

# CONFEDERATION BUILDING DAYCARE CENTRE

## PARENT MANUAL

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## GENERAL

The Centre's hours of operation are Monday to Friday, between 7:45am to 5:30pm (summer hours 7:45am to 5:00pm) The Centre is closed on all Provincial government holidays. The list of holiday's are listed on the last page of our parent manual.

## PROGRAM

Our child care philosophy is based on the knowledge that children learn through play and interactions with other children, adults and the environment. Our staff are facilitators of learning opportunities. The staff's primary concern is to provide a safe, loving and stimulating environment that is developmentally appropriate. Opportunities for exploration, creativity, and experimentation are provided on an ongoing basis, through emergent curriculum, so that children can learn and grow at their own pace by their own efforts. Programming is based on the children's interests and needs and they are given ample time to engage in activities, both indoors and outdoors that focus on skills development in all areas.

We believe that all children, regardless of those who require additional supports, cultural or religious beliefs, family values all have the right to quality child care. We have an open door policy on accepting children. We respect and support all families and strive to maintain an open and trusting relationship with all our families. We acknowledge that families are experts on their children and are a great resource to us and that working together is essential to the children's wellbeing. We have an open door policy for our parents and they are welcome to visit and participate in our program at any time.

We strive to provide a high quality Early Childhood Education program which supports the growth, development and wellbeing of children. We believe that a great early childhood program will have lasting effects on the children's future skills, success and self-esteem and ultimately positively impacts the lives of not only the children, but also their families, future schools and society in general.

## STANDARDS

The Confederation Building Daycare Care Co-operative Society Ltd. was established in 1987 and is licensed by the Department of Education and Early Childhood Development and complies with all the standards put forth in the Child Care Services Regulations, Policies and Standard Manual. The Centre strives to exceed minimum licensing requirements. The Centre's operation is governed by a volunteer Board of Directors, elected by its membership, and by a paid Managing Director. Each homeroom is staffed by fully qualified Early Childhood Educators.

## GOALS

The goals of the Centre are:

- To provide high quality, inclusive child care for all children.
- To provide all parents/guardians and staff with the opportunity to provide ongoing input and feedback regarding programming.
- To promote ongoing interaction between parents, staff and children.

- To provide all parents/guardians and staff with the opportunity to be involved with the running of the Centre.
- To provide a range of developmentally appropriate play materials and activities based on children's ongoing interests, which fulfill children's individual needs that promote ongoing opportunities for children to enhance skill development in all areas of development (physical, language/communication, social/emotional, self-help and cognitive skills).

## ADMISSION

Prior to filling out an application for admission, it is recommended that parents/guardians and the child/ren visit the Centre to see the facility, meet staff and observe the program in action in order to ensure that the parents are aware of all requirements so that the needs of both the parents/caregivers and child/ren are met.

1. Priority of an available space is first given to children of employees within the Centre and second to siblings of children currently in the Centre. Third, Up to 1 space per home room available to a child on our waitlist who identifies as needing additional support though the inclusion program(\*dependent on available staffing supports available). Fourth, children are admitted to the Centre as space(s) become available on a first come first serve basis for new families. First come first serve basis is determined by the date the child's name was placed on the waiting list. This is determined by the date the completed application was provided to the Centre.

Once a call is made to offer a child space in the Centre, parents are given 24 hours in which to make a decision about enrolling their child, and to make a deposit of one week of fees to hold the space.. The deposit is deducted from the first week's fees when a child starts at the Centre. However, the deposit is non-refundable if parents/caregivers change their minds after accepting a space. Upon their child/ren's enrollment, parents/caregivers are also required to pay a \$25 Co-operative Society Membership Fee as all children enrolled must have at least one parent as an official member of the Co-operative.

