

SANDY BAY FIRST NATION MINI LEARNING CENTRE

Mission Statement

Sandy Bay First Nation Mini Learning Centre meets the physical, mental, spiritual, and emotional needs of each child with emphasis on the Ojibway language and culture.

Philosophy Statement

Sandy Bay First Nation Mini Learning Centre believes children learn best through play, with parents, guardians, and the community playing an important role in their development. We provide opportunities that support children's physical, social, emotional, and intellectual growth while encouraging creativity, self-confidence, independence, problem-solving, and positive decision-making.

We value the important role that parents, guardians, and caregivers play in each child's growth and development. Open communication is encouraged, and families are always welcome to speak with our Early Childhood Educators to ask questions, share ideas, or discuss any concerns regarding the program or their child.

Operational Policies & Procedures

This document is intended to provide guiding principles from which Sandy Bay First Nation Mini Learning Centre operates.

The policies and procedures are developed to ensure high quality early learning and optimum child care. They are approved by Sandy Bay First Nation Chief and Council.

Contents identify the process of enrolment, along with guidelines for child care and what is expected to the parent/guardian.

Sandy Bay First Nation Mini Learning Centre
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General

Sandy Bay First Nation Mini Learning Centre has been in operation since October 5, 1998. The Centre is located at 504 Townsite Bay, off Main Road in Sandy Bay.

The Centre is organized into four separate program rooms based on age groups to support appropriate development and care:

- **Infants:** 6 months to 14 months
Adult to Child Ratio: 1:4 (Maximum 8)
- **Infant/Toddlers:** 15 months to 23 months
Adult to Child Ratio: 1:4 (Maximum 8)
- **Toddlers:** 24 months to 3 years
Adult to Child Ratio: 1:8 (Maximum 16)
- **Preschoolers:** 3 years to 6 years
Adult to Child Ratio: 1:8 (Maximum 16)
- **After School: 6-12**
 - *Adult to Child Ratio: 1:15 (Maximum 30)*

The Centre includes outdoor playgrounds, which are fully secured with fencing to ensure the safety of all children.

Our Child Care Providers

The staff of the Sandy Bay Ojibway First Nation Mini Learning Centre are committed to providing a safe, welcoming, and nurturing environment for all children in our care. Programming is designed to support children's overall growth and development through meaningful learning experiences, play, rest, and exploration. As an Ojibