



PARENT HANDBOOK

Authorized by the Peguis Free Spirits Child Care Centre Director

Updated March 4, 2026

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Purpose

This booklet has been prepared to orientate you to the administrative structure, parent policies, child care policies, and to the general operation of the Peguis Free Spirits Child Care Centre.

Background

The centre was built through the collaborative efforts of our community, Peguis Chief and Council, Peguis Child and Family Services, Peguis Development Corporation and the Peguis Education Authority to provide child care services for parents of our community.

The centre is a non-profit organization that is funded through federal funds and parent fees for operational and maintenance costs.

The centre staff consists of the Director, Supervisors, Early Childhood Educators, Child Care Assistants, child care providers, custodian, cook and office administrative assistant.

Mission Statement

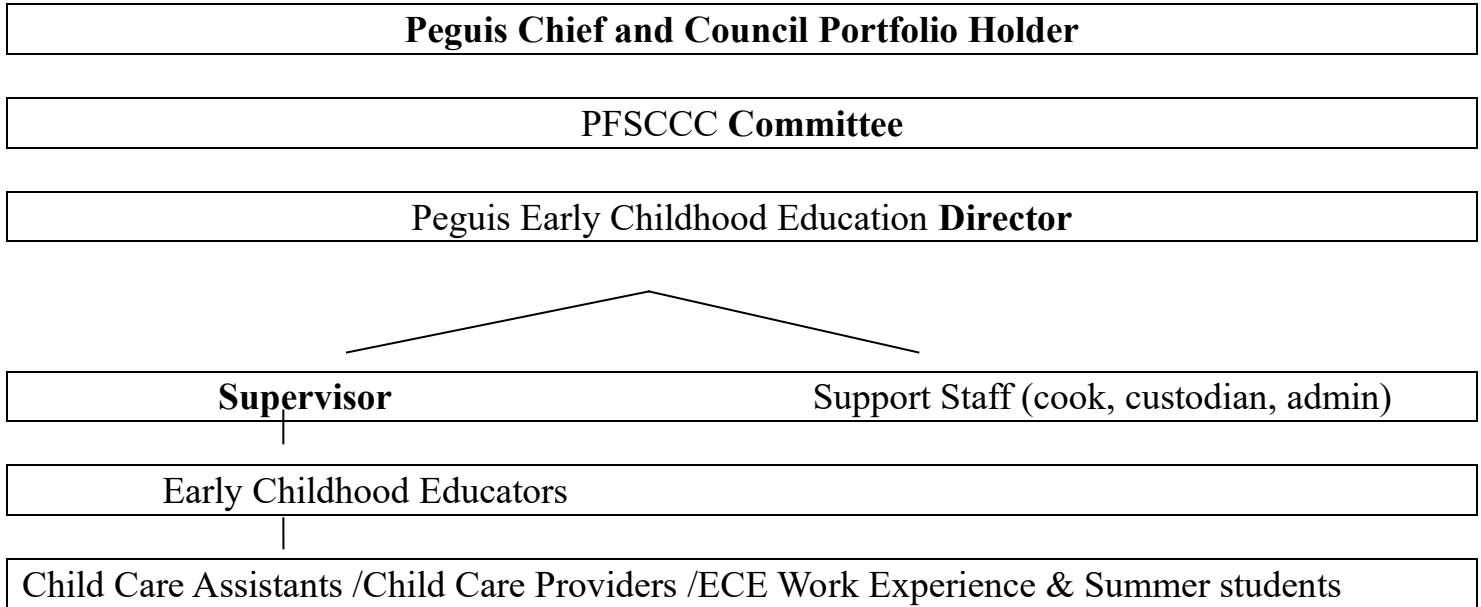
Our mission is to provide a quality Early Childhood Program within a safe, nurturing and loving environment by meeting and exceeding the provincial daycare standards. This would be accomplished through consistent monitoring of program policies and guidelines as well as striving to keep current.