**If a space is turned down twice your name will be automatically removed from our waitlist**

## FEE STRUCTURE

### Program Fees

Confederation Building Daycare Co-operative fees are due and payable two weeks in advance of care on Provincial Government paydays. Parents are required to pay through automatic withdrawal from your bank account. Fees are charged for all daycare days a child is registered, whether or not he/she is in attendance. This includes statutory holidays, sick days, annual leave and emergency closures. **We currently operate under the provincial government Operational Grant Program, and our fees are currently set by the OGP.**

If THE OGP were to end our bi-weekly fee structure will also change. At this time we cannot say what it could be.

## Admission Fees

1. Deposit – If you decide to take an offered space for your child at the Centre, you are required to make a deposit of one week's fees to hold the space. The deposit is **non-refundable** if you change your mind after accepting the space. However, it is deducted from your first week's fees when your child starts at the Centre.
2. Co-operative Society Membership Fee – all children enrolled at the Centre must have at least one parent as a member of the Co-operative Society. As such, a one-time \$25 Co-operative Society Membership Fee is payable, upon child/ren's enrollment, in order to register at the Centre.

## Late Fees

A substantial late fee is charged when a child is picked up after the official closing time of the Centre. The late charges are \$1/minute for each minute beyond the closing time (5:30pm winter closing or 5:00pm summer closing).

Late charges are calculated according to the time on the clock in the office.

The rationale for charging a late fee is to ensure that the Centre has enough funds to cover the overtime for staff for the additional time that they spend caring for the children beyond their scheduled working hours / Centre closing time (i.e., after hours)

## Returned cheque/Automated Debit Administration Charge

Each cheque/automated debit returned NSF (Non-sufficient funds) by the bank is subject to a \$25.00 administration charge.

## Withdrawal Fees

A **4 week written notice of withdrawal (or switching from full time to part time)** of a child from the Centre of payment of fees in lieu is required. When 4 weeks' notice is provided, and the parents/guardians wishes to have their child/ren withdraw from the Centre sooner, every effort will be made to fill the space sooner. However, parents remain responsible for fees up to the time the space is filled, or the 4 weeks, whichever is shorter.

## ORIENTATION

When a child starts at the Centre, we encourage parents/guardians - or another adult the child knows well – to come with the child and stay until the child is comfortable. Because a full day at the Centre can be overwhelming for a new child, we suggest that the length of the child's day be gradually extended, if at all possible. This is a good way to ease the transition to full days at the Centre.

**Parents/guardians are welcome to visit their child/ren at any time and to participate in the program.** In addition, each homeroom is equipped with an observation booth for parents/guardians to use if they wish.

## TOYS

When a child first starts attending the Centre, items of comfort (a favorite teddy or blanket) are acceptable to help the child feel more secure and comfortable in an unfamiliar setting and assists with transition and development of routine ( i.e., moving from one homeroom to another at natural transition times or during nap time). Children are encouraged to store their comfort items in their locker when not in use, until times when they feel they require it for comfort.

All toys or play materials which encourage aggressive play are **not permitted** in the Centre. This includes guns, war toys, some action figurines, etc....

Although children are permitted to bring a toy from home it is important that families recognize the possible difficulties it may cause for their children as it is difficult for younger children, in particular to deal with loss, breakage, and sharing of their personal toys by other children. In addition, many toys suitable for play in home situation are not safe or durable in a group situation. **STAFF ARE NOT RESPONSIBLE FOR LOST OR BROKEN TOYS!**

## AT THE CENTRE

We provide morning and afternoon snack as well as lunch at the Centre. Our menus are based on the Canada food guide and are low in sugar, fat and salt. They are posted in each homeroom.

Children are permitted to bring a snack from home if parents feel it is necessary. **Our Centre is peanut/nut restricted. All snacks brought from home must be either fresh fruits or vegetables or in its original packaging with ingredients listed as well as being nutritious.** We have several children attending our Centre with severe allergies.

On arrival please bring your child to his/her assigned homeroom and help take off outside clothing.

