

**NNS Preschool & School Age  
Policy Manual**



Norwood Nursery School 87  
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## **Welcome to our Child Care Program!**

The Board and Staff 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. This manual will include basic policies and information that you may need over the course of the school year. 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 the policies. If you have any questions or concerns please feel free to call us @204-237-1572, or email us: [norwoodnursery@gmail.com](mailto:norwoodnursery@gmail.com)

### **Hours of Operation**

The hours of operation are as follows:

**Norwood (87 Walmer): 7:00 am- 6:00 pm**

**Nursery School: 8:45-11:30, M-F (as registered),**

**excluding all of the In-Service Days.**

**Nordale(99 Birchdale): 7:15 am – 6:00 pm**

We are closed on the following statutory/non-statutory holidays: Terry Fox Day, Labour Day, Thanksgiving, Remembrance Day, Winter break (Christmas, Boxing Day and New Year Day), Louis Riel Day, Good Friday, Easter Monday and Victoria Day.

We are closed one day a year for Professional Development, you will be notified well in advance of this happening.

### **Communication**

Norwood Nursery School uses email as the primary method of communication in order to cut down on paper-waste. Families are required to provide a working email address that is checked on a regular basis, in order to maintain a reliable platform for communication. Invoices and important announcements will be sent via email. We will also make posters and post on social media as well as our website [www.norwoodnursery.com](http://www.norwoodnursery.com).

If you are not receiving emails please contact the director asap to trouble shoot!

### **Registration**

Norwood Nursery, Preschool and School-Age programs. Offers full time spaces to families. A full-time spot is defined as “five days a week”

Any child attending Kindergarten through to Grade 6 (or between the ages of 5 through 12 years) is eligible to register. Our Nordale location accepts children from grade one through Grade 6, who attend Nordale School. Families will be chosen for spaces based on the following order of priority:

- a. Students moving from one age group to another. Preschool- School Age
- b. Siblings of students currently enrolled.
- c. Students graduating from Norwood Nursery School.
- d. Alumni.
- e. General Public.

Norwood Nursery School uses the Manitoba Child Care Online Waitlist.

Upon confirmation of space, you must fill out a registration form. This form must be complete (***including all health numbers and emergency contact numbers***) before you will be allowed to leave your child in our care. Two payments must accompany the registration form:

A \$100.00 not refundable registration fee/child. If you withdraw your child for any reason you must pay this fee again before your child is re-enrolled.

### **Fees**

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.

**Daily rates:**

Nursery School (1/2 day): \$5/day

Preschool & Kindergarten (Full Day): 10/day

School Age (&Full-day Kinders): Before & After School(2 Period) - \$8.60/day, Inservice, Spring Break & Summer (Full day) - \$20.80/day.

Fees are based on 4-10 hours attendance. Children attending longer than 10 hours will be subject to an additional charge.

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](mailto:norwoodnursery@gmail.com) for registration deposits if a password is pre-arranged with the Director.

As of September 1<sup>st</sup>, 2020 we will no longer accept Direct Deposits sent directly from your bank.

**\*\*Cash will NOT be accepted at any time\*\***

Also, please note that regular daily fees are payable for sick days and statutory holidays. The statutory holidays recognized are as follows: Labour Day, Thanksgiving, Remembrance Day, Louis Riel Day, Good Friday, and Victoria Day.

## **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 .

## **Fundraising**

We encourage families to participate in the fundraising activities and to volunteer to help out with program events. As a non-profit organization, our program operates on a break even budget. Any additional revenue generated through fundraising goes directly to aid in programming thus enhancing your child's experience with us.

We understand that not all parents may have the time to volunteer for fundraising events held throughout the year. For those parents that are not able to volunteer their time, NNS has decided to allow for them to pay \$40.00 per child in lieu of volunteering at the actual event (we expect that there will be 3 or 4 fundraising events this year, so this could amount to \$160.00 per child). To be clear, parents

are still encouraged to volunteer their time and raise funds by way of direct involvement in these fundraising activities. NNS simply wants to provide an alternative to those parents who may not have the time to do so.