Philosophy

Children are unique and need to be heard, respected and loved unconditionally. They have the right to be in a safe, nurturing and loving environment where they can develop to their fullest potential intellectually, emotionally, socially, physically, and spiritually.

We believe that parents are the most important factor in their child's life. Therefore, we will strongly encourage parents to become involved in all that the centre provides.

Peguis Free Spirits Child Care Centre
Organizational Structure



Peguis Chief and Council Portfolio holder:

The Peguis Chief and Council portfolio holder for early childhood education acts as liaison for the Chief and Council and the daycare program. The chief and council portfolio holder is kept informed of overall happenings with the daycare program.

Peguis Free Spirits Child Care Centre (PFSCCC) Committee:

The Committee corresponds and informs the Chief & Council via chief and council liaison on any issues that need to be communicated to leadership. This committee provides support and direction on policy and operations.

Director: The Director reports directly to the PFSCCC Committee for daycare issues. The Director provides mentorship, support and guidance to assist the Supervisor in the management of the daycare.

Supervisor: Reports to the Director. Organizes floor staff, provides mentorship, and provides a monthly report on the program and employees.

Support staff: Reports to Director

Early Childhood Educators (ECE): All ECE’s, CCA’s and CCP’s report to Supervisor.

Confidentiality

All staff and parents sign and adhere to an Oath of Confidentiality, which fully outlines the importance of respect for privacy. Written and verbal information will only be released to outside entities through parental consent, unless the centre has reason to believe your child is in danger.

Photographs

Photos of children will not be released outside of the daycare without parental consent.

Employee Code of Ethics

All staff accept the Peguis Band Employee Code of Ethics, which fully outlines acceptable conduct reflective of Peguis Free Spirits Child Care Centre.

Behavior Management Policy

Peguis Free Spirits Child Care Centre is here to provide a safe, happy, caring, and learning environment for your child (ren). We view all experiences in the Centre as learning experiences. Children will learn respect for property, respect for others, self-respect, and self-discipline.

Centre Guidelines:

The Centre has a number of simple guidelines that all children must follow:

1. Be kind and respectful of others.
2. Be respectful of Centre property.
3. Foul language is not acceptable.
4. Only adults open doors.
5. A child may not hurt themselves or others.

Positive Guiding Techniques:

When children are not following these guidelines, staff will implement positive guiding techniques, which involves the following five steps:

1. Identify the problem or issue
2. Look for a solution
3. Decide on the solution and develop plan of action
4. Follow through with the plan
5. Evaluate - How did the plan work?

This technique may be implemented with one child or with a number of children depending upon the situation. This process will help the child develop self-discipline. Staff will partner with parents when implementing these five steps. For a better chance of success, communication between parents and staff, especially during this period, is very important.

Inappropriate Behavior:

If positive guiding techniques do not work, staff will attempt to identify the cause of the behavior through monitoring and observation. Staff will then plan for other possible solutions. For example, they may change the room arrangement, and/or take the child outside to burn off excess energy.

The Behavior Management Policy will apply when children display aggressive, negative, or inappropriate behavior. (i.e. hitting, biting, etc.)

When these and other techniques are implemented and the child continues to display the negative/aggressive or inappropriate behavior, the following steps will come into effect:

1. The parents will be asked to attend a meeting where they will be informed of the situation. Incident report forms will be reviewed and discussed with the parents. A partnership plan will be developed between the daycare and parent(s), which will include a time line. This process will outline the importance of consistency between the centre and the child's home.
2. If parents refuse to cooperate and/or no positive effects ensue by the designated time line, parents may be requested to withdraw their child (ren) from the Centre.

Parent Code of Conduct:

With staff, parents are expected to serve as role models in the centre. Therefore, the centre expects parents to conduct themselves in a respectable manner (i.e. no foul language). The daycare keeps an open **communication** policy for all parents. You are welcome to **email or phone** into the office to share your personal grievances and/or suggestions at any time.

