

MISSION STATEMENT

*Our mission is to nurture and care
for children;*

*Through utilizing teachings that
reflect*

*Pride, Dignity, Individuality
and*

*Growth of
Anishinawbe people.*

Couchiching Child Care Centre Philosophy

It is our philosophy that our children are gifts from the Creator, thereby entrusting us with responsibility of nurturing the well-being of our children.

We will provide through the Child Care Centre, a program for our children which will enhance their educational, social, physical, emotional and spiritual development, to each individuals full potential.

We will provide for our children a safe, secure and friendly environment, whereby each child's individuality will be respected and enhanced.

We will provide a program whereby our children will be instructed in teachings which will reflect pride and dignity of their Native Heritage.

We will provide for our children, positive role models who will nurture and assist with the development of each child's self-worth and self-esteem.

We will provide an environment which will focus on family concept.

Hours of Operation

The Child Care Centre will be open from:

7:45 am – 4:45 pm

The Child Care Centre will be closed on the following days in accordance with the Couchiching First Nation Band Policy.

Treaty Day	Native Solidarity Day
Good Friday	Labor Day
Easter Monday	Thanksgiving Day
Victoria Day	Civic Holiday
Canada Day	Band Employee Staff Days
Family Day	

* Christmas holidays coincide with the school holidays and/or Band Policy.

* Sufficient Notice will be given to parents(s)/guardians regarding Band Employee Staff Days.

*When a holiday coincides with a weekend, the Friday prior to the holiday shall be taken as a holiday.

Age Groups

Child Care Services will be available for the following groups:

- Infant Birth – 18 months
- Toddler 18 months – 30 months
- Preschool 30 months – 5 years of age

Conditions of Full - Time Enrollment

Parent(s)/Guardians have to be paid employees or going to school at least 4 hours per day in order for a child to hold a permanent spot in the Child Care Centre. Employment Verification Forms shall be filled out by parent(s)/guardians and must be updated on an annual basis by parent(s)/guardians.

In the event of a waiting list, the following criteria will be used for admitting children in the Child Care Centre.

- Meeting Conditions of Enrollment
- Date of application submitted
- Band Employees

** Exceptions will be made in the Socialization Program. Please see Supervisor for further details.

Admission and Discharge Policy

An interview will be arranged to familiarize you and your child with the surroundings, to answer questions you may have and make sure your admission forms are complete prior to enrollment. ***An incomplete file will not be accepted.*** Files are reviewed at random and are the responsibility of the parent(s)/guardians to keep the Centre updated with your child's information.

****Permanent space cannot be guaranteed if you wish to temporarily withdraw your child from the Child Care Centre.**

Arrival and Pick – Up

In order to provide quality service to children, the Infant, Toddler and Preschool Programs require that you have your children here by 10:00 am.

Young children depend on regular routine for their own sense of security. We recommend that you establish fixed hours to pick up and drop off your child.

Parent(s)/Guardians are now required to fill out a Sign-In Sheet upon arrival and Sign-Out Sheet during departure, in the Toddler and Preschool Programs.

The Infant Program also requires an information sheet that needs to be filled out by parent(s)/guardians on a daily basis.

Unless other arrangements are made, children will not be released to any persons other than those specified on the admission forms.

**** Persons under the age of 16 years of age will NOT be accepted on the Authorization for pick –up.**

Staff

The Child Care Centre Staff welcomes and encourages discussion on your children.

- Parent/Teacher interviews will be conducted 2x a year.
- All ECE staff are registered with the College of Early Childhood Educators

According to the Day Nurseries Act, we are required by law to report any suspicions of Child Abuse.

****Any accidents or injuries that your child has had at home should be reported to your child's teacher or to the Supervisor upon arrival.**

Discipline and Guidance

The Child Care Centre Staff **do not** use the following methods of handling children:

- Any form of corporal punishment
- Restrain a child's movement by binding or tying
- Confining a child in a locked room, closet, etc.
- Withholding necessary food, rest or toilet use
- Mental or emotional cruelty, such as humiliating, shaming or frightening a child

In the event where the child is having difficulty expressing his/her needs the Child Care Centre Staff/Supervisor may contact the parent(s)/guardians to assist in the problem solving process.

