

# AGASSIZ CHILD CARE CENTRE INC.

## PARENT POLICY HANDBOOK

January 2024

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Agassiz Child Care  
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### **Our Mission Statement:**

Agassiz Child Care's main objective is to provide exceptional care and support for preschool and school age children and their families.

Our curriculum is designed to support children's development by encouraging independent thinking. Many opportunities for growth are provided through free choice and cooperative play.

# Philosophy and Goals

**We believe parents are the most significant adults in a child's life.** To provide the best care for children, we strive to create a partnership between families and our staff members based on mutual respect. We encourage daily communication between parents and Centre staff. Parents can discuss their child's care with staff at any time.

**We believe that children learn through play.** Play is a child's work. Children need many chances to interact with their physical and social environment to learn and understand the world and their place in it. Children are inquisitive and love to ask questions and explore; they want to learn. Our role is to help them understand their world through their senses, their feelings, and their mind. We encourage both learning and the love of learning.

**We believe that each child is unique.** It is our goal to provide a supportive space that will encourage each child to develop physically, socially, emotionally, and cognitively. Each child is unique in their mental capacities, emotions, skills and interests. Our goal is to provide many learning experiences at their age-appropriate level.

**We believe in providing a safe, clean, and healthy space that is tailored to children.** Our program offers challenging play and learning choices, both indoors and out. Children are given chances to explore, to experience and most important, to succeed in a space that is happy and relaxed. Their days will be planned and predictable, cognitively exciting and challenging, with the time and freedom to explore.

**We believe in positive methods of discipline.** We establish consistent, age-appropriate limits to help children function in their world. Our programs are designed to develop a sense of independence, self-discipline, and responsibility in children. We strive to promote acceptance and understanding of everyone.

**We believe in mutual respect.** Staff model and encourage respect for each other, the children and their families, and their environment. Children are encouraged to use their environment fully but gently. This means we do not allow children to hurt others, themselves or damage materials or their environment.

# **Because...childhood is a once in a lifetime experience.**

**Agassiz Child Care Centre Inc.** (Hereafter referred to as “The Centre”) was incorporated and became part of the Provincial Government Day Care Program in January, 1982. Services include full time child care, before school, lunch, after school, kindergarten and school holiday and inservice programs. All programs include crafts, physical recreation, organized play and related activities.

The following are the policies of Agassiz Child Care Centre Inc. Throughout the policy, the term “parent’ is used to refer to a parent, grandparent, caregiver or other legal guardian of a child.

## **1. Registration - Admission and Discharge Policy**

To enroll a child, parents are required to complete our registration form. One form is to be filled out for each child. Parents are also required to read and understand this Parent Policy Handbook. Your signature on the enrollment form indicates you have read and understand the information and agree to abide by it.

To withdraw a child from the program, we require four weeks written notice. If circumstances require the removal of a child from the program (e.g., continually unpaid fees, continual unacceptable behaviour of the child or guardians), the Centre will give two weeks written notice to the parent. In the event a child’s behaviour constitutes a danger to the well-being of another child or one of the Centre’s staff, the Centre reserves the right to require the removal of the child immediately.

### **AGES ACCEPTED**

Children from 2 to 12 years of age may be accepted to the Centre. Children who reach 12 years of age during the school year may continue to attend the Centre until the end of the school year.

### **INCLUSION POLICY**

Agassiz Child Care strives to ensure inclusion of all children in our care. The three key areas are Access, Participation and Support.

**Access:** We welcome children of all needs and abilities. Children with additional support needs on our wait list are enrolled once space and staffing support are available.

Our space is wheelchair accessible, and all areas are arranged and adapted according to the needs, interests, and abilities of the children currently enrolled.

**Participation:** All children are welcome and encouraged to participate in all routines and free play. Group times promote friendship and a sense of belonging for all children. Routines may be altered to ensure that the needs of all children are being met.