For inappropriate conduct and/or aggressive behavior that may occur in centre or after hours, the centre reserves the right to remove a parent from accessing child care services. Inappropriate conduct may be but is not limited to:

- Slander/discredit of centre on social media
- Gossiping of staff
- Other actions that may be deemed as harmful to the centre

The 3 strike rule in effect: Verbal warning, written warning, withdraw of child care services.

Intoxication/Drug Abuse Policy

It is the centre's policy to be as thorough as possible to provide a safe and caring environment for children. If a staff suspects that a parent/guardian is under the influence of alcohol or drugs upon arrival to collect/delivery of their child(ren), the following procedures will be implemented:

1. Under no circumstances will your child be allowed to leave with that parent or guardian.
2. A listed alternate will be called. If an alternate is not available, Child and Family Services on-call staff will be called to pick up your child.
3. If operating a vehicle or becoming abusive, the R.C.M.P. will be notified and given the necessary information.
4. All information will be documented and placed on file.

Child Abuse

Staff is bound by the Child and Family Services Act for reporting child abuse. The Act reads: "Every staff shall immediately report, or cause to be reported, any case of suspected child abuse/neglect relating to a child attending the Child Care Centre, directly to Child and Family Services." Source: In Manitoba, regulations 11(4) and 27(3) under The Community Child Care Standards Act

Child Day Care Spaces

Up to 42 child care spaces available. Child care spaces dependent on staff on site. Child care spaces are available for working parents or parents attending school or training. Up to 4 spaces will be secured for parents attending school or training. Enrolment of children are based on parents working or schooling hours. If child care spaces are full, children needing child care will be placed on a waiting list for a space to become available.

Space Requirements

- Peguis Band member status (269) by either child, a parent or a caregiver
- Both parent(s) or caregiver(s) occupation of fulltime work/ schooling status
- Staff of centre requiring child care services may be accommodated

Staff Meetings

Every last Wednesday throughout the program year, our Centre has monthly staff meetings. Please refer to the year to glance for which months have staff meetings. On this day, we promptly close the Centre at 4 PM; please contact the Centre as soon as possible if you are going to be late for pick up.

Children’s Program Schedule

8:15	Centre Opens for child care services– table activity
8:30	Free Play
9:15	Bathroom routine/hand washing etc.
9:15	Snack come & go (until 9:30am)
9:45	Circle time
10:15	Outdoor play (weather permitting) Large muscle activities (indoors or outdoors)
11:30	Bathroom routine/hand washing etc.
11:45	Circle time
12:00	Lunch
12:30	Bathroom routine/hand washing etc. - <i>includes brushing teeth</i>
12:45	Nap or rest time
1:15	Quiet activities for non-sleepers
2:30	Bathroom routine/hand washing etc.
3:00	Snack
3:30	Outdoor Play (weather permitting) / Large muscle activities (indoors or outdoors)
4:30	Bathroom routine/hand washing etc.
4:50	Circle time
5:10	Late Snack (provided by parents) / table activity
5:30	Centre Closed

The children’s schedule consists of routine and flexible daily activities. Activities are planned to help children develop in all areas; intellectually, emotionally, socially, physically, and spiritually. We provide many materials and use developmentally appropriate practices when providing activities and experiences for the children.

Rest/Nap Time

All children will rest/nap daily. Children are given their own mat and sheet. **Parents provide blanket; that will stay at daycare until the end of program year. Daycare will wash blankets weekly.** To avoid tooth decay, the centre recommends that children not be given a bottle for toddlers and preschoolers - decision will remain with parents.

Outdoor Play

All children will go outside daily. **Please ensure you dress your child for the weather.** All children must have proper indoor and outdoor clothing each and every day.

Hygiene

Good hygiene is very important. Children wash their hands both before eating and after using the bathroom. Hand washing will take place more frequently and as needed.

Casual Care Program

The casual care program is designed for any child 10 months to 4 years of age, where the parent requires child care on a casual basis only. Casual care is offered daily and will only be available if the daycare has capacity for an additional child. If the daycare is full (reached ratio) on the day the parent calls, casual care will be denied. Parents interested in casual care may contact the daycare to complete a registration form. A 30 minute visit is required before casual care is accepted. Cost for casual care is \$20 per child, per day. Payment is to be made through etransfer to Fin.AR7@peguis.ca prior to care.

