

CPE DU YM-YWHA RULES AND REGULATIONS - HANDBOOK

UPDATED AND APPROVED BY BOARD OF DIRECTORS APRIL 2024

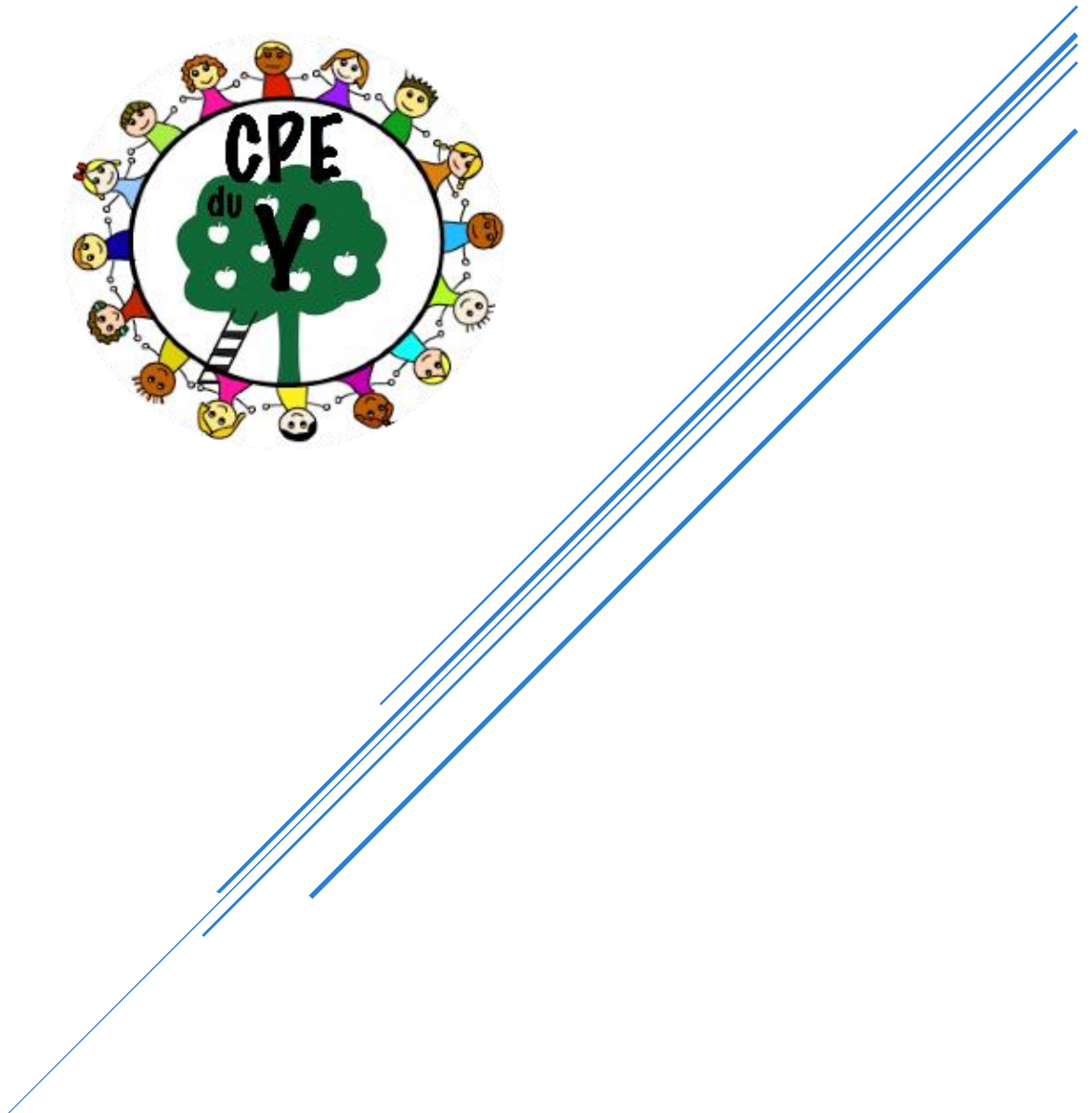


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PARENTAL COMMITMENT TO SIGN AND RETURN TO DAYCARE

PRESENTATION OF THE EARLY CHILDHOOD CENTER OF THE YM-YWHA & NHS

The Centre de la Petite Enfance of the YM-YWHA & NHS is a non-profit corporation incorporated under Part III of the Companies Act and is subsidized by the Ministère de la Famille.

1.1 THE CORPORATION HOLDS

A permit from the Ministère de la Famille for 160 places, allowing the daycare to receive 80 children in each of its two facilities. (In the Pierrefonds facility, 10 infants under 18 months are included in the 80 places.) In total, the places are distributed as follows: 160 places for children aged 0-60 months until the end of preschool attendance.

1.2 FOR ITS FACILITY, THE CORPORATION HOLDS

A permit of occupation from the municipality of Montreal, as well as the municipality of Pierrefonds.

1.3 BOARD OF DIRECTORS

The corporation is governed by a board of directors consisting of 9 members, two-thirds of whom are parents using the childcare services.

The president is a parent.

The Early Childhood Center of the YM-YWHA in Montreal recognizes the roles and responsibilities of parents and is committed to respecting the values of their various backgrounds.

The exchange of opinions is welcomed as it allows us to improve our services by adapting them to the needs of our clientele. Active participation of parents is encouraged in our Early Childhood Center. This is indeed the best way to be involved in the lives of the children. The board of directors is mainly composed of parents who use the childcare service, working enthusiastically in a pleasant and motivating atmosphere.

The directors are elected at the Annual General Meeting of members, held in September. All important decisions concerning the operation of the corporation's educational services are made by the Board. We encourage you to join the team, as this is the best way to contribute to the enhancement of the childcare service. The board of directors generally meets six (6) times a year. Its role is to oversee the operation of the childcare service and respond to the primary needs of the children in our care.

1.4 AMONG THE ACTIVITIES OF THE BOARD:

- Discussing and approving budgets and major purchases
- Discussing and suggesting changes to the educational program with the help of the management
- Innovating in the program structure
- Ensuring the proper functioning of the CPE

To be eligible to become a member of the Board, one must be a member of the corporation and not have been charged with an offense under the law on educational childcare services.

The CPE is a member of the AQCPE, QAPPD, and the Association of Jewish Community Early Childhood Centers of Montreal.

2. GENERAL GUIDELINES

The internal regulations of the CPE du YM-YWHA & NHS de Montréal are defined as the set of operating rules that an early childhood center establishes for itself. Their purpose is to ensure the uniformity of the center's operation. They are submitted to the Ministère de la Famille when a permit is issued or renewed, as well as to parents and staff.

3. OUR MISSION

In line with our educational program, the CPE has set itself three educational missions: to ensure that each child finds within our organization a welcoming, warm, respectful and stimulating environment in which he or she can blossom and discover the world that shares the same environment with him or her.

