will amount to \$10 a day for all families. We will continue to update our rates as funding rates change.

Financial assistance is available through the Parent Portal which can be found on gnb.ca for children under the age of five for the remaining amount provided approval.

School-aged children funds from the Department of Social Development New Brunswick can be applied for by parents/guardians and are subject to application approval. The calculation of eligibility is based on the monthly net income of the family. If your annual family income is \$55,000.00 or lower, you may be eligible to receive funding. You can find out more information about the Child Care Assistance Program by visiting your local Social Development office or going online at:

http://www2.gnb.ca/content/gnb/en/departments/social_development/policy_manual/benefits/content/day_care.html

Mon École My School Child Care is licensed through the Department of Education and Early Childhood Development. Based on regulations, as defined in the Child Day Care Facilities Operator Standards, each licensed facility is registered for a given number of child “spaces”. Essentially, when you register your child at Mon École My School Child Care, you are renting a “space”. That space belongs to your child and may not be given to another until your child is no longer attending the facility. You are, therefore, financially responsible for that space for every day/week of your child’s registration, regardless of his/her attendance. If your child is unable to attend the facility due to illness, vacations, or any other reason, you are still responsible for paying regular weekly childcare fees.

MON ÉCOLE MY SCHOOL
CHILD CARE
REFERENCE INFORMATION

APPENDIX A: COMMON CHILDHOOD COMMUNICABLE DISEASES AND EXCLUSION PERIODS

Diagnosis of the following infections must be made by a physician or nurse practitioner. These guidelines are for information purposes only.

Definitions:

1. **Incubation period:** period of time between an exposure to an infectious disease, and the start of symptoms.
2. **Contagious period:** period of time when a person may transmit an infectious disease to others (symptoms may or may not be present).

The purpose of Appendix A is to provide the operator with a guide to common childhood diseases, their symptoms and exclusion periods once a child has been diagnosed with a specific disease by a healthcare practitioner.

Note: Upon consultation with public health, the operator of a facility has the discretion to exclude a child for a longer time period (i.e.: 48 hours) if indications of gastroenteritis outbreaks are at the ELC facility, in the community, etc.

The diseases, in this Appendix, include both notifiable (E. coli, measles, pertussis (Whooping Cough), which are reportable by legislation and also some illnesses commonly seen in children (i.e.: hand, foot and mouth disease, lice) that may be present but not reportable to public health unless occur as an unusual cluster. When in doubt, contact the local PH office.

Appendix A

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
GASTROINTESTINAL INFECTIONS								
Campylobacter Bacterial Incubation period 1-10 days	Fever, diarrhea, blood in stool, cramps.	Contaminated foods (undercooked poultry and meats and unpasteurized milk). Spread person to person on contaminated hands, surfaces, and objects.	For duration of diarrhea.	Reinforce proper hand hygiene. Regular disinfection of high touch surfaces (doorknobs, handrails, toys, etc.) Practice proper food handling and use safe drinking water supplies.	Until symptom free (diarrhea has stopped).	Yes	Yes	Yes
Clostridium difficile Bacterial Incubation period 5-10 days	Fever, watery diarrhea, blood in stool, cramps, and loss of appetite	Found in the stool of an infected person. Spread person to person on contaminated hands, surfaces, and objects. Also found in soil, raw meat, and seafood.	For duration of diarrhea, but also may be spread from stool of persons with or without symptoms for extended periods of time.	Reinforce proper hand hygiene. Regular disinfection of high touch surfaces (doorknobs, handrails, toys, etc.) Practice proper food handling. Do not prepare food if ill.	Until symptom free (diarrhea has stopped)	Yes	Yes	Yes
Cryptosporidium Parasite Incubation period 1-12 days	Non-bloody, watery diarrhea, abdominal cramps, loss of appetite and vomiting.	Contaminated drinking water, recreational water (swimming pools and lakes), and contact with baby animals. Spread person to person on contaminated hands, surfaces, and objects.	While symptoms present and until the bacteria is no longer present in stool (possibly for many weeks).	Reinforce proper hand hygiene. Regular disinfection of high touch surfaces (doorknobs, handrails, toys, etc.) Practice proper food handling and use safe drinking water supplies.	Until symptom free (diarrhea has stopped). No swimming for two weeks.	Yes	Yes	Yes

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Escherichia coli (E.coli 0157:H7) Bacterial Incubation period 2-10 days	Severe cramps, diarrhea, and blood in stool. Fever none or slight.	Consumption of contaminated food and drinking water. Direct contact with animals. Outbreaks in children have been associated with petting zoos. May also be found in recreational water. Spread person to person on contaminated hands, surfaces and objects. Very small numbers of bacteria can make people sick.	For duration of diarrhea (some children will be contagious for up to three weeks).	Reinforce proper hand hygiene. Regular disinfection of high touch surfaces (doorknobs, handrails, toys, etc.) Practice proper food handling and use safe drinking water supplies.	Exclude until diarrhea has stopped and two stool cultures taken 24 hours apart are negative. Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	Yes	Yes	Yes – plus Public Health approval

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Gastroenteritis - undiagnosed (2 or more cases) Possibly caused by Bacterial/ Parasite (such as Salmonella, Campylobacter, Giardia) or Viral (Norovirus, Rotavirus, etc.) (Rotavirus is the most common cause of severe diarrhea in young children.)	Rapid onset of diarrhea (which can sometimes be bloody), vomiting, nausea, abdominal cramps and sometimes fever.	<p>Consumption of contaminated food and drinking water.</p> <p>Spread person to person on contaminated hands, surfaces and objects.</p> <p>Some are highly infectious.</p>	<p>Bacterial/parasitic infection while symptoms persist and potentially longer depending on the disease. Carriers without symptoms may sometimes transmit disease.</p> <p>Viral infection most contagious during the presence of symptoms, and shortly thereafter.</p>	<p>Reinforce proper hand hygiene.</p> <p>Regular disinfection of high touch surfaces (doorknobs, handrails, toys, etc.)</p> <p>Practice proper food handling and use safe drinking water supplies.</p> <p>Do not prepare food if ill.</p>	<p>Yes For outbreaks - exclude until 48 hours symptom free.</p> <p>Some cases will require negative stool cultures to return, consult with Public Health to confirm.</p>	Yes	Yes	Yes
Gastroenteritis - single case of undiagnosed	As above for multiple cases.	As above for multiple cases.	As above for multiple cases	As above for multiple cases.	<p>Yes Exclude until symptom free (diarrhea has stopped), child is well enough to attend the facility, and child practices good personal hygiene. Note: Upon consultation with public health, the operator of a centre has the discretion to exclude a child for a longer time period (i.e.: 48 hours) if indications of gastroenteritis outbreaks are at the ELC facility, in the community, etc.</p>	No	No	No

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Giardia Protozoa Protozoa Incubation period: 3 - 25 days	Most children have no symptoms-may be loss of appetite, vomiting, cramps, diarrhea, soft stool, excessive gas.	<p>Consumption of contaminated food and drinking water.</p> <p>Spread person to person on contaminated hands, surfaces, and objects.</p>	Infectious until cysts no longer excreted in stool.	<p>Reinforce proper hand hygiene.</p> <p>Regular disinfection of high touch surfaces (doorknobs, handrails, toys, etc.).</p> <p>Practice proper food handling and use safe drinking water supplies.</p>	Yes exclude until symptom free (diarrhea has stopped).	Yes	Yes	Yes
Hepatitis A Viral Incubation period: 15 - 50 days (Average of 30 days)	<p>Most children do not have any symptoms. If symptoms are present, they usually consist of sudden onset of loss of appetite, nausea, fatigue, fever, abdominal pain.</p> <p>There may be changes in stool or urine color (tea coloured urine, light coloured stools) yellowing of skin or eyes (jaundice).</p>	Found in the stool of an infected person. Spread directly from person to person or in food, water, objects, or surfaces that have been contaminated.	Two weeks before until one week after the onset of jaundice.	<p>Encourage proper hand hygiene.</p> <p>Disinfection of diaper tables between children.</p> <p>Regular disinfection of high touch surfaces (doorknobs, handrails, toys, etc.).</p> <p>Practice proper food handling and using safe drinking water supplies.</p>	<p>Yes</p> <p>One week after onset of jaundice and as directed by Public Health.</p>	Yes	Yes	Yes
Norovirus (Norwalk-like) Viral Incubation period: 10 hours – 2 days	Nausea, vomiting, diarrhea, abdominal pain, headache, tiredness,	<p>Consumption of contaminated food and drinking water.</p> <p>Spread person to person on contaminated hands, surfaces and objects.</p>	Most contagious during the presence of symptoms, and shortly thereafter.	<p>Reinforce proper hand hygiene.</p> <p>Regular disinfection of high touch surfaces (doorknobs, handrails, toys).</p> <p>Do not prepare food if ill.</p>	<p>Yes</p> <p>Exclude until at least 48 hours until symptom free (diarrhea/ vomiting has stopped).</p>	Yes	Yes	Yes
Rotavirus Viral Incubation period: 1 - 3 days	<p>Vomiting, fever and watery diarrhea.</p> <p>Severe dehydration may also occur.</p>	<p>Consumption of contaminated food and drinking water.</p> <p>Spread person to person on contaminated hands, surfaces and objects.</p>	Most contagious during the presence of symptoms, and shortly thereafter.	<p>Reinforce proper hand hygiene.</p> <p>Regular disinfection of high touch surfaces (doorknobs, handrails, toys).</p> <p>Do not prepare food if ill.</p>	<p>Yes</p> <p>Exclude until at least 48 hours until symptom free (diarrhea has stopped).</p>	Yes	Yes	Yes

