



Shilo Military Family Resource Centre

Pre-Kindergarten Policy Manual



Mission

Recognizing the uniqueness of the military lifestyle, the Shilo MFRC will provide individuals, family and our community with tools to foster growth, belonging and resilience.

Vision

Confident, capable and resilient families in a supportive Canadian Forces (CF) community.

History

*The **Shilo Military Family Resource Centre (Shilo MFRC)** was established in 1990 to serve the families of military and civilian employees of CFB Shilo as well as the families residing in the Rural Municipality of Cornwallis, Municipality of North Cypress - Langford, and Municipality of Glenboro - South Cypress.*



Overview of Centre Programs and Services

Adults

- *Veterans: enhanced information and referral services, transition programs, intervention support*
- *Deployment Support: activities, workshops, deployment resources, parcel service*
- *Education and Training: second language training*
- *Employment: employment assistance, employment opportunities*
- *Mental Health*
- *Monthly Activities*
- *Community Service*
- *Volunteers*

Children and Teens

- *Preschoolers: pre-kindergarten, activities*
- *Child Care: casual child care, emergency and respite care, licensed childcare facility in Shilo MFRC*
- *Youth Programs: youth club, monthly activities*



About CFB Shilo

Canadian Forces Base (CFB) Shilo is home to the First Regiment Royal Canadian Horse Artillery (1RCHA) and the Second Battalion Princess Patricia's Canadian Light Infantry (2PPCLI). The Base is also home to lodger units, such as 3 Cdn Div TC C Coy, 3 CDSG SS Det Shilo, and 11 CF Health Services Centre. The RCA Museum attracts military history enthusiasts from far and wide.

In addition to the many Canadian regular force and reserve soldiers who train at Shilo, troops from several foreign countries, including Germany, France, Denmark, and the United States, have trained here.

Germany, in particular, trained more than 140,000 soldiers from 1974 to 2000 under the direction of the German Army Training Establishment Shilo (GATES). Many signs of the 27-year legacy left by the Germans remain at Shilo and throughout the southwest Manitoba region.

The training area of CFB Shilo covers almost 40,000 hectares: an area approximately 15 kilometres by 30 kilometres. It consists of a unique mix of open prairie, sand dunes, and woodlands which, when combined with a wide range of seasonal temperatures, makes Shilo one of the best training areas in the world. Due to the unique nature of most of the training area, increased awareness has been placed on protecting the environment. Environmentally friendly training practices are constantly being studied, developed, and monitored.

As the largest employer in southwestern Manitoba, CFB Shilo has a substantial economic impact on the regional economy, including the City of Brandon.

With a population of about 1,400 military personnel and their families, the Base is completely autonomous with accommodations for more than 600 families and quarters for close to 400 single personnel. This Base maintains its own water, sewage, and sports and recreational facilities.



Certificate of Verification

We, the Board of Directors of the Shilo Military Family Resource Centre, certify that this document is the complete and official Pre-Kindergarten Policy Manual of the Shilo Military Family Resource Centre.

Date of Approval by the Board of Directors

Date of Adoption by the Membership

Chair, Board of Directors

Date

Chair, Children's Services Committee

Date

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Record of Amendments

Amendment Number	Section Number	Amended From	Date of Approval
		Amended To	
		5.2.a The Pre-Kindergarten program will be closed the following statutory holidays	June 26, 2022
		5.2.a The Pre-Kindergarten program will generally be closed the following statutory holidays	
		5.2.a.	June 26, 2022
		5.2.a. vii. Truth and Reconciliation Day	
		8.2.a lost clothing	
		8.2.a lost item	

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Pre-Kindergarten Policy Manual

1. Pre-Kindergarten Program

1.1. Pre-Kindergarten

Pre-Kindergarten is a provincially licensed and government subsidized program. In order to be licensed in Manitoba, various criteria must be met. These criteria include space requirements, staff qualifications, program and nutrition requirements, behaviour management policies, etc. A copy of the Manitoba Day Care Licensing Manual is available for viewing at the Shilo MFRC. All revenues are provided through parent fees, fundraising, and provincial government funding.

1.2. Child to Staff Ratios

The Pre-Kindergarten service accommodates a maximum of sixteen (16) children per session. The Child Day Care Standards Act states that there is one staff member for every ten (10) children.

1.3. Volunteers and Work Experience Students

From time to time, the Shilo MFRC may have volunteers or work experience students in the program. The staff must remain with the children while the volunteer/students are attending. Volunteers in attendance must have a clear criminal record check and child abuse registry check.