3.1 ENSURING THE CHILD'S WELL-BEING, HEALTH AND SAFETY

Our educators recognize the child as a unique being, with his or her own personality, culture, family history, experiences, pace of development and way of thinking and acting. It relies on the child's ability to learn and develop, whatever the challenges or difficulties, which it sees as opportunities for learning and development.

The CPE also ensures the health and safety of each child by respecting the safety and quality standards to which it is subject. The staff is as concerned with psychological health as it is with physical health, exposing children to an environment conducive to healthy lifestyle habits.

3.2 PROVIDE AN ENVIRONMENT CONDUCIVE TO THE CHILD'S OVERALL DEVELOPMENT

Global development refers to the way a child develops in all areas simultaneously (physical and motor, social and emotional, cognitive and language).

All these areas influence each other. In a perspective of global and integral development, by allowing the child to interact, explore, experiment, discover and acquire knowledge, we emphasize all aspects of global development. For example, a young child's ability to speak, which is part of the language domain, facilitates relationships with others (social and emotional domain).

3.3 HELP PREVENT THE ONSET OF DIFFICULTIES LINKED TO THE OVERALL DEVELOPMENT OF YOUNG CHILDREN AND PROMOTE THEIR SOCIAL INCLUSION

Childcare staff play a key role in detecting the onset of difficulties related to overall development, and in fostering the social inclusion of children with special needs, by integrating them into daily life at the daycare center, whether or not they have special needs.

4. OUR VALUES

Values are defined through convictions, beliefs, ideas and moral principles that accompany behavior. At the CPE, the main values conveyed in our educational program are respect for oneself, others and the environment, equality between people, sharing, collaboration, peaceful conflict resolution and valuing diversity.

4.1 RESPECT FOR SELF, OTHERS AND THE ENVIRONMENT

Teach children to respect themselves, others and the environment through appropriate activities and routines.

EXAMPLES OF MEANS USED

- Allow children to express themselves while respecting others, materials, places and the environment.
- Support the child in finding solutions that respect others.
- Respect differences.
- Respect rules and regulations.
- Offer activities that respect the environment (paper recovery, recycling, etc.).

4.2 COLLABORATION

Encourage children to develop a sense of cooperation and mutual assistance.

Examples of means used

- Encourage children to help their peers.
- Giving children two choices
- Notify children of upcoming activities and transitions.

4.3 SHARING

Sharing includes sharing materials, ideas, advice, tasks and power.

Here are some examples.

- Pleasing others
- Taking turns
- Encouraging group play
- Leading by example
- Special “bring your own toy” day

4.4 EQUALITY BETWEEN PEOPLE AND VALUING DIVERSITY

Examples of resources deployed

- Offer equal opportunities to all children
- Offer a variety of activities without stereotyping.
- Encouraging children to respect diversity

4.5 PEACEFUL CONFLICT RESOLUTION

Examples of means implemented

- Encourage children to recognize and name their emotions to others.
- Reformulate to validate understanding of the problem.
- Suggest a solution if the child cannot find one.
- Take the time to understand the situation by listening to the children involved.

5. THE OBJECTIVES OF OUR PROGRAM

The LEARNING THROUGH PLAY educational program is based on an appreciation of different aspects of children's interests, skills and experiences. The five basic principles of the program are :

1. The child is a unique individual: each child's personal characteristics, preferences, aptitudes and talents make him or her unique.
2. The child is the primary agent responsible for his or her own development: the child learns primarily through action, interaction, manipulation, exploration, experimentation, expression, observation and listening.
3. Child development is a global and integrated process: the physical, motor, intellectual, language, psychological and moral aspects of a child's development come into play throughout every activity in which he or she participates.
4. Children learn through play: children develop their ability to reason, create and solve problems through play. The child is the creator of his own game.
5. Collaboration between daycare staff and parents is essential to the child's harmonious development: effective communication between the daycare director and educator, as well as parents and guardians, is invaluable in achieving and pursuing the development of a daycare service beneficial to meeting the individual needs of children.

Our day-care center's rules and regulations serve to provide a framework that guarantees the quality of the services offered.

In adopting this educational program, CPE Du Y aims to :

- a) Promote educational quality;
- b) Promote consistency between the educational approaches implemented in its two facilities;
- c) Ensure continuity in educational interventions with children and their families.

This educational program serves as a frame of reference, training, intervention and management tool. It ensures educational continuity between the various programs offered to children (preschool, primary).

6. CHARACTERISTICS OF THE TERRITORY WE COVER

The centre de la petite enfance is licensed in the Montreal borough, which is served by the CLSC Cote des Neiges. The second facility is served by the CLSC Pierrefonds/Roxboro. Both

municipalities have excellent services and facilities. These include parks with water play areas, skating rinks, indoor and outdoor pools, and libraries. The majority of our clientele is bilingual (English- French). There are several daycare centers, primary and secondary schools and a variety of shopping centers and services.

7. SERVICE OFFER

Hours of operation are Monday to Friday, from 7:00 a.m. to 6:00 p.m. Parents are entitled to continuous service for a period of 10 hours a day. An additional hour is available for those who require it, by signing an Additional Annex accompanied by a fee of \$5.00 per day.

We strongly recommend that children arrive before 9:00 am. This allows the children to settle into their classes and start the circle time that starts them off for the full day they will have. If your child arrives at daycare after circle time has begun, it disrupts classroom functioning and learning.

If your child is going to be late or absent for any reason, we ask the parent to notify the CPE as soon as possible. If you have an appointment and expect to arrive late at daycare, please note that the child will not be allowed in the classroom after 11:00, and we don't want to disturb the class. If you have an appointment during the day, please pick up your child before 12:00 or after 3:00, again, so as not to disrupt naptime. It is very difficult for educators to run their classes and programs if they are constantly interrupted by children arriving late.

8. SECURITY AT THE CPE

The facility door is equipped with a controlled opening system, magnetic cards AND entry codes that are given to parents at the beginning of the year and each time the code is changed.

Be assertive and contribute to everyone's safety by asking people who may enter at the same time as you and whom you don't recognize to identify themselves and tell you what they are doing at the facility. Do not allow strangers to enter the facility at the same time as you.

Children's safety is at stake. If in doubt, don't hesitate to ask a member of staff to identify or help someone.

9. TEMPORARY UNFORESEEN CLOSURE

In the event of closure due to a snowstorm, parents will be notified by e-mail at 6:30 am.

In the event of a major problem (such as a heating system breakdown, flooding of the premises, etc.) leading to the closure of the daycare center, a telephone call or e-mail will be sent to you to inform you of the nature of the problem and the time required to remedy the situation. In the case of a closure exceeding one day (1), the parent will only pay for the first day of childcare.

10. POLICY ON LATE FEES

Parents are required to respect closing times. A late fee of \$5.00 for the first minute and \$1.00 for each additional minute after 6:00 p.m. will be automatically charged to your account along with the regular daycare fee.