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Salmonella Bacterial Incubation period: 6 hours – 3 days	Abdominal pain, diarrhea, fever, sometimes vomiting.	Consumption of contaminated food and drinking water. Spread person to person on contaminated hands, surfaces and objects.	For duration of diarrhea.	Reinforce proper hand hygiene. Regular disinfection of high touch surfaces (doorknobs, handrails, toys, etc.) Practice proper food handling and use safe drinking water supplies.	Yes Exclude until at least 48 hours symptom free (diarrhea has stopped).	Yes	Yes	Yes
Salmonella typhi (Typhoid Fever) Bacterial Incubation period 8-14 days	Abdominal pain, diarrhea, constipation, cough, fatigue, fever, no appetite, rose coloured spots on body.	Consumption of contaminated food and drinking water. Spread person to person on contaminated hands, surfaces and objects.	While symptoms present and until the bacteria is no longer present in stool (possibly for many weeks).	Reinforce proper hand hygiene. Regular disinfection of high touch surfaces (doorknobs, handrails, toys, etc.) Practice proper food handling and use safe drinking water supplies.	Yes Exclude until multiple stool cultures (number of cultures to be determined by Public Health) are negative. Public Health will notify the facility of re-admittance permission.	Yes	Yes	Yes - plus Public Health approval
Shigella Bacterial Incubation period: 1 - 7 days	Diarrhea, nausea, fever, blood and/or mucous in stool.	Spread person to person on contaminated hands, surfaces and objects.	While symptoms present and until the bacteria is no longer present in stool (possibly for many weeks).	Reinforce proper hand hygiene. Regular disinfection of high touch surfaces (doorknobs, handrails, toys, etc.) Practice proper food handling and using safe drinking water supplies.	Yes Exclude until diarrhea has stopped and two stool cultures taken 24 hours apart are negative. Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	Yes	Yes	Yes – plus Public Health approval

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
RESPIRATORY ILLNESSES								
COVID-19 Viral Incubation Period: Up to 14 days	Fever, new or worsening cough, sore throat, headache, runny nose, difficulty breathing, new loss of smell or taste, new onset of fatigue, diarrhea. Children may have purple markings on fingers and toes.	Person to person through nose/mouth droplets, indirect spread by contaminated hands, objects, and surfaces.	Infectious period may vary based on variant and vaccination status. Mild cases are infectious for approximately 2 days before symptoms appear and for up to 10 days after diagnosis, more severe cases may be infectious for at least 20 days.	Reinforce proper hand hygiene. Reinforce and educate on cough/sneeze etiquette. Enhanced disinfection of high touch surfaces (doorknobs, handrails, toys). Encourage vaccination for staff and eligible children.	No exclusion required. Child should not return to daycare until symptoms have improved and has not had a fever for 24 hours without the use of fever reducing medication. Child must be well enough to participate comfortably in all program activities.	No	Yes	Yes
Fifth Disease (parvovirus B19, erythema infectiosum) Viral Incubation period: 4 - 20 days	Rash begins on the cheek - "slapped cheek appearance" followed in 1-4 days, by lace-like rash on the trunk and extremities which fades but may reoccur for 1 – 3 weeks on exposure to sun or heat.	Contact with respiratory secretions / saliva of an infected person.	Most contagious a few days before onset of rash. Not likely contagious once rash appears.	Reinforce proper hand hygiene and cough etiquette. Pregnant staff and expectant parents should contact their health care provider.	No exclusion required	No	Yes	No

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Hand, Foot and Mouth Disease (coxsackievirus, enterovirus) Viral Incubation period: 3 - 5 days	Rash on palms of hand, soles of feet, buttocks and inside mouth, may look like tiny red dots, blisters or ulcers. Fever, headache, sore throat, fatigue may accompany the rash.	Contact with nose or throat secretions (droplets or saliva) or stool of an infected person.	During presence of symptoms and perhaps longer as virus persists in stool for several weeks.	Reinforce proper hand hygiene – especially when diapering very young children. Regular disinfection of high touch surfaces (doorknobs, handrails, toys). Encourage annual flu vaccination.	No exclusion required unless child is not well enough to participate comfortably in all program activities.	No	Yes	No
Influenza Viral Incubation period: 1 - 4 days	Muscle aches, nasal congestion, sore throat, severe fatigue, cough, headache, sneezing, runny nose, fever.	Person to person through nose/mouth droplets, indirect spread by contaminated hands, objects and surfaces.	One day before illness onset to five days after onset. Children may be infectious for longer periods of time.	Reinforce proper hand hygiene. Reinforce and educate on cough etiquette. Regular disinfection of high touch surfaces (doorknobs, handrails, toys). Encourage annual flu vaccination.	No exclusion required. Child should not return to daycare until symptoms have improved and has not had a fever for 24 hours without the use of fever reducing medication. Child must be well enough to participate comfortably in all program activities.	No	No	No
Measles Viral Incubation period: 7 - 21 days	Fever, watery/red eyes, runny nose, and cough prior to the appearance of a red blotchy rash. Rash usually begins on the face, spreads down the trunk and out to the extremities and lasts 4 - 7 days.	Highly contagious; contact with nose or throat secretions (droplets or saliva) of an infected person.	4 days before the rash appears and up to 4 days after onset.	Ensure all children are immunized as per NB Routine Immunization Schedule.	Yes Until 4 days after the appearance of the rash.	Yes	Yes	Yes

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Meningitis Bacterial Incubation period: 2 - 10 days Viral forms of meningitis also exist but do not require exclusion.	Symptoms may include fever, stiff neck, headache, vomiting, unusual sleepiness, irritability, lack of appetite, sometimes rash or seizures, leg pain.	Close direct contact with nose or throat secretions (droplets or saliva) of infected person.	7 days before onset of symptoms until 24 hours after starting effective antibiotic treatment.	Immunization may provide protection against certain strains. See NB Routine Immunization Schedule. Reinforce proper hand hygiene. Regular disinfection of high touch surfaces (doorknobs, handrails, toys). Discourage sharing of water bottles, glasses, utensils.	Yes, as per Public Health guidance. Viral cases not excluded.	Yes	Yes	Yes
Mononucleosis Viral Incubation Period: 4 - 6 weeks	Fever, sore throat, swollen glands, fatigue.	Contact with nose or throat secretions (droplets or saliva) of infected person or articles soiled with saliva.	Undetermined. Virus excretion may occur for many months or years after infection.	Discourage sharing beverages, utensils or any contact with an infected person's saliva. Reinforce proper hand hygiene.	No exclusion required. Fatigue may persist for many months.	No	Yes	No
Mumps Viral Incubation period: 12 - 25 days	Swollen, tender glands on one or both sides of the face. May have fever, headache, or muscle pain. Many do not have symptoms.	Contact with nose or throat secretions (droplets or saliva) from an infected person.	From 7 days before swelling appears until 9 days after (Note: the risk of transmission is considered low- 5 days after onset of swelling).	Ensure all children are immunized as per NB Routine Immunization Schedule.	Yes Confirmed cases of mumps should be excluded until 5 days after onset of swelling.	Yes	Yes	Yes

