



PARENT/GUARDIAN POLICY



2025
April 2025



MELCD Welcomes Your Family!



Morrow Early Learning & Child Development is a comprehensive, non-profit program that exists to promote, advance and enrich the lives of children and families in the St. Vital/St. Boniface area.

MELCD was established in 1987 and has since been an active and integral part of the community through partnerships with agencies that support families. We provide an inclusive, multicultural environment with services available to children with all abilities. Our child care Centres offers spaces for Infants, Preschool, Toddler, Junior Kindergarten and School Age Children.

At MELCD, we are committed to the QUAD principals: Quality, Universal Inclusion, Accessibility and Development. We believe that each child is a unique individual with rights for love, respect and superior care in a safe, warm and nurturing environment. Each child is encouraged to develop self-confidence and a positive self-image through various activities such as: drama, play, science, social studies, large and small muscle activities, language stimulation and creative skills.

We have a strong belief in promoting and instilling diversity amongst each child. We strive to provide individual attention wherever possible and offer stimulating programming based on emergent curriculum that responds to each child's needs and interests. Our well trained, professional and caring Early Childhood Educators and Child Care Assistants at MELCD maintain a stable routine with consistent discipline.

We are pleased that you have chosen one of our 10 licensed child care locations and encourage you to visit your child's site and meet our wonderful staff.

You will find the following sites throughout the Louis Riel School Division:

- Centre 24/7 - Infant, Toddler & Preschool
- Dr. D.W. Penner Site - Kindergarten, Junior Kindergarten & School Age
- Glenwood Site - Kindergarten & School Age
- Hastings Site - Junior Kindergarten, Kindergarten & School Age
- Lavallee West Site - Junior Kindergarten, Kindergarten & School Age
- M.A.G. Site - Junior Kindergarten, Kindergarten & School Age
- Rene DeLeurme Site - Preschool & Kindergarten
- Salvation Army Site - Infant, Toddler & Preschool
- Victor Wyatt Site - Junior Kindergarten, Kindergarten, School Age & Summer Kid's Club

Thank you for choosing Morrow Early Learning & Child Development for your child care needs.

If you have any questions, please contact your Site Manager.

A handwritten signature in black ink that reads "Bonnie Ash".

Bonnie Ash
Executive Director, MELCD

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We are pleased that you have chosen one of our 10 licensed child care locations and encourage you to visit your child's site and meet our wonderful staff.

This parent/guardian book is intended to provide you with basic information about Morrow Early Learning & Child Development. It is available to parents/guardians of children enrolled in our Centres, as well as anyone interested in obtaining care. It is also available on our website at www.MELCD.ca.

Confidentiality

We recognize and respect each individual's right to privacy and confidentiality. Information concerning your family is kept by MELCD in the strictest confidence. Information from your child's file will only be released with your written consent. We will not allow your child to be photographed by persons outside the Centre, nor will we post your child's picture on our website, or anywhere else without prior written permission. Casual visitors are not permitted to assess or test the children in a MELCD program. If such a case presents itself, notices are sent out to the parents/guardians and specific permission is required.

Staffing

Our staff are professional Early Childhood Educators (ECEs) with post-secondary education in Early Childhood Education and Child Care Assistants (CCAs).

MELCD provides staff with professional development opportunities, by way of workshops and conferences, throughout the year to ensure their knowledge remains current and up to date.

We strive to offer the lowest child to staff ratios, ensuring your child's needs are being met. As provincially licensed Centres, our child care ratios and groupings are as follows:

Transition Between Age Groups

In keeping with child care regulations, our spaces are filled based on availability in the different age groups. If there are no vacancies in the next age group, then MELCD may be unable to guarantee a continuation of child care services. MELCD will provide written notification to parents/guardians as soon as possible so they can make alternate arrangements.

Group	ECE/Child Ratio	Age
Infant	1:4	3-18 months
Toddler	1:6	19-24 months
Preschool	1:8	2-5 years old
Jr. Kindergarten	1:8	3-5 years old
Kindergarten	1:10	4-5 years old
School Age	1:15	6-12 years old

Prior to beginning employment with MELCD, all staff are required to complete the following:

- First Aid/CPR Certificate*
- Child Abuse Registry Check
- Criminal Record Check

The code of professional ethics shall apply to all trained Early Childhood Educators and Child Care Assistants employed in child care Centres whether their position be that of a Director, Supervisor or Educator in the Province of Manitoba.

For more information, please click on this link: <http://mccahouse.org/code-of-ethics/>

*First Aid (FA1: Emergency First Aid), CPR (Level C CPR/AED) is renewed every three years for each staff member at all MELCD sites.