11. OTHER SERVICES

Breakfast: The CPE du Y will offer the possibility of serving breakfast at a cost of \$2.00 per day. For those who wish to subscribe to this service, an Annexe C will be added at the beginning of the year.

12. OUR ADMISSION POLICY

YM-YWHA CPE facilities are for children aged 18 months to 5 years.

The YM-YWHA Pierrefonds facility has a nursery for 10 children under 18 months.

The waiting list is coordinated with Place 0-5 years.

Eligibility criteria are as follows:

ELIGIBILITY CRITERIA.

Children are eligible in the following order of priority:

1. Children already enrolled at our daycare center.
2. Children of CPE staff.
3. Child whose brother or sister already attends our CPE.
4. Child on the waiting list for a 0-5 year-old place.
5. Child from a single-parent family.
6. Child referred by a social services agency, community, CLSC, OMETZ

Children with intellectual, physical or sensory disabilities for whom the daycare center has the human and financial resources to integrate them into the program.

13. REDUCED CONTRIBUTION

The parental contribution of \$9.10 per day entitles the child to :

- A maximum of 10 hours of educational daycare per day;
- One meal and two snacks per day for the child cared for during the scheduled hours;
- All educational materials used, as well as any other goods or services made available, offered or provided to the children it receives, by any person, during the provision of daycare services.

An application form for reduced-contribution spaces must be completed and accompanied by :

- Child's birth certificate
- Birth certificate or citizenship card of a parent (father or mother)
- Confirmation of 0-5 space
- Proof of address
- Health insurance card and vaccination record

This agreement must be signed by the parents (legal guardians) and the CPE director.

* An attestation of services rendered if the child attended a subsidized family daycare is required.

13.1 ADMISSION REQUIREMENTS

To register a child, parents must :

- Ensure that they are registered with Place 0-5 years.
- Provide the CPE with a letter confirming registration at Place 0-5.
- Read and abide by the CPE's internal rules and regulations.
- Fill out and sign the registration form
- Complete and sign the reduced contribution form and all documents required for the child's file.
- Complete and sign service agreements
- make an appointment with the director accompanied by their child.

13.2 TERMINATION OF CONTRACT

- If the parent decides to terminate the child's place before the contract has been fulfilled, no fees or penalties will be charged.
- If the parent decides to withdraw his or her child once the daycare services have been rendered, the CPE may demand the sums due for the services already rendered and a penalty of \$50.00 or 10% of the price of the services planned but not provided. (whichever is less).

14. INTEGRATION OF CHILDREN WITH SPECIAL NEEDS

The CPE aims for the optimal development of children, respecting their personal characteristics and special needs. However, some children's needs may be so different that the environment must adjust to meet them. This is when we talk about integration into our daycare environment.

The daycare center, in collaboration with the parents concerned and community stakeholders, will study the conditions necessary to welcome or maintain each child with special needs in our daycare center.

Integration allows :

- Develop tolerance and respect for others
- Give everyone an equal opportunity to develop.
- Develop an open mind
- All children benefit from the special strategies put in place for children with special needs.
- Develop cooperation and a sense of responsibility in all children

The Ministère de la Famille grants an allowance for the integration of a child with a disability. Eligibility for the allowance depends on confirmation from a health professional recognized by the Ministry.

The integration process is a detailed approach, where the child's needs are analyzed by the daycare center, educators and professionals. An integration plan is drawn up to guide decisions and measures concerning the child's integration.

The success of the integration plan depends on collaboration between the parents, the daycare center and the professionals involved.

15. OUR EXPULSION POLICY

The Board of Directors may decide to suspend or expel a parent if he or she violates any provision of the by-laws or conducts himself or herself in a manner contrary to the objectives, policies or interests of the corporation. Consequently, the parent's right to use the services of the daycare center is withdrawn, as is his or her membership in the corporation.

The parent will be expelled in the following cases:

- If the parent commits acts causing or likely to cause harm to the health, safety or well-being of the children.
- If the parent commits acts causing prejudice to the daycare center and/or its staff and/or management.
- If the parent does not respect the rules of internal management, in such a way as to disrupt the operation of the day-care center.
- The CPE does not tolerate aggressive behavior of any kind (zero tolerance). Respectful and courteous interactions are required in all circumstances. Parents are obliged to behave in a reasonable and acceptable manner to ensure the health, safety and well-being of the children and daycare staff. AGGRESSIVE BEHAVIOR WILL RESULT IN CANCELLATION OF THE DAYCARE AGREEMENT.
- If the daycare fees are not paid within the timeframe stipulated in the agreement and if no measures are taken by the parent with the CPE to resolve the situation, the CPE will be obliged, after three (3) written notices, to terminate the service agreement. (Art.1604-1605 Code Civil)

16. GROUNDS FOR EXPULSION OF A CHILD

- A child with behavioral problems such as excessive violence towards peers or staff, or a child who seriously endangers the health, safety or well-being of other children or staff.

The steps to follow are as follows:

- The educator will keep a logbook and note the child's behaviors.
- Organize a meeting with parents to discuss the child's behavior.
- The educator gathers information on the child's behavior in order to develop an intervention plan.
- A meeting with the parents to present the intervention plan and ask for their cooperation.
- If there are no results in relation to the objectives set out in the intervention plan, and the child's behavior continues to present real dangers to the safety of peers or staff members, the educator proposes a new plan.
- Another meeting with the parents to present the new plan.
- If there is little or no progress on the part of the child within a reasonable period of time, or if the child does not comply with the means given to him/her where
- If the parent fails to cooperate and respect the means he/she must give the child to meet the plan's objectives.
- Expulsion may result.

- A letter will be sent to the parents explaining the reasons and the end date of the contract.

If expulsion occurs;

- The CPE du Y meets with the parents to inform them that their child will no longer be able to attend the CPE and to review the entire situation.
- The CPE du Y sends a letter to the parents explaining the reasons and the termination date.
- The Board of Directors will be informed of the situation (while maintaining confidentiality) and the measures taken.

Note: The daycare services agreement prescribed by the Ministry states that the service provider must give two (2) weeks' prior notice to parents before terminating the agreement.

17. WELCOMING A NEW CHILD

A new child's first moments at the CPE are crucial. For this reason, we put in place various means to ensure that the integration is as favorable as possible for the child. The educator will advise them on the length and frequency of this time, depending on the child's adaptation to the new environment. Parents will also have the opportunity to stay for a few minutes before leaving on the first official days of attendance.

18. OPENING OF THE DAYCARE SERVICE

The YM-YWHA daycare service offers daycare to parents 12 months a year, with the exception of 13 closing days listed in the annual calendar and listed in the reduced-contribution daycare service agreement. (The calendar is given to parents at the beginning of the year). The closing days change each year, depending on the dates of holidays. In addition, a calendar with the payment schedule is given to parents at the beginning of the year.

19. COMPLAINT PROCEDURE

The Board of Directors must respond to any complaint from any person concerning a member of staff, a parent, a person acting on behalf of the corporation or the Board of Directors itself.