Be sure to sign your child in/out in the attendance book on top of the lockers in the playroom. Provincial regulations require parents/guardians to sign their child in/out every day and it is an essential safety requirement for emergency evacuation purpose.

To keep parents informed, we communicate information in the following ways:

- Each homeroom completes a daily report through the HiMama App.
- Newsletters and memos.
- Parent meeting nights, as needed.
- Weekly email correspondence from playroom staff.
- A parent information area with parent magazines, articles and other resources.
- Ongoing verbal communication between staff and parents.

In addition, to allow for ongoing parents/guardians input and feedback, we encourage open communication with staff and members of the parent board.

Please be aware that our Daycare Centre is a **SMOKE FREE ZONE!!!**

## DROP OFF ZONE

The Drop Off Zone, where parents/guardians may briefly park to drop off and pick up children, is located at the east end of the Centre and as marked.

Safety Note...Please do not park along the fence in front of the Daycare Centre. This impedes the view of the children coming through the front gate. As well this area has been designated as a No Stopping/Idle Free Zone. **Security will ticket violators.**

## EMERGENCY CLOSURES (INCLUDING SNOW DAYS)

As a general rule, the Centre is open when the Confederation Building is open. Occasionally, however, we may be forced to close for health and safety of the children and staff which includes snow days. If the Confederation Building is closed for emergencies, the Centre automatically closes as well. If an announcement is made that the Confederation Building Complex is closed, that notification also includes our daycare Centre.

We have developed a number of procedures to inform parents/caregivers of this:

- HiMama – we will send out a SMS message. Every effort will be made to contact families by text as soon as a decision is made to close the Centre. Please be sure that the daycare has your appropriate cell phone number.
- The Radio Stations – every effort will be made to announce the closure on CBC Radio, OZ-FM and VOXM Radio Stations.

Fees are charged for emergency closure days.

## ARRIVAL AND PICKUP

Please call the Daycare Centre or send a message on HiMama by 9:30am if your child will be arriving late or will not be attending that day. If a child has not arrived by 10:00am and we have not received a phone call or a message, we will assume that the child will be absent that day and the regularly planned activities will continue as planned.

We must be informed if a child will be picked up by someone other than the parent. Please ensure that the **Pick-up Authorization List** on your child's file **is accurate.**

We will not release a child to someone we do not know, unless we have written permission from the parent(s), proper identification is provided (picture ID) and signature is on file of the person picking up the child.

## EMERGENCY EVACUATION PLAN

Our emergency plan includes emergency phone numbers by phones, exit routes posted in each daycare room indicating the nearest exit as well as lists responsibilities for employees and administrator. Our muster station is in the east end outside play area, by the "Fire Tree". There are

several containers of warm clothes, blankets, etc. located in the grassy playground shed if the weather is unfavorable.

In the event that we cannot return to the facility, and we cannot stay in our muster station due to bad weather or additional safety concerns, we will proceed to the lobby of the east end of the Confederation Building. In the event the emergency has not resolved in 30 minutes, parents will be contacted to immediately pick up the children. If we are immediately aware that the issue will not be resolved, the 30 minute guideline will be forfeited and parents will immediately be contacted.

Employees practice emergency/fire drills, minimally monthly, with the children and record the drill following requirements on NL Child Care Policy and Standards Manual.

## CLOTHING AND OTHER NEEDS

Children are encouraged to wear play clothes and running shoes to the daycare as daily activities include active and messy play. For safety and comfort reasons, dressy/good clothes are not considered appropriate. Please label all articles of clothing and other belongings to help ensure the return of possessions and clothes.

Each child will need:

- Pillow and blanket ( if your child naps)
- A complete change of clothes and footwear daily.
- A child sized blanket (if needed for comfort or napping)
- Diapers and wipes if the child is not toilet trained.
- Sunscreen (please **do not** send in spray sunscreen)
- Suitable wet weather and /or cold weather clothing (e.g., splash pants, snow pants, rain or winter jackets, water resistant mittens/gloves, warm sweaters, hats, scarves.