**Support:** We believe a team approach to decision-making is in the best interest of every child. Parents and other caregivers should be a part of the process. When necessary, we consult and work with other professionals involved with the child to ensure appropriate, complimentary, and individualized goals, including an Individual Program Plan. This also helps to ensure consistency in our approach to provide quality care to each child in the Centre.

Staff members are encouraged to attend professional development workshops / conferences relating to additional needs of specific children as well as providing quality care to all children.

## 2. Hours of Operation

Pre-school Program (including Kindergarten) Weekdays	7:00am - 5:30pm
School age Program	In-service/ School Holidays 7:00am - 5:30pm
	Before school 7:00am - 9:05am
	Lunch 12:35pm – 1:05pm
	After school 3:55pm - 5:30pm

The Centre is closed on all statutory holidays, as well as one other day during the year (usually during the Christmas week) in lieu of Easter Monday. Regular fees are charged for these statutory holidays to cover operational costs.

Hours are subject to change at the discretion of the Board of Directors and will match changes to the operation of Ecole St. Avila. Staffing before 7:30 am and after 5:00 pm is lower than at other times during the day therefore, if your schedule allows you to pick up your child by 5:15, we would appreciate you doing so.

## 3. Closing Time and Late Fees

The Centre will close, and staff are expected to be able to leave the building at 5:30pm. Please arrive with enough time for the child to leave the building prior to 5:30pm. If you know you are going to be late, please call the Centre to notify staff to prevent them and your child from worry. If you have not contacted the Centre by 5:25 (5 minutes before closing) the on-duty staff member will attempt to contact you. If there is no response, they will attempt to contact the alternative contacts you have provided. If, by 6:00pm, the staff member has not received any contact, ANCR (Child and Family All Nations Coordinated Response Network) will be called. They will then be responsible for your child.

Late fees are charged for time that the child is in the building after 5:30pm at the following rate:

\$1.00/minute – minimum \$10.00

If children are picked up late more than three times within a three-month period, your childcare spot may be terminated at the discretion of the Director. Late fees are paid directly to the staff member who provided care for your child after closing.

## 4. Fees

Note: Fees are set by the Province of Manitoba

School Age:	Regular school day	\$10.00 per day
	In-service and school holidays	\$20.80 per day
Preschool:		\$10.00 per day
Extended Day (Child in care over 10 hours):		\$15.00 (special permission is required)

Fees are due at the beginning of each four-week billing period and must be paid in full within the four-week billing period. Enrolment at the Centre may be terminated if fees are not paid on time. Invoices will be emailed, and receipts will be provided. Receipts must be kept for Income Tax purposes. A \$20.00 fee will be charged for the preparation of an official tax receipt letter.

### Government subsidy

Available for families who qualify according to their income and need. Forms are available from the Manitoba Early Learning and Child Care Office. Alternately you may choose to apply online at: [www.gov.mb.ca/childcare](http://www.gov.mb.ca/childcare) . **When applying for subsidy, families of school age children should apply for at least 2 of the 3 slots our program offers, regardless of attendance. Otherwise you will be responsible for the costs not covered by subsidy.**

A Subsidy Eligibility Estimator (SEE), found on the website, will help a family estimate the family contribution and the amount of the childcare subsidy they may be eligible for.

Subsidized families are responsible for paying a fee of \$2.00 per day (\$40.00/period) per child in addition to their assessed parent portion.

It is the parent's responsibility to ensure that their subsidy is approved and renewed when required. Full fees will be charged to any account that does not have active funding.

In each subsidy decision there is an allotted number of allowable absent days approved. Full fees will be charged for any absent day that exceeds the allowable amount.

*Agassiz is a full-time child-care centre.* Parents commit to and pay for 5 days per week on an ongoing basis and pay for these days regardless of attendance. **Four weeks' notice is required from the family before withdrawal.**

Should a family wish to give up their spot for a set period of time (e.g., Maternity leave, extended vacation) their options would be:

- The family could withdraw their child and re-register on the Centre's waitlist. There is no guarantee they will be able to attain a childcare spot when requested.
- The family could continue to pay for the full-time spot they currently hold.