Any person may lodge a complaint with the daycare center to report a fact or situation prevailing in a facility that leads him or her to believe that there is a breach of the law or regulations, or if he or she observes a situation that threatens the health, safety or well-being of children.

Any person may file a complaint with the daycare director when he or she has reason to believe that a member of the daycare staff or a person acting on behalf of the corporation is failing to fulfill an obligation or duty imposed by law or regulation or is not acting fairly.

Any person may lodge a complaint with the Ministère de la Famille, when he or she has reason to believe that the Board of Directors is failing in its obligations or in a duty imposed by law or regulation.

19.1 PERSON RESPONSIBLE FOR RECEIVING AND HANDLING COMPLAINTS

The Board of Directors has designated the Director to handle complaints and has ensured that this person will be available to deal with complaints during business hours.

19.2 COMPLAINT HANDLING

All complaints are handled with diligence and confidentiality. The person lodging the complaint is invited to disclose all information necessary to establish the nature and validity of his or her complaint.

19.3 PROCEDURES FOR RECEIVING COMPLAINTS

Complaints can be made verbally or in writing. However, complainants are strongly encouraged to identify themselves, as anonymous complaints are not treated diligently and do not receive the same follow-up. To follow up a complaint made in writing, the complainant will receive an acknowledgement of receipt. For every complaint received, a file is opened and placed in the complaints file.

19.4 INVESTIGATION AND HANDLING OF COMPLAINTS

- If the complaint is outside the CPE's authority, the complainant is sent to the agency with authority over the matter. The complaint file is then closed.
- If the complaint concerns a situation that poses no risk to a child's health, safety or well-being, or an event or situation that does not constitute a breach of the law or its regulations, it may be a simple misunderstanding or conflict. In this case, the complainant is invited to resolve the issue with the person concerned. The Director may offer assistance to the parties involved to help resolve the problem. The complaint file is then closed.
- If the complaint concerns an assault, physical abuse or similar incident involving a child, and the complaint concerns a member of staff, the latter is suspended during the investigation period. The director contacts the Ministère de la Famille and may also notify the authorities of the situation.
- If the complaint poses a risk to the health, safety or well-being of a child, or concerns an event or situation that contravenes the law or one of its regulations: The director meets with the complainant and those involved and makes a decision regarding the validity of the complaint.
- If the complaint is deemed unfounded, the file is closed, and the persons concerned are notified.
- If the complaint is found to be well-founded, the manager discusses the situation with the people concerned, with a view to rectifying the situation and finding ways of preventing it from recurring. A written report is then sent to those concerned, with a copy placed in the complaints file and, in some cases, in the employee's file.

19.5 COMPLAINT FOLLOW-UP

If the situation is corrected, the complaint file will be closed.

If the situation is not corrected and recurs, the Director meets with the person(s) concerned and a decision is made as to further action to be taken. She prepares a written report and forwards it to the person(s) concerned. A copy is placed in the complaints file and, in some cases, in the employee's file.

19.6 FILING COMPLAINTS

Complaints received, together with documents identifying subsequent action taken, are kept confidential and under lock and key in the complaints file.

19.7 INFORMING THE BOARD OF DIRECTORS

The director informs the board of directors of all complaints received, their nature, and how they were resolved.

Only those authorized to receive confidential information have access to the complaint file.

Any changes made to this document will be communicated to parents in writing within 30 days after approval by the board of directors.

20. DAILY PROGRAM

While being sufficiently flexible, our daily schedule includes fixed times for certain activities (e.g. arrival, snacks, dinner, nap, play periods). This routine provides the child with a certain stability and a feeling of security. Routine times of the day may differ depending on the temperature, mood, interest of the children as well as group dynamics. Throughout the year, outdoor games are planned daily, weather permitting.

TYPICAL DAY

7h00-8h30	Arrival/free play/mixed groups/ arrival of infants in their respective classes	12h45-14h30	Nap/Rest time
8h30- 9 h30	Gross motor activities : Gym/swim/music Fine motor activities : Glueing, drawing, collage, painting Circle time : discussions, Weekly themes/ Library time	14h30-15h15	Wake up, hygiene and snack time

9h30 – 10h00	Hygiene and snack	15h15-16h30	Organized activities, gym, free play, fine motor activities, sensory activities
10h00-11h30	Planned activities, outdoor walk/play, gym, music, dance, swimming	16h30-18h00	End of the afternoon program/mixed groups/ free games/ baby gym or outdoor park
11h30-12h30	Hygiene and lunch	18h00	CPE Closed
12h30-12h45	Hygiene and transition activities, brushing teeth, etc.. reading, soft music		

Below are some examples of daily routine:

Arrival: takes place in a multi-age group. This period is devoted to free play. This is a crucial moment when the child makes the emotional transfer from his parent to the CPE staff.

Welcoming babies: welcoming babies is done in the nursery and always by the same team.

Routine activities: these activities occur throughout the day on an ad hoc basis such as snacks, naps, hygiene. These moments allow the child to develop his autonomy and to situate himself in time. Regularity gives them a feeling of security.

Planned activities: This is a moment that focuses on a given theme and takes place in the activity corners. The child, with a minimum of support from the educator, can explore, experiment, develop, solve problems...in short, he learns.

Naptime or Rest: For each group of children, a period of naptime or relaxation is scheduled in the afternoon. Every child has different sleep needs, and the educator arranges the space to allow them to rest properly. We believe that naptime is a very important moment when the child can recharge physically and mentally. Some children have difficulty relaxing for naptime. The educator helps the child to rest through a transitional activity, such as soft music, a massage, or a gentle touch. Naptime is an important routine for the child; however, after an hour of relaxation, a child who does not sleep can engage in quiet activities such as reading, puzzles, or drawing.

Naptime for Infants: Naptime is done according to the instructions given by the parents. Some babies have a bottle, which is always given in the educator's arms before sleep. Naptime is based on each infant's needs. We ensure continuity in the habits established by the parent so that naptime proceeds smoothly, following the child's rhythm.

Discussion Time: Discussion time is important. We strive to make it as stimulating and enriching as possible. During this time, the child can develop several skills, such as listening to others, taking turns, organizing their thoughts, and expressing themselves. Discussion time can often serve as a trigger for an activity.

Free Play: Contrary to what one might think, free play is just as enriching for the child as more organized forms of play. The child continues to learn and develop through their own choices of activities. It is also a special time for the educator to observe a particular child or the interactions between the children.

21. OUTINGS

At the CPE and in accordance with regulation 114 of educational childcare services, children must go outside daily: "the childcare service provider must ensure that every day, unless the weather is inclement, children go outside to a safe place where they can be supervised".

21.1 TAKING WALKS

All groups go out for a daily walk (twice on summer days). During this walk, each child wears a pinny that identifies the CPE and its contact information.

21.2 OUTING CRITERIA

Our CPE is structured to provide a safe environment for children to grow, develop and explore. It is important to schedule outings that allow children to have experiences in safe places adapted to their needs.