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Respiratory Infections – Common colds and RSV: Respiratory Syncytial Virus Viral Incubation period: Between 12 hours and 5 days, usually 48 hours	Runny, congested nose, sneezing, chills, sore throat, headache, tiredness which may last 2- 7 days. Upper respiratory tract illness such as cough, congestion, runny nose, fever. RSV may cause more severe lung infections in the very young, very old or those with compromised immune systems.	Contact with nose or throat secretions (droplets or saliva) of an infected person or contaminated hands. Contact with toys, tissues or other objects contaminated with droplets from coughs and sneezes.	Up to 7 days, or until symptoms resolve.	Reinforce proper hand hygiene Educate on coughing / sneezing in a tissue or a sleeve.	No exclusion required.	No	No	No
Roseola infantum (Sixth disease, Exanthum Subitum) Viral Incubation period: 5 - 15 days	Congestion, runny nose, red eyes, with high fever. Child remains fairly well, despite the high fever. When the fever breaks, appearance of raised rash on child's trunk which spreads over the body. Usually occurs in children under 4 years - most common before 2 years.	Direct contact with nose or throat secretions (droplets or saliva) of an infected person.	Probably most contagious before the rash appears. Should be considered contagious until symptoms resolve.	Reinforce proper hand hygiene. Educate on coughing / sneezing in a tissue or a sleeve.	No exclusion required.	No	Yes	No

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Rubella (German Measles) Viral Incubation period: 2 - 3 weeks	May have mild fever and cough, runny nose, congestion, red/watery eyes, followed by a rash that spreads from the face to the rest of the body. Swelling of lymph glands behind the ears is common.	Direct contact with saliva or the respiratory secretions of an infected person.	From 1 week before to approximately 7 days after onset of rash.	Ensure all children are immunized as per NB Routine Immunization Schedule.	Yes Exclude for 7 days after onset of rash. If child has congenital rubella and is less than one year old, consult with Public Health. Risk of severe damage to fetus if pregnant woman gets rubella in first trimester, therefore all staff should prove immunity (vaccination or blood test, prior to employment, if possible).	Yes	Yes	Yes
Scarlet Fever Bacterial Incubation period: 1 - 3 days	May include symptoms of strep throat, plus a very fine raised rash. Appears most often on the neck, chest, in the folds of the arm pit, elbow, groin and inner thigh. A reddish tongue may be present. Later there may be peeling of skin on fingertips and toes.	Same as with strep throat.	If untreated may remain infectious up to 10-21 days. If treated with antibiotics, will not be infectious after 24 hours.	Refrain from sharing beverages, utensils and any contact with an infected person's saliva. Encourage proper hand hygiene.	Yes , until 24 hours after antibiotic treatment has been initiated.	No	Yes	Yes
Strep Throat Bacterial Incubation period: 1 - 3 days	Fever, sore throat, red throat with pus, swollen glands.	Contact with respiratory tract secretions, saliva of an infected person.	If untreated may remain infectious up to 10 - 21 days. If treated with antibiotics, will not be infectious after 24 hours.	Refrain from sharing beverages, utensils and any contact with an infected person's saliva. Encourage proper hand hygiene.	Yes , until 24 hours after antibiotic treatment has been initiated.	No	Yes	Yes

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Varicella Chickenpox Viral Incubation period: 2 - 3 weeks	Fever and skin rash that comes in crops. Rash begins on chest, back, underarms, neck and face and then spreads to the arms and legs. The rash changes to blisters and then crusts over before healing.	Direct contact with nose or throat secretions (droplets or saliva) and from lesions of an infected person. Very infectious.	Usually 1-2 days before the appearance of the rash and until 5 days after the first crop of blisters appears or until the last blister has crusted.	Discard articles soiled by nasal or throat secretions, or discharges from lesions. Contact Public Health for advice regarding immuno-suppressed children. Reinforce proper hand hygiene. Ensure all children are immunized as per NB Routine Immunization Schedule Pregnant staff and parents should be up to date on immunizations. Contact health care provider if exposed and have not had chicken pox or a vaccine.	Yes Exclude until child is well enough to return and participate in program activities. Parents and staff of immuno-suppressed children should be notified that chickenpox is present in the facility.	Yes	Yes	No
Shingles (Herpes zoster) Viral Incubation period: 10 – 21 days	Localized groups of painful fluid filled lesions. Looks like chickenpox and is caused by the same virus but are located in one area on the body and occurs in people who have already had chickenpox.	Persons who have not had chickenpox in the past are at risk of getting chicken pox if they come in contact with fluid from the shingles rash. A person will not contract shingles from someone who has shingles.	Until all lesions have scabbed.	Immuno-suppressed or pregnant contacts should be referred to their health care practitioner. Cover open lesions when possible. Reinforce proper hand hygiene.	No exclusion required unless skin lesions cannot be covered.	No	Yes	No

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Whooping Cough (Pertussis) Bacterial Incubation period: 6 - 20 days	Initial signs are runny nose; coughing and sneezing followed 1 - 2 weeks later by characteristic cough (series of cough attacks which may end with a high-pitched gasp of air called a whoop). May vomit after episodes of coughing. Not all children present with the typical cough.	Contact with nose or throat secretions (droplets or saliva) of an infected person or articles soiled with these secretions.	Very infectious in early stages. Minimal risk after 3 weeks of onset of cough. No longer contagious after 5 days of appropriate antibiotic.	Ensure all children are immunized as per NB Routine Immunization Schedule. Reinforce proper hand hygiene. Regular disinfection of high touch surfaces (doorknobs, handrails, toys.) Pregnant individuals and expectant parents should be up to date on immunizations to protect unborn children.	Yes	Yes	Yes	Yes
OTHER DISEASES								
Herpes simplex (cold sores) Viral Incubation period: 2 - 12 days	Fever, lesions filled with fluid on lips, face most often; however, may also occur on other areas of the body.	Direct contact with saliva or fluid from lesions.	Infection remains for life, with lesions appearing on occasion. Contagious when lesions are present.	Prevent contact with saliva or fluid from lesions, cover lesions if possible. Encourage proper hand hygiene. Disinfection of objects that may have come in contact with fluid from lesions.	No exclusion required, unless child is not able to cover the lesions and has poor hand hygiene; significant drooling that cannot be controlled or is too ill to participate in activities.	No	No	No
Impetigo Bacterial Incubation period: 1 - 3 days	An infection of the skin marked by pus-filled sores. Often has a "honey" coloured crust. Located around mouth and nose, or arms and legs. Itching may be common.	Direct contact with discharge from sores.	As long as pus filled lesions continue to drain.	Refrain from sharing beverages, utensils and any contact with an infected person's saliva. Avoid contact with any lesions, especially when draining fluid. Encourage proper hand hygiene.	Yes , until 24 hours after antibiotic treatment has been initiated.	No	Yes	Yes

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Lice - head or body Parasite Incubation period for eggs: 1 - 2 weeks	Itching/scratching of head or body. <u>Lice:</u> Dark brown adult or lighter brown young, crawling lice (hard to see as they move quickly). <u>Lice eggs/nits:</u> grey-white, oval in shape and are size of a grain of sand. Attached to the hair close to the scalp. Unable to be flicked off.	Contact with the person's head (head lice) or body (body lice), or personal articles which have come in contact with the head or body parts; brushes, combs and headgear may transfer mature head lice. Lice do not fly, swim, or jump onto another person.	While lice remain alive on the individual.	Avoid sharing combs, brushes, hats, hair bands, scrunchies and head sets. Put hats and scarves in coat sleeves. Treatment: Recommended only when live lice have been seen. Close contacts should be checked and only treated if live lice are found. Educate parents/caregivers to check child's head weekly. Educate on washing the affected child's bed linen and clothes in hot water and use hottest dryer setting. Contact Public Health if any questions.	No exclusion required. Cases should receive appropriate treatment. Watch for symptoms which may suggest other cases (such as head scratching).	No	Yes	No
Molluscum contagiosum Viral Incubation period: a few days to months	Round, smooth and firm papules (nodules) that have an ulcer (hole) in the middle.	Direct contact with lesions.	Likely as long as lesions persist. May remain for many months to years without treatment.	Avoid direct contact with lesions. Disinfect surfaces. Treatment of existing lesions. Avoid sharing towels and washcloths.	No exclusion required.	No	No	No

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Pink-Eye (Conjunctivitis) Numerous causes. Infections are bacterial or viral: Incubation period for bacterial: 1 - 3 days Incubation period for viral: 5 - 12 days	Red, watery, itching, burning eyes: swollen eyelids, sensitivity to light. A discharge may cause eyelids to crust over and stick together. Bacterial infections usually produce yellow, thick, crusty discharge.	Contact with discharge from the eye, or nose / throat secretions of an infected person	During the course of the infection. Usually very infectious. *Bacterial: Infectious until 24 hours after completion of appropriate antibiotic treatment. *Viral: Infectious as long as there is eye discharge.	Reinforce proper hand hygiene. Discourage sharing of towels or washcloths.	Yes If conjunctivitis is suspected, the child should be seen by a health care practitioner. If bacterial, exclude until at least 24 hours of antibiotic treatment has been completed. If viral, exclude until resolution of eye discharge.	No	Yes	Yes
Ringworm Fungal Incubation period: Body: 4 - 10 days Scalp: 10 - 14 days	Body: Appears as flat, ring-shaped rash with a raised edge and scaly patches that may blister and ooze. As lesions spread outward, the center often becomes clear. Scalp: May be difficult to detect in early stages. Begins as small, scaly patch which spreads leaving scaly patches of temporary baldness.	Direct contact with lesions from infected person, animal or contaminated articles.	As long as lesions are present and viable fungus persists on contaminated materials.	Keep lesions dry and covered with protective dressing. Reinforce proper hand hygiene. Environmental sanitation important.	Yes, until treatment is started. Some restriction of activities may be recommended (depending on the infection site).	No	Yes	No

