

Nursery School Policy Manual



Norwood Nursery School

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www.norwoodnursery.com

Welcome to Norwood Nursery School!

The Board and Staff of Norwood Nursery School (NNS) welcome you to our centre! We look forward to getting to know you and your family and thank-you for the opportunity to share in your child's life. All policies have been developed by the Board of Directors in conjunction with Centre staff. Please take a few minutes to read through it and familiarize yourself with our policies. If you have any questions or concerns please feel free to call us @204-237-1572, or email us: norwoodnursery@gmail.com

We encourage every family to become as actively involved in our centre as you can fit into your already busy schedules. Areas which we can always use help are: board positions, attending board meetings, classroom help, making play-dough, doing centre laundry, and various other needs as they arise. Studies have shown that parental presence in children's school lives aid in future school success. We are excited to begin this journey with you.

Programming

Children from ages 2-5 are eligible for our Nursery School program. Can attend for 1-5 mornings a week on a regular schedule, it is not a drop-in program. Most families choose one of the following schedules, but you can discuss an alternate schedule with the director:

Monday/Wednesday/Friday: 8:45-11:30 a.m.

Tuesday/Thursday: 8:45a.m.-11:30 a.m.

Nursery School runs from the September to June and is closed on all Inservice days. A calendar is available on our website www.norwoodnursery.com.

Registration, Finances and Fundraising

To be eligible to enrol at NNS, your child must meet the following criteria:

1. Your child must be at least two years of age before December 31st of the current school year.
2. We recommend that children be in the process of toilet training.

The registration forms that accompany this manual must be completed IN FULL. As we are a licensed facility, all our forms must be complete in order for us to maintain our standing. This means that **all medical numbers, emergency contact persons, and signatures must be provided before you are allowed to leave your child at our centre.**

Accompanying the registration forms must be:

1. A \$50.00 non-refundable registration fee.
2. A post-dated cheque, for September fees, a completed PAD Agreement or a subsidy transaction number.

As we are a non-profit organization, the Nursery School operates on a break even budget.

General expenses of the school include, but are not limited to:	Revenue Sources Include:
<ul style="list-style-type: none"> • Staff salaries • Program material • Rent • Telephone/Internet • Insurance 	<ul style="list-style-type: none"> • Registration Fees • Government grants • Fundraising

Through-out the year you will be presented with several fundraising opportunities. We encourage family participation to enhance our ability to provide educational opportunities for your child.

As a Licensed Child Care Program, NNS has a 20 day billing period and a fee structure that is established by the Province of Manitoba. Billing Calendars are available upon request. Fees are dependent on how many hours a day the space is available.

Fees must be paid upon due dates, and any late payments will be subject to a late fee of **\$5.00 which will accrue per day it is late**. Should the account remain unpaid for 2 weeks after the due date, your child care services will be suspended. Child care services will not resume until the account has been made current and all fees are paid in full **including the late fees incurred**.

Invoices will be emailed on the first Monday of the Billing Period and are due the following Friday. Fees must be paid upon due dates, and any late payments will be subject to a late fee of \$5.00 which will accrue **per day** it is late. There is a \$15.00 charge for all N.S.F. cheques and EFT payments. If we receive four N.S.F. payments within the fiscal year, parents will be required to pay the remainder of the years' fees with money orders

Payment Methods

You may pay with a cheque or money order that is dropped off in the lock box at 87 Walmer, or you may sign a PAD agreement to arrange Pre-Approved Bank Payments/EFT's (Electronic Fee Transfers).

EFT's are "pulled" from your account the Friday after you receive your invoice and will automatically withdraw the full outstanding amount owing on your invoice. If you are having a financial crisis you have between the Monday that invoices are distributed and the following Friday to contact the Director to stop your EFT payment in order to avoid N.S.F. charges. Payments will be withdrawn every 20 days thereafter until you arrange to cancel your PAD agreement. Payments will show up on your bank records as being from TELECOM OPTIONS and not from Norwood Nursery School.

An E-transfer may be sent to norwoodnursery@gmail.com for registration deposits if a password is pre-arranged with the Director.

Please note: **Cash will not be accepted.** Please speak with the Director if you need to make alternate payment arrangements.

Daily rates:

Nursery School: \$10.40/day

Regular fees are payable for sick days and statutory holidays. The holidays followed by the Nursery School are as follows:

- Labour Day

- Thanksgiving
- Remembrance Day
- Family Day
- Good Friday
- Victoria Day

As we share our space with our *Before and After* program, on days when there are in-service days at Nordale School or all schools in LRSD, nursery will be cancelled and you will not be billed.

Snack Fees:

Nursery School: \$14/child/Billing Period

Privacy

Norwood Nursery School Inc. follows the Province of Manitoba's Freedom of Information and Protection of Privacy Act.

Field Trips

When a field trip is planned, notices informing parents of the activity, location, mode of transportation, time of departure and arrival will be distributed by email and with a poster attached to the attendance sheets .

What to Bring!

Ensuring that your child has the appropriate items for school will make the transition easier for your child. Please be sure to always bring the following:

- A labelled school bag to hold their belongings and to bring home treasures made at school.
- A pair of labelled rubber-soled shoes to wear indoors while at school. These need to remain at the school for the school year.