Integrated Services

The Couchiching Child Care Centre is an approved integrated centre for children with Special Needs. A qualified resource teacher is available to assess, develop and implement programs for children enrolled in the Special Needs Program. Program Staff is also available to implement individual program plans.

In addition to participating in the daily routine, individual programs for a child with developmental needs are conducted by the Resource Teacher.

****Developmental Screening is available upon request.**

Infant/Toddler Programs

- Parent(s)/Guardians are to supply all diapers, diapering supplies, formulas, bottles and also ensure that there is an adequate supply on hand.
- Parent(s)/Guardians who require creams to be used on their child must supply the creams in the original containers. They should be labeled with their child's name. If the cream is prescribed by a doctor a Medical Authorization form must be filled out.
- Toilet Training – When you feel your child is ready to be toilet trained, talk it over with your child's teacher on how you would like to proceed. During the toilet training time 3 or 4 changes of underwear and pants may be required.

Emergencies

If there are any changes in the point of contact for the parent(s)/guardians the Child Care Supervisor must be notified immediately.

i.e. change of address, home/work telephone numbers etc.

In case of emergency it is vital that there is a person named to pick up your child where the parent(s)/guardian cannot be reached in the Couchiching/Fort Frances area to ensure prompt pick up.

Clothing

Due to the Day Nurseries Act, the children will be outside for play 1 hour in the morning and 1 hour in the afternoon. Children should come dressed in appropriate outdoor clothing to meet weather conditions. Also, a second set of clothing should be left in your child's locker in case of accidents.

Parent(s)/Guardian Involvement/ Parent Committee

There are opportunities for parent(s)/guardian involvement which may consist of Mother's Day and Father's Day dinners, Preschool Graduation etc. We encourage all parent(s)/guardian to participate in these events.

The Parent Committee will also be available to help plan and implement these events.

Cultural Programming

Special events held by elders/community members regarding cultural activities will be scheduled through out the year. These events will be implemented in the programs.

i.e. storytelling, crafts, art, language etc.

Community Involvement

The Child Care Centre has involvement with the following services:

- Couchiching Toy Lending Library
- Couchiching Fire Department
- Couchiching Seniors Home
- Couchiching Recreation Centre
- Treaty 3 Police

Field Trips

Numerous Field trips are taken throughout the year that is within walking distance of the Child Care Centre.

Health Care

Each child is provided with a toothbrush and face cloth, so the children can learn self-help skills and to promote proper hygiene.

The CHR (Community Health Representative) periodically visits the Child Care Centre and upon request. The CHR will assist staff to update the immunization records as per the Day Nurseries Act.

The Northwestern Health Unit also provides Dental Screening service to the Child Care Centre.

When a child requires medication a Medical Authorization Form must be filled out by the parent(s)/guardian. If medication is required more than 3 months a new Medical Authorization form must be resubmitted.

****All medication prescribed by a doctor must have prescription labels intact.**

Illness of a Child

If during the day a child becomes ill, the Child Care Supervisor will be notified immediately. The child will then be separated from the other children to protect the health of the children in the Child Care Centre until the parent(s)/guardian arrives to pick up the child.

Illnesses include:

- Temperature of over 100.4 F
- Any viral/bacterial infections including rashes of any kind
- Vomiting due to illness
- Two (2) consecutive diarrheas

The Child Care Supervisor will call the parent(s)/guardian for the child to be picked up as soon as possible. The staff member will then fill out the necessary forms to be signed by the parent(s)/guardian. The forms will be filed in the child's individual file. If a parent(s)/guardian cannot be reached to pick up the child, the next person on the list will be called.

*****DUE TO SEVERE ALLERGIES IN
THE CHILD CARE CENTRE
NO OUTSIDE FOOD OR DRINK IS
ALLOWED***