Parent Fundraising

The centre promotes fundraising for children's special events such as: the children's Halloween & Christmas party, Year End Celebration in June, field trips etc. Parents will be informed of fundraising events or activities and are required to participate in all events. Sign Up sheets are available at the daycare requesting volunteers and contributions throughout the year.

Fee Payment Location

Fees are accepted through E-transfers only. E-transfers can be sent to **Fin.AR7@peguis.ca**. Cash payments can be made at the Peguis Band Office-Finance Department, please see [Julie Sinclair](#) or [Danya Prus](#).

Regular Daycare Fees

Regular daycare fees are invoiced monthly. Invoices are emailed to parents one month in advance and require payment prior to invoice month. There are no credits applied to parent accounts. **If fees are not paid by due date indicated on invoice, child care services will be on hold for up to 2 weeks. If payment is not received within 2 weeks of due date, the child care space is withdrawn and open to next child on waiting list.**

The current monthly fees charged for daycare are:

Children 10months to 3 yrs old \$222 per month

Before & After school program (children required to attend Nursery) \$185 per month

After school program – ages 5 to 7yrs \$50 per month**

**Effective January 2026

(new program, dependent on staffing availability; open when school has a full operational day)

***Current fees are subject to change.

Invoicing

Parents will receive regular monthly invoicing one month in advance sent to their emails. If there is a credit amount when withdrawing from the centre, a cheque will be issued.

Child Withdraw

When you intend to withdraw your child (no longer needing services or withdrawing for summer only), the centre requires a two-week notice in writing. This notice must be forwarded through email to the centre Director at Daycare.DIR@peguis.ca. [Withdraw notice forms are available from the front desk.](#) Invoicing for child care space will continue until a withdraw notice is filled out.

Enrolment

The enrolment process is as follows:

- Parent will be contacted when a child care space is available.
- Parents will receive an enrolment package, child care fee information and parent handbook, with a due date to complete all requirements.
- Parents are required to complete the package – nurse/ doctor document is required to be filled out along with a copy of the child’s Immunization record within 30 days of enrolment.
- In the event of legal issues or custody disputes between parents/guardians, any legal documents must be given to the Supervisor.
- Once requirements are fulfilled, a centre tour will be scheduled. [This tour is required before enrolment.](#)

Arrival and Departure

Arrival and departure are the parents' responsibility and children should not be left unsupervised. The centre is responsible for your child after placed into a staffs care within their classroom. Parents will sign child in/out. Such information is used for attendance call, when a fire drill is exercised, or in the event of an emergency evacuation. Daycare will provide 8 hours of child care services per day, if more than 8 hours of care has occurred- parents will be charged a late fee; which is \$5.00 charge for every 15 minutes of additional child care services.

At drop off time, you may share anything in particular you would like staff to be aware of. In turn, at the end of the day staff will also share information regarding your child's day.

Alternate Designates (drop off & pick-up persons)

There will be a limit of two persons designated for pick up/drop off of child. If a temporary alternate will be pick up person, please contact centre before scheduled pick up/drop off. For any early drop off requests, please refer to your designated alternate persons; as daycare will no longer accept early drop offs before the Centre opening hours.

Late Arrivals

Children must arrive at the daycare before 10am. A phone call before 9:30am is required if your child will be arriving late. The daily schedule, routine and snack preparation all depend upon children's attendance. Continuous late arrivals will result in refusal of your child for that day.

Hours of Operation

The Centre hours are from 8:15 A.M. to 5:30 P.M. weekdays.

Late Pick-up

If you are late in picking-up your child from the centre:

1. You will be charged \$5.00 for every five-minute period, or portion thereof. During this time, staff will make every attempt to contact you or your alternates.
2. If you are more than 30 minutes late and staff could not reach you or your alternate, staff will call on-call staff from Child and Family Services and turn your child over to them.
3. Three late pick ups will result in withdrawing of your child.