1.4. Eligibility

1.4.a. The Pre-Kindergarten Program is funded by the provincial government, as a Nursery School, providing services to children from the ages of three (3) (by December 31st of the current year) to six (6) years.

1.4.b. It is required that children attending the Pre-Kindergarten Program be fully potty-trained.

1.4.c. The Pre-Kindergarten Program uses the following procedure:

- i. First Priority: children of military families, DND employees, and NPF employees including SMFRC;
- ii. Second Priority: children of civilians in the community; and
- iii. First Priority on either waiting list for Monday, Wednesday, Friday morning class: children four (4) years old and transitioning to Kindergarten in the next school year.

1.5. Enrolment Procedure

1.5.a. A child may start the program when all the following has been completed:

- i. parent(s)/guardian(s) have read, signed, and returned the Pre-Kindergarten Program Policy Manual;

- ii. parent(s)/guardian(s) have filled out the child information papers (all confidential information is kept in a locked desk in the Pre-Kindergarten office); and
 - iii. there is an available space in the program for that child.
- 1.5.b. The Shilo MFRC Pre-K Program requires up-to-date phone numbers, emergency contacts, addresses and other parent information. Parent(s)/guardians are to advise the Director if any personal information changes during their child's time in the program.

1.6. Waiting List

- 1.6.a. The Shilo MFRC Pre-Kindergarten Program will maintain two waiting lists, one (1) with Priority #1 and one with Priority #2 (see Policy 1.4).
- 1.6.b. A Pre-Registration form will be sent via email, through online survey, or given to the family who requires to be on the waiting list. The forms need to be returned via email/hard copy/fax/through survey monkey, back to the Pre-Kindergarten Director in order to be placed on the waiting list.
- 1.6.c. When a family gives notice that they are withdrawing from the Centre, the family of the child at the top of the Priority #1 list will be notified by phone and email to offer a spot. The family on the waiting list must be able to start within a two-week period after the spot has been accepted, unless a reasonable special arrangement is made with the Director.
- 1.6.d. One attempt by email and telephone to contact the family will occur simultaneously using the contact information provided for the waiting list. Attempts to contact family will be documented. The family will have seventy-two (72) hours to respond.
- 1.6.e. After the seventy-two (72) hour period, the family will be removed off of the waiting list if the attempts are unsuccessful. The removal will be documented by the Director.
- 1.6.f. Once the family accepts the spot, an email confirmation will be sent to the family outlining the start date, orientation date, cost, and when the first payment is due.
- 1.6.g. If the family denies the spot, they have a choice to be removed from the list or move to the bottom of the list.
- 1.6.h. When filling a spot all names on Priority #1 list will be contacted first.
- 1.6.i. Once Priority #1 list is exhausted, the first family on the Priority #2 list will be contacted and the same steps will be followed.
- 1.6.j. If the Shilo MFRC Pre-K still has vacancies after contacting everyone on the waiting list, the Shilo MFRC will advertise the vacancy in all social media sites, the Shilo MFRC website, and other free advertising methods as deemed appropriate by the Children Services Director or designate.
- 1.6.k. All waiting list inquiries, questions or concerns should be directed to shilo.mfrc@outlook.com.

1.7. Withdrawal Procedure

The Shilo MFRC requires a two-week (2) notice in writing. This notice is to be given to the Pre-Kindergarten Director. In case of an emergency, the notice requirement is at the discretion of the Executive Director.

2. Pre-Kindergarten Philosophy

2.1. Caring Relationships

- 2.1.a. We strive to develop caring and respectful relationships that foster friendships and strong connections between children, staff, families, and our community.
- 2.1.b. We listen with open minds and hearts and encourage everyone to find their voice.
- 2.1.c. We celebrate diversity and recognize that each person offers unique gifts and talents.

2.2. Power of Play

- 2.2.a. Each day we embrace and explore occasions of spontaneous play, expressions of passion and interest, and precious teachable moments.
- 2.2.b. Using a variety of curriculums as guides, we achieve learning, development, and growth through playful self-expression, discovery, and exploration.

2.3. Exceptional Experiences

2.3.a. Best in Class

- i. We take pride in exceeding best practices for childhood education and childcare centre standards.
- ii. We provide children the space to explore, discover, and grow in a safe, secure, happy environment.