Volunteer/Work Experience Program

MELCD is proud to provide a source of work experience for High School students within the Louis Riel School Division, and College/University students. These students are a vital component of our programs. In the interest of providing a safe environment for all those involved a minimum of two staff will be present in the room during the time a student is completing their work experience. Students may be required by their instructors to record observations of a child as part of their curriculum. Such observations are used only by their supervisors as a tool of their assessment of the students. Prior consent is not required in these instances, however, your child's privacy is guaranteed.

MELCD requires any individual who is 18 years old and above to complete a Child Abuse Registry Check and a Criminal Record Check before volunteer/work experience can commence. If they are younger than 18, two staff members will supervise this person at all times.

Hours of Operation

Full time care is provided Monday to Friday. Please refer to your Site Manager for exact hours of operation or refer to our website www.MELCD.ca. Fees are payable for the full day on the below noted Statutory Holidays. Our Centres will be closed for the following Statutory holidays:

- Louis Riel Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- New Year's Day
- Truth and Reconciliation Day

Professional Development In-Service

Our Centres close for one Professional Development day per year, which allows staff to attend an Early Childhood Conference. This day is in lieu of Easter Monday. Parents/Guardians will be notified on the date once it has been determined.

Early Closing on Christmas Eve and New Year's Eve

Our Centres close at 1:00 pm on December 24th and 31st whenever these dates occur on a weekday (Monday to Friday). If less than 25% of parents/guardians require care, the Centre will be closed.

Emergency Closures

MELCD makes every effort to remain open and operating as per our schedule. However, there may be emergency situations where this is not possible. In the event of a Health crisis/epidemic we will follow instructions issued by the Regional Health Authority.

Conditions that warrant a closure are as follows, but not limited to:

- Snowstorm/blizzard
- Natural disaster
- Health crisis/epidemic (i.e. influenza pandemic, SARS outbreak, etc.)

For programs located within a school, MELCD must follow the school's procedure for conditions that warrant closure. Please ask your Site Manager where the Enhanced Safety Plan is located in your Centre. In the event of an emergency closure, fees are payable at the full day rate.

We will broadcast via radio (CJOB/CKY) to announce our closure.

What You Need to Know About...

Enrollment, Registration, Attendance, Withdrawal, Suspension and Expulsion

Enrollment

The Online Child Care Registry helps families find and apply for licensed Child Care Programs within Manitoba.

For more information, and how to apply for Child Care please refer to the link below:

<http://www.gov.mb.ca/fs/childcare/occr/index.html>

Acceptance into a MELCD Centre does not guarantee space in the attached school unless the child resides in that catchment area. Acceptance in a school outside of your designated catchment area is between the parent/guardian and the school.

MELCD can only provide care for children who are enrolled in the schools where we are located. Our Centres do not have the staff to meet buses or other transportation required to take children to other schools.

For more information on catchment areas in the Louis Riel School Division please refer to the link: <https://www.lrsd.net/Pages/Locate-a-School.aspx>

Annual Update of Information

Your child's file at the Centre is updated on an annual basis. It is important that you inform the Centre of any changes during the year, especially for emergency purposes.

Registration

Before any child is admitted to a MELCD Centre the parent/guardian must:

- Visit the Centre with their child
- Review the Parent Policy/On Boarding check list with your Site Manager
- Complete and sign all necessary MELCD Child Care Registration forms (<http://MELCD.ca/wp-content/uploads/2017/11/Registration-Form.pdf>)
- Refer to Appendix 1 for a complete list of required items for your child's first day

The below fees are also considered a part of the registration process:

- \$50/child as a Registration Fee to set up the child's file. This amount is non-refundable.
- \$150/child as your Security Deposit. This cheque will be cashed upon receipt and will be refunded at the time the child is withdrawn from MELCD.

IMPORTANT

MELCD reserves the right to retain your security deposit in any of the following scenarios, but not limited to:

- Should the parent/guardian choose to forego their spot before the child begins
- If the child is absent for 5 days and the parent/guardian has not contacted the Centre, the child will be considered withdrawn
- In the event of expulsion

Attendance

For the Centre to maintain staff/child ratios, it is important that you are as consistent as possible in dropping off/picking up your child. Children are never to be left unattended under any circumstance during drop off/pick up. Please advise the Site Manager of any changes to your schedule. Under no circumstances will your child be signed in if they do not attend.

Drop Off/Arrival

Parents/Guardians are required to accompany each child into the Centre. Please make sure that you bring your child directly into the classroom where staff can see that he/she has arrived. Staff are unable to sign your child/children in without a parent/guardian present. Your child becomes the responsibility of MELCD only after they are signed in by an employee.