DISEASE	POSSIBLE SIGNS/SYMPTOMS	HOW IT SPREADS	CONTAGIOUS PERIOD	PREVENTION AND CONTROL	EXCLUSION GUIDELINES	FACILITY TO REPORT TO PH	POST NOTICE TO INFORM PARENTS	RETURN AFTER EXCLUSION FORM REQUIRED
Scabies Parasite Incubation period: up to 3 weeks	<p>Caused by mites which burrow under the skin. Seen as wavy, threadlike, very small, slightly elevated grayish white burrows.</p> <p>Most frequently found between the fingers, on the elbow, hands and wrists, but may be found elsewhere on the body.</p> <p>Itching may be severe especially at night.</p> <p>In children younger than 2 years, rash may occur anywhere on body. On older children rash usually occurs on fingers, elbows, armpits and abdomen.</p>	Direct contact with infected areas of the skin or contaminated articles.	<p>Until mites are destroyed by treatment.</p> <p>A second treatment one week after the first course is recommended.</p>	Educate on washing the affected child's bed linen and clothes in hot water and use hottest dryer setting.	<p>Yes</p> <p>An infected person should be excluded until 24 hours after first treatment is completed.</p> <p>Note: household contacts should also be treated, even though they may be without symptoms.</p> <p>Watch for symptoms which may suggest other cases (such as itching).</p>	No	Yes Notice to other parents should include a recommendation to examine their child.	Yes

References:

Canadian Pediatric Society – Caring for Kids: [Health conditions and treatments | Caring for kids \(cps.ca\)](https://www.cps.ca/health-conditions-and-treatments)

Heymann, DL, editor. *Control of Communicable Diseases Manual 20th edition*, Washington, DC; American Public Health Association; 2015.

Appendix B

Appendix B: New Brunswick Guide for Exclusion of Children in Early Learning and Childcare Facilities

Purpose of Appendix B is to simplify exclusion periods and return after exclusion requirements for both operators and parents.

Disease/Infection	Exclusion Criteria	Return After Exclusion Form Required?
GASTROINTESTINAL INFECTIONS		
Campylobacter	Exclude until symptom free (diarrhea has stopped).	YES
Clostridium difficile	Exclude until symptom free (diarrhea has stopped).	YES
Cryptosporidium	Exclude until symptom free (diarrhea has stopped). No swimming for 2 weeks.	YES
E. coli 0157:H7	Exclude until symptom free (diarrhea has stopped) and 2 stool cultures taken 24 hours apart are negative. Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	YES Public Health signature required
Gastroenteritis - Undiagnosed undiagnosed suspect infectious outbreak/ cluster – 2 or more cases (i.e., viral, bacterial)	Exclude until 48 hours symptom free (diarrhea has stopped) or as directed by Public Health.	YES
Gastroenteritis - Undiagnosed single case	Exclude until symptom free (diarrhea/vomiting/fever has stopped) and child is well enough to attend. Note: Any cases of bloody diarrhea must be reported immediately , and the child must be seen by a healthcare practitioner. Upon consultation with public health, the operator of a centre has the discretion to exclude a single undiagnosed case for a longer time period (i.e.: 48 hours) if norovirus/Norwalk is strongly suspected.	NO
Giardia	Exclude until symptom free (diarrhea has stopped). No swimming for 2 weeks.	YES
Hepatitis A	Exclude as directed by Public Health, usually until one week after onset of jaundice. If no jaundice was present, exclude 2 weeks after onset of symptoms.	YES
Norovirus/Norwalk	Exclude until 48 hours symptom free (diarrhea has stopped).	YES
Rotavirus	Exclude until 48 hours symptom free (diarrhea has stopped).	YES
Salmonella	Exclude until 48 hours symptom free (48 hours after diarrhea has stopped).	YES
Salmonella typhi	Exclude until symptom free (diarrhea has stopped) and stool cultures taken 24 hours apart are negative (number of stool cultures to be determined by Public Health). Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	YES Public Health signature required

Disease/Infection	Exclusion Criteria	Return After Exclusion Form Required?
Shigella	Exclude until 48 hours symptom free (diarrhea has stopped) plus 2 stool cultures taken 24 hours apart are negative. Proof of negative cultures must be provided to Public Health, who will then notify the facility of re-admittance permission.	YES Public Health signature required
RESPIRATORY ILLNESSES		
Measles	Exclude until 4 days after onset of rash.	YES
Meningitis (Bacterial)	Exclude until 24 hours after child has started effective treatment and is well enough to participate in normal daily activities. No exclusion for viral meningitis.	YES
Mumps	Exclude cases until 5 days after onset of swelling.	YES
Rubella (German Measles)	Exclude for 7 days after onset of rash. If child has congenital rubella and is less than one year old, consult with Public Health.	YES
Scarlet Fever	Exclude until 24 hours after antibiotic treatment has been initiated.	YES
Strep Throat	Exclude until 24 hours after antibiotic treatment has been initiated.	YES
Varicella Zoster (Chicken Pox)	Exclude until child feels well enough to return to facility.	NO
Whooping Cough (Pertussis)	Exclude as directed by Public Health.	YES
OTHER		
Fever (from an unspecified cause)	Exclude- child can return once they are fever free for 24 hours without the use of fever-reducing medicine. Note: if fever is part of a diagnosed illness, a longer exclusion period may apply as directed by Public Health.	YES
Herpes Simplex (cold sores)	Exclude children who are not able to cover lesions, have poor personal hygiene, excessive drooling, or are too ill to participate in activities. Exclusion is not indicated for recurrent cold sores.	NO
Pinkeye (conjunctivitis)	Exclude until child is seen by a healthcare practitioner. If cause is viral, can return to the childcare setting with a healthcare practitioner's approval. If cause is bacterial, can return after 24 hours of appropriate antibiotic treatment completed.	YES
Ringworm	Exclude until treatment is started. Some restriction of activities may be recommended (depending on the infection site).	YES
Scabies	Exclude until 24 hours after first treatment is completed.	YES

Parents must notify the operator within 24 hours of a confirmed diagnosis from a health care practitioner.

In a situation where a risk to public health exists (such as during an outbreak or with certain diseases of public health significance), the Regional Medical Officer of Health, may, under the Public Health Act, require the implementation of any measures necessary to reduce the risk of spreading communicable diseases. This may include excluding certain children or staff from the facility, closing sections of the facility or the entire facility.

MON ÉCOLE MY SCHOOL CHILD CARE PROGRAM OUTLINE

Program Goals and Objectives

The program goals and objectives below act as a teacher's guide as they care for your child daily:

Fostering social, intellectual, emotional, and physical development

Learning to play/work with other children.

Encouraging and supporting families

Expanding the interest of the children

Fostering creativity

Taking advantage of our surroundings, learning about nature and science

Encouraging literacy and fostering the French language

Empowering children with choices

Music Appreciation

Sports and Recreation

Cultural diversity

Health and well-being.

Providing learning experiences that will last a lifetime.

Acknowledgment and Positive feedback

We focus on acknowledgment and positive feedback instead of over-praising and rewarding the children for their accomplishments. Children are naturally fueled by achievement, learning and conquering! If you think about it, we can all relate to self-enjoyment as the greatest fuel of all for perseverance and further learning. At Mon École My School Child Care we provide the children with an environment that is interesting, enjoyable, meaningful, and relevant to them, this sets them up for their ultimate reward system.

When a child has accomplished a task no matter what it is we use the acknowledgment to show our appreciation, for example: "I love the choice of colour you have used" or "I'm glad you chose to colour your drawing that way, you look so happy with yourself" This creates an honest and fulfilling connection between the child and teacher.

The goal is not to manipulate the children into completing a task bribed by rewards or praise but by genuinely being glad to see they have accomplished something that pleases them. This sets them up for the future when there is no longer a teacher, parent, or friend there to acknowledge their hard work.

