



LOCATED WITHIN THE GREENDELL PARK
COMMUNITY CENTRE INC.



Greendell

— TINY TOTS —

NURSERY SCHOOL

75 Woodlawn Ave,
Winnipeg MB
R2M 2P3
greendelltinytots@gmail.com
431-788-6883

PROGRAMS

3 & 4 YR. OLDS:	MONDAY- THURSDAY	9:00AM – 11:30AM
4 & 5 YR. OLDS:	MONDAY- THURSDAY	12:30PM – 3:00PM

Greendell Tiny Tots Nursery School Nursery School is a part-time program for children ages 3-5 years old. The program offers children half day sessions 4 mornings or 4 afternoons per week. September to June each school year.

Philosophy

Tiny Tots philosophy is to provide the children with every opportunity to learn and develop skills and behaviors that are acceptable and appropriate to the child's developmental capabilities in an environment that is stimulating, safe, informative, and comfortable.

We are a play-based program that is child centred. This means that we support the whole child's development. We ensure there are ample opportunities for children to grow in all 5 developmental domains including social, emotional, physical, cognitive and language. We spend time observing children's play individually and as a group. We provide learning opportunities through play experiences, provocations, books, songs, teacher directed activities and a thoughtfully designed, ever evolving play space. Children learn through play, by their interactions with one another and staff and through freely exploring their carefully curated preschool environment.

We place a strong emphasis on supporting the child's social and emotional development and self-help skills fostering a sense of pride and independence. We promote imaginative and creative play, along with physical development through fine and gross motor activities, music, and movement. We value and promote time spent outdoors in all weather which helps develop a child's physical literacy skills, spatial awareness, and mental well-being to name a few.

The program has two Early Childhood Educators on site and Inclusion Support Staff when required. When possible, there will be additional staff for an enhanced staff to child ratio. Our staff place a high importance on professional development and are continuously upgrading their education. This allows them to have the most up to date information on child development which they use in the program to meet the always changing needs of the children enrolled in our programs.

Programs and Class times

3 & 4 Year Old Program:

Children need to be 3 or 4 years old by December 31st of the year they are registering for

- Monday-Thursday Program- 9:00am-11:30am (4 days a week)

4 & 5 Year Old Program:

Children need to be 4 or 5 years old by December 31st of the year they are registering for

- Monday- Thursday Program- 12:30pm- 3:00pm (4 days a week)

Fees

Childcare fees are \$5 per day. Fees are charged on a term basis in the following months: September, January, April.

Fees can be paid in person via cheque/ cash or debit/credit card in the Community Centres main office. Fee's can also be paid through E-Transfer. Please use: office.gpcc@mymts.net for all e transfers. It is set up for auto deposit. When making a payment please include your child's first and last name along with the words "Tiny tots" in the notes section.

Late Childcare Fee's:

If your quarterly payment is **not received in full** by 5 business days after the invoice date your childcare space will be suspended. You have an additional 5 business days from when the spot was suspended to pay the outstanding balance in full.

If by the end of these 10 business days (combined) you have not paid all outstanding fees an electronic notice will be sent to you communicating that your spot will be considered **forfeited**. The space may then be filled by another child on our wait list.

Late pick up fees:

Please inform the staff if you are running late to pick up your child. A staff will stay with your child until you or an approved pick-up person can come get them. After the first occurrence, you will be charged \$10 if you are more than 15 minutes late, and an additional \$5 for every 15 minutes after the fact. This late fee will be required to be paid in full before your child can return to class.

Withdrawal policy

Please provide written notice (e-mail or paper copy) to the director two full weeks in advance of your child's last day. We will do our best to return your remaining childcare fees already collected for that quarter to you in a timely fashion. If you do not provide two weeks written notice prior to your child leaving the program the childcare fee's for two weeks will be deducted from your refund of pre-paid fees for that quarter.

Emergency closures

If the program is required to close due to unforeseen emergencies or staffing shortages parents will be notified immediately and the children will need to be picked up. The director will do their best to notify families as soon as possible for unforeseen upcoming closures. If there are more

than two unexpected closures in half of the year (Sept-Jan or Feb-June) we will refund all childcare fees collected for the dates of the closures.

Days of operation

We follow the Louis Riel School Division (LRSD) Calendar and are closed for spring break, winter break and summer break. Childcare fees will not be charged for these closures. Greendell Tiny Tots remains open during LRSD in-services that fall on regular operating days and childcare fee's apply for these days.

Holiday Closures:

We are closed for the following holidays: all applicable childcare fee's will be charged unless the day falls on a weekend.