## **What does my child need?**

All children should have at least one change of clothes (in their backpacks), a water bottle and a pair of rubber-soled “in door” runners that remain at the Centre. Please ensure that your child/ren’s belongings are labelled.

We go outside every day! Unless weather conditions are extreme, we will be making use of the beautiful green space around us. To ensure your child enjoys the time outside, please consult the weather reports and provide appropriate clothing for all weather conditions (i.e. hats and sunscreen in warmer times; hats, mittens, etc. during colder times). Please remember to label items with your child’s name!

If your Preschool child is still wearing pull-ups, you are responsible to provide pull-ups and wipes, daily.

### **Sunscreen and Insect Repellent**

In the late spring/early summer you will need to provide a labelled sunscreen and insect repellent for your child/ren to use for outdoor time. Please try to include sunscreen in your morning routine as it can be very time consuming to apply sunscreen to a large group of children. Insect repellent will be stored in a safe place, by staff, when not being used. Please avoid aerosol containers as child care programs are not permitted to store them onsite.

### **Snacks and Lunches**

Children must bring their own lunches and snacks.

Water is always available to the children.

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\*\***

## **Daily Attendance**

All parents are responsible for dropping off and picking up their children. Once a parent/guardian arrives to pick up a child, staff are no longer responsible for providing care. It is the responsibility of the parent/guardian to ensure their child tidies the play area and gets ready to leave safely and respectfully. At the beginning and end of each day, parents must sign their child/ren in and out. **Please be sure that the staff can see you and inform them when you are dropping off or picking up. Parents must come into the room. You cannot drop your child off outside.**

If an alternate person is picking up your child, the staff must be informed. The person will be asked to provide identification before the child will be released into his/her care.

If your child will be late or absent from the Centre, you must notify staff as soon as possible. This will alleviate waiting times at school when staff pick up, as well as waiting times at bus stops.

## **Late Policy**

Children **MUST** be picked up by 6:00 p.m. If you arrive past this time to pick up your child, you will be **charged a late fee of \$10.00 per every 10 minutes that you are late.** For example: If you arrive between 6:01 and 6:11 p.m. you will be charged the late fee. The fee will be due immediately upon invoice. If your child is still at the centre at 6:15, the first person on the contact list will be called. If your child is still at the centre at 6:30, Child and Family Services will be called. This follows the regulations set forth by the Manitoba Early Learning & Child Care. If you have four documented late pick-ups you may be asked to withdraw your child from the program.

## **Illness and Medication**

Please keep your child at home if they have:

- *A fever*

- *Has vomited/diarrhea within the previous 24 hours*
- *Continuous heavy nasal discharge and/or mucous discharge from the eyes.*
- *Has been diagnosed with a Communicable disease*

Parents will be notified if a child becomes ill during the day and arrangements must be made immediately to pick up their child. If your child has contracted a communicable/contagious disease, please notify staff immediately so that we may inform other parents.

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).

### **Withdrawal/Discharge**

It may be necessary to discharge a child if they are:

- *Continually disruptive and prevents staff from providing an effective program for the other children.*
- *Aggressive and threatens the physical and/or emotional well-being of others on a continuing basis.*
- *Experiences continued distress at leaving a parent/guardian.*

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

If a family decides to withdraw their child/ren from the program, you must give the Director **four weeks written notice**. In the case of discharging a child due to non-payment of fees or behaviour challenges, the right to notice is forfeited.

### **Transportation Policy**

**Norwood Preschool, Kinder & School Age (87 Walmer)**



As part of our school-age program, staff walk children attending to and from Nordale school. The staff and children leave the Centre promptly at 8:15 a.m. Children signed into the Centre **before** 8:15 a.m. will be accompanied by staff to the school. If you (the child) arrive after this time, parents are responsible for transporting their child to school. At no time will children be allowed to join the walking group enroute. This includes the parking lot, and school grounds.

Once the walking group has left the school property at the end of the school day, parents can only pick up their child once the group has arrived safely in the Centre and attendance has been taken. Parking lot pick-ups are not allowed.