Potty Training

We are always excited to see a child succeed when it comes to potty training. We will always offer a child to sit on the toilet during regular bathroom breaks and if /when your child is ready mentally and physically, we will assist them by encouraging more regular use of the toilet. We will require several changes of clothes for the first weeks of training. When your child has been dry for two weeks, we will continue the training during rest periods as well. Please be sure to encourage potty training at home during this time. A team effort has the best results.

Hours of Operation

Mon École My School Child Care is open Monday through Friday from 7:00 am until 5: 30pm.

We will be closed on the following dates during the year. Notices will be shared via ProCare as a reminder when a holiday is approaching. Please be advised if a holiday falls on a weekend the previous or following business day will be taken as the holiday.

New Year's Day	New Brunswick Day
Family Day	Labour Day
Good Friday	Remembrance Day
Easter Monday	Thanksgiving Day
Victoria Day	Christmas Eve (noon)
Canada Day	Christmas Day
Day of Reconciliation	Boxing Day

On non-statutory holidays we hold professional development days at the facility for the staff. We work on our classrooms, and programs, and prepare for the days to come. It is a great time for staff to work together and come up with some amazing adventures for the children.

Summer/Fall Break

We will be closed for two weeks during the year. The first week will be the first week school is done (end of June or early July) and the second week will be the week before school takes back in (usually the end of August st early September). During this time, it allows for any upgrades or updates that need to be made and prepare for the summer / new school year coming. Please make alternative arrangements for your children during these weeks.

Weather Conditions

Mon École My School Child Care reserves the right to cancel services at their discretion. All closures will be announced on ProCare by 6:30 am the morning of. Please make sure to check in advance if uncertain weather conditions occur.

We will try to remain open during a storm for parents who must work. Please note that staff may be limited on these days due to poor road conditions please make sure to check with the center in advance.

Please be advised that children will be participating in outdoor activities several times a day. Please ensure they are dressed adequately.

Outdoor activity will be cancelled if the wind chill or temperature:

is below -20 Degrees Celsius or greater than 33 Degrees Celsius with the humidity.

Nursery School Program

At Mon École My School Child Care, we understand that finding the best childcare for your infant is very important and often challenging. To help ease your mind we want you to know that we want what you want for your child! We focus on providing an environment where your child can play, learn, and be engaged all day long. Where he/she will be nurtured and be provided with the absolute best care. We need you to feel confident in knowing you've made the right decision for your little one.

Here at Mon École My School Child Care Nursery School we encourage each child to develop at his/her rate and to their fullest potential. We believe children do this best in an atmosphere that is filled with nurturing, trust, encouragement, and much love.

The program encourages social development and positive interaction with their teachers and classmates. The teacher-to-child ratio in our nursery classroom is 1:3 which allows our teachers to provide excellent care for your little one. Our Nursery School varies in ages from 0 to 24 months.

As our Nursery children grow, we encourage them to explore and learn with materials that are of interest to them. We teach them skills that encourage their independence; for example: feeding themselves and dressing themselves and if they are ready for potty training we teach and encourage them to do so as well.

We look forward to providing your child with learning experiences that will last them a lifetime!

Our Nursery School Classroom consists of but not limited to the following:

Soft Play Zone – a safe area to discover movement.

Dramatic Play area – for strengthening the imagination skills.

Reading area – for story time and self-exploration of books

Arts and Crafts – For drawing, colouring, and painting their first masterpiece.

Construction Zone – for building towers and structures

Music and Movement - for finding their rhythm.

Learning Center –puzzles, numbers, alphabets, counting.

Sensory Zone – for strengthening the senses (smell, touch, hearing, sight)

And so much more...

Our materials are checked and changed regularly to ensure we are creating a classroom that is enjoyable, interesting, meaningful, and relevant to the children.

Nursery School Daily Schedule

Our daily schedule in our nursery classroom is just a guideline and has been designed to provide a consistent schedule for your child. The first 24 months of your child's life are fast changing, and we will adapt to each child's individual needs.

Infant Room Daily Schedule

7:00 AM – 8:00 AM	Drop off and say good morning to friends.
8:00 AM – 8:30 AM	Circle Time: songs, music, rhymes, and games
8:30 AM – 9:00 AM	Snack Time
9:00 AM - 10:00 AM	Outdoor Playtime/Classroom
10:00 AM – 11:00 AM	Crafting, activities, free exploration of the class
11:00 AM - 12 noon	Lunch Time
12:00 PM – 2:00 PM	Nap Time
2:00 PM – 2:30 PM	Class Time
2:30 PM - 3:00 PM	Snack Time
3:00 PM – 4:00 PM	Outdoor Playtime
4:00 PM – 5:30 PM	Free Exploration

Nursery School Supply and Personal Belongings Checklist

Supply and Personal Belongings Check List			
Item	Check	Item	Check
Box/Package of Diapers (Wipes will be provided)		Security/Comfort item Please label	
Daily Schedule and meal plan with instructions if under 12 months of age.		2 Full changes of clothes (including socks and undergarments) Soiled items should be replaced the next day.	
Diaper Cream (if required)		Indoor Shoes	
Sippy cups or Bottle with Cover (clean disinfected bottles required daily) And MUST be LABELLED		Sunscreen Lotion (Summer) Hat/Sunglasses	
Formula/Instructions or Milk/Instructions if desired		2 bibs (soiled items will be sent home each day please return clean ones for the following day)	
Blanket (for sleeping/outings. Crib sheet will be provided)		2 Snacks and a lunch each day Utensils (fork, spoon) Lunch Box must be labeled and an Ice Pack to keep items cold	
A backpack that can be travelled daily to & from home to daycare		Outdoor Clothing – must be suitable for weather conditions	

PLEASE LABEL YOUR CHILDS ITEMS WITH FIRST AND LAST NAME

Nursery School Program Fees and Payments

Detailed below are the fees and fee policies of Mon École My School Child Care.

Please note that fees and fee policies are subject to change. Parents will be given a minimum of four weeks' notice before increases.

*PAYMENTS WILL BE ACCEPTED BY DIRECT DEPOSIT

EACH WEEK AND BEFORE CARE.

Fee Description	Fee	Due	Comments
Registration	\$80.00	Upon Registration	Non-Refundable \$40 Administration Fees \$40 Personalized Items
Nursery School Care	\$223.00 per week MINUS Designated Center Government subsidy Parent pays \$105 per week	Before Care	As a continuation of the government's support through the Parent Subsidy Program, amounts will continue to change up to 2025. Fees are expected to drop to \$10 a day for families with children under the age of five.
Late Fee	\$20.00	Upon invoicing	There will be a 1-week grace period only.
NSF Fee	\$20.00per transaction	Upon invoicing	There will be a 1-week grace period only.
Late Pick Up	\$1.00 per minute	Upon invoicing	Money will be paid to staff members who stay late.
Summer Shut Down	\$0.00	_____	Parents will be notified in January of the 1-week shutdown dates in June/July and the 1-week shutdown dates in August/September.

Day School Program for Toddler/Preschoolers

At Mon École My School Child Care our day school program is focused on learning through our daily routine and activities. Our classroom is set up to let the children explore what is of interest to them. They have access to various materials that help them build the skills they will need throughout their lives. We also like to encourage them to express themselves through art, creativity, and music.

In our day school program, our children are from ages 2 to 5 years. The children are kept together, encouraging the younger ones to learn from the older ones and the older ones to learn the importance of being a role model and how to nurture the younger ones.

We provide preschool lessons for all ages in this group. We teach them to write their names, cutting, letters, numbers and even some geography. Children are very smart and are capable of more than what we realize sometimes! All teaching is done to each child's desire, and at their own pace. Lessons are done individually and as a group to allow the children the opportunity to work with their friends.

Our classroom is set up with the following interest centers:

Creative Arts Center – Drawing, painting, collage/art table

Science/Nature – Items for exploration and getting to know the facts.

Music – Real instruments to play and various types of music to explore.

Learning Center – Writing, numbers, alphabet, matching/sorting, games

Geography – Maps, places around the world

Library – English & French books to explore individually and as a group.

Dramatic Play – Imagination at its fullest

Construction Zone – building, construction and demolition.

Day School Daily Schedule

Our daily schedule has been designed to provide the children with consistency. By doing so, we create a sense of routine and certainty for the children.