All our outings meet the following criteria:

- Respect the cognitive development of children
- Respect the pace of children and/or the group
- Respect the children's ability to move around
- Meet all safety standards
- Correspond to the interests of children
- Fit into the children's educational path.

Several plans are made to ensure educational and enriching outings. Outings are planned as part of the educational program essential to the harmonious development of the child. The parent always has the choice to decide whether their child will participate in the outing.

Childcare services will be offered to children whose parents do not wish their children to participate in the outings.

Information about outings is provided to parents, including dates, destinations and times.

Parents are required to pay for outings, and they are optional. An outings schedule is given to parents so they can choose the outings they wish their child to participate in.

21.3 SWIMMING (Snowdon Facility only)

The CPE swimming program strives to provide each child with a safe and positive introduction to water. Below are the CPE parent expectations so that safety and learning can continue to be at the center of our swimming lessons. Lessons run throughout the year from September to June. By

agreeing to opt into our swimming program, you agree to abide by the rules. If you choose not to participate in our swimming program, this is your choice. Your child will be looked after while the other children go swimming.

Children must be present in their class at least 30 minutes before the class leaves for the pool.

- Children who are late will not be allowed to swim. Children who arrive after the class has left for the swimming class will be put in another classroom until their class returns.
- Children must come dressed with their swimsuits under their clothes. Swim caps are mandatory.
- Parents are not allowed in the locker rooms, on the pool deck, or behind the pool windows because it distracts from the swimming lesson.
- Unless the child is sick, all children who have opted into the swim program will swim on a weekly basis (swim schedule). If your child does not wish to swim on the designated swim day, you will need to bring them after the swim program that day.

22. PROFESSIONAL DAYS

The educators of the CPE du Y receive up to three periods of professional training per year.

23. EDUCATIONAL STAFF

Educational staff play an important role in the development of children. In order to carry out a quality educational program, we choose qualified educators in accordance with the MF Regulations (articles 23 and 132), a minimum of 2/3 of our educational staff is qualified.

Educational staff play an important role in the development of children. In order to carry out a quality educational program, we ensure that we respect the minimum of 2/3 of our educational staff who are qualified, in accordance with article 23 of the Regulations on educational childcare services.

Educators apply the “Accueillir la petite Enfance” program proposed by the Ministère de la Famille and educators ensure its practical implementation. Our educators come from diverse backgrounds and therefore bring their experiences, knowledge and varied talents. They support the children and encourage them throughout the day in all activities.

All staff members have first aid training, 1.5 hours of anaphylaxis training. In addition, all employees have passed police checks.

Following the regulations of the Ministère de la Famille (MF) we follow the following ratios:

- One adult for 5 (1/5) children: aged 0 to 17 months.
- One adult for eight (1/8) children: aged 18 months to less than 4 years
- One adult for ten (1/10) children or less, aged 4 to less than 5 years as of September 30.

Each year during the information evening for parents in September, our educators take the time to explain to parents our educational program, its broad outlines as well as the objectives to be achieved. The educational program is given to parents at the beginning of the year.

24. DINNER AND SNACK SCHEDULE

Every day, a hot lunch is served with two kosher snacks, as well as milk. We have a catering service that delivers the food at the required temperature. A rotating menu spread over 4 weeks is distributed to parents at the beginning of the year. The CPE is a peanut/nut-free place. Children with food allergies are served alternative meals. In the case of situations such as a doubt about the freshness of a food and the CPE would need to modify the menu of the day, a note will be automatically sent to the parents to inform them of this change or posted on the bulletin board at the entrance of the CPE.

- Breakfast (for those in the program) will be served between 8 and 8h30 a.m.
- Morning snack is served at 9:30 AM
- Hot lunch is served between 11:30 AM and 12:30 PM
- Afternoon snack is served at 3:00 PM

No outside food is allowed. Any food that the parent brings from home must be consumed off-site.

25. HEALTHY EATING HABITS

We are inspired by the Gazelle and Potiron framework, a program developed by the Ministère de la Famille.

Educators play a role model by ensuring that their words and actions do not reflect their own concerns about their weight and that they do not cause the child to worry about their weight or appearance. It is important to value the child in relation to their strengths (their talents, achievements, qualities, etc.), to respect their tastes and preferences, and to encourage them to accept and value body diversity. Educators always encourage children to try new foods while respecting their choices.

26. HYGIENE

The objective is to develop autonomy in the child by providing him with easy techniques that he can use for his daily care: washing, getting dressed, washing his hands, face, going to the toilet, blowing his nose, etc. Children wash their hands several times a day as well as before and after snacks and meals.

27. MEALS

The CPE du Y strives to be a nut/peanut free environment. At the time of registration, all parents are required to complete a health and allergy form (if applicable) for their child. The presence of food allergies and intolerances is increasingly common and requires constant vigilance on the part of the educational staff.

We have an allergy and anaphylaxis policy that is in place and scrupulously respected. Photos of children with food allergies or intolerances are displayed in the office and in the classroom.

Mealtimes are a pleasant time. In order to get children to be well-disposed, it is important to plan a quiet time before the meal. This time is privileged because it allows us to sit with the child, talk with him or her and enjoy his or her presence. This is a time when the child begins to make choices. When the child does not want to eat, the educator uses her good judgment to invite the child to do so and to discover new foods. The child is encouraged to taste new foods, because it is part of his discoveries. Some children may therefore choose to leave food on their plate to save a little room for dessert.

A child may express a food preference when he rejects a particular food without having tasted it. In this case, the adult accompanying him should invite him to taste the rejected food, without putting pressure or commenting. This attitude will gradually encourage the child to open up to different tastes and appreciate this food.

The collaboration of the parent is very stimulating for the child, when he is encouraged by the parent to discover new foods. Activities are organized in this context such as flavor games, culinary activities, world food week, etc.

We offer a varied menu on a 4-week rotation basis. One meal and two snacks are offered to the children. This menu is provided to parents and posted for staff and parents to review on a daily basis. If a change occurs, it is posted on the outside board.

Children and educators eat together with their groups. Within each food group are listed a wide variety of foods that offer a range of different textures, flavors and colors. Children drink milk and water as much as they want. There is no specific time to drink water. Children have access to water at all times to meet their hydration needs.

27.1 INFANTS' MEALS

Parents must bring milk other than homogenized milk to the facility. To the extent that the child can eat the food served at the CPE, the person responsible for feeding can prepare it to the consistency necessary for the infant. At the nursery, the child's rhythm is respected, the dinner time is variable and specific to each child.

27.2 SPECIAL DIET POLICY

Parents whose children must follow a special diet are requested to indicate this on the registration form. Parents whose children suffer from an allergy to a particular food must imperatively report it to the CPE.

In both cases, the CPE will take the necessary measures to develop a special menu for these children. All products made from peanuts, nuts, or almonds are strictly prohibited at the CPE. If the parent fails to inform that his child is allergic to a food, in this case he takes full responsibility for everything that happens in this regard.