2.3.b. Nature Based Learning

- i. In a world filled with structure, schedules, and screen time, we use nature-based programming to provide opportunities for spontaneous discovery, a sense of balance and well-being, and a healthy connection to natural cycles, systems, and energy.
- ii. We explore the wonders of nature to encourage a sense of awe and foster a responsibility to become care-givers of our earth.

2.3.c. Hands On Learning

- i. Our programs provide opportunities for hands-on learning because we know that people learn best by doing and children learn best through play.
- ii. As staff members, we seek spontaneous teachable moments with our children and consider mistakes to be opportunities for learning.

2.3.d. Compassionate Community

- i. We are a warm and loving home away from home, a place for all to belong and feel safe.
- ii. We foster community in everything we do.
- iii. We are leaders for active members of the Shilo community and alongside parents and families, we strive to make a positive difference in our world today and for a peaceful tomorrow.
- iv. We provide a supportive and enriching environment where all centre members can explore, grow, and contribute.

2.3.e. Team Attitude

- i. We operate on a foundation of trust, respect, and open authentic communication.
- ii. We value individual opinions and the chance for them to be heard.
- iii. We work together to achieve collective success for our children, our staff, our centre, and our community.
- iv. We believe that children and staff should own their actions, take part in finding solutions to their problems, and do their best to learn from their experiences.

3. Inclusion

3.1. Inclusion Policy

- 3.1.a. The Shilo Military Family Resource Centre will make every effort to accommodate children with additional support needs, to give all children the opportunity to develop physically, socially, emotionally, and intellectually to their fullest potential.
- 3.1.b. As the Pre-Kindergarten supports the full inclusion of all children, there will be adaptive equipment and ratio-enhancing staff members in the Centre. Any questions or concerns regarding toys, equipment, activities or interactions in the Pre-Kindergarten program should be addressed with the Director. The Shilo MFRC supports the full inclusion of children throughout the day; the Centre's hours of operation are in place to meet all families' needs.
- 3.1.c. Any information regarding a child and their family will be kept in the strictest confidence. In order to share information with other professionals about a child, families need to sign a consent form. There will be daily communication with parents in the form of verbal interactions or written messages. Necessary meetings may be called between parents, Centre staff and other service providers in order to establish and evaluate goals for the individual child. Parent involvement is to be encouraged.
- 3.1.d. Indoor and outdoor areas are arranged so all children can move freely and make choices based on their abilities, interests and needs. A sufficient number of developmentally appropriate toys and equipment will be provided. All children with additional support needs are included in social free play and routines throughout the day. Field trips are part of programming and the Shilo MFRC sees the value of all children attending field trips and outings. At times throughout the day there may be opportunities for indirect supervision. This is based on the developmental capabilities of the individual child.
- 3.1.e. Safety needs of all children are of utmost priority for staff. The Centre supports ongoing staff training based on specific health needs of children. In order to safely accommodate children with more complex medical conditions, individual health care plans are developed by an external agency, which then provides training directly to the Centre's staff. In some situations a primary caregiver may be assigned to a child, but all staff will be expected to provide care for all children.
- 3.1.f. All child care staff will be involved and work with all children. Goals will be shared with all staff members in order to assist staff in providing developmentally appropriate activities and curriculum. Staff-child ratios may be enhanced based on the individual children enrolled within the program. Staff is committed to learning more about various disabilities and full inclusion as part of our annual training plan.
- 3.1.g. All possible resources, environmental adjustments, child development considerations, and staffing selection will be considered to assist a child within the program.
- 3.1.h. Communication with parents, Centre staff, and other professionals will occur if a child is experiencing difficulties or at other times as needed. It is the Centre's goal to do all that it can to ensure a seamless transition for each child from the Centre to school or other programs.

4. Fees

4.1. Fee Schedule

- 4.1.a. The fees are based on Manitoba Childcare's Regulated Rates. These rates are a Per Session charge, which will be billed in 4-week increments. Parents/guardians are notified of billing periods at the beginning of the school year.
- 4.1.b. Parents are responsible for paying the above mentioned fees whether the child is in attendance or not.

4.2. Payment of Accounts

- 4.2.a. Billing is completed every four weeks. Parents/guardians are billed in advance for the upcoming four-week (4) period. The account must be paid in full by the beginning of each billing period. The Shilo MFRC accept debit, credit, cash, and currently dated cheques or a series of post-dated cheques. Any cheques returned "Non-Sufficient Funds" (NSF) will follow the Centre's NSF Policy.
- 4.2.b. Failure to make full payment by the due date, will result in a two-week (2) written notice to withdraw the child.
- 4.2.c. Parents/guardians are expected to approach the Pre-Kindergarten Director to create a payment plan to clear the remaining account balance within the two weeks notice period.

4.3. Unpaid Accounts

- 4.3.a. At the discretion of the Executive Director, the Chain of Command may be notified if accounts are not paid in full.
- 4.3.b. A family may request a meeting with the Executive Director to discuss options.
- 4.3.c. In a situation where the account remains unpaid, at the discretion of the Executive Director, the Shilo MFRC may file a claim against the family with Small Claims Court.
- 4.3.d. In the case of an absence of a child due to illness, fees may be waived to a maximum of one month at the discretion of the Executive Director. If the family chooses to withdraw their child because of illness they will be placed at the top of the waiting list for readmission to the Pre-Kindergarten program. The presentation of a doctor's certificate will be required in all cases.
- 4.3.e. If a child's child care spot has been terminated that child may be placed back on the waiting list. In order to be placed back on the waiting list, outstanding accounts must be paid in full.

4.4. Subsidy Policy

- 4.4.a. The government may provide subsidies for families, provided requirements are met. Parents/guardians are responsible for payment of fees until approval is obtained. Subsidy applications can be completed online at www.gov.mb.ca/fs/childcare/families/childcare_subsidies.html. It is the

parent/guardian's responsibility to ensure that their subsidy is approved and renewed when required.

- 4.4.b. Subsidized parents/guardians are responsible to pay the unsubsidized portion of their fees.
- 4.4.c. Failure to maintain subsidy approval, expiration or non-renewal of subsidy will result in full fees being owed according to Payment of Accounts.
- 4.4.d. Parents of children who have used all of their allowable absent days will be responsible for payment of any additional absent days. Parents can send a letter of consideration to the subsidy clerk at the Brandon office to request additional absent days.
- 4.4.e. For further information parent(s)/guardian(s) may contact the Child Care Subsidy Program.

5. Operating Times

5.1. Operating Hours

The Pre-Kindergarten service follows the Brandon School Division calendar year and is open Monday to Friday, from 8:50 AM - 11:30 am. Pre-K will be closed on statutory holidays and Brandon School Division inservice days.

5.2. Holiday Closures

5.2.a. The Pre-Kindergarten program will be closed the following statutory holidays:

- i. New Year's Day;
- ii. Louis Riel Day;
- iii. Good Friday;
- iv. Victoria Day;
- v. Labor Day;
- vi. Thanksgiving Day;
- vii. Truth and Reconciliation Day
- viii. Remembrance Day;
- ix. Christmas Day; and
- x. Boxing Day.

5.2.b. Pre-K will be closed for a Professional Development Day on the last Friday of May at no charge.

5.2.c. The Pre-Kindergarten program will be closed during the Christmas Break and Spring Break (last week of March), following the same schedule as O'Kelly School. The program will be closed for O'Kelly in-service days at no charge.

5.2.d. Parents will be charged for statutory holidays on days the child is enrolled.

5.3. Storm Closures

5.3.a. All decisions to close operations are made by the Executive Director or designate.

5.3.b. During inclement weather, the Shilo MFRC including the Pre-Kindergarten program will operate on minimum staffing and/or may close based on the following:

- i. Shilo Base closure;
- ii. road closures that prohibit travel of staff or parents; or
- iii. extended hydro and/ or water shut off.

5.3.c. In the event of adverse weather conditions, parents are asked to check the Shilo MFRC Facebook page concerning Pre-Kindergarten cancellations. Every attempt will be made by the Shilo MFRC to contact parents either by phone, text, or email in case of closure.

5.3.d. The Shilo MFRC requires that all families have a designated contact person who is able to keep the child/children for the night in case parents are unable to pick their child/children up. The contact person's name and phone number will be on the child's registration form.

5.3.e. Parents will not be charged in the event of inclement weather closures.

6. Attendance

6.1. Absences

If a child is unable to attend on their regular days, parent(s)/guardian(s) are to notify the Pre-Kindergarten Director by phone 204-765-3000 ext.4554, leave a message at 204-765-3000 ext. 3352, or by email at smfrc.prek@outlook.com.

6.2. Arrival, Departure, and Transportation

6.2.a. Each parent is responsible for the transportation of their child/children between the Shilo MFRC Pre-Kindergarten program and their home.

6.2.b. Children's time of arrival is to be signed by the parent/guardians. Parent(s)/guardian(s) are responsible to see that their child's outdoor clothes are off and stored in their lockers and that their child is in the main play area.

6.2.c. Children's time of departure is to be signed by the parent(s)/guardian(s). It is their responsibility to gather their child's belongings, art, etc. At that time, the Shilo MFRC no longer assumes responsibility for the child(ren).

6.3. Late Drop-Off and Early Pick-Up Procedure

Parents/guardians are to notify staff if their child is going to be coming in late or leaving early. This is especially important if a field trip or outdoor activity has been planned.

6.4. Late Pick-Up Fee

6.4.a. If a child is not picked up by closing time, a late fee will be added to the account. The late fee charge is \$5.00 per child every five minutes until the child is picked up. The parent will be required to sign the late fee book. Payment is due the next day.

6.4.b. In the case of an emergency parents/guardians are required to make alternate arrangements with one of the people authorized to pick up their child.

6.5. Identification Release Policy

6.5.a. Children may only be released to their parents/guardians and release list persons. A parent/guardian must provide written permission if someone other than the release list person is to pick up their child. In case of an emergency, requirements for permission will be decided at the discretion of the Children's Services Director or designate. Identification will be required before the child is released. All persons picking up children must be twelve years of age or older.

6.5.b. It is the parent/guardian's responsibility to update the release list person(s) when required and to notify the child care staff if anyone is not to pick up their child/children.

6.5.c. The Shilo MFRC requires copies of custody orders in order to ensure that children are released to the correct guardian.

- 6.5.d. If the parent/guardian(s) sobriety is questionable when the child is being released, the Shilo MFRC will notify the police of the concern. This is to ensure the safety of both the child and the parent/guardian(s).

7. Outdoor Programming and Centre Outings

7.1. Outdoor Programming Policy

- 7.1.a. As indicated in the licensing manual, all children are required to participate in a daily outdoor program except for the following:
- i. temperatures below -25 degrees Celsius with windchill exist;
 - ii. other forms of inclement weather exist;
 - iii. at Humidex levels of 30-39 degrees Celsius, children are not to be outside during the peak hours of 11am – 4pm (they should be monitored carefully and not exerting themselves); or
 - iv. at Humidex levels of 40 degrees Celsius or above.
- 7.1.b. The staff will follow the Environment Canada’s Sun Protection UV index policy as outlined below:

UV Index	Category	Sun Protection Actions
0-2	Low	Minimal protection needed if outside for less than one hour. Wear sunglasses on bright days.
3-5	Moderate	Coverup, wear a hat, sunglasses, and sunscreen if outside for 30 minutes or more.
6-7	High	Protection required. Reduce time in the sun between 11 am and 4 pm and seek shade, cover up, wear a hat, sunglasses, and sunscreen.
8-10	Very High	Take full precautions (see “high” category) and avoid the sun between 11 am and 4 pm.
11+	Extreme	Very rare in Canada. Take full precautions and avoid the sun between 11 am and 4 pm. Unprotected skin will be damaged and can burn in minutes. Proper sun protection includes wearing a broad-brimmed hat, a shirt with long sleeves and wrap-around sunglasses or ones with side shields. Choose sunscreen with 15+ SPF (sun protection factor) that offers protection against both UV-A and UV- B rays. Apply generously before going outside and reapply often, especially after swimming or exercise.

- 7.1.c. Outdoor activities will be at the discretion of the Pre-Kindergarten Director, Children Services Director, or designate.
- 7.1.d. In a situation where there is adequate staffing and at the parent/guardian’s request, a child may stay inside during outdoor playtime.
- 7.1.e. It is the responsibility of the parent(s)/guardian(s) to ensure their child is dressed for the weather.

7.2. Centre Outings

A number of field trips are planned each year. The parent/guardians are asked to sign a waiver on the registration form to allow their child to participate in field trips. If they do not wish your child to go on the field trip, the parent/guardian is responsible for other childcare arrangements. There will be a twenty-four (24) hour notice posted prior to each field trip.

8. Items from Home and Supplies

8.1. Toy Policy

- 8.1.a. Toys from home are discouraged at the Pre-Kindergarten unless they are for a scheduled Show and Tell. Exceptions can be made for comfort/security blankets or stuffed animals.
- 8.1.b. Staff are not responsible for toys brought from home.

8.2. Clothing and Supplies

- 8.2.a. All clothing items are to be clearly marked, by a parent/guardian, with their child's name. The Pre-Kindergarten is not responsible for any of the children's lost items. Any items that are lost and unmarked are placed in the lost and found.
- 8.2.b. The Pre-K program requires all children to have one set of parent/guardian provided extra clothing and appropriate footwear.
- 8.2.c. Children are to be dressed in clothing that will not restrict their play and that parent(s)/guardian(s) are not worried about getting soiled from sand, paint, or outdoor play. Parent(s)/guardians must send appropriate clothing for the season.
- 8.2.d. Any clothing or supplies borrowed from Shilo MFRC must be washed and returned in a timely manner.

8.3. Snacks

- 8.3.a. Parents/guardians are responsible for sending a nutritious snack with their child daily. They are also required to send a plastic cup (marked with their child's name) for water during snack. The Shilo MFRC does not recognize juice as a nutritional option. Snacks are not to be shared with other children or staff members.
- 8.3.b. The Shilo MFRC strives to be a nut-free facility.
- 8.3.c. Examples of healthy snacks are:
 - i. fruit;
 - ii. yogurt;
 - iii. muffins;
 - iv. cottage cheese;
 - v. cheese;
 - vi. vegetables;
 - vii. sandwiches;
 - viii. bread sticks;
 - ix. crackers;
 - x. boiled egg; and
 - xi. sugarless cereal.
- 8.3.d. Soft drinks, Kool-Aid, chocolate bars, chips, candy, gum, etc. will be returned home. Anyone arriving at the Pre-Kindergarten service with gum or candy will be asked to put it in the garbage.

9. Health and Safety

9.1. Medication Policy

- 9.1.a. The Pre-Kindergarten program will administer medication only in an emergency. The following procedures must be followed:
- i. a permission form is filled out by the parent/guardian with the specified information about the medication. This form must be filled out daily, unless a long-term form and current URIS form is on file. If the form is not filled out no medication will be administered;
 - ii. prescription medicine must have the prescription label attached to the original container and must be clearly labelled with the child's name, dosage, times to be given and method of administration; and
 - iii. staff will initial the form when the medication has been administered.
- 9.1.b. Parents are requested to administer the medication prior to their child/children attendance.
- 9.1.c. All medications are kept under lock and key.

9.2. Emergency Response Plan (Uris)

- 9.2.a. The Centre's Emergency Response Plan will be as follows:
- i. the adrenaline auto-injector will be administered;
 - ii. 911 will be phoned;
 - iii. parents will be contacted;
 - iv. back up auto-injector will be administered every 10-15 minutes;
 - v. all pertinent information will be relayed to the EMS personnel;
 - vi. designated staff will accompany the child to the hospital; and
 - vii. the childcare facility will record the incident and also contact the childcare office to file a Serious Injury Report.
- 9.2.b. The emergency response plan may vary in accordance to the child's individual health care plan. Individual Health Care Plans will be in place for every child enrolled with anaphylaxis, asthma, etc.

9.3. Sick/Illness Policy

- 9.3.a. Parents/guardians are to refrain from sending their children to the childcare facility if any of their children are displaying signs of illness. If any symptoms develop or the child is not able to participate in all aspects of the daily program at the Pre-Kindergarten the parent/guardian or the individual named on the release list will be contacted to take the child home as soon as possible. If there are multiple cases of illness (ie gastro) in the centre, children will be sent home after one incidence of vomiting or diarrhea.
- 9.3.b. Children will be sent home if they display any of the following illnesses or signs/symptoms and will not be allowed to attend until they are symptom free and have been on antibiotics for at least twenty-four (24) hrs, where applicable:
- i. diarrhea - three (3) incidents in one (1) day;

- ii. vomiting - two (2) incidents in one day;
- iii. temperature – 101 F/38.3C or over;
- iv. rash – unidentified or identified as contagious;
- v. conjunctivitis (pink eye);
- vi. ear, throat or other infection;
- vii. strep throat; or
- viii. any other contagious illness – such as measles, mumps, roseola, etc. (In this case the staff will advise on the protocols for returning to the Pre-Kindergarten).

9.3.c. If the child has a cold they may attend the Centre provided that their temperature is not elevated and they are able to participate in the full program.

9.3.d. If for any reason a child will be absent, parents/guardians are to contact staff to make them aware. If the child is at home because of an illness, a description of the illness would be appreciated so that the other children can be watched for similar symptoms. The staff must report communicable diseases to the Public Health Nurse.