7:00 AM – 8:30 AM	Drop off, free/group play developing social interactions.
8:30 AM – 9:00 AM	Storytime, Circle time: songs, music, rhymes, and games, Weather, calendar
9:00 AM – 9:30 AM	Snack time
9:30 AM – 10:00 AM	Team building activities.
10:00 AM – 12:00 AM	Outdoor exploration (weather depending)
12:00 AM – 12:30 PM	Lunchtime
12:30 PM – 2:30 PM	Nap Time/quiet time*
2:30 PM – 3:30 PM	Circle time and Group Activity
3:30 PM – 4:00 PM	Snack time
4:00 PM - 5:00 PM	Free Play
5:00 PM – 5:30 PM	Outdoor play (weather depending)

*Nap time: We recommend nap time for all two- and three-year-old children. A significant amount of stimulation occurs during your child's busy day and a nap helps the brain organize the newly acquired information and lets the body get some much-needed rest. There is a maximum of two hours of rest each day. If you require a greater sleep or a lessened sleep period for your child a written request must be submitted to the facility and will be placed in your child's file.

Day School Supply and Personal Belongings Checklist

Supply and Personal Belongings Check List			
Item	Check	Item	Check
Box/Package of Diapers (if required)		Indoor Shoes	
Diaper Cream (if required)		2 Full change of clothes (including socks and underwear) Soiled items should be replaced the next day.	
Hat/Sunglasses (Summer)		Sunscreen Lotion (Summer)	
Hairbrush/elastic (if desired)		Swimsuit & Towel (Summer)	
Blanket (2 & 3 year olds) (Fitted Sheet/Pillow will be provided)		Security/Comfort item *If applicable	
Water Bottle labelled with child's name.		2 snacks min a main course, and a dessert if desired utensils (fork, spoon) The lunch box must be labelled. Ice pack to keep items cold.	
Appropriate clothing for the seasons		Appropriate Outdoor outerwear for the seasons (Coats, boots, pants, mitts, hats)	
Backpack to travel with child daily			

PLEASE LABEL YOUR CHILDS ITEMS WITH FIRST AND LAST NAME

Day School (Toddler/Preschool) Program Fees and Payments

Detailed below are the fees and fee policies of Mon École My School Child Care.

Please note that fees and fee policies are subject to change. Parents will be given a minimum of two weeks' notice before changes.

Fee Description	Fee	Due	Comments
Registration	\$80.00	Upon Registration	Non-refundable \$40 Administration Fees \$40 Personalized Items
Day School Care	\$176.85 per week MINUS Designated Centre Government subsidy Parent pays: \$90.00 per week	Before Care	As a continuation of the government support through the Parent Subsidy Program, amounts will continue to change up to 2025. Fees are expected to drop to \$10 a day for families with children under the age of five.
Late fee	\$20.00	Upon invoicing	There will be a 1-week grace period only.
NSF Cheques	\$20.00	Upon invoicing	There will be a 1-week grace period only.
Late Pick Up	\$1.00 per minute	Upon invoicing	Money will be paid to staff members who stay late.
Summer Shut Down	\$0.00	_____	Parents will be notified in January of the 1-week shutdown dates in Jun/July and the 1-week shutdown dates in August/September.

After School Program

Our after-school program was developed to provide the children with as much opportunity as possible! With this age range of children, their lives are quickly developing, and their uncertainty can be overwhelming at times. Here at Mon École My School Child Care we want to focus on providing support, in the form of child-direct, child-centred activities.

Their after-school time here can be used to develop talents, and hobbies and receive academic support (staff will be available to explain homework problems and assist them with any difficulties and help with studying). We want to provide the children with the materials they need to explore their passions and take their ideas to the next level.

Our After School Center consists of:

- A design center – fashion, engineering, construction
- Arts & crafts center – painting, drawing, creating.
- Construction Zone – Legos, blocks, nuts and bolts, tools
- Dramatic Play area – Dress up clothes, dolls, Puppet shows.
- Library – English & French books and a quiet place to read.
- Music Room – Real instruments, learn to play books & videos.
- Indoor sports center – ball hockey, basketball

Development, Cognition and Well-Being

After-school settings can have plenty of situations to learn social context. Social interactions increase all children's intelligence, academic success, and emotional stability. At Mon École My School Child Care we focus on fostering the children's love of school, future success, and peer & personal development. We encourage children as individuals and provide them with support to reach their full potential. We want them to have pride and we want to encourage them to have the independence skills which they need to know they have, so they can in return succeed.

As we see the children grow and learn we see a sense of identity and self-image. Children begin to understand the diversity in individuals, families, schools, and communities. They also demonstrate independence, self-regulation, and willingness to take responsibility. Their problem-solving skills become more defined, and they are more aware of their surroundings.

Also, when children find the connection between the "cause and effect" of reasoning and they experience the results of their actions, they begin to understand how their actions may affect others.

We want the children to learn through interacting with the real world. We want them to have fun, be creative, find their internal motivation and learn to resist distractions.

In conclusion, we want to provide your children with the best opportunities, in a great environment and a safe place. We want to provide an environment that promotes your children to want to accomplish and achieve their goals not just for their family, peers, and teachers but for themselves.

After-School Program Daily Schedule

After School

7:00am – 8:00am	Free Play
8:00 am	Bus Departs for School
1:30 pm – 2:30 pm	Grades K to 2 – Assistance with Homework *reading is to be done at home. Parents are responsible to check over their child’s homework.
2:30 pm – 3:30 pm	Team building activities grades k to 2 Grades 3 to 8 - Assistance with Homework
3:30 pm – 4:00 pm	Snack Time
4:00 pm – 5:45 pm	Outdoor play (weather depending)

Full Day

7:00am – 8:30am	Arrival/Exploration
8:30am – 9:30am	Circle time
9:30am – 10:00am	Snack time
10:00am – 11:00am	Outdoor Exploration
11:00 am – 12:00 pm	Lunch
12:00 pm – 2:00 pm	Outdoor play
2:00 pm – 3:00 pm	Fun with Madame
3:00 pm – 3:30 pm	Snack time
3:30 pm – 4:00 pm	Circle time
4:00 pm – 5:30 pm	Outdoor play

After School Supply and Personal Belongings Checklist

Supply and Personal Belongings Check List			
Item	Check	Item	Check
Indoor Shoes		Sunscreen Lotion (Summer)	
Hat/Sunglasses		Hairbrush/elastics (if desired)	
Swimsuit/Towel (Summer)		Full change of clothes * if you feel your child may need them (including shirt, pants, socks and underwear) Soiled items should be replaced the next day.	
Water Bottle labeled with child's name		Sweater	
Snack for after-school		Full Day 2 snacks (minimal), a main course, and dessert if desired Utensils (fork, Spoon) Ice pack to keep items cold. (Microwave and toaster available)	
Backpack to travel with child daily on full days			

PLEASE LABEL YOUR CHILDS ITEMS WITH FIRST AND LAST NAME

After-School Program Fees and Payments

Detailed below are the fees and fee policies of Mon École My School Child Care.

Please note that fees and fee policies are subject to change. Parents will be given a minimum of two weeks' notice before changes.

Fee Description	Fee	Due	Comments
Registration	\$80.00	Upon Registration	Non-refundable \$40 Administration Fee \$40 Personalized Items
After School Care	\$106.00 per week (Payment will remain the same during all full-day requirements including storm days, in-service days, Christmas, March and Summer Breaks) Fees are subject to change with 4 weeks notice	Before Care	Payments will be made by direct deposit each week. Payment will come out the Monday for that week of care.
Late Fee	\$20.00	Upon invoicing	There will be a 1-week grace period only.
NSF Cheques	\$20.00 per cheque	Upon invoicing	There will be a 1-week grace period only.
Late Pick Up	\$1.00 per minute	Upon invoicing	Money will be paid to staff members who stay late.
Summer Shut Down	\$0.00	_____	Parents will be notified in January of the 1-week shutdown dates in June/July and the 1-week shutdown dates in August/September.

Price List

Mon École / My School Child Care Inc.

Rates are subject to change.

We are a Designated Early Learning Center!

Government Subsidies apply for families with children under the age of five years of old. Registration is a must. Additional subsidies are also available for all age groups.

Information can be found on gnb.ca.

Our Rates are as follows:

Registration Fee: \$80.00

Weekly Rates – Full Time

Nursery – \$223.00 – Subsidy \$118.00 - Parent Pays \$105.00

Day School - \$176.85 – Subsidy \$86.85 - Parent Pays \$90.00

After School - \$106.00 - flat rate year-round



Mon École My School

Child Care

Enrollment Forms

*Please Complete and Sign All Forms.

ALL Forms MUST be COMPLETE and RETURNED

Before

your child's Start Date*

Please do not hesitate to contact us with any questions you may have.

Thank you for choosing Mon École My School Child Care for your family! We will strive to provide you and your child with the greatest opportunities, the best experiences and exceptional care that we can to encourage your child's growth and development to its fullest potential!