For field trips, there may be occasions when the mode of transportation is a rented bus or public transportation. Written permission from the parents will be requested, with the details including departures and return times. It will be the parent's responsibility to ensure that the child arrives prior to the bus leaving the Centre, or the parent will have to assume responsibility for the transportation of their child to the field trip location.

### **Nordale School Age (99 Birchdale)**

When transitioning to and from the School Age room before and after school we will do so according to the following schedule:

**Am:** Children gather their belongings before the bell rings and are signed out as they leave the room. At 8:32 when the bell rings the staff with group leaves the room and walks the length of the hall dropping children off at their rooms as they go, ensuring that all the children have put their belongings away and entered their classroom before leaving. If necessary, one staff stays to support children who aren't ready when the bell rings and the other staff person escorts the other children.

In the event that the group goes outside in the morning before the bell rings they will take the first aid backpack with them, put a sign on the door letting parents know where they are. The children take their belongings with them and when the bell rings the grade 5 & 6 children (according to their ability) enter the door near the school age room and the staff enter in the other door with the younger children and walk them to their classrooms.

**Pm:** When the bell rings at 3:15 one staff waits in the room and takes attendance, one staff starts in the far hallway where the grades 1,2,3 classrooms are. The grade 1 children walk with the staff as a group, the grade 2,3,4 children check in with the staff and are allowed to walk to the room on their own. As the Grade 1 group walks towards the school age room the staff check in classrooms, washrooms, etc. for stragglers. When they pass the office, the staff will check with the office to see if any children were picked up early. Staff assist children who need direct support, or they join the Grade 1 group. Grade 5 & 6 Children walk to the room on their own as is developmentally appropriate.



## **Extreme Weather Transportation**

When the buses in Louis Riel School Division are not running, NNS and Before and After Care will still be open, but we will not transport children to and from school. It will be the parent's responsibility to get the children to and from the Centre both in the morning, and after school.

School Age children are not allowed at the program during school hours, while the school is in operation. The Province of Manitoba Licensing Regulations only allows us to care for your child/ren during their regular attendance hours.

It is the parent's responsibility to find alternate care and transportation during these times.

When the Louis Riel School Division is closed or when there are dangerous weather conditions, or other disasters, a decision will be made between Staff and the Board of Directors as to the safety of remaining open or walking.

If the Nordale children have already walked to school in the morning but the weather becomes hazardous in the afternoon, parents will be informed that they can pick their children up at the Nordale (99 Birchdale) location of Norwood Nursery.

Listen to major local radio stations (CJOB, CBC, etc.), local television news, the weather channel, local weather apps, LRSD Transportation Twitter feed, or NNS' social media for extreme weather announcements or phone the centre if you are unsure.

## **Emergency/Evacuation Procedures**

If staff and students need to leave the premises due to an emergency, our "out of shelter" location is Nordale School – 99 Birchdale Ave (for 87 Walmer) and Norwood Community Centre or Beautiful Saviour (for the Nordale program). Parents will be notified to pick up their children. More emergency/evacuation procedures are outlined in the Enhanced Safety Charter.

## **Custodial Rights**

In cases of separated or divorced parents, where you have indicated on the registration sheet that a parent may not take the child from the Centre, it is necessary for you to provide the Centre with a copy of the court order or legal document stating your custodial rights. Without this document the staff are

legally unable to deny access to a child by their parent. All documentation will be kept in confidence, in your child's files.

## **Behaviour Management**

Our philosophy on Behaviour Management is on display in the Nursery room or the Nordale Bulletin Board. It is also in our Code of Conduct.

## **Board of Directors/AGM**

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.

## **Supporting Documents**

These policies are designed to work in conjunction with our Mission and Vision, Behavior Policy, Code of Conduct, Enhanced Safety Plan, Bylaws, Daily Schedule and Menu that are posted in both programs and are available at all times at your request.

## **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.
3. For a third offence, the Centre reserves the right to suspend or expel the family from the Centre effective immediately.