28. ALLERGY POLICY

The parent must complete the medical information mentioned in the registration form and report, if applicable, their child's allergy. In the case of allergies that risk anaphylactic shock, the parent must provide Benadryl (with the doctor's prescription on the label) and (2) EpiPen to the CPE and

sign a form authorizing the CPE to administer it, if necessary. The parent is responsible for replacing the EpiPen before its expiration date and giving it to their child's educator who will store it in the classroom. The second EpiPen will be kept in the office.

A photo will be hung in the classroom and one in the office with a complete sheet explaining the nature of the allergy as well as the numbers to contact in case of emergency.

Any food that may contain peanut butter and/or composed of peanuts, nuts, almonds, hazelnuts and derivatives is strictly prohibited at the CPE.

IF ANYTHING SHOULD CHANGE DURING THE YEAR, IT IS MANDATORY FOR THE PARENTS TO INFORM THE ADMINISTRATOR AS WELL AS THE EDUCATORS.

See allergy and Anaphylaxis policy

29. LICE POLICY

A child with lice must be removed from class and may return to the CPE only after the application of the lice shampoo treatment and with clean hair.

Our CPE has adopted a rigorous and preventive policy regarding lice and nits. It is the responsibility of the parents to remove any nits or lice, dead or alive, from their child's head.

If we find nits or lice on your child's hair, you will be called to come and collect your child.

In the event of the presence of nits or lice:

- 1. You must administer a special shampoo for nits/lice, available in pharmacies.**
- 2. You must remove any nits or lice**
- 3. You must wash all of the following items: your child's clothing, hats, jackets, gloves, scarves, bedding, pillows, rugs, car seats, sofas, towels, hairbrushes, accessories, etc.**
- 4. You must check all family members and anyone who has been in direct contact with the child.**
- 5. You must continue to check your child's hair and that of other family members at least once a week to ensure that the hair is free of any nits or lice.**
- 6. You must reapply the shampoo 7 days after the first treatment and continue the recommendations.**

We recommend that you refer to the information from the Régie régionale de la Santé et des Services Sociaux (website)

On a regular basis, we encourage all parents to check their child's hair.

We are counting on your cooperation in order to make every effort to prevent and stop the spread of lice in our CPE.

30. REDUCED CONTRIBUTION PROGRAM

Parents must submit all relevant information and required documents in order to be eligible for a subsidized fee from the Ministère de la Famille (fees for children are set according to government guidelines, currently at \$8.75 per day and will increase to \$9.10 per day as of January 1, 2025). If parents are eligible, they will be required to pay this amount.

This fee allows your child ten (10) consecutive hours of childcare per day. The service includes two snacks and a full meal.

30.1 PAYMENT TERMS

- Childcare fees must be paid on the first day of each month by pre-authorized debit.
- An additional fee of \$35.00 will be required for each NSF check returned by your bank. If childcare fees are not paid regularly, parents will be required to remove their children from the CPE.
- Any pre-authorized payment that fails due to insufficient funds will be automatically retried after 5 business days. In addition, any pre-authorized payment that cannot be attempted due to missing information or authorization or whose attempt fails for reasons beyond the control of the CPE will result in the application of a \$35 administrative fee to the following month's account statement.
- In the event that an unpaid balance is carried over due to failed pre-authorized payments, the following month's pre-authorized payment will be for the full amount due. Failure to make a payment on the second month may result in immediate suspension of childcare services until full payment is received and cleared. After one week of suspension of services, the service contract may be terminated.
- Childcare fees must be paid for statutory holidays (13 days) and other closures according to the regulations of the Ministère de la Famille, including any absence of the child.

A Relevé 30 will be sent to all parents for income tax purposes by the end of February each year. A R24 will be available only for swim fees.

31. ATTENDANCE SHEET

All parents are required to sign their child's attendance sheet, attesting to their child's actual attendance at the CPE. This sheet must be signed at the end of each month (Regulation on reduced contribution, section 24). An email from Tiempo will be sent at the end of each month so that the parents can sign their child's attendance sheet.

32. VACATION NOTICE

To allow for better planning of groups during the summer or winter, parents are asked to complete the CPE's vacation notices for the vacation period they intend to take with their child. For any changes, the parent must notify the CPE management at least 24 hours in advance.

33. ARRIVAL AND DEPARTURE PROCEDURE

We strongly suggest that your child arrive at the CPE no later than 9:00 a.m. to allow him/her to follow the routine and receive the attention he/she requires upon arrival.

In order to ensure the smooth running of the group as well as the safety of the children, we have established the following rules:

- The groups go outside for a walk every day starting at 9:30 a.m. If you arrive after this time, your child will not be able to be received at the CPE because his/her educators will no longer be there to welcome him/her. In this case, you will have to return at 10:30 a.m. sharp.
- Under no circumstances will a child be accepted by our educators at the park or outside the CPE, for safety reasons. The educators leave the CPE with a number of children and return to the CPE with the same number of children.
- Under no circumstances will your child be able to be picked up from the park or from his/her walk. We will have to wait until he is back at the CPE to pick him up.

Our rules are designed to ensure the safety of our children and to respect the schedule and operation of the CPE.

Parents or authorized adults accompanying children must be responsible for removing their outdoor clothing and taking them to their classroom.

Children must never be left unattended in the facility.

Parents must undress and dress their children in the locker room upon arrival and departure from the CPE: a convenient time that they should take advantage of since it announces the departure of mom or dad.

Each child has:

- a cubby with his or her name on it
- a hook above the locker to hang his or her backpack and coat;
- an individual storage bin where his or her change of clothes will be stored

As mentioned in the registration file, only the child's parents or authorized adults may pick up the child. If a person is to pick up the child and this person is not mentioned on the registration form, the CPE will only release the child if the parent gives written permission or by phone call.

In the event of a family dispute or separation of the parents, the person who has legal custody of the child must provide the administration with written proof of custody or a court restraining order so that the staff can respect any restrictions or grant permissions. Either parent is authorized to pick up the child as long as such documents are not presented.

When you come to pick up your child, the educator stops taking care of them as soon as you have made contact with them, so you must immediately assume responsibility for them. If you have business to take care of at the facility, you must do so before you go to pick up your child so that you can devote yourself entirely to them. Do not linger in the hallways.

34. EMERGENCY EVACUATION PROCEDURES

In the event of an alert (fire or bomb), evacuation measures are practiced regularly, and additional staff is assigned to the CPE to facilitate the rapid evacuation of children. Each class brings its list of children with the parents' numbers in case of emergency. A list of all children in the CPE is posted and must be taken by the CPE admin during the evacuation.

35. INSURANCE

The CPE has civil liability insurance with the company Andrée Bernier et Filles Assurances.

36. ILLNESS

ANY CHANGE IN A CHILD`S CONDITION OR NEW ILLNESS MUST BE REPORTED TO THE ADMINISTRATION AS WELL AS THE EDUCATOR IMMEDIATELY

36.1 ADMINISTRATION OF MEDICATION

Staff may not administer medication without the written authorization of the parent and a physician, a member of the Order of Physicians of Quebec.

