



MORDEN ADULT EDUCATION CENTRE

200-30 Stephen Street
Morden, Manitoba R6M 2G3

CHILD DEVELOPMENT CENTRE/PARENT AGREEMENT

Family Daycare will be provided according to the following conditions:

1. PROGRAM

- 1.1 The Centre will provide the children in care a safe environment, careful attention, affectionate care, and stimulating things to do so that they will experience happy, healthy growth and development while in our care.
- 1.2 The Centre will serve a nutritious morning and/or afternoon snack.
- 1.3 The Centre will offer a Pre-School Development Program to help in the transition to school.

2. CHILD DEVELOPMENT CENTRE BOOKING POLICY

The Director of the MAEC is responsible for all bookings therefore all space bookings and/or cancellations are to be done through the Director.

The MAEC mandate is to help students achieve their High School Diploma therefore:

Students attempting to get their High School Diploma will have first priority.

Students who already have their diploma will have second priority.

Students who are attending the Teen Learning Centre will have third priority.

CANCELLATIONS

Students canceling their space in the CDC must do so before 9:30 a.m. the morning of the booking. Failure to do so will result in the following steps being taken.

First offense = warning

Second offense = \$5.00 fine

Third offense = loss of reservation privilege

Fourth offense = permanent suspension from CDC

- Reminder that a child under the age of 2 is considered an infant and therefore is the equivalent of two children.

3. COST

- 3.1 Parents are responsible to cover costs of morning and afternoon snack based on the following scale.
 - 3.1.1 The cost for children scheduled to attend 3 to 5 times per week will be \$70.00/child per year payable in two installments. \$35/child by September 30th and \$35/child by January 31st.

Children scheduled to attend 1 to 2 days per week shall pay \$35/child per year payable in two installments. \$17.50/child by September 30th and \$17.50/child by January 31st.
- 3.2 All payments are to be made to the Director of MAEC.
- 3.3 Registrations after payment deadlines will be based on a pro-rated monthly basis of \$7/child per month.
- 3.4 Late payments will result in suspension of CDC slots until payment is made in full.
- 3.5 All payments are non-refundable.

4. CLOSURE

- 4.1 The Morden Adult Education Centre and Child Development facility is subject to the same holiday closures as Western School Division.
- 4.2 Professional Development & Administration days do not necessarily coincide with WSD K-12 calendar.

5. HEALTH

- 5.1 If a child has a fever at or above 100.3^f, has vomited or had diarrhea or is not well enough to participate in the program staff may ask the parent to take responsibility for their child.
- 5.2 In case of temporary absence, the parent(s) will allow the daycare staff to call the child's doctor if emergency medical or surgical care is needed for the child(ren).
- 5.3 Parent permission is required before staff is able to administer any medication.

- 5.4 The centre will notify the parent within twenty-four hours if a communicable disease breaks out in the daycare facility and the parent will notify the centre within twenty-four hours if a communicable disease breaks out in the home.

6. RELEASE OF CHILDREN

- 6.1 No child will be released without the written consent or presence of the attending parent.

7. REPORTING CHANGES

- 7.1 The parent(s) will report any changes to telephone numbers, addresses, etc. to the Centre as soon as possible.

8. WITHDRAWALS

- 8.1 When a parent(s) has been withdrawn from the Adult Education Program their child(ren) are no longer eligible to use the daycare facility.

9. BEHAVIOUR MANAGEMENT POLICY:

- 9.1 A child may not endanger him/herself or any other child attending the Centre.
- 9.2 A child may not intrude on others working or play space by using threatening or aggressive behaviors.
- 9.3 A child may not destroy property.
- 9.4 MAEC & CDC staff reserve the right to have parents remove their child from the CDC for physical or verbal abuse towards any children or staff if all other behavior management procedures have failed.

BEHAVIOUR MANAGEMENT PROCEDURES

The Centre will encourage self-discipline and positive behavior through positive reinforcement. The Centre will provide alternatives for inappropriate behavior by verbally redirecting the child to appropriate behavior using modifiers tailored to the specific situation. The staff will demonstrate, model and verbalize desirable behaviors. Time will be spent observing and recording inappropriate behavior to establish whether a pattern exists. Solutions may be derived from any such pattern that may be present. All children will be treated with dignity and respect. Physical or verbal abuse will never be tolerated by any adult present in the CDC.

10. LUNCHROOM POLICY

Student families from the Adult Education Learning Centre are invited to stay at the Child Development Centre for lunch when they are here for a full day of education. The following list is the responsibility of each parent using the centre during this time.

- 10.1 Only healthy food and drink should be provided for your child. Foods like pop, candy, potato chips, etc. do not provide the nutrition your child requires to be a happy and healthy preschooler.
- 10.2 For reasons of health, safety and respect children should eat only food by their parent.
- 10.3 Foods which are most likely to cause choking in infants and preschool children are wieners, whole grapes, hard candy, popcorn, nuts or vegetable pieces. Wieners and vegetables such as carrots are safer if cut in narrow lengthwise pieces.
- 10.4 To prevent choking, children must be sitting upright while eating, not lying down, running, or laughing. Food must be eaten at the tables and may not be carried to other areas of the room.
- 10.5 All dishes used from the centre during the lunch hour are expected to be washed and disinfected by the parent as noted in the Volunteer Policy #14.
- 10.6 All juice boxes, food items and containers must be placed back in your lunch bags and/or in your child's locker.
- 10.7 Tables and high chairs being used during the lunch hour should be washed down (high chairs include the tray as well as the chair pad and underneath the chair pad).
- 10.9 Floors should be swept to remove any food items which could go in the mouth of crawling babies. Parents are responsible for the direct supervision of their child and should be in the same room as their child eating or during play.

- 10.10 Parents and children are responsible for the use and clean up of toys during the lunch hour. At 12:45 p.m. it is expected that families will begin cleanup of the centre so that children are ready for an afternoon rest at 1:00 p.m. when staff returns to centre.
- 10.11 Rules of the CDC must be followed. Running, throwing toys and treating others without respect is not acceptable.
- 10.12 The noise level in the centre should remain acceptable. **MAEC and CDC staff reserve the right to close the centre during lunch hour if parents fail to adhere to the rules of the centre.**

11. OUTINGS

- 11.1 On occasion daycare staff may take children outside the building on different outings, ie. to the park to play.

12. SUPPLIES/PERSONAL BELONGINGS

- 12.1 The Centre will provide age appropriate toys. Please leave personal toys other than nap items at home.
- 12.2 Parents will provide personal belongings and supplies such as:
- a) diapers, wipes, change of clothes
 - b) appropriate outdoor clothing
 - c) strollers (when needed)

13. AGE

- 13.1 During daytime hours, 9:00 am to 4:00 pm, children between the ages of infant 6 months to 11 years old will be accepted at the daycare facility.

14. VOLUNTER POLICY

As a parent of a child(ren) in the CDC, it is expected that should the need arise, you could be called upon to volunteer in the child development centre.

Permission to administer Tylenol

I _____ give the staff of the Child Development Centre permission to administer Children's Tylenol to my Child(ren) _____ in the event of headache or fever.

Signature of Parent/Guardian

NAMES OF CHILDREN IN CARE

_____	Age: _____
_____	Age: _____
_____	Age: _____
_____	Age: _____

SPECIAL PROVISIONS:

Both the parent(s) and the provider will initial any additions or deletions to the above agreement.

I have read and understand all items in the above agreement and will comply with all the policies as stated.

Parent(s) Signature: _____ Date: _____

_____ Date: _____

Adult Centre Supervisor _____ Date: _____