- National Day for Truth and Reconciliation
- Thanksgiving Day
- Louis Riel Day
- Good Friday
- Victoria Day

Greendell Tiny Tots reserves the right to close for 1 day per school year for staff to attend professional development. Childcare fees will still be charged for this day. A minimum of **four (4) weeks notice** prior to the closure will be provided to allow time to arrange alternative childcare.

Drop off/pick up policy:

Only those individuals listed in the child's registration package as authorized to pick up the child will be allowed to leave with the child. Please inform the director in person or in writing about any changes/additions to your approved pick-up list for your child.

Please be aware that for safety the doors will remain locked until the designated drop off/ pick up time, even during the winter season.

The morning programs drop off time is between 9:00am-9:10am and the afternoon drop off time is between 12:30pm-12:40pm at the exterior door labeled Tiny Tots (near the ramp entrance) After 9:10am/12:40pm the exterior door will be locked. You will have to enter through the main doors of the community centre and knock on our interior door to be let in.

Please make every effort to arrive within our drop off windows, we take the children outside daily at the start of class and we may be out for a walk away from the centre if you arrive late. If this is

the case, please call the program cell phone to arrange a meeting place to drop of your child with the rest of the group, or you may have to wait until we return from the walk to drop off your child. Your co-operation is greatly appreciated.

Parents are asked to remain outdoors for drop off/pick up whenever possible. The educator will come and open the door at precisely 9:00am/ 12:30pm and you can send your child in. Staff will provide guidance and assistance to children when learning self help skills and independence while dressing/undressing themselves and putting away belongings.

Pick up will be at the same doors at 11:30am/3:00pm, we will send your child out with all of their belongings at that time. An educator will call children out one at a time when they see a parent/guardian there to collect them. Please be aware that the doors will remain locked until the designated drop off/pickup times.

When parking please be considerate of families with young babies/toddlers in tow who could benefit the most from parking directly outside of the childcare program on the street. There is additional parking along Woodlawn Ave, and in the Community Centre Parking lot.

Absenteeism:

Please inform the director if you know that your child will be away.

If your child is sick, please inform the director if you know what the specific illness is that the child has. This helps us track the spread of illnesses. When necessary, we will notify the parent body that a child has been diagnosed with the condition without disclosing any information that identifies the child.

Our current sick/Covid policies are as follows: Please keep your child home when they are unwell. You will be called to pick up your child immediately if your child is too sick to participate in all activities (gym, outdoors etc) If they are continuously coughing or have a continuously running nose. Or if they develop a fever of 38.0 degrees.

Your child may return to the program once they have been fever free for 24 hours without medication and are well enough to participate in all aspects of our program.

Mask wearing: Greendell Tiny Tots Nursery School believes it is yours/their choice if they wear a mask while in attendance, and we will fully support your decision either way. If your child is wearing a mask that day, please send your child with more than one mask so it can be changed if it becomes dirty.

Supply List:

Please label all your child's belongings.

Daily required items:

- A full sized backpack
- Indoor shoes
- A small nut free snack
- A filled water bottle
- A full change of clothing (to be kept in their backpack)
- Warm/Waterproof outdoor clothing appropriate for the weather that day

WE ARE A PEANUT\NUT FREE ENVIRONMENT. PLEASE CHECK ALL LABELS FOR FOODS THAT MAY CONTAIN PEANUTS\NUTS AND OR TRACES OF PEANUTS\NUTS.

Outdoor clothing:

We try to promote physical literacy through outdoor play whenever possible. We go outside with the children in all types of weather year-round. However, we will not go outside if the weather/wind chill is colder than -25 degrees. Please send your child appropriate outdoor clothing ie. ski-pants, mitts, hat, splash pants each day.

Indoor clothing:

Please ensure your child has well fitting, comfortable, non-marking soled shoes to wear indoors as we go to the gym frequently for gross motor and movement activities.

Please send your child in durable clothing that is washable. We frequently provide children with messy sensory play and art activities; on occasion their clothing may become wet or dirty. We provide the children with paint smocks for art and sensory activities, but exploration and imagination can be messy!

When dressing your child keep in mind that he\she may need to go to the washroom and should be able to dress/undress without help.

Volunteer Policy

At Greendell Tiny Tots Nursery School volunteers have always played a vital role in the success of our program. Whether devoting their time in person, donating materials to the program, or helping assemble furniture, we value all of your contributions big or small.