#### Program Enhancement Donation

A \$20.00 donation is added to your invoice for each child per billing period. The money collected from these donations is a critical part of the Centre's budget. This money is used for equipment, field trips, and programming such as yoga and music. Each family will receive a tax receipt for these donations for the taxation year. The voluntary donation was created to take the place of the required participation in several fundraisers throughout the year.

### **5. Lunches and Snacks**

**Agassiz strives to be a nut free centre. Do not send items that contain nuts for lunch, snacks, or party foods. If needed, there may be other foods that are also restricted due to allergies.**

Parents are required to supply lunch and afternoon snack. Milk is provided. Please be sure that your child is receiving a wholesome, nutritious lunch. We request that you do not send candy, soda pop, chips, chocolate bars, etc. as part of their lunches. We do not require the children to eat their lunch items in a particular order so if there is a treat in your child's lunch, know that they may choose to eat it first. Please send an icepack if needed.

Morning snack is offered at approximately 8:30 am for all children. Snack is offered at 8:15a.m to the before school program children. The snack menu is available if requested.

### **6. Staff/Child Ratios**

Kindergarten and pre-school children: 1 Staff / 8 children

Grades 1-6 children: 1 Staff / 15 children

Children will be "indirectly supervised" when using on-site washroom facilities (applies to toilet trained children).

Children who are 6 years of age and older will be "indirectly supervised" when using off-site washrooms and change rooms during field trips. A staff member will be situated outside the door to the washroom / change room.

### **7. Sick Children**

If a child becomes ill while at the Centre, the parent will be expected to pick him/her up as soon as possible. Non-prescription medication will not be given without written direction from the child's doctor. Prescription medicine will be given according to the prescription package directions. The medicine must be in the original container with original instructions. A medical form must be completed by the parent for each medication to be given by staff. If your child has an infectious disease, Public Health Regulations are observed. We reserve the right to insist that children with certain infectious

diseases receive the prescribed length of antibiotic treatment (generally 24 to 48 hours but in some cases considerably longer) before returning to the Centre. The appropriate length of treatment will be determined by consultation with Public Health Province of Manitoba.

## **8. Daily Arrival and Departure Policy**

The Centre is locked at all times. Admittance to the Centre is gained through our security camera/intercom system. Parents are not to let anyone into the Centre if they do not recognize them. Anyone else must ring the bell and an employee of the Centre will respond.

Please arrive at the Centre with enough time to settle your child before you leave.

The parent is to bring the child to the appropriate room and ensure that the staff members are aware the child has arrived. Please inform staff about any unusual occurrence (lack of sleep, minor or major upsets, etc.) which may affect the child's day. When needed, please help your child remove outdoor clothing and help them put it in their locker.

As part of the registration process, parents will complete a form that lists persons authorized to pick up their child. Parents must advise the Centre in writing if anyone other than the custodial parent(s) or another authorized person will be picking up their child on a regular basis. A parent must telephone the staff to advise if one of the authorized persons will be picking up the child on any given day.

A daily sign-in and sign-out time sheet is completed by staff. *The Centre requires that all children be accompanied by the parent/guardian to and from (and into and out of) the Centre, unless other arrangements have been made (e.g., Bussing) and agreed to in writing by the Centre and parents/guardians.*

## **9. Transportation Policy**

The Centre assumes responsibility each day for children once dropped off to, and acknowledged by, a staff member.

School age: Children are released from the Centre 5 minutes prior to their morning bell. The Centre's responsibility for school-age children does not begin until they re-enter the Centre for lunch and/or after school.

Kindergarten: For children attending Kindergarten at Ecole St. Avila, a staff member will escort the children to their assigned line up area and await the teacher. Staff will meet these Kindergarten children at the school and escort them back to the Centre. Kindergarten children attending elsewhere will be escorted to their bus stop.

The Centre owns a van that is registered as a school bus. The driver possesses a valid Class 4 Drivers License. The Centre adheres to child restraint requirements as set out in the Highway Traffic Act MB.