Kindest Regards,

Melissa LeBlanc

Melissa LeBlanc

Owner/Operator

Phone: 506-345-0655

Email: memscc@hotmail.com

Mon École My School Child Care Enrollment and Acknowledgement Form

I/We, _____ am/are the parent(s) of _____, have read and understood the contents of this parent handbook and have completed, signed, acknowledge, and agree to all of its guidelines. All forms will be held on file at Mon École/My School Child Care facility.

Registering for: ___ Nursery School(0-24m) ___ Day School (2-4/5 years) ___ After School (4/5 – U13)

(*Initial beside the title of each document and /or form include the signature at the bottom)

Documents and Forms	Initials of Parent/ Guardian
MÉMSSC Handbook Acceptance & Acknowledgement Form	
MÉMSSC* Permission Form	
Child Profile	
Parental Consent for Emergency Care and Transportation	
Administration Acetaminophen Consent	
Consent For Outings, Excursions, and Activities off the Premises of MÉMSSC	
Consent for videography and photographs that may be shared on Procure to registered families only and displayed at the center.	
Consent for a child to walk/bicycle to and from school unattended (school-age children only)	
Consent for transportation to and from school	
Consent for bathing (if a child becomes soiled and needs assistance)	
In-Direct Supervision Form	
Inclusion Policy & Programs Acknowledgement Form	
Direct Deposit Form & VOID Cheque	
Immunization Record of Child or Exemption form from a physician	
Enrollment Fee (\$80.00 per child)	
Read and accept all contents of the Parent Handbook	

*MÉMSSC – Mon École My School Child Care

Parent/Guardian

Date

Mon École My School Child Care

Mon École My School Child Care Permission Form

I/We, _____, am/are the parent(s) of _____, and I/We are providing: _____
 (*Initial each statement and include signature at the bottom)

	Initials of Parent/ Guardian
1. Consent for videography and photographs that may be shared on Procare to registered families only and displayed at the center.	
2. Consent for Educators to observe and document my child's Developmental Stage Accomplishments, Preschool Preparations, Work activities, and create learning stories)	
3. Consent to be released to someone other than the custodial parent as requested in the child profile	
4. Consent to have my child's file Viewed by Government Agencies such as Early Education and Childhood Development, Public Health, Occupational therapy, etc. (File would include these documents: "Child's Profile")	
5. Consent to have cream, ointment or lotion applied including <u>sunscreen and/or insect repellent</u> (these are to be provided by parents/guardians)	
6. Consent to allow communication between Mon École/My Child Care and the school which my child attends. (to encourage the ease of transition, and emotional stability if required)	
7. Consent to have face paint, temporary tattoos, nail polish or equivalent applied	
8. Consent to go on Nature Walks on the private road across the street. (requires us to walk across Route 115) and our outdoor nature area which is not fenced in (Proper supervision will ALWAYS be provided).	

*MÉMSCC – Mon École My School Child Care

 Parent/Guardian Signature

 Date

 Mon École My School Child Care

CHILD PROFILE EARLY LEARNING AND CHILDCARE FACILITY

Registration Date: _____

Start Date: _____

____ Nursery Class (0-24 months)

____ Day School (2 – 4/5 years)

____ After School (4/5 – U13)

What School do you plan on sending your child to?

Which School District do you are you located in?

Child's Information

Child's spoken language(s):

Language in which child will attend school:

Child's Name: (First, Last)			<input type="radio"/> Male <input type="radio"/> Female	
Street Address	Apt. #	City/ Town	Province	Postal Code
Date of Birth (MM, DD, YYYY)		Medicare #	Expiry Date	
Doctors Name: _____ Phone Number: _____				
Doctors (Complete) Address: _____				

Allergy Information

ALLERGY ALERT! (*Any food, medication or contact allergies*)

LIST: SEVER ALLERGIES (LIFE-THREATENING):

LIST: ALLERGIES (NON-LIFE-THREATENING):

Are any of the above allergies severe enough to require EpiPen, medications, or emergency treatment?

☐ Yes ☐ No

If yes, Please Specify below and complete an **Allergy Management and Emergency Plan Form** available from the operator.

Parent/Guardian Information (please place a * by which phone number to call first if a parent needs to be reached)

Primary Contact

Parent/Guardian Name	Email Address	Home Phone Number
Street Address:	Apt #	City/Town Province Postal Code
Place of Work	Work Phone Number	Cell Phone Number

Secondary Contact

Parent/Guardian Name	Email Address	Home Phone Number
Street Address:	Apt #	City/Town Province Postal Code
Place of Work	Work Phone Number	Cell Phone Number

Additional Information

Child's Living Arrangement (ex. Lives with both parents. 50% with mom/50% with dad)			
Other than you, who has permission to pick up your child?			
Name	Relationship	Daytime Phone Number	Complete Civic Address

***If changing the pick-up arrangement parents must inform the facility before the child is picked up.**

Restrictions

Is there anyone who *does not* have permission to pick up your child?

*Appropriate paperwork such as custody papers must be attached if a parent is not permitted to have contact with the child. Please discuss this with the operator/administrator.

Emergency Contacts

Two emergency contacts (other than parents/guardians) – Provide FULL civic addresses

*Must be able to respond within one hour if parent(s)/guardians(s) cannot be reached

Name	Relationship	Daytime Phone Number	Complete Civic Address

Medical

Does your child require any essential routine services regularly as part of a daily routine such as catheterization, special hygiene procedures, ongoing administration of medication, or ongoing observation of certain health conditions? Such as diabetes, to determine when intervention is needed.

Yes ☐

No ☐

If yes, please complete an Essential Routine Services and Emergency Plan available from the operator.

Specify Briefly:

Medical History: Please Indicate if your child has **had** any of the following:

	Yes	No		Yes	No
Measles			Rubella		
Mumps			Chicken Pox		
Meningitis			Pertussis (Whooping Cough)		

Health Status: Indicate if your child **has** any of the following:

	Yes	No		Yes	No
Asthma			Diabetes		
Eczema/Psoriasis			Epilepsy/Seizures		
Other:			Other:		

Ongoing Medical Treatment: Please indicate any ongoing medical treatment your child needs or may need.

(*you will be required to complete an "Administration of Medication form")

Name of medication:	Dosage:
The condition being treated:	
Name of medication:	Dosage:

The condition being treated:

Immunizations

Immunizations: In accordance with subsection 12(2) of the *Reporting and Diseases Regulation – Public Health Act*, proof of immunization must be provided for each child attending an early learning and childcare facility for the following:

diphtheria	rubella	Mumps
tetanus	varicella	Measles
polio	meningococcal disease	Haemophilus influenza type B
pertussis	pneumococcal disease	

Where proof is not provided you must have the following waivers:

- a medical exemption, on a form provided by the Minister of Health, that is signed by a medical practitioner or nurse practitioner, or
- a written statement, on a form provided by the Minister of Health, signed by the parent or legal guardian of his or her objections to the immunizations required by the Minister.

Note:

***Public Health will periodically review child files to ensure immunizations are complete or waivers are present.**

Additional Information

Are there any activities in which your child cannot medically participate?

Please list any dietary restrictions (including those for medical, cultural, or religious reasons):

Is there any other information you would like to share with us?

***Please advise the operator/administrator immediately of any changes to your child's health.**

Preschool/childcare history

Has your child attended preschool/childcare before?

☐ Yes ☐ No

If yes, how long?

☐ 6 months ☐ 1 year ☐ 2 years ☐ more than 2 years

If yes, please describe your child's experience:

Child development

Does your child nap, if yes how long?

Does your child require a pacifier, teddy, or special blanket for comfort for napping? Please specify.

Self Help: Does your child need help with the following? If yes, in what way?

Dressing/Undressing:

Eating:

Toileting:

Handwashing/Toothbrushing:

Other: (i.e.: gross and/ or fine motor skills:

Are there any hints/suggestions that will make your child's transition to the facility a positive one?

Tell us a few things about your child:

What does your child like to do? (i.e.: look at books, listen to music, play with other children, play outdoors/indoors, toys, climb/run/jump, paint, computer, imaginative play/dress-up)

Is there anything else you would like to share with us about your child?

Parent/Guardian Signature:

Date:

Parent/Guardian Signature:

Date:

Information on this form is to be verified for accuracy annually.
Please immediately advise the operator/administrator of any changes.

CONSENT FORM LEARNING AND CHILDCARE FACILITY



Please complete this consent form and return it to the facility

Name of ELC facility: Mon École / My School Child Care

Child's Name:	Date:
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Consent for emergency care and transportation

If at any time medical treatment is necessary, due to circumstances such as an injury or sudden illness, I authorize the early learning and childcare staff to take whatever emergency measures are necessary for the protection of my child while in their care.

I understand this may involve applying first aid, contacting a medical practitioner, carrying out the instructions given, and/or transporting my child to a hospital, including the possible use of an emergency vehicle.