IMPORTANT:

Once children are dismissed from school they do not become the Centre's responsibility until they arrive at the Centre. Please remind your children that they must go directly to the Centre after school. If a child does not arrive at the Centre after school staff will check the classroom, gym, etc. within the school. Please note this check can only be completed if staffing numbers allow at that time. If the child is not found, the parent/guardian will be notified immediately. The Centre will make every effort to locate the child but cannot be held responsible.

Pick Up/Departure

Children cease to be the responsibility of MELCD once they leave for school or go home and are signed out. Parents/Guardians are required to pick up your child/children directly from the Centre at the end of the day. Staff are unable to sign out your child/children without their parent/guardian present. Advance notice (written or by phone) is required if someone else is picking up your child. The law requires that MELCD only release your child to persons thirteen (13) years and older.

To release a child to persons not listed in their file, the below information must be provided:

- Physical description of the person
- Person's full legal name
- Person's address & contact information

NOTE:

For the safety of your child, MELCD requires this person to provide a government issued photo ID. A Manitoba Health Card is not a form of government issued ID and will not be accepted.

No Pick Up

Regular late fees will apply if your child is not picked up by 5:30pm. If your child is not picked up 30 minutes after closing time (6:00pm), and MELCD is unable to reach an emergency contact, we are required, by law, to contact Winnipeg Child and Family Services. WCFS/ANCR will subsequently pick up your child. Should this situation arise, WCFS/ANCR can be reached through their general phone number (204) 944-4200.

Reporting Absences

Absences should be reported to your site by 9:00am. Please advise the staff of the illness and how many days your child is expected to be away.

Nap Time/Quiet Time

Nap time is optional for pre-school children at the parents/guardians discretion. We will provide mats/beds for children preschool age or younger. Parents/Guardians are required to bring in two sets of labeled sheets and a blanket. Bedding will be sent home to be washed at the end of each week. Children who do not nap are expected to have quiet time. Quiet activities are provided.

Withdrawal

Should your child need to be withdrawn from MELCD, a refund of your security deposit will be provided so long as your account is in good standing and two weeks' notice is provided. In the event two weeks' notice is not provided, MELCD reserves the right to invoice the parents/guardians for the 2 weeks (maximum 10 business days). This amount will be deducted from the security deposit made at Registration (\$150/child).

In addition to two weeks' notice, please complete the following paperwork with your Site Manager:

- Notice of Withdrawal Form
- Off Boarding Check List

If you choose to withdraw your child for any reason and wish to return, you will be processed as a new applicant. (This includes withdrawing your child during the summer months and wanting to re-apply for care for the school year.) Your child's name will be placed at the bottom of the wait list. No exceptions will be made.

Suspension/Expulsion

MELCD actively strives to create an environment that supports the health, safety and well-being of our staff, parents/guardians and children. Any type of violence, physical aggression, harassment, discrimination or actions that put another person at harm will not be tolerated. When steps of the Rights & Responsibilities of Children, Parents/Guardians & Staff (<https://MELCD.ca/wp-content/uploads/2019/03/rights-responsibilities.pdf>) have been followed without any positive results, the below procedures will be followed:

- A written incident report will be completed and reviewed with the parent/guardian by the Executive Director (or by the Site Manager at the discretion of the Executive Director)
 - » Copies of all incident reports will be retained on file at the Centre
- In the event of **suspension**, the Executive Director will inform the Executive Council of the recommendation for suspension. With the support of the Executive Council, the Executive Director (or by the Site Manager at the discretion of the Executive Director) will immediately inform the affected of family of the decision.
 - » The MELCD Chairperson will immediately inform the board of directors that a suspension has taken place. Personal identifiers will not be shared.
- In the event of **expulsion**, the Executive Director will inform the Executive Council of the recommendation for expulsion. With the support of the Executive Council, the Executive Director (or by the Site Manager at the discretion of the Executive Director) will immediately inform the affected of family of the decision.
 - » The MELCD Chairperson will immediately inform the board of directors that an expulsion has taken place. Personal identifiers will not be shared.
- MELCD reserves the right to withhold the security deposit in the event of expulsion

NOTE:

The decision of the Executive Council as it pertains to both suspension and expulsion is final, unless the affected families provide a written appeal to the Chairperson within 48 hours of the suspension/expulsion notice. This appeal will be reviewed by the Board of Directors. During review of an appeal, care will not be provided to the affected child(ren). Following the conclusion of an appeal, the decision of the Board of Directors will be final.

For more information please click on the link for MELCD's code of conduct:

<http://MELCD.ca/wp-content/uploads/2017/09/Codes-of-Conduct-MELCD.pdf>

Curriculum Statements

Infant Curriculum: http://MELCD.ca/pdf/infant_curriculum.pdf

Junior Kindergarten and Preschool Curriculum: <http://MELCD.ca/pdf/nursery-preschool-curriculum.pdf>

Direct Supervision

All Infants, Toddlers, Preschool, and Jr. Kindergarten will always be directly supervised by MELCD staff. Our staff will be in the same room/ area and be able to see and/or hear your child at all times, including indoor/outdoor play.