Parents are informed in advance of all field trips scheduled for their child at the Centre. Written permission is required for all field trips. Children will be escorted on neighbourhood walks on a regular basis. Written permission is not required for these outings.

## **10. Clothing**

Children must have indoor footwear and one complete change of clothes with them every day. We suggest that you consider leaving an older but serviceable set of clothing at the day care in case of emergency (i.e., puddles, illness, etc.)

The children have outdoor play time each day, each child must have appropriate play clothes (i.e., sun hats in summer, mitts, hats and snow pants in winter, splash pants and rubber boots for spring and fall.)

The Centre is not responsible for lost items. Please label all clothing.

## **11. Outdoor Play**

Early Learning and Childcare (ELCC) of Manitoba regulations require that we provide outdoor play time for children every day, except when the temperature or windchill values fall below -25C. It is not possible to keep one child in the Centre while the other children are playing outside, so we will not consider requests from parents to keep their children inside when others are going outside to play. Some exceptions may apply after discussion with the director.

Daily outdoor play is also required during the summer months. Sunscreen will be applied by the staff. Older children may apply their own sunscreen before going outside to play.

## **12. Movie Policy**

The Centre will show only movies that have been rated GENERAL by the Manitoba Film Classification Board. The viewing of a movie is always optional. Alternate activities are available for the children.

## **13. Privacy Policy**

Our Privacy Policy is attached to the registration package.

## **14. Enhanced Safety Plan**

Our Enhanced Safety Plan is available upon request. This document helps us to anticipate and prevent emergencies and/or react quickly and appropriately if they occur.

## **15. Behaviour Management Policy**

Disruptive behaviour will not be tolerated. After discussion between parent/child/staff, the parent may be asked to remove the child from the Centre, either temporarily or permanently.

### Discipline Guidelines

- a child must not hurt others
- a child must not disrupt and destroy the learning environment at the Centre
- a child must not destroy or damage property
- a child must not threaten others or their property

Children who violate these rules will have a consequence based on the developmental age of the child. Our usual first step is a verbal reminder of the rules. If the child continues the behaviour, they will be removed from the activity and/or the play space.

Re-occurring problems will be documented in the child's file and discussed with the parent so referrals can be made if needed.

## **Copied from: Best Practices Licensing Manual for Early Learning and Child Care Centres**

### **Guidance - Prohibited Forms**

Section 11(1) A licensee shall not permit, practice, or inflict any form of physical punishment or verbal or emotional abuse upon, or the denial of any physical necessities to, any child in attendance at the child care centre.

**Guideline** Physical punishment includes striking a child, either directly or with an object, restraining, shaking, grabbing, shoving or spanking. It also includes forcing a child to repeat physical movements, force-feeding or any other action that results in physical injury to the child.

Verbal or emotional abuse includes any harsh, belittling, or degrading response by any adult (parent, employee, volunteer, and student) in the centre, that would humiliate or undermine a child's self-respect.

The denial of physical necessities includes normal comforts such as shelter, clothing, food, bedding, or toilet facilities.

**Best Practice** The Centre's policies reflect that all adults, including staff, parents, volunteers and students, have a role to play in helping to create positive, healthy and appropriate environments for children.

## The Program

At Agassiz Child Care, our understanding of how children learn and how to support their learning (our pedagogy) is based on our belief that children are competent, capable, and enthusiastic learners. The experiences, activities and materials we provide (our curriculum) encourage their learning and curiosity. During long periods of unstructured time, the children lead the play while the educators observe and supervise.

Risky play—that is, unstructured play that incorporates risks relative to a child's age, size, motor skills, and comfort level—is important to a child's development. At the Centre, risky play is permitted and encouraged. Children may choose to take chances that have *a potential for physical injury*. Educators provide support and ensure that the environment is free from hazards. Examples of this form of play, depending on the age of the child, are to climb a tree or a fallen log, to hang upside down from the play structure, to use a knife to scrape bark from a branch, to cook over a fire.