36.2 HEALTH PROTOCOL

Your child's health is very important in our CPE. When you registered, you completed a health form. Of course, a sick child must stay home, not only to give him or her time to recover, but it is a shared responsibility for the other children in the group.

There are several reasons for keeping a child at home when he or she is sick:

- The child's comfort
- Avoiding contagion
- Disturbing the group of children in its functioning since the sick child requires more attention.

It is of course the parents' responsibility to make the necessary arrangements to have their child looked after at home when he or she is sick.

Health protocol concerning:

36.3 MEDICATIONS PRESCRIBED BY A PHYSICIAN

The CPE policy regarding the administration of medications at the CPE complies with the articles of the regulation on educational childcare services.

No medication may be administered to a child received in a CPE without the written authorization of the parental authority, the child's guardian, or the person who has been entrusted with de facto custody by one of them, and a physician who is a member of the Corporation professionnelle des Médecins du Québec.

The medication prescribed by the physician must indicate on the label of the container issued by the pharmacy:

- The child's name.
- The name of the medication.
- Its expiration date.
- Its dosage
- The duration of treatment.
- The name of the physician.

Despite the above-mentioned regulation, acetaminophen may be administered and insect repellent applied to a child received, without medical authorization, provided that they are done so in accordance with the prescribed protocol.

Saline nasal drops and oral hydration solutions may be administered and zinc oxide-based diaper cream, calamine lotion and PABA-free sunscreen may be applied to a child admitted, without medical authorization, provided that they are done so with the authorization of the parent. (Art: 116 to 119 of the Regulation on Educational Child Care Services.)

Except for acetaminophen, oral hydration solutions, insect repellent, calamine lotion, zinc oxide diaper cream and PABA-free sunscreen, only medication provided by the parent may be administered to a child.

The label on the container of this medication must contain the child's name, the name of the medication, its expiration date, and its dosage and duration of treatment. (Art: 116 to 119 of the Regulation on educational childcare services.)

All medication must be stored in a locked storage area, with the exception of EpiPen.

36.4 ADMINISTRATION OF ACETAMINOPHEN

Acetaminophen may be administered to a child admitted to the daycare without medical authorization, provided that it is in accordance with the appropriate protocol.

The CPE may administer acetaminophen only to reduce fever and not to relieve any other illness. If the child has a fever for more than 48 consecutive hours, medical authorization is required to certify that the child does not have a contagious illness or infection.

Parents must inform the educator if they have already administered a dose of acetaminophen to their child before arrival at the CPE.

36.5 CONTAGIOUS DISEASES

If the child attending our CPE is exposed to a contagious disease, it is the responsibility of the parents to inform the CPE so that we can inform all the other parents in the CPE of the possible symptoms of the disease.

Symptoms of a flu or respiratory illness

- Runny nose
- Green discharge from the nose
- Runny eyes
- Sore throat
- Sneezing
- Bad mood and crying child
- Fever
- Cough

A child who presents these symptoms must be kept at home, unless his health allows him to participate in group activities.

36.6 COUGH

If the cough is accompanied by fever or flu, the child must stay home. If his health allows him to participate in group activities and the child does not have a fever, he can come to daycare.

COVID 19: Follow the recommendations issued by the CIUSS and the public health department.

36.7 DIARRHEA

The symptoms are as follows:

1 to 3 liquid stools per day for a period of 12 hours, if he has a fever, vomiting, has mucus or blood in the stools, and if the stools overflow the diaper or the child cannot go to the toilet each time, therefore, the parents will be called to come and pick up their child, because he is not able to function among the group of children.

The child will be able to return to the CPE once the stools return to normal.

36.8 VOMITING

The child must stay home if he/she has the following symptoms:

- Vomiting
- Diarrhea
- Stomach cramps

The child may return to the CPE when his/her symptoms have disappeared and/or if the child is able to function among the group of children.

36.9 RASHES/LESIONS

The symptoms are as follows:

- Rash on the skin
- Sometimes with scabs
- Sometimes itchy
- May be accompanied by fever and vomiting

It is important to contact a doctor to identify the cause of these symptoms and to treat them to protect your child as well as the other children in the CPE.

36.10 EYE IRRITATION/CONJUNCTIVITIS

Symptoms include:

- Inflammation of the eye(s)
- Redness
- Swelling of the eyelids
- Crusting in the eyes and glued eyes
- Itching
- Sensitivity to light
- Green discharge

A child with a fever or significant eye damage should see a doctor and may be readmitted to daycare according to the doctor's recommendations. However, if the child is in good health and has started antibiotic eye drops, he or she may return to daycare.

A medical certificate is REQUIRED for the following illnesses:

The child may return to the CPE:

IMPETIGO Exclude the child for at least 24 hours after the start of antibiotic treatment. Without treatment, exclude the child until the lesions have disappeared.

MUMPS 5 days after rash appears Recommendation: Exclude until swelling has cleared (approximately 9 days)

MEASLES/RUBELLA 5 days after rash appears Recommendation: 7 days after rash starts (Contagious period)

ROSEOLA when itching goes away Recommendation: Do not exclude

SCARLET FEVER Exclude until 24 hours after treatment starts and until child is healthy enough to participate in activities.

CHICKENPOX 5 or 7 days after rash starts or all spots are dry Recommendation: Do not exclude if child is healthy enough.

SURGERY AND OTHER MEDICAL PROCEDURES

In the event that a child undergoes surgery or any other medical procedure, a signed document from the child's physician must be provided. This document should include all relevant restrictions and medical instructions to ensure the child's safety and well-being while in our care.

36.11 ACCIDENTS

Injuries as superficial as scratches or bruises will be treated at the CPE office, similarly, all CPE staff have received complete training in first aid (art: 20). If the seriousness of the injury or its treatment is in doubt, or if the child feels unwell, the parents will be notified. When there is a more or less serious injury, an injury report will be automatically filled out at the CPE by the person responsible so that the parent is aware of all the facts.

If it is deemed that the child's health is in danger, the CPE will automatically call an ambulance to take the child to the hospital while waiting for the parents to arrive.

37. CHANGING DIAPERS AND SOILED CLOTHES

- Parents are asked to send their child to the CPE in a clean diaper in the morning;
- Children will be changed in the classroom on the changing table;
- Staff members must wash their hands before handling the child;
- Staff members must always wear gloves;
- Gloves must be changed for each child and each change;
- Diapers must be disposed of and placed in the appropriate receptacle;
- If the child needs to be washed, this must be done in the sink with soap and water;

- When the diaper change is finished, the paper will be changed, and a clean paper will be placed for the next child;
- When the diaper change is finished, the gloves must be removed and thrown in the trash.

38. CLOTHING

We suggest dressing your child in washable, comfortable and easy-to-put-on clothing. We make sure that the materials used by our children such as paint and clay are non-toxic, but it may happen that some materials or colors do not disappear completely in the wash.