Indirect Supervision

Indirect supervision occurs daily for Kindergarten and School Age Children in our program. As children grow and develop, they need opportunities to practice independence and build self-confidence. Indirect supervision encourages these skills. Our staff will consider the age, developmental level and individual needs of each child as they determine the level of supervision required for each situation.

Our sites practice indirect supervision with the following scenarios:

- Going to the washroom
- Going to your locker
- Moving between Child Care areas

A copy of your site's Enhanced Safety Plan is available on site. Please ask your Site Manager for details.

For more information and to access application forms, please refer to this link: www.gov.mb.ca/childcare

ELCC Subsidy Program

Families who are unable to meet the full cost of care may apply for financial assistance through Early Learning and Child Care. ELCC determines the subsidized amount according to a sliding fee schedule. Please contact the Subsidy Clerk identified on your decision form if you have any questions regarding your subsidy.

Failure to comply with Early Learning and Child Care requests could result in suspension of subsidy, leaving the parent/guardian responsible for all fees. It is the parent/guardian's responsibility to provide all necessary documents and meet all government requests and deadlines to benefit from subsidy.

For more information and to access application forms, please refer to the link below:

<http://www.gov.mb.ca/fs/childcare/index.html?>

Inclusion

MELCD offers an inclusive program that provides child care to children of all abilities. No child, or family will be denied care because of their race, nationality or nation origin, ethnic background or origin, sexual orientation, gender identity, religion or creed, physical, mental or emotional condition.

Children with Additional Support Needs

MELCD employs a Coordinator of Inclusion Services who oversees support programming for families with children requiring additional support needs. Parents/guardians are expected to disclose any special requirements that are needed for your child's daily functions outside the home. Having this information in advance of the child's start date, will allow our Centres to arrange for any necessary services and create a support system for your child's experience to be the most successful with MELCD.

Successful implementation of our inclusion policy is dependent on the following factors, but not limited to:

- Availability of adequate financial and environmental support from the Government of Manitoba (ELCC).
- Availability of qualified inclusion staff
- Number of children who are currently registered and need additional support

NOTE:

Failure to disclose additional support needs may result in suspension/expulsion from MELCD, and/or until above criteria is met for successful implementation of our Inclusion Program.

What You Need to Know About...

Child Care Fees and Payment Options

Child Care Fees

Our billing is calculated on a 20-day cycle, as set by the ELCC, Province of Manitoba. There are thirteen (13) billing periods per year, and invoices are calculated by four-week period. Fees are due at the beginning of each billing period. Parents/guardians are required to pay by the due date. A receipt will be issued once a payment has been received. Please notify the Accounts Receivable Department at (204) 254-6824, if there are any unforeseen circumstances that may prevent you from paying your invoice on time.

As of July 7, 2013, the following fee schedule is effective, as determined by ELCC:

NOTE:

One invoice and receipt will be provided to parents/guardians. If there is more than one fee payer (agencies/parent/guardian) then all parties will be made aware of the status of the child's account.

Children attending 10 or more hours per day will be charged an additional half-day fee.

Type of Care	Current Parent Fee	Payment Per Billing Period
Infant	\$10/per day	\$200
Preschool	\$10/per day	\$200
School Age	\$10/per day	\$200
School Age In-Service	\$10/per day	N/A

Time Off

If your child is away from the Centre for any reason, including illness, or family vacation, the parent/guardian will be required to pay fees in full for that time off.

Income Tax Receipts

Receipts that are valid for income tax purposes will be issued to parents/guardians before the February deadline. A \$10.00 charge will be levied for duplicate tax receipts.

Early Learning and Child Care Subsidy Program

Subsidy applications must be submitted to Early Learning and Child Care before children are enrolled. It is imperative that ELCC is informed immediately of any changes in reason for child care, address or employer changes, etc. ELCC reviews all fees periodically and may make adjustments. Families will be notified of any government changes to fees in advance. We are committed to provide a quality program, therefore we charge the unsubsidized \$2.00 per day that is permitted by the ELCC.

NOTE:

The full cost of care must be paid until ELCC has sent notification to MELCD that your family's application has been approved for subsidy. Once subsidy has been confirmed and in effect, MELCD will adjust your cost of child care.

Payment Method

MELCD has transitioned to accepting payments via EFT - Electronic Funds Transfer.

EFT - Electronic Funds Transfer is the method of payment. A Pre-Authorized Debit (PAD) Agreement form must be completed. This form is included in your Registration Package or from the Office Administrator.