Children learn about themselves and the world through an element of risk that is just enough to provide challenge without being overly dangerous. Allowing risky play helps children build confidence, resiliency, and learn how to assess risks – all skills they will need in adulthood.

Loose parts are available in each play space to encourage creativity and endless possibilities. Loose parts are materials that can be moved, carried, combined, redesigned, lined up, and taken apart and put back together in multiple ways. Loose parts can be used alone or combined with other materials. There is no set of specific directions for materials that are considered loose parts. The child sets the direction.

Our early childhood educators observe the children during their play and then use this information to create activities and to provide materials to promote the interests and skills of the child.

The daily flexible routine includes play activities (active and quiet), snacks, lunch, rests, and clean-up times. Some of our learning centres, which are rotated, are as follows:

**ART** - Access to paper, paints, scissors, glue, crayons, pencils, playdough, odds and ends, loose parts.

**FLOOR TOYS** - Blocks, Lego, cars, beads, and animal and people figurines, and random loose parts.

**LIBRARY** - Variety of books suitable to the child's age.

**MUSIC** - CD's and streamed music, rhythm instruments, listening, singing, and dancing

**YOGA** – Weekly yoga instruction is offered by the Centre to the preschool children throughout the year and to the School Age children during the summer school break.

**DRAMA CENTRE** - The theme is rotated - restaurant, beauty salon, post office, etc. Real items are used whenever possible along with loose parts.

**MANIPULATIVE AND TABLE-TOP TOYS** - Puzzles, loose parts, cards, and table games.

**WATER AND SAND PLAY** - Sand and Water tables equipped with shovels, pails, cars, dinosaurs, etc.

**OUTDOORS** - We have use of the Pembina Trails School Division owned play structure behind the Centre and a fenced in area for the preschool children. We have full access to the school yard, including the baseball diamond and basketball hoops. We also go on walks throughout the neighbourhood. We have a variety of equipment that is available - balls, chalk, skipping ropes, frisbees, ride-on toys, shovels, and pails, loose parts such as bicycle tires, planks, pallets, etc.



## ORGANIZATION OF THE CENTRE

The Centre is incorporated as a non-profit charitable organization and is licensed by the City of Winnipeg and the Province of Manitoba. Funding in the form of operating grants and parent subsidies is received through ELCC. Charitable donations are also accepted.

The Centre is directed by a Board of Directors composed of parents and members of the community. The Board of Directors is elected at the Annual General meeting. Notice of the General meeting will be given four weeks in advance.

Board meetings are held monthly. Parents are encouraged to attend and share their concerns, compliments, and suggestions known. A schedule of Board meetings can be obtained from the Director. We believe that parent involvement in the Centre benefits both parents and children and the Centre as a whole. Parental input and ideas are viewed as a valuable resource. Please feel free to contact any member of the Board of Directors or the staff if you have any problems or questions about the program. The Director has the names and telephone numbers of the Board members and will give them to you on request.

With a parent-controlled childcare Centre, the ultimate decision-making and control of the Centre is in the hands of the parent membership. There are numerous activities in which parents can become involved. Among these activities are:

Involvement in the Board of Directors.  
Charitable donations  
Soliciting donations  
Repairs  
Building equipment

Social activities for members and their families  
Educational programs for members  
Pick-up and delivery of supplies and other materials

We encourage you to become involved in the activities of the Centre. Please contact the Director or the staff in your child's program for information.