I understand that this may be necessary before contacting me and that any expense incurred for such treatment, including emergency transportation, is my responsibility.

Parent/Guardian Signature:	Date:
Parent/Guardian Signature:	Date:

PLEASE INDICATE YOUR CONSENT AND SIGN AT THE BOTTOM OF THE FORM

Administration of acetaminophen consent

<input type="radio"/> Yes	I give consent for acetaminophen to be administered to my child Provided I have been contacted first to provide oral consent and to indicate the dosage.
<input type="radio"/> No	<p>On picking up my child at the facility I understand I will be asked to sign a written acknowledgement that acetaminophen was administered with my consent.</p> <p>I also understand that the acetaminophen is to relieve my child of minor discomfort or to help lower a fever while I am on my way to pick them up (within one hour).</p> <p>Reason: Fever above _____ Celsius Body ache _____</p> <p>Other _____</p>

Consent for my child to be taken on walking outings/excursions off the premises

<input type="radio"/> Yes	As a part of the day, walking trips may be taken off the premises, within the neighbourhood. Consent will provide more flexibility and allow for more spontaneity in the planning.
<input type="radio"/> No	<p>Consent forms for any motor transportation trips will be separate and for each outing.</p> <p>I permit my child to be able to participate in the walking trips off the premises.</p>

Consent for videography and photographs	
<input type="radio"/> Yes <input type="radio"/> No	I give consent for my child to be video graphed or photographed participating in the facility for the following reasons: <input type="radio"/> Yes <input type="radio"/> No Social media such as Facebook <input type="radio"/> Yes <input type="radio"/> No Facility's website <input type="radio"/> Yes <input type="radio"/> No Publication <input type="radio"/> Yes <input type="radio"/> No Illustrate child's learning within the facility
Consent for the child to walk/bicycle to and from school unattended (school-age children only)	
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	I give consent for my school-aged child to travel to and from school unsupervised. If my child does not arrive at the facility within the pre-determined period, the missing child or other procedures will be initiated to find him/her/ I will advise the facility when my child is absent.
Consent for transportation to and from school (school-age children only)	
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	I authorize the operator to transport my child to and from school by the authorized facility vehicle or by walking. Where applicable, appropriate seat restraints are used.
Consent for bathing	
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	I permit to bathe my child if this becomes necessary due to the child becoming dirty while at the facility; either through play (paint, mud, sand, etc..) or because of a toilet accident. This also applies to overnight care where bathing is part of the nighttime routine. To ensure the health and safety of children who may require bathing, children must be: <ul style="list-style-type: none"> <input type="radio"/> bathed individually and supervised according to developmental needs; never left unattended; <input type="radio"/> and <input type="radio"/> Bathed as quickly as possible and dressed appropriately. Staff will supervise or bathe the child upon instructions of the parent according to their age, adhering to safety standards. *Bathtubs will be equipped with a non-skid mat or surface.
<input type="radio"/> Yes <input type="radio"/> No	I have read, understand, and been provided a copy of the facility's parent/guardian handbook.
Parent/Guardian Signature	Date
Parent/Guardian Signature	Date

Indirect Supervision Form

Children attending Mon École / My School Child Care are always provided with continuous supervision. Supervision requirements are addressed appropriately to each child's developmental age as well as protecting the health and safety of each child.

It is recognized that the supervision of children may not always be direct, however, teacher guidance will always be available when requested or needed. Teachers regularly monitor the activity of each child by circulating throughout the entire play space.

I, _____ the parent(s)/guardian(s) of _____,
understand the above and give consent as to the type of supervision provided, including indirect supervision.

Parent/Guardian

Date

Mon École / My School Child Care

Inclusion Policy & Program Acknowledgment Form

I/we, _____ the parent(s)/guardian(s) of
_____, have read and understood the “**Inclusion Policy**” of
Mon École / My School Child Care.

I/we have also read the two following documents. Please note documents will be sent via a ProCare Newsletter and can be found in the email which was provided to us. (There are also copies Located at the front desk and can be borrowed, or a copy can be made for those who request one):

1. “Inclusion Program Support Guide”
2. “Supporting All Children: Our Practices”

Parent/Guardian

Date

Parent/Guardian

Mon Ecole / My School Child Care

Direct Deposit

All payments will be processed using direct deposit. Attached, you will find the “Pre-Authorized Agreement” form. All families will be required to complete, as well as sign and date this form. A VOID Cheque will also be required. Please place the signed form and the VOID Cheque in the attached envelope and write your child’s name on the front.

All payments will be processed on the Sunday (before care) of your chosen payment schedule. All payments will be for the care that is to come.

In the event of insufficient funds, you will be required to pay a \$20.00 NSF fee, as well as the payment that was due, immediately. If an NSF occurs, you will be given until the end of the week to bring your account back up to good standing. If payment is not received care will be suspended for the following week.

If there are any questions, please do not hesitate to ask.

Thank you for all your cooperation in advance! It is greatly appreciated!!

Kind Regards,

Melissa LeBlanc

Mon École/My School Child Care Inc.

506-345-0655

Account holder name and account number

For Office Use: CLIENT #: NAME:

Last and first name(s) of Account Holder(s)			Telephone number
Address (Street, City, Province)			Postal code
The name of the financial institution where the account is located	Institution number	Transit number	Account number (with check digit)

Payee organization – Contact information

Name of organization Mon École/My School Child Care Inc.	e-mail address memscc@hotmail.com		
Address (Street, City, Province) 3800 Route 115 Notre-Dame, NB	Postal code E4V 2H9	Telephone number 506 - 345 - 0655	

Authorisation of withdrawal

I, the undersigned, (if a legal person, herein represented by its representative(s), who declare themselves duly authorized for the purposes hereof), authorize the payee organization to make pre-authorized debits (PAD) from my account with the financial institution indicated above, at the following interval:

- ☒ weekly
 ☐ ~~every two weeks~~
☐ ~~bi-monthly~~
☐ ~~monthly~~
☐ other (please specify the time or event that defines the interval) _____

Each withdrawal will correspond to:

- ☐ a variable amount that will be communicated to the payee organization, in writing, at least 10 days before the expected withdrawal period
☒ a fixed amount of \$ _____ that may be increased without other authorization on my part, as long as the payee organization forwards me a written notice at least 10 days before the expected deadline of the payment as modified:

for the following service: Early Learning and/or After School Child Care Services

which together constitutes a ☐ personal/individual ☐ business ☒ PAD (Pre-authorized debits)

Waiver:

- ☐ I hereby waive the written notice of 10 days mentioned above.
☐ I have received a copy of this Agreement and waive all other confirmation before the first payment.

Change or cancellation:

I shall inform the payee organization, in a timely manner, of any changes to this Agreement.

I may revoke my authorization at any time, with a notice of 14 days (maximum 30 calendar days). To obtain a copy of my cancellation form or for more information on my right to cancel a PAD Agreement, I may consult with my financial institution or visit the Canadian Payments Association Web site at www.cdnpay.ca. I agree to release the financial institution of all liability if the revocation is not respected, except in the case of gross negligence by the financial institution.

I agree that the financial institution with which I have my account is not responsible for verifying that the payment is debited in accordance with my authorization. I also confirm that all the people whose signatures are necessary for the operation of the account mentioned above have signed this authorization. I am aware that by submitting the present authorization to the payee organization, I am also submitting it to the aforementioned financial institution.

Reimbursement

I have certain rights of recourse if a debit does not comply with the terms of this Agreement. For example, I have the right to receive reimbursement for any PAD that is not authorized or that is not compatible with the terms of this PAD Agreement. For more information on my rights of recourse, I may consult with my financial institution or visit www.cdnpay.ca.

The financial institution will reimburse me, on behalf of the organization, for any amounts withdrawn in error, within 90 calendar days of the withdrawal for a **personal** PAD and within 10 business days for a **business** PAD, insofar as the reimbursement is requested for an acceptable reason.

I understand that these types of requests are to be made to my financial institution following the procedure it will provide me.

Finally, I acknowledge that a request for reimbursement submitted after the deadlines previously indicated must be settled between the organization and me, with no responsibility or engagement on the part of the financial institution.

Consent for disclosure of information

I agree that the information in my application for pre-authorized debit authorization will be shared with the financial institution, insofar as the disclosure of this information is directly related to and necessary for the proper application of the rules applicable for pre-authorized debits.

Signature of account holder (s)

Signature of account holder _____	_____ Date
Signature of a second account holder _____ (Only if two signatures are required)	_____ Date

IMPORTANT: Attach a personal cheque marked "VOID" to avoid errors in transcription. If you change your account or financial institution, please advise the payee organization.