There are two withdrawal options:

- Every 4 weeks on the first day of the billing period
- Every 2 weeks on the first day of the billing period with the balance pulled on the 3rd Monday of the billing period.

In the event Monday falls on a bank holiday the withdrawal will occur on the Tuesday.

A copy of the Province of Manitoba Billing Periods is attached to the PAD Agreement Form.

Late Fee

MELCD reserves the right to charge a late fee if you fail to pick up your child at the designated site closing time. Please consider that lateness affects more than your child. Habitual tardiness of 3 instances may, at the absolute discretion of the centre, result in termination of child care services.

The following fees will be invoiced directly for each instance of tardiness:

- \$10 for the first 10 minutes or portion thereof;
- \$5 for each 10-minute period or portion thereof

Past Due Fees

You will receive a written reminder from our Accounts Receivable Department for past due fees. If the fees are still outstanding after one week, your child will not be allowed to return to the site until satisfactory arrangements have been made.

Non-Sufficient Fund/Stop Payment Fee

There will be a \$40.00 NSF/Stop Payment fee for any returned payment. If this situation occurs more than 3 times in a year, MELCD reserves the right to terminate your child care space.

What You Need to Know About...

Health, Wellness & Safety

MELCD does not have the facilities or staff to care for sick children and will be unable to accommodate requests that your child be allowed to stay indoors or not participate in daily activities. Plan ahead and have back-up care for emergencies.

If your child becomes ill during the day, you will be notified and must pick up your child as quickly as possible. If you cannot be reached, one of your emergency contacts will be notified. When a child appears to have the symptoms of a high fever (flushed face, glassy eyes, skin hot to the touch) and shows signs of discomfort, a staff member will take the child's temperature. If the reading of the thermometer results in a fever, the parent/guardian will be notified, and a temporary sick area will be set up to make your child as comfortable as possible until your arrival.

In the case of a suspected illness, the Centre reserves the right to request a doctor's certificate stating that the child is healthy enough to be readmitted.

Vomiting/Diarrhea

In cases of repeated episodes of vomiting or diarrhea, you will be notified and expected to pick up your child immediately. The child will not be allowed to return until he/she is episode free for 24 hours.

Communicable Illness

If the illness appears to be communicable, your child will be isolated as much as possible and the parent/guardian will be notified to pick up their child as quickly as possible. All Centre parents/guardians will be advised that their children have been exposed and the symptoms to watch for.

Public Health has provided child care facilities with illness and contagious guidelines, which we are required to follow. Parents/Guardians must follow the Public Health expectations regarding isolation periods. A child will not be allowed to attend the Centre if he/she has:

- Strep throat
- Measles
- Mumps
- Scarlet Fever
- Pink eye with yellow or white discharge
- Impetigo
- Contagious disease (measles, mumps, chicken pox, hand foot & mouth disease)
- Rash (unless previously diagnosed as non-contagious)
- Repeated diarrhea and/or vomiting (more than twice in 24 hours)
- Ringworm/scabies

NOTE:

A doctor's certificate may be required before your child will be readmitted to the Centre.

Administering Medication

Should a child resist taking their medication, MELCD will not force it upon them. The parent/guardian will be advised that the medication was not administered, and it will then become the parent/guardian's responsibility to dispense the medication in the future. Due to safety concerns, all medications must be handed directly to a staff member, as well as it will be kept out of reach of children in a locked box, or refrigerator as required.

IMPORTANT:

Do not place medication in your child's lunch bag or locker.

Prescription Medication

Staff will only administer medicine that has been prescribed by a doctor for your child.

Medication must be in the original container with the details clearly legible. It is recommended that you make a request of the pharmacist to package medicine in 2 labelled containers so that 1 can be kept at home and 1 at the Centre. If your child requires medication during school hours, you must make separate arrangements with the school.

A form must be signed and dated by the parent/guardian, and completed with the following information:

- Name of the child
- Doctor's name
- Dosage
- Must be current (not past expiry date)
- Time(s) of administration
- Duration required

Over-the-Counter Medication

Our staff can only provide over-the-counter medication to your child in the following circumstances:

- If a child is below the age of two and is vulnerable to develop fever seizures
- If a child over 2 tends to develop fever seizures. In this case, the Centre will require a doctor's note to authorize the administration of Tylenol.

The ELCC requires that the parents/guardians of these children provide a small, unopened bottle of Children's Tylenol clearly labeled with their child's name.

All parents/guardians must sign the release form for emergency care to ensure the care and safety of their child is not compromised (see signature page of Registration Package).