## SAMPLE OWL ROOM DAILY SCHEDULE

7:00 - 8:00 Free Play in Teddybear room.  
8:30 – 10:00 Free Play.  
- Snack offered at 8:30-9:00  
10:00 – 11:00 Outdoors  
11:10 - 11:25 Story / Sing-along  
11:55 - 12:30 Lunch time.  
12:30 - 1:00 Free Play  
1:00 – 2:00 Outdoors  
2:00-5:30 Free play  
-Snacktime (snack provided by family) 3:30

## SAMPLE TEDDYBEAR ROOM DAILY SCHEDULE

7:00-10:00 Free Play  
-Snack offered at 8:30-9:00  
10:00-11:00 Outdoors  
11:25-12:00 Lunch  
12:00-12:30 Video on as children finish lunch  
12:30-2:30 Nap Time  
3:00 – 5:30 Free Play  
- Snacktime (snack provided by family) 3:30

## SAMPLE SCHOOL AGE PROGRAM

7:00 - 8:20 Free play (all areas open) Reading, Art centre, Crafts, Games, Cards, Music  
12:35 – 1:05 Lunchtime  
3:55 - 5:30 Free Play  
3:55 – 4:15 Snack time (provided by family)

## *Code of Conduct*



*The following people are expected to behave in a respectful manner and comply with this code of conduct:*

- Board of Directors
- Management & staff members
- Parents/guardians of children enrolled
- Children
- All others involved with our centre [e.g., Custodians, Child Care coordinators, therapists, volunteers, practicum students, visitors]

### *Guiding Principles for Appropriate Behaviour*

Our guiding principles for appropriate behaviour are based on the 3 R's:

Our guiding principles for appropriate behaviour are based on the 3 R's:

**Respect** for myself.

**Respect** for others.

**Respect** for the toys, equipment, and environment.

### *Developmental Capabilities of Children*

By nature, children differ from each other in activity level, personality and level of development helping to shape them into unique and interesting human beings. It is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behaviour.

### *Unacceptable Behaviours*

The following behaviours by children, staff, parents, and others involved in our centre are unacceptable:

**DISCRIMINATION** - against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief or physical or mental disability.

**HARASSMENT**- behaviour that degrades, demeans, humiliates, or embarrasses someone that a reasonable person would know is unwelcome. This includes gossip.

**BULLYING** - all forms. Bullying is intentional, repetitive, and hurtful. It can involve physical, verbal, emotional, social, or cyber bullying, including comments, actions, or visual displays.

**ABUSE** - all forms. [sexual, physical, or psychological], including verbally, in writing or otherwise.

**ACTIONS THAT PUT ANOTHER PERSON AT RISK OF HARM**, including violent physical acts [with or without a weapon] and threatening someone.

### *Appropriate Use of Technology*

All children, parents, staff, and others involved in our centre must use e-mail, electronic devices, and the Internet according to our policies. This protects people's privacy and the confidentiality of information.

### *Proactive Strategies*

**We actively strive to create an environment that supports the health, safety, and well-being of the children** by having realistic and developmentally appropriate expectations for behaviour, setting up the environment to encourage appropriate behaviour and reduce potential for inappropriate behaviour, planning a program based on children's interests and developmental needs, and establishing consistent yet flexible schedules and routines that help children gain trust, security, and self control.

**We create a positive environment for children, parents, staff & others involved in our centre** by developing positive relationships [including making time to talk and listen], establishing clear and consistent limits that are stated and explained in a positive way, and reminding people of rules, policies, regulations, etc. when necessary. We work together to solve problems and model and encourage appropriate behaviour.

### *Consequences for Inappropriate Behaviour*

We will respond to inappropriate behaviour by children, parents, staff, and others involved in our centre by reminding people of expectations and limits and explaining why a behaviour is inappropriate and by establishing natural, logical consequences.

Depending on the severity and frequency of the behaviour, we will consider further steps. Steps could include 1.) meeting to discuss concerns and to develop an action plan/written contract to encourage appropriate behaviour in the future, 2.) giving a written warning that outlines specific concerns and consequences if the behaviour continues, and/or 3.) accessing outside resources for help as necessary.

In extreme cases, we will take additional steps such as suspending/dismissing a staff member, suspending, or withdrawing child care services, not allowing the individual to return to the Centre, and/or contacting the police and/or [ANCR] child and family services [CFS].