## HEALTH POLICIES

### Health Policies

The Confederation Building Daycare has developed health policies and procedures to ensure the prevention of communicable diseases.

It is recommended that children enrolled at the Centre have up to date vaccinations from their family doctor or public health practitioner. However, if immunizations are not given, parents must sign the related immunization form stating they are aware that the family may have to remove their children from the center in the event of an outbreak of a disease that the children have not been immunized against. Immunization records are kept on file.

### Allergies

As part of the registration package, parents must include information on the child's MCP, any allergy or chronic medical condition or other health concerns. Relevant information including type of allergy, triggers, symptoms, reactions and written preventative and emergency plan must be included. The preventative and emergency plan must include the type of quantity of medicine to be kept at the



Centre, where it is stored, when it is to be administered, when the child should be transported to hospital, and any other information needed to assist in the emergency care of the child.

In situations where a child has an epi-pen, at least one is required to be at the Centre with the child. Parents should hand epi-pens to daycare staff, the epi-pens are kept in the playroom with the child, and kept in view but out of reach of the children. The epi-pen always goes with the child, when the child leaves the playroom to go to the lunchroom, nap room and outdoors.

To support children with allergies, our Centre is a **peanut/nut aware facility**. All children, parents and staff are informed not to bring any foods that contain these items. Children can bring healthy snacks from home, as long as it is labelled with ingredients. In the events, staff is unsure if a home snack item is safe, a daycare snack will be offered.

Procedures are put in place for daycare staff to ensure cross contamination does not occur. Grocery labels are read, a separate cupboard space is available for children with allergies are given plates/cups different than the group so that the children can easily recognize their own food items to avoid cross contamination.

Information on children's allergies and restrictions are posted with license, in the kitchen area and in the playrooms. As part of orientation and annual review, all Centre staff review the allergy information.

### **Illness Policy**

If a child shows signs of illness (high fever 101 F. under the arm, rash, diarrhea, vomiting, communicable disease, etc.) before coming to the Centre, parents/caregivers are asked to make alternate arrangements. A child who is not well enough to participate in daily activities of the Centre should be kept home.

If a child becomes ill during the day, either develops a fever, or has more than 1 incident of throwing up or diarrhea or a new unexplained rash, parents/guardians are notified by phone and asked to make arrangements to have the child picked up immediately. While waiting to be picked up, children will be provided a quiet resting place, away from peers if possible and supervised at times. Staff are familiar with signs and symptoms of various illnesses and conditions and can seek the advice of the administrator as needed. Staff have access to fact sheets on various illnesses. Any changes with a child's health or wellbeing are shared with parents. A phone call to parents will be made during the day if needed or shared at the end of the day if minor in nature.

In the event that a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted on the door in the main entrance and the playroom impacted. The sign will include the illness, symptoms, period of contagion and parent and Centre responsibilities. Parents/caregivers will be notified when they pick up their child/ren. Sick children cannot return to the Centre until the period of contagion has passed. Depending on the illness, this varies. A child who has vomited or has had diarrhea or fever should stay home at least 24 hours after the last instance. For strep throat, pink eye, etc.; please speak to a staff member to find out the period of contagion. Occasionally, a doctor's note indicating fitness to return to daycare is required upon a child's return to daycare after 3 days of illness or after a communicable disease. A staff member will inform families when this is necessary.

An ill staff person is also required to stay at home in order to prevent the spread of infection. Substitute staff is called in to replace the ill staff member unless a substitute staff person is not

necessary due to the number of absentee children. The ratio of adults to children is always maintained as per licensing standards.

## Medication Policy

**Prescription medication** (in original packaging with the prescription label attached) can be administered by staff when accompanied by a complete and signed medication authorization form; it will be administered according to the directions on the label. This form can be obtained from the office. Medicine must be administered at home for the first 24 hours before daycare staff is able to administer medication, as per provincial regulations.