The late fee must be paid directly to the staff in care of your child at that time. If not at time of pick up, late fee payment must be paid upon next day child arrival.

Procedure for Cold Weather and storms

A prime concern for any closure of the centre due to cold weather and storms is the safety of children. On occasion, weather conditions may present a safety risk for the children and staff, and the following will be considered:

WEATHER/TEMPERATURE

Full day closure for:

- 1) Children: Temperatures between -35 degrees Celsius and -40 degrees Celsius @7am and forecasted to continue on for 11am *wind-chill a factor*. No Staff in Centre.
- 2) Centre: Temperatures over -35 degrees Celsius or if wind-chill is -40 degrees Celsius @7am and forecasted to continue on for 11am. No children or staff at centre.

Half day AM closure for:

- 1) Children: Temperatures between -30 degrees Celsius and -40 degrees Celsius @7am and forecasted to be lower than -30 for 11am *wind-chill not a factor*. Staff remain on duty. Centre to be open at 12pm for half-day services to begin.
- 2) Centre: Temperatures over -40 degrees Celsius or if wind-chill is -40 degrees Celsius @7am and forecasted to be lower than -40 degrees Celsius for 11am. Staff report to duty at 12pm for half day

VISIBILITY AND ROAD CONDITIONS

If Peguis Central School closures due to visibility and / or road conditions, the centre may follow process. For short notice closures after children are dropped off, parents will be given up to an hour for pick up or arrangements of pick up for child (ren). After one hour, Late Pick-up process in parent handbook will apply.

Other closures would depend on the circumstance and be at the discretion of the Director.

Summer Program

The Peguis Free Spirits Child Care Centre summer program will operate during the summer months of July and August 2026. First day of this summer program will be **Monday July 6, 2026** to Friday, August 28, 2026. Regular programming will begin Tuesday, September 8, 2026. For new enrolments, if space permits, please see Summer Camp Guide for more information.

Transportation

Parents are responsible for arranging the pick-up and drop off of their child(ren) from school. During the times that School Bus Transportation is unavailable, the centre will notify parents for pick-up and drop off.

Child's Health & Participation

For the health of all, including staff and child(ren), parents cannot bring a child with symptoms of fever, cough, sore throat, shortness of breath/ difficulty breathing or runny nose – refer to risk assessment screening tool. If your child becomes ill at the centre, (i.e. coughing, runny nose, fatigue, fever, vomiting, and diarrhea) you will be called to pick up your child.

All children, staff and families that are a part of the daycare facility will be required to abide by the Covid-19 screening risk assessment tool. A series of questions are to be self-answered before children or staff attend the centre – ensuring **contagious** illness does not enter the centre. Our parent mailboxes are replaced by email or phone call communication. Invoicing, personal letters and other helpful information will be emailed and posted at the child sign in / out area. Should you have any questions or suggestions, please feel free to share/ connect with the front office administrative staff of the centre.

Communicable Disease

For a communicable disease such as chicken pox, head lice, pink eye, impetigo, and other conditions, the centre follows the provincial daycare regulations. The decision to exclude a child from the daycare and the timeline for that exclusion will be based on these guidelines for that particular condition. **A physician or health nurse's written approval will be required to be supplied before re-entering the program.** The daycare will post cases of communicable diseases.

Administering Medicine

According to provincial daycare regulations, the centre will administer only current prescribed drugs (in their original container) to your child. If your physician suggests non-prescription over-the-counter medicine (cough syrup, tempra, orajel, etc.), it must be administered by the parent, as staff are not allowed to administer any such medication.

Any traditional medicines that need to be administered must be given by a parent.

There is a lock box located in the refrigerator for medicine only.