Emergency Care Procedures

Should a child require emergency care (defined as life-threatening, unconscious, broken bones, allergic reaction) an ambulance would be called; the child will be taken to the nearest hospital (at the ambulance driver's discretion) accompanied by a staff member. The Site Manager will notify the parent/guardian as soon as possible after the incident occurred, and advise the parent/guardian of the designated hospital. If we are unable to reach the parents/guardians, we will contact someone on the child's emergency contact list. Parents/guardians will be required to sign the accident/incident report, and this will be reported to the ELCC. The City of Winnipeg will bill the parent/guardian directly for the ambulance service. Under no circumstances will staff transport a sick child in their own vehicles.

Non-Life-Threatening Events

In cases of non-life-threatening events (i.e. laceration) the parent/guardian/emergency contacts will be notified and are responsible to pick up their child from care immediately. In all cases, staff will use best practices available to them. Parents/guardians will be required to sign the accident/incident report, and this will be reported to the ELCC.

No Nit Policy

To reduce the spread of head lice, the Centre will strictly enforce a No-Nit Policy. A parent/guardian will be contacted immediately, and the child will need to be picked up as soon as possible.

The only effective measure against head lice is the complete and thorough removal of all eggs (nits). Once the child has been treated (hair shampooed with a Lice shampoo) and there are no signs of live nits after 24 hours, the child may return to the Centre. Staff will check the child's hair for 3 weeks after the first sighting however it is noted that there may still be evidence of nits, but they are considered dead.

Children in Need of Protection/Child Abuse Protocol

Safety and well being of all children in our Centres and communities is paramount. If there is a suspicion or concern that a child may be in need of protection, MELCD staff are required by law to record and report all claims to ANCR/CFS.

This includes situations where there is a concern/suspicion for the following (but not limited to):

- Health & Safety
- Neglect
- Emotional & Physical Well Being

For more information please refer to The Child & Family Services Act: <http://web2.gov.mb.ca/laws/statutes/ccsm/c080e.php>

Government of Manitoba's Child & Family Services Link: <https://www.gov.mb.ca/fs/childfam/index.html>

Nutrition & Food

MELCD does not provide meals for children. Nutrition plays an important role in the physical and mental health of the children. We encourage parents to follow the [Canada Food Guide](#) for ideas to ensure that children eat nutritious meals. Meals and drinks should be packed and labeled as AM/PM snacks and lunch. Water is always available.

The following items are not permitted at our Centres, and will be sent home if packed:

- Soda pop
- Drinks/food in glass containers
- Gum
- Hard candy
- Peanuts/peanut products

NOTE:

In keeping with ELCC Regulations, we maintain a “peanut free” environment at each of our locations. Peanut butter and peanut products are not listed on our menus and will not consciously be served.

Safe Food Handling

Special Occasions

MELCD is not permitted to accept prepared food from home (cakes, cookies, etc.) due to Provincial Health Regulations. If you wish to have your child celebrate an occasion with us, we recommend that parents/guardians discuss this with your Site Manager and arrange to bring in a treat.

Allergies & Dietary Restrictions

Allergies can be life threatening and we make every effort to maintain a safe environment for both the children and the staff. We rely on parents/guardians to ensure that all food sent to the Centre meets the guidelines of the site that your child attends. You are responsible to advise the Site Manager if your child has any additional allergies that would require us to take precautions. The Centre cannot be responsible for allergic reactions that may occur while children are in our care. Where there are known allergies, you will be responsible to provide an EpiPen for your child in case of an emergency.

Please notify your Centre of any dietary restrictions your child may have so that this information can be kept on record. Any allergies that your child has will be posted on site with a photo of your child and a list of their allergens beside. This makes it easy for the staff to identify during mealtimes. MELCD respects requests from parents/guardians regarding foods that meet religious requirements. Efforts will be made to accommodate these needs. In some instances, parents/guardians may be required to bring food from home.

MELCD considers the safety of your child to be our main priority. Our staff are trained in safe food handling procedures; however, our sites are not equipped with microwaves to reheat/cook food for children. With the use of microwaves, there is the risk of creating hot/cold pockets in the food, which could lead to a child becoming ill or burned. We do not have the space in our refrigerators to store lunches. Some tips to consider when packing a lunch for your child include:

- A frozen ice pack and/or juice box to keep food cool
- A thermos to keep food warm
- Insulated lunch bag

For more information about microwave food safety please refer to the Government of Canada’s website:

<https://www.canada.ca/en/health-canada/services/general-food-safety-tips/microwaves.html>



What You Need to Know About...

Outdoor Fun, Clothing Requirements, Field Trips & Personal Belongings

Outdoor Fun

We understand how important it is for your child to be able to partake in safe daily outdoor fun. This provides children with the opportunity to stimulate their imagination, learn about safe exploration, promote problem solving skills, builds their immune system, and of course exercise!