We encourage autonomy in dressing, so it is recommended to choose clothes for your child that are easy to put on and take off.

Each item of clothing must be identified with the child's name.

At all times, your child's backpack must contain a change of indoor clothes. If they are brought home, be sure to bring more the next day. Your cooperation is necessary to ensure your child's comfort.

Similarly, children do not feel safe when they no longer have any clothes in their bag.

Each child must have a backpack where their personal belongings will be stored.

Plastic bags are strictly prohibited at the CPE.

Each child must have in their canvas bag:

1. Two (2) changes of clothes;
2. Two (2) underwear;
3. Three (3) pairs of socks;
4. Shoes that will remain at the CPE in their locker.
5. A cap.

For hygiene and health reasons, make sure that under no circumstances can we borrow another child's clothes.

39. WINTER CLOTHING

We always plan our outdoor winter play in advance. A snowsuit, neck warmer, hat and mittens (preferably attached to the sleeves of the coat), all labeled with your child's name, facilitates the return to the owner in case of loss and allows the child to go out in the winter properly dressed.

During the winter months, we ask that you leave a pair of indoor shoes (e.g. tennis shoes) at the CPE so that your child can put them on as soon as their boots are removed.

For the summer: cap, change of summer clothes, beach towel and swimsuit, water shoes.

40. MATERIAL PROVIDED BY THE PARENT FOR INFANTS

All clothing and items must be identified with the child's name. The daycare is not responsible for items, clothing or other objects that may be lost. In addition, the child should be comfortably dressed for indoor and outdoor play, depending on the season. The following items are necessary for your child's well-being.

Baby (0-18 months):

- Formula milk; bottles must be prepared for your child's day.
- Plastic bottles and/or pacifiers with identification: For safety reasons, we do not accept strings or pins to attach pacifiers to children's clothing and teething necklaces.
- Disposable diapers in sufficient quantity for toddlers.
- An object meaningful to the child for naptime (if necessary);

In a canvas bag (not a plastic bag), a change of clothes with their name on them: underwear, socks, pants, sweaters.

41. SUMMER CLOTHING

During the summer months, children enjoy water and outdoor play. Please dress your child in a swimsuit under their regular summer clothing. Apply sunscreen each morning before entering the CPE. Please leave a summer hat and towel in their locker at all times. Closed-toe shoes must be worn at all times. In the best interest of your child's safety, no FLIP FLOPS or CROCS.

42. PERSONAL EFFECTS, TOYS AND JEWELRY

Children's personal toys are not permitted in the CPE.

The CPE disclaims all liability for the loss of children's jewelry, which is why we advise parents not to let their children wear jewelry.

It is forbidden to make children wear pearl necklaces or pearl bracelets, because if they break, children could put them in their mouths and choke. In addition, any chain around the neck carries a risk of strangulation.

43. PARENT PARTICIPATION TERMS

For us, the collaboration and involvement of parents are important tools for the success of all projects. We strongly encourage the involvement of parents for the proper development of their child. Communication between the CPE and parents is essential in order to bring cohesion between the child's life at home and that of the CPE. In this way, we will be able to help the child by working with real facts necessary to correct certain behaviors or help to get through certain difficult situations for the child and/or the parents. Our communications are done by:

- Offering a variety of means of communication such as phone calls, sending emails, posting on the board, photos on bulletin boards in the hallways of the CPE, meetings, monthly class newspaper, etc.
 - Being open and respecting family realities.
 - Welcoming the parent on a daily basis.
 - Support the parent in their efforts towards their child (process for children with special needs).
 - Offer opportunities for meetings, events, outings or committees
- (Examples: meetings at the beginning of the year and end of the year, general assembly, graduation party, workshops for parents, conferences, etc.).

We would be grateful if you would read all the notices carefully. We invite you to collaborate fully with the management and staff of the CPE because together, we are concerned with offering an ever better world to our children.

44. BIRTHDAYS AT THE CPE

The most important criterion for your child's birthday is you!

Make sure you participate in their party. Let the educators/CPE administration know when you would like to organize your child's party at least one week in advance.

Reminder:

1. **No loot bags are allowed at the CPE.** (We take allergies very seriously)
2. If you would like, a small birthday gift for your child's class would be greatly appreciated and can benefit the entire class. Your child's educator can suggest something.
3. If you are planning a party outside of the CPE, we will gladly distribute invitations, provided that all children are invited.

45. EMERGENCIES

There may be times during the year when the educators/administration will try to contact you because your child is sick or for an emergency. Parents who are teachers or students should provide their schedule as well as the contact information so that we can contact them as quickly as possible if necessary.

The parent is required to notify the CPE of any change of address, email or telephone number. You must also leave us the name and telephone number of a person authorized to pick up your child at the facility, in case we cannot reach you for any reason. (See the registration form)

46. PERSONAL INFORMATION MANAGEMENT PROCEDURE

The security and protection of personal information are important to the CPE. The CPE implements security measures to ensure that personal information remains strictly confidential and is protected against loss or theft and against any unauthorized access, disclosure, copying, use or modification. These security measures may include organizational measures such as restricting access to what is necessary; backing up and archiving data using an external system, etc.); and technological measures such as the use of passwords and encryption (for example, frequent password changes and the use of firewalls). Access to the archives room is limited to members of administration.

47. NON-SMOKING POLICY

Smoking is strictly prohibited on all CPE premises.

48. ACCIDENTS/INJURIES

Injuries as superficial as scratches or bruises will be treated in the CPE office, and all CPE staff have received full first-aid training (art. 20). If the seriousness of the injury or its treatment is in doubt, or if the child feels unwell, the parents will be notified. In the event of a more or less serious injury, an injury report will automatically be filled out at the daycare center by the person in charge, so that the parent is aware of all the facts.

If the child's health is deemed to be in danger, the CPE will automatically arrange for an ambulance to take the child to hospital while waiting for the parents to arrive.

49. PHOTOS/VIDEOS

A photo release form is distributed at the beginning of each year. It is the responsibility of each family to complete the waiver form so that we can respect your wishes.

As a parent, you are not allowed to photograph the children, other than your own child.

We have a professional photographer who comes once a year to photograph all the children. This is only a service we offer, and the parent is not obliged to participate in or purchase anything.

Please be advised that the CPE du Y cannot be held responsible for the use or distribution of any photographs/videos taken by third parties participating in its events (graduations, etc.).

50. CONCLUSION

Education is a cooperative effort between the home and the CPE. The warm and receptive relationship that children develop with their educators in their early years will have a positive influence on their social development for many years to come.

**VEUILLEZ SIGNER ET RETOURNER CE CI-DESSOUS RECONNAISSANT QUE VOUS AVEZ
COMPLÈTEMENT LU NOTRE MANUEL**

Year : _____

Start date: _____

Number of days per week : _____

I, the undersigned _____, person responsible for
_____, acknowledge that I have read the rules and regulations of the
YM-YWHA & NHS Early Childhood Center and declare that I accept them.

Date : _____

Signature : _____