We acknowledge that your time is valuable, and we appreciate any time that you donate to us. Volunteering at Tiny Tots is not a mandatory requirement, if you would like to contribute to our program you can do so in one of the following ways.

Teacher's Helper volunteer:

You can volunteer during a class with your child. You will be volunteering as another staff in the classroom, and it may be beneficial to have a conversation with your child about how you will have to help all children in the room before you come. You will be there to help the teacher supervise the room and facilitate the children's learning through play. Please bring a pair of indoor shoes to change into and outdoor clothing in case we venture outside.

During free play you will be asked to position yourself at a table or a learning activity that was set up by the educators. Please help the children participate in this activity and ask open ended questions to further their learning/understanding of the concept "hidden in the fun". You may also be responsible for some light cleaning duties as assigned and may be asked to read a story to the children while the educators are helping dress the others to go home.

A complete list of volunteer responsibilities will be posted in the classroom, and the staff will be there to support/ direct you as needed. Please note that the use of cell phones in the classroom and taking pictures or videos of any children is strictly prohibited. Please have your cell phone on vibrate and excuse yourself from the room to answer any calls/texts/e-mails you may receive.

Field Trips/ Special Events:

Event volunteers will assist with supervising children for the duration of the trip and may join us in the classroom as a teacher's helper if we return to class that day. Special event volunteers may assist with set up/ take down, heavy lifting, clean up etc.

Outdoor/explore volunteers:

Outdoor volunteers will be dressed to spend time outdoors while being available to carry extra items or supplies and help children dress in outdoor gear. If the weather is too extreme and you are signed up for that day you are not required to stay for the class, your volunteer day can be rescheduled, or you can join us in the classroom as a teacher's helper.

Share and tell volunteers:

These volunteers will come prepared to facilitate a 15–20-minute presentation/activity with the children. You are welcome to leave after your presentation or stay until the end of class and help with clean up, snack, and dressing the children to go home.

Ideas for the share and tell volunteers: Share your profession or hobby. Do you have a hobby, profession, or special interest the children would love to learn about? Bring props or materials to show and share a small story about what you do. Be prepared to answer questions from some curious minds. We love to learn, and you may be surprised that we find really interesting!

Silent but super volunteers:

These volunteers could take home laundry, drop off or pick up program supplies, sew/repair children's dress up clothes etc. Some may help build or assemble new items for the program during or after hours. Another way to volunteer is to help staff sanitize and clean up after the children have gone for an extra 15-20mins with your child. This could include sweeping, mopping, vacuuming, handwashing toys, wiping down chairs & tables.

Special event finder:

Another way to contribute is to seek out presenters for our program. Do you know someone the children would love to meet? A firefighter, police officer, veterinarian, nurse, dance instructor, artist, singer etc. If they have some time to come for a visit, we would love to meet them!

If you would like to volunteer in one of the above ways, please arrange a scheduled date to do so with the Director via e-mail.

Behaviour Management Policies

Greendell Tiny Tots staff shall not inflict or practice any form of physical, emotional or verbal abuse or the denial of physical necessities for children in attendance in the program.

PHYSICAL PUNISHMENT INCLUDES:

Striking a child, either directly or with an object. Shaking, shoving or spanking. Forcing a child to repeat physical movements. Force feeding and any action which results in physical injury to a child.

EMOTIONAL OR VERBAL ABUSE INCLUDES:

A harsh or degrading response by an adult which would negatively affect a child's self-concept. Any harsh belittling. No humiliation or undermining a child's self-respect.

DENIAL OF PHYSICAL NECESSITIES INCLUDES:

Normal comforts such as shelter, clothing, food and toileting.

Method of behavior management is dependent on the child's developmental level/needs. Children enrolled in the Tiny Tots program will be encouraged to RESPECT THE RIGHTS OF OTHERS. This rule of behaviour is basic to all other behaviours and will be strongly emphasized based on the children's developmental abilities/needs.

Child Abuse Reporting

Please note that it is all the childcare staff's responsibility to report to ANCR (All Nations Coordinated Response) if a child is suspected of needing protection and safety.

Photography/ Videotaping/ Research

Greendell Tiny Tots Nursery School uses the Seesaw app to document and communicate the children's daily activities to families. Prior written authorization is required before photography, videotaping, or research including the children will take place. If you would not like your child's photo/video taken, please inform staff and do not sign the authorization section in the registration package.