- A labelled water-bottle for water which will can remain at Nursery School for the week.
- Appropriate clothing for the weather as we have outside play time. Packing at least one extra set of clothing for spills and accidents is a very good idea! Please ensure that ALL items are labelled with your child's name.
- Spare pull-ups and wipes

Snacks

- A nutritious snack will be available to your child every morning between 10:30-11:00 for those interested. Please note that this snack should not be considered a meal for your child.
- A monthly menu will be prepared and posted. Please advise staff of any food allergies
- Families may be required to avoid sending foods containing allergens if a child or staff member has a severe allergy.

Please do not send items that contain or may contain nuts

Curriculum Statement

Please refer to the Curriculum Statement attached at the end of this policy manual.

Daily Attendance

All parents are responsible for delivering and picking up their children. It is also the parent/guardians responsibility to ensure their child is getting ready to leave safely and quietly. Once a parent/guardian arrives to pick up a child, the staff will no longer responsible for providing child care. Parents must come into the Centre to sign their children in and out.

If an alternate person is picking up your child the centre MUST be informed, and that person must provide identification before the child is released.

If your child is sick and/or away for any reason please phone NNS at 204-237-5172 or email us at: norwoodnursery@gmail.com

Children MUST be picked up by 11:30 a.m. All late pick-ups will be documented, and charged a late fee of \$10.00 per 5 minutes late. The fee will be due immediately, and all

payments are to be made before your child is reinstated into Nursery School. If your child is still at the Centre at 11:45, the first person on the contact list will be called. As per the Manitoba Child Day Care Regulations, if a parent is more than thirty minutes late Child and Family Services will be called. If you have four documented late pick-ups you may be asked to withdraw your child from the program

Custodial Rights

In cases of separated or divorced parents, it is necessary for you to provide NNS copies of Court Orders or other legal documents stating your custodial rights and those of your ex-spouse *if one of the parents is not to pick-up or visit the child*. Without this document, the staff cannot enforce these wishes. All documentation is held in the strictest confidence.

Illness and Medication

Sick children are not allowed at NNS at any time. Please keep your child at home if he/she has any of the following symptoms:

- A fever or has vomited within the previous 24 hours.
- Two events of diarrhea in previous 24 hours.
- Continuous heavy nasal discharge and/or discharge from the eyes.
- If your child has contracted a communicable/contagious disease. Please notify NNS as we are required to make this information available both to parents and to Public Health.

Staff will notify parents if their child becomes ill during the day, and arrangements will need to be made for an immediate pick-up. Medication, patented or prescription may only be administered by the staff if the medication is produced in the original container with the child's name on it, and accompanied by written instructions (i.e. dosage, time, method of administration).

Discharge/Withdrawal

If a family decides to withdraw their child from the program, Norwood Nursery School must be given four weeks' notice. The registration fee, as well as that month's fees will still be required. In the case of NNS discharging a child, the right to notice is forfeited.

NNS makes every attempt to ensure that all families are happy and well taken care of. Only in extreme situations, after all other venues have been explored, will the Nursery School initiate the discharge of a child. This will only happen if:

- There is continual disruptive behaviour that prevents staff from providing an effective program for other children.
- Aggressive and threatening physical and emotional behaviour affects the well-being of staff and children on a continuing basis.

NNS staff will exhaust all possible solutions to rectify the above scenarios with the families first. We believe in the potential of all children, and will work as a team to ensure everyone's needs are met.

Behaviour Management

Our philosophy on Behaviour management is on display in the Nursery room.

Emergency Closures/Evacuation Procedures

In accordance with the Child Day Care Standards Act, we have developed the Enhanced Safety Protocol. Copies of this are available at the Nursery School. If staff and students are required to leave the facility because of an emergency, our "out of shelter" location is Nordale School (99 Birchdale Ave). Parents will be notified by cell phone to pick their children up.

AGM/Board of Directors

Our Centre is a licensed, non-profit, charitable organization which is run by a volunteer Board of Directors. We abide by Province of Manitoba Licensing Regulations and have our own by-laws through which policies are determined and developed. The Board of Directors is comprised of parents and interested community members.

The Board of Directors meet a minimum of 8 times a year and are responsible for the administration of the Nursery School , Preschool, Kindergarten and School Age Programs.

There is an Annual General Meeting which is held every October of the school year. **It is strongly recommended that one representative of each family attend the AGM**, as it is a requirement that we achieve a quorum for the meeting.

Important issues are discussed at the AGM, as well vacant positions on the Board are filled. Information regarding the most recent financial audit is available. The discussion generated at

the AGM enables the Executive Directors to plan the coming year's events. The AGM also provides parents an opportunity to ask questions, raise concerns, reflect and celebrate the successes of the past year. We consider this meeting to be vital to the smooth running of the program. A list of the current Board Members is posted on the Parent Board, just inside the classroom.

New board members will be provided with Online Board Governance Training and a binder that contains the policies and procedures of the program.

Policy Compliance

Parents must comply and sign the Policy Parental Agreement in order to maintain their space in the Centre. The following steps will be taken for non-compliance:

1. A verbal warning will be given for the first offence.
2. A formal written warning will be issued for the second offence. This written warning will include an expulsion date of third offence needs to be implemented.
3. Third incident will result in suspension of:
 - a. Family-if it is a parental issue.
 - b. Child-if it is a child issue.

Please note that there will be a 6 month period for warning count reset (time counted during months the centre is open. July and August do not count towards reset period)