**AGASSIZ CHILD CARE CENTRE INC.**  
**131 Leach Street, Winnipeg, Manitoba**  
**APPLICATION FOR ENROLLMENT/PARENTAL**  
**AGREEMENT**

I agree that, in the event my fees are subsidized at any time or to any extent by ELCC or any other agency, I will be responsible for all fees over and above those paid these agencies.

I agree to pay applicable late fees as set out in the Parent Policy Handbook or as changed from time to time by the Board.

I have been provided with and have read and understand the Centre's Parent Policy Handbook and agree to abide by the regulations and requirements of the Centre as set forth in the Parent Policy Handbook, as well as changes to the Centre's Parent Policy as provided in writing to me from time to time.

I agree to give four weeks' notice in writing of termination of this Agreement.

I acknowledge that this application and enrollment form does not confirm enrollment of my child at the Centre until I receive a fully signed copy of this Parent Agreement from Agassiz Child Care Centre Inc.

DATED: \_\_\_\_\_, 20\_\_

Two copies of this form must be signed by the parent(s). Once the child is enrolled in the Centre, one fully signed copy will be returned to the parent(s).

Parent's signature: \_\_\_\_\_

Accepted by: \_\_\_\_\_ (Director, Agassiz Child Care Centre Inc).



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Accepted by: \_\_\_\_\_ (Director, Agassiz Child Care Centre Inc).





## Agassiz Child Care Centre Inc. (the "*Centre*")

### PERSONAL INFORMATION CONSENT FORM

This Form applies to each of the children named below who will be attending the Centre and who are herein collectively called the "*Child(ren)*".

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By signing below, I hereby consent to the Centre:

- a) collecting:
  - (i) all of the personal information included in any Application/Enrollment/Registration Form (a "*Registration Form*") that I may complete and give to the Centre about the Child(ren), me and any other individual whose personal information is included in the Registration Form, and
  - (ii) any additional personal information regarding the Child(ren), me and/or any such other individual that the Centre may reasonably require and collect by way of additional documents and/or interviews/meetings;
- b) collecting all of the personal information included in any Subsidy Application/Financial Assistance Form (a "*Subsidy Form*") that I may complete and/or give to the Centre about the Child(ren), me and any other individual whose personal information is included in that Subsidy Form, and forwarding that Subsidy Form to the appropriate government office for review by them;
- c) collecting any additional personal information included in any other document that I may complete and/or give to the Centre about the Child(ren), me and any other individual whose personal information is included in that document - for example:
  - (i) a Child Information Record,
  - (ii) a Family Information Record,
  - (iii) a Pre-Authorized Payments Form,
  - (iv) a Custody Arrangements Agreement,
  - (v) a Medication Administration/Authorization Form,
  - (vi) an Emergency Medical Attention Form,
  - (vii) a Daily Care Record,
  - (viii) a Food Allergy Action Plan, and
  - (ix) any Special Needs Form,

(collectively, the "*Other Forms*", and with the Registration Form, any Subsidy Form and all Other Forms being herein collectively called the "*Forms*");

- d) collecting, on an ongoing basis, additional personal information about the Child(ren), me and any other individual who is referred to in any Form (a "*Named Individual*"), as reasonably required at any time by the Centre to provide for:
  - (i) the physical, emotional, social and intellectual well being and safety of the Child(ren), or
  - (ii) the general administration and operation of the Centre (which includes record keeping, debt collection and fund-raising activities);
- e) using all of the personal information included in any Form and all other personal information previously or subsequently collected by the Centre regarding the Child(ren), me and/or any other Named Individual, as reasonably required by the Centre to provide for:
  - (i) the physical, emotional, social and intellectual well being and safety of the Child(ren), or
  - (ii) the general administration and operation of the Centre (which includes record keeping, debt collection and fund-raising activities);
- f) disclosing, on a "need to know" and, where applicable, on a confidential basis, any personal information about the Child(ren), me and/or any Named Individual:
  - (i) to the Centre's employees, independent contractors (ie. people who regularly work at the Centre but who are not paid as employees), directors, therapists, volunteers (which may include parents and/or legal guardians of other children attending the Centre), work experience students and educational or regulatory observers; or
  - (ii) to any third party who requires such information in order to:
    - provide (or assist the Centre in providing) for the physical, emotional, social and/or intellectual well being and/or safety of the Child(ren); or
    - assist the Centre in its general administration and/or operations (which includes record keeping, debt collection and fund-raising activities); or
    - assist the Centre in providing products and/or services to the Child(ren) and/or to me; or
  - (iii) to a public authority or an agent of a public authority if, in the Centre's reasonable judgment, it appears that there is imminent danger to life or property which could be avoided or minimized by the disclosure of that information; or
  - (iv) to any third party who requires such information and who is part of the Centre's organizational group; or
  - (v) to any third party with whom the Centre is negotiating for the purpose of that third party taking over some or all of the Centre's services and/or other activities; or