For more information about outdoor safety, please refer to the link for Manitoba Government's website below: <http://www.gov.mb.ca/fs/childcare/resources/pubs/sec8.pdf>

NOTE:

Children sent inappropriately dressed for the season will be unable to partake in outdoor activities, and parents/guardians will be called to bring appropriate clothing or asked to pick their child up from care. Children will not be permitted to use the climbing structures unless they are wearing appropriate footwear. Please check your Centre for a poster reminding you of the appropriate clothing during the current season.

Sun Safety

We play outside every day, weather permitting in the summertime. We limit outdoor play time during the hottest times of the day (11:00am - 4:00pm). UV index must be at a minimum between (0-5), with a humidex no greater than 38, as per Government of Canada legislation passed June 2017. We take every precaution necessary to limit sun exposure. Our staff ensures that drinking water is readily available to children before, during and after outdoor play.

Government of Canada Heat Advisories for Southern Manitoba:

<https://www.gov.mb.ca/health/publichealth/environmentalhealth/heatrating.html>

Cold Weather Safety

We play outside every day, weather permitting in the Fall and Winter time. We will not play outside in the winter when temperatures reach -25C, or windchill -30C. MELCD follows the programs as outlined by Louis Riel School Division for our sites that are co-located in the School Division.

LRSB Weather Information:

<https://www.lrsd.net/About-Us/weather-station/Pages/default.aspx>

Clothing Requirements

All children will be provided a space for them to store their belongings. All clothing is required to be labeled with your child's name, to avoid any confusion. The Centre will not accept responsibility for lost or stolen items. In outfitting your child, keep in mind the changeable weather, your child's comfort and the activities that the child will participate in during the day. Shoes are an important clothing item to assure your child's safety to prevent tripping and falls.

- Parents/guardians are required to send each child with the following:
- Labeled backpack/lunch kit
- Spare set of clothes
- Indoor/outdoor shoes

If a change of clothing is unavailable, the parent/guardian may be called and asked to bring their child a change of clothing, as the Centre does not always have spare clothing available. Any clothing borrowed from the Centre is required to be laundered after use and returned promptly.

We ask that you send your child with the following seasonal clothing and protective gear:

Summer	Fall/Spring	Winter
Shorts	Splash Pants	Ski Pants
Sun Hat	Rubber Boots	Winter Boots
Bathing Suit & Towel	Light Jacket/ Sweater	Scarf
Sunblock (minimum SPF 30)	Bug Spray (May-September)	Hat
Bug Spray (May-September)	Runners or flat bottom shoes	Gloves/mittens
Runners or flat bottom shoes		Winter jacket



Field Trips

MELCD tries to expose children to experiences outside of the Centres as often as possible. We do our best to choose trips that cost little or nothing to parents/guardians however, on occasion the Centre may ask parents/guardians to provide monetary contributions to offset the costs. Field trip notices are posted two weeks in advance and a reminder notification will be sent to parents/guardians the day before.

On occasion a field trip opportunity can arise that does not fall within the time frame of two weeks' notice. In such an event, MELCD will advise parents/guardians as soon as possible so that all children will have an equal opportunity to participate. Parents/guardians are responsible to have their children at the Centre by the posted times. Our Centres will post a sign the day of the field trip notifying parents/guardians that we are out of the Centre and the anticipated time we will return.

School Age children are required to provide two bus tickets for each scheduled city bus field trip. Staff will advise parents/guardians in advance. Depending on the number of children participating and the destination, children may walk, or the Centre may rent a bus. During field trips, all lunches must be in disposable bags to allow flexibility.

Field trips are optional, and parents/guardians may opt to keep their child at home. If you choose to opt out of the field trip, the child may have access to care at one of our other sites provided there is space available.

Suspension of Field Trip Privileges

In cases where a child's behaviour is characterized as generally disruptive and/or dangerous in a group setting outside of the Centre, the staff, in communication with the parents/guardians, can choose to disallow a child from attending field trip(s). In such cases, the parent/guardian will be asked to escort his child with the group to ensure that the child does not miss out on the experience. If the parent/guardian cannot accompany their child, they will not be allowed to attend the Centre on that day. It will become the parent/guardian's responsibility to find alternate care.

Parents/guardians will be expected to pay for the missed day.

Clothing for Field Trips

Parents/Guardians will be asked to purchase a site specific colored shirt, if you are unable to purchase, parents/guardians are asked to send their child in a t-shirt that best matches the colour of your site. This shirt will need to be worn by your child on each field trip for ease of identification during the outing. You are required to ensure your child is dressed appropriately for the field trip.

Personal Belongings

Do not bring valuables to child care. MELCD is not responsible for lost/stolen/damaged items. Occasionally there may be a scheduled day when children may bring in a personal item. When this occurs, children are expected to take their belongings home at the end of that day.

Other Important Information...