Nonprescription medication is currently not administered at the Centre, other than fever reducing medication. In the event a parent feels there is a need for nonprescription medication to be administered, the parent can speak with the administrator of the Centre for permission during special circumstances. In this case of medicine would be provided to the administrator or delegate in its original container, labelled with the child's name, expiration date, required dosage and administration method. A record is completed in writing of every dose administered, the dosage amount, the child's name and the signature of the caregiver who administered it. Medicine must be administered at home for the first 4 hours before a staff member is able to administer medicine at the daycare Centre.

Fever reducing medications may be administered with the prior written consent of the parent/guardian (in emergency situations when a parent cannot be reached). Parents/guardian are required to bring in a bottle of fever reducing medication, labeled with the child's name and it will be administered according to the bottle directions. They are also required to fill out a consent form which contains all information required by provincial policy.

The administrator and staff must ensure the following policies are followed:

- Non-emergency medicine/supplies are kept in a locked bag in the refrigerator or in locked cupboard in the staffroom. Medicine/supplies required by children in an emergency situation will be kept out of reach of children but easily accessible to staff.
- Parents/guardians should hand medicine over to the administrator and not leave any medicine in the child's bag or locker.
- The child's main staff or administrator will administer the medicine for the children in their care for the day whenever possible.
- The first staff will confirm the child's name, dosage and time to be given on medication sheet and the second staff will also confirm the information on the medication sheet matching this medicine bottle and the child to be given the medicine.
- Any ongoing medications must be updated with parental consent every 6 months.
- All parents/guardians consents and records of medication administered must be kept in the child's file.
- Medication will only be administered at the Centre when it cannot be administered outside the operation hours of the Centre.
- The first dose must be administered by the parents 24 hours prior to the child attending the childcare Centre.
- Medication must only be administered to the child who it was intended for.
- Medication will not be administered when expired
- A sharps container will be available and proper procedures followed for disposal of needles in the event needles are used for the administration of, medicine.
- Where medicine is ASA or aspirin, authorization of a person who can write prescription is provided.

- Ensuring that a child does not attend the Centre in the event of a life threatening or detrimental condition that requires medication and the medication is not provided.

The administrator will keep a master list of all the children requiring administration of medications.

The administrator will report any communicable disease that is reportable by calling the public health nurse. In the administrator's absence, the employee in charge will be responsible for making the call.

## MEDICAL EMERGENCY PROCEEDURES

In the case of medical emergency, staff will administer First Aid treatment (all staff has completed First Aid training from St. John's Ambulance or Red Cross) and parents will be notified as quickly as possible, if immediate medical attention is required, staff is authorized to call an ambulance to transport the child to the Janeway Hospital, the administrator or a staff will accompany a child in the ambulance if the parent is unavailable.

If an accident, communicable disease or incident occurs that could affect the health or safety of a child while he/she is attending the childcare Centre, the administrator must make sure:

- Emergency medical attention is secured.
- Parents/guardian of all children who could possibly be impacted be notified immediately. In situations involving more than one child, a written report must be completed for each child.
- Our board of directors (licensee) is notified.
- As soon as the incident, a written report is provided to the administrator using the appropriate form such as accident/incident form which must go in each child's file and be available for inspection. The forms must include the location of the incident, date and time. A summary of the incident, child to staff ratio, names of caregivers, the names, D.O.B's of children involved, the child's behavior, any changes in routine, condition of equipment and physical environment. Action taken, including first aid and signatures of employees and parents/guardians involved is also required. Addition forms for OH&S may also be required if the incident concerns a hazard or accident and the OH&S investigation or assessment may need to be completed.
- The administrator or delegate must notify the manager in 24 hours of an incident occurring.
- Where a serious incident occurs, the administrator must notify the provincial director within 24 hours of the incident happening and a written report must be forwarded within 7 days.