- (vi) to representatives of other licensed child care facilities if I have not promptly satisfied my debts to the Centre;
- g) disclosing the name of the Child(ren) in any class list produced by the Centre for the Child(ren)'s class(es) at the Centre and made available to families of children in each class/time slot;
- h) disclosing the Child(ren)'s first name and the first initial of the Child(ren)'s surname on a name tag (whenever other children in the Centre are given name tags) on the Child(ren)'s clothing and on various items throughout the Centre – for example, a sign-in/sign-out sheet, an allergy sheet, a cubical, a locker and a notebook or scrapbook;
- i) disclosing (and celebrating) the Child(ren)'s birthday(s);
  - CHECK THIS BOX IF YOU DO NOT WANT YOUR CHILD(REN)'S BIRTHDAY(S) DISCLOSED OR CELEBRATED.
- j) allowing appropriate photographs and/or videos of the Child(ren) to be taken by therapists, by work experience students and by educational or regulatory observers while they are at the Centre;
- k) taking appropriate photographs and/or videos (or allowing appropriate photographs and/or videos to be taken) of the Child(ren) and using any such photograph and/or video in the Centre's program activities;
  - CHECK THIS BOX IF YOU DO NOT WANT YOUR CHILD(REN)'S PICTURE TO BE TAKEN FOR THIS PURPOSE.
- l) taking appropriate photographs and/or videos (or allowing appropriate photographs and/or videos to be taken) of the Child(ren) and using any such photograph and/or video on the Centre's website ([www.agassizchildcare.com](http://www.agassizchildcare.com)) and/or promotional materials;
  - CHECK THIS BOX IF YOU DO NOT WANT YOUR CHILD(REN)'S PICTURE TO BE TAKEN FOR THIS PURPOSE.
- m) allowing appropriate photographs and/or videos of the Child(ren) to be taken by:
  - (i) employees of the Centre for their personal records; or
    - CHECK THIS BOX IF YOU DO NOT WANT YOUR CHILD(REN)'S PICTURE TO BE TAKEN FOR THIS PURPOSE.

(ii) representatives of the media or of any granting organization, for use in any media coverage, article or promotional materials; or

CHECK THIS BOX IF YOU DO NOT WANT YOUR CHILD(REN)'S PICTURE TO BE TAKEN FOR THIS PURPOSE.

(iii) parents of other children at the Centre at special events or field trips organized by the Centre.

CHECK THIS BOX IF YOU DO NOT WANT YOUR CHILD(REN)'S PICTURE TO BE TAKEN FOR THIS PURPOSE.

Also by signing below, I acknowledge that the Centre may collect and disclose personal information regarding the Child(ren), me and/or any Named Individual, without the consent of the Child(ren), me or that Named Individual, where:

a) the Centre is required by law to make any such disclosure (for example, to Early Learning and Child Care in order to comply with licensing conditions); or

b) a staff member of the Centre suspects abuse, neglect or endangerment involving the Child(ren) (for example, to ANCR - All Nations Coordinated Response Network- Manitoba Child and Family Services or to a law enforcement agency).

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Name of Parent/Legal Guardian (Please print)

\_\_\_\_\_  
Name of Parent/Legal Guardian (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date