Parent/Guardian Involvement, Guardianship, Board of Directors, Parent/Guardian Concerns

Parent/Guardian Involvement

MELCD encourages parent/guardian participation, and we invite you to spend time with your child in our Centres. The success of our child care programs depends greatly on the parent/guardian's cooperation and support. All communications conducted with MELCD staff is expected to be done in a respectful manner. Behaviour that includes verbal abuse such as yelling, swearing, threatening, intimidation or touching is seen as disrespectful and is not tolerated.

For more information please click on the below link for MELCD's code of conduct: <http://www.MELCD.ca/wp-content/uploads/2017/09/Codes-of-Conduct-MELCD.pdf>

Parent/Guardian Concerns

For the Centres to operate effectively, it is anticipated that any parent/guardian concern will be addressed in a timely and positive manner. Should any attempt to resolve a concern with a specific staff member about a specific problem be ineffective, or if a parent/guardian does not wish to speak directly with staff member in question, it is expected that the following procedure will be followed:

- Parents/Guardians will be encouraged to consult with the Executive Director in person/writing as preferred by the parent/guardian.
- Should the issue fail to be resolved to parent/guardian/Centre satisfaction, it is recommended that the parent/guardian write a letter or an email to "Chairperson of the Board" chair@MELCD.ca.
- Should the issue fail to be resolved to parent/guardian satisfaction, (which would indicate parent/guardian dissatisfaction with service and/or lack of confidence in service) the parent/guardian may be asked to remove their child from the Centre.

Guardianship

The primary responsibility of the child care program is to ensure the health, safety and well-being of your child. We do not get involved with disputes between parents/guardians. The Centre requires a copy of any legal documents pertaining to guardianship. Without such a form, either parent/guardian has access to pick up. The Centre is required to follow the Manitoba Early Learning and Child Care Protocol Understanding Custody Arrangements and Court Orders issued by the Criminal or Family Law Courts. Please discuss these issues the Site Manager.

For more information please visit: <http://www.gov.mb.ca/fs/childcare/resources/publications.html>

Board of Directors

MELCD is governed by a Board of Directors that consist of parent/guardian representatives from each site, as well as community members. To ensure the views expressed for each Centre are met, we have equal representation from all locations in attendance. All members meet once a month to discuss topics that relate to the organization. Please contact the Chairperson of the board via email chair@MELCD.ca if you are interested in joining.

Annual General Meeting (AGM)

MELCD conducts an AGM in the Spring of each calendar year. This is an open meeting to all parents/guardians where we will discuss the business of the organization. The evening also includes prize draws and a guest speaker.

Parent/Guardian Compliance Form

All parents/guardians whose child(ren) attend child care with Morrow Early Learning & Child Development are required to adhere to all the policies as outlined in our Parent Policy. Please complete the information below and return this form to your Site Manager This will be kept in your child(ren)'s file.

I/We _____ have read, fully understand, and agree to comply and adhere to all the policies as outlined in the Parent/Guardian Policy provided by Morrow Early Learning & Child Development.

I/We _____ agree and fully understand that failure to comply with any of the policies outlined in the Parent/Guardian Policy provided by Morrow Early Learning & Child Development may result in termination of child care services without advance notice.

Name of Child(ren)	Site Location

Name of Parents/Guardians:

_____ Name

_____ Name

Signatures of Parents/Guardians:

_____ Name

_____ Name

Date: _____, 20____

Date: _____, 20____

Internal Office Use Only

Name of Child(ren) _____

Name of Site Manager _____ Date: _____, 20____

Signature of Site Manager _____

Signature of Witness _____ Date: _____, 20____

Appendix I


- \$150 Security Deposit
- \$50 non-refundable registration
- First billing period fees
- Completed/signed registration form
- Signed Parent/Guardian Compliance form
- Lunch kit, ice pack & thermos
(morning & afternoon snack provided)
- Small bottle of Tylenol (if applicable)
- Change of clothing - labeled
- Knapsack - labeled
- Diapers/pull-up & wet wipes (if applicable)
- SPF 30+ sun screen & bug spray
- Two crib sheets & blankets - labeled (for nappers)
- Indoor shoes
- Outdoor shoes
- Weather appropriate clothing - labeled

Parent/Guardian Injury/Death

As part of the enrollment package, the Centre will provide each parent/guardian with a card indicating where your child is in care, should you be unable to speak for yourself. Please complete the card with a duplicate alternate care/emergency contact list of those provided to the Centre. It is your decision who can have access to pick up your child(ren). Where you have not furnished emergency contacts, Winnipeg Child & Family Services will be notified.



If I am unable to speak my children are in the care of:

 **Morrow Early Learning & Child Development**

My children attend the following child care facility:

Site: _____ Ph: _____

Please notify one of the people listed on the back of this card so they may pick up my children.

Emergency Contacts