Fire Drills

For safety requirements, the daycare will exercise a monthly fire drill. Fire Drill and Emergency Evacuation plans are posted in each room of the daycare. The purpose is for the staff to carry out step-by-step procedure and to prepare the children for safety awareness. The fire drill record is posted on the bulletin board in the front of the daycare indicating the time it took for each fire drill exercise to complete, as well as the number of children and staff present.

Children's clothing & Personal belongings

Infants and Toddlers:

It is the parent's responsibility to ensure your child has two full sets of labeled clothing, **proper indoor shoes (No crocs or slides)**, a minimum of six diapers per day and their own baby wipes daily. **These items must be available for use at the centre at all times.**

Preschool and School age:

It is the parent's responsibility to ensure your child has one complete set of labeled clothing and one pair of **proper indoor shoes daily (No crocs or slides)**. Clothing must be stored in their assigned locker in their own bag or container.

Winter Dress:

Please ensure that your child has the proper **outdoor** clothing (ie. ski-pants, mitts, and hat).

Summer Dress:

Please provide hats, sunscreen, and mosquito lotion or repellent.

Daily Wear:

Dress your child in clothing that will not restrict their play. Example: clothing appropriate for the centre's various activities and everyday events (painting, playing outside, etc.).

Toys or playthings from home will not be allowed. If items brought from home, it will remain in child's locker until pick up.

The centre will not be responsible for any lost or stolen articles.

Field Trips

The centre will plan a variety of local field trips throughout the year. Field trip information will always be shared with parents in advance. Permission slips will be required for each event. Transportation for the field trips will be provided.

For children with additional support needs, a chaperone will be necessary to attend along with their child.

Lunch & Snacks

The centre provides a hot lunch and two snacks for children. Infant formula and milk for a bottle is required by parent.

The hot lunch program provides all four food groups. The snack program provides two out of the four food groups. A rotating menu of lunch/snacks will be posted on the bulletin board. Parents are required to supply a healthy snack if your child will be in the centre **after 4:30 P.M.**

Parental Contact Information

Please advise the daycare of any changes of email, address, phone number, occupation, work place, school, and emergency numbers so the information is current at all times. Confirmation of employment may be required every 4 months.

Any changes in family situations help to assist staff in being aware of your child's disposition.

Parent Concerns

If you have any concerns regarding your child or the centre's operation, please feel free to discuss this matter with the primary staff or Supervisor. If you feel your concerns have not been addressed, you may request the Supervisor to forward your concerns to the Director. In a situation where issues or concerns remain unresolved, the Director will make arrangements for the parent(s) to meet with the PFSCCC Committee.

For the Protection of All in the Centre

All staff undergo a Criminal and Child / Adult Abuse Registry Check.
All staff must have their CPR and First Aid Training.
All staff are required to participate in random drug testing.
Food Handling and WHIMIS Training is also provided to key staff when possible.

Peguis Free Spirits Child Care adheres to the Band Policy on Drug Testing for band staff, including casuals and substitutes.

Security Camera Surveillance

Security cameras are installed outside and in every room of the daycare centre.

At Peguis Free Spirits Child Care Centre, our mission is to provide a safe, nurturing and loving environment, therefore we know how important the safety, security and health of your child is. There are security cameras (closed circuit television systems) installed within the Centre to monitor daycare property, to assist daycare administrators in detecting and deterring unacceptable behavior or activities, and to provide an historical record to assist in any incident, accident or injury that may occur.

Security cameras are used to accomplish three important goals

1. To enhance the safety of the children & staff within the Centre
2. To protect daycare property against theft and vandalism
3. To assist in the identification of intruders and of persons endangering the health, wellbeing, or safety of daycare

Any footage is property of Peguis Free Spirits Child Care Centre and will only be shared with Board of Directors and/or RCMP and/or Peguis Child & Family Services if required. Due to privacy act a parent can request to view footage will not be met unless there is a court order.

All staff members, children and visitors within the Centre are subject to and agree to be under video surveillance while visiting, working, sheltering or helping. Cameras will not monitor the inside of washrooms.

*All updates to Parent handbook are highlighted in purple to make more visible and aware of updates to document.