## CONFIDENTIALITY OF RECORDS

Children's records are open only by the Managing Director, staff of the Confederation Building Daycare Co-operative, an authorized employee of the licensing agency, and the child's parent/guardian. Viewing of records by any other person requires informed, written parental/guardian consent

## GUIDING CHILDRENS BEHAVIOR

Our behavioral guidance policies are developed and implemented in accordance with Child Care Regulations of Newfoundland and Labrador.

Our main goals in guiding children's behavior include fostering children's self-esteem, helping children building trusting and respectful relationships with others and improving children's ability to understand their feelings, and express them appropriately. Staff are respectful of children's feelings and help children to find ways to express all feelings appropriately

Staff have consistent expectations of children that are developmentally appropriate and consider values, attitudes and recommended strategies that promote positive play behaviors and patterns. Staff offer a developmentally appropriate program and offer choices for children where possible though the day. Staff are knowledgeable in children's development and acknowledge diversity has an influence on children's behavior. Staff encourage and support play and limits that are suitable for the children's development and guide their safety and security during their participation in the program.

Staff act as role models at all times. They model appropriate behavior, using language to express feelings and needs and show respect for others.

Staff use a variety of guiding behavior strategies based on the specific situation and child or children involved. Strategies used by staff to support children's behavior include:

- Redirection
- Encouraging the use of language
- Setting an example of appropriate behavior
- Stating directions positively
- Reinforcing positive behaviors
- Being clear about expectations
- Giving children enough time to resolve conflicts or solve problems
- Encouraging children to resolve their own interpersonal issues
- Removing the child from the situation for a cool down period
- Ignoring inappropriate attention-getting behavior
- Involving the children in the decision-making process

Staff recognize the importance of observations in understanding children's behavior. Through observations staff can gather information and analyze children's behavior to find an underlying cause such as the need for increased challenges or a developmental skill that has not been achieved such as language to express feelings or a change in the child or surroundings such as fatigue or feelings regarding a family move, death, etc. staff use various techniques of observations (ABC's, anecdotal records, time sampling, etc.) and meet to discuss possible reasons. When appropriate, observations are discussed with other professionals such as our inclusion consultant for further input.

Corporal Punishment and/or harsh, belittling or degrading language are not an acceptable method of dealing with young children's behavior and are not permitted to be used as a method of guiding children's behavior.

Children cannot be confined or isolated from the other children as a form of punishment. Time out is not considered an appropriate strategy for guiding behavior. Instead staff can provide a child with a cooling off period, where by the child and staff can find a space away from the group where the child can calm and regroup. The child is supported during this time of upset.

The use of counting to consequences is also not permitted as a guiding behavior strategy.

Any behavior guidance strategy that requires a child to repeat physical movements to reinforce a desired behavior is not permitted.

Children cannot be deprived of basic needs (food, clothing, sleep, washroom facilities, attention and comfort) during their time at the Centre.

## POLICY ON INCLUSION OF CHILDREN WHO REQUIRE ADDITIONAL SUPPORTS

This Centre has an open door policy for all children regardless of their support needs. All children are welcome to attend, space permitting.

Parents/guardians should contact the Centre Director if they feel their child/ren may require additional specialized equipment, modifications, and/or resources to attend or continue attending the Centre. If needed, the Director will contact a regional Inclusion Consultant for further input and discussion of needs.

Open communication between parents/guardians, Centre staff, and Director are essential and mandatory to ensure that all children's needs are met. As noted previously, staff are trained in guiding children's behavior.

Parents/guardians of children who have identified needs and who are involved in other services, such as Direct Home Services Program, Speech Language Pathology, Psychology, Occupational Therapy, and Physical Therapy are encouraged to include Centre staff in Individual Support Services Planning (ISSP) Team Meetings for their child/ren to ensure consistency in program goals and to coordinate services and supports required to promote optimal child development.