Code of Conduct

A Code of Conduct has been developed to ensure that everyone involved with Greendell Tiny Tots Nursery School is aware of the expectations of **RESPECT** and what is APPROPRIATE BEHAVIOUR to establish a secure, welcoming, safe, warm, and educational environment for all to learn and enjoy. This Code of Conduct applies to all staff, parents, children, board members, visitors and professional development consultants involved with Greendell Tiny Tots Nursery School. Each family will receive a copy of the Code of Conduct.

Safety Plan

A safety plan has been developed to ensure the safety of everyone at Greendell Tiny Tots Nursery School. The plan is designed to provide guidance and direction to all involved with Greendell Tiny Tots Nursery School. The plan covers: how to handle different types of emergencies. Having a designated place of shelter (away from centre), and a designated shelter in place (remain in centre). Severe weather issues, health related issues, or other emergencies. To ensure the safety of children with anaphylaxis (life threatening allergies). To ensure the program has a safe indoor/outdoor environment and to control visitor access. The plan is located in the classroom and is available for all to read. If you would like an electronic copy please let the Director know.

Transportation Policy

Parents/guardians are responsible for transporting or arranging the transportation of their child to and from Tiny Tots. Teachers accept responsibility for the child upon entry to the classroom and until the parent/guardian or authorized individual listed in the child's file pick up the child. Authorized individuals must first show ID to the childcare staff before they are allowed to leave with the child. Parents/ guardians are responsible for their child while in the waiting area prior to class. Teachers are responsible for the child after class until the parent/guardian arrives.

Fieldtrip Transportation Policy:

Greendell Tiny Tots students may attend approximately field trips throughout the year. Written notification of the field trips as well as a permission form will be sent electronically or home with the child prior to the field trip. The completed permission form must be returned to the teacher prior to the field trip.

Parents are responsible for the transportation of their child to and from each field trip. Times and places of the field trip will be provided on the permission forms. The teacher is responsible for the general supervision of the class at the field trip location. The teacher must account for all children upon arrival to and prior to departure from the field trip. The teacher is responsible for arranging any extra parent volunteers. The child-to-adult ratio will be determined by the teacher within guidelines set out by the Manitoba Government.

If parents have any questions or concerns regarding transportation during field trips, please contact the class teacher.

Inclusion Policy

Greendell Tiny Tots Nursery School policy on Inclusion is that we accept all children who require extra support for reasons of emotion, cognitive, social and/or physical needs.

All opportunities will be provided so that each child will be able to participate in all aspects of the program. Our program is open to making changes in programming and the environment so that all children can move freely in the classroom\outside and to participate in group activities. Ramps are available inside and outside the building, low shelving is available, low sink for washing and access to all areas in the classroom are adjustable to meet the needs of all.

Every opportunity will be provided during group and free play time to allow for social opportunities with their peers. We support and will work with each family, child development counselors and other early intervention professionals to best meet the needs of each child. Communication with all is strongly recommended.

Opportunities for professional development or special training will be provided for staff to better educate themselves and help them fully support inclusion and the needs of the children. An inclusion support staff may be hired to help meet the child's needs within the program when required and approved by the Child Care Coordinator/ELCC.

Pandemic Plan Policy
H1N1 /Covid 19

Greendell Tiny Tots has a pandemic plan in place as we want to make every effort to keep our program open and that we maintain the health, safety and the well-being of the children, families and staff in the program.

We ask families to keep their children at home if they are ill and please report to the facility via e-mail or telephone that they are ill and won't be attending. We ask that you follow the Manitoba Health guidelines for self isolation. The guidelines can be obtained through the Manitoba Health website: www.gov.mb.ca/flu/index.hyml.

We will do our best to keep our program running even in the event of a pandemic. We would only close if directed by government authorities or forced due to staff shortages. The program should run accordingly, but changes may occur if staff become ill, and substitutes are called in to replace sick staff. Field trips, class visitors and special occasion events may be postponed or cancelled if the number of children is low and/or staff are away sick.

We ask that you and your family members practice proper hand washing etiquette at home and at school. Staff will strongly promote these routine health practices with the children and us to better protect everyone in our program.

The program practices a **high** level of cleaning and sanitizing procedures in the classroom on a daily basis. When parents are volunteering in the program staff will direct you in the proper set out guidelines we follow for cleaning and sanitizing.

We ask that you report to the program if your child has been diagnosed with a specific virus. We then post and inform other families in the program of the confirmed diagnosis while maintaining confidentiality. All confirmed diagnosis will be held in strictest confidence.

Thank you for your continued support in Greendell Tiny Tots Nursery School as we try to provide everyone with a healthy and safe environment for children, their families, and the staff who work with your children.