## POLICY ON DISCHARGING CHILDREN

It is natural for young children to display aggressive behavior occasionally while at the Centre. When aggressive behavior occurs, various techniques of guiding children's behavior (redirection, logical or natural consequences, setting an example of appropriate behavior, clear expectations, etc.) are used to help the child engage in more appropriate behavior (See guiding behavior policy).

If the usual techniques are unsuccessful in decreasing the occurrence of aggressive behavior and the child or other children continue to be at risk, then the child's parents/guardians are consulted. Prior to the discussions or meeting, staff will complete systematic observations to determine if there is a pattern to the behavior. The parents and staff discuss the frequency, during, and severity of the behavior, possible causes of the behavior, how the staff deal with the behavior and how the family and Centre can work together to decrease the behavior.

If the techniques are not successful in decreasing the behavior, with informed parental consent, a Regional Inclusion Consultant may be contacted to become involved to support parents and staff in identifying and obtaining supports, consultation, and services required to support the inclusion of their child in the Centre.

The need for additional referrals and/or consultation may be identified by the Regional Inclusion Consultant (Child Management Specialist, Janeway Child Development, etc.) and may be contacted with informed parental consent. The staff will work with these professionals and follow any recommendations made by them, as long as it is supported by the parents and is suitable for implementation in a child care setting.

As long as parents are willing to meet with Centre staff, be open about their child's needs, and discuss their child/rens program and support requirements and progress, as needed, every effort will be made to ensure that their child/ren are supported to their level of need in the childcare setting so that no child is at risk fir harm or required to be discharged from the Centre.

## PROVINCIAL SUBSIDY

Families may be eligible for a Day Care Fee Subsidy, which pays all or part of your Day Care fees, from the Provincial Government. This subsidy is based on factors such as family income, whether the family has one or two parents in the residence, the number of dependents in the family and certain expenses. Further information can be obtained on the Child Care Subsidy Program by visiting the website at: <https://www.gov.nl.ca/education/files/Child-Care-Subsidy-Funding-Application-Final-2021.pdf>

## RECOMMENDED INFORMATION

[www.gov.nl.ca/education/earlychildhood/parent](http://www.gov.nl.ca/education/earlychildhood/parent)

### Ongoing Fundraiser

Looking for labels for your children's clothing, toothbrush, shoes etc. this is a great place to purchase labels and all proceeds go towards the daycare to purchase new supplies.

<http://www.campaigns.mabelslabels.com>

Scroll down through list on schools and locate Confederation Building Daycare.

Thanks for your Support!

## GENERAL INFORMATION

As a parent co-operative, parents/guardians are required to be involved in supporting the Centre though their ongoing feedback, input, and /or involvement in a variety of activities/committees. **The involvement of parents is always needed!** The success of committees further improves the quality of time your child spends at the Centre

***Please volunteer when you have a little extra time and interest.***

## THE ANNUAL GENERAL MEETING

Each year the Confederation Building Daycare Co-operative Society Ltd. holds its Annual General Meeting. This provides **parents/guardians** the opportunity to become involved in the operation of the Centre by offering themselves for election to the volunteer Board of Directors for a year term, or by simply attending and participating in the discussion. Attendance, participation, and feedback are always appreciated, and volunteers are always needed. Please consider offering some of your time to making your child's work day home a better place to be.

## DAYCARE STATUTORY HOLIDAYS

The following is a list of designated Holidays for daycare closures. Fees are charged for all statutory holidays: New Year's Day, St. Patrick's Day, Good Friday, St. George's Day, Victoria Day, June Holiday, Memorial Day, Orangeman's Day, Regatta Day, Labour Day, and National Day for Truth and Reconciliation, Thanksgiving Day, Armistice Day, Christmas Day, and Boxing Day.

Information is subject to change. This most recent update was produced for November 2022. Please call 729-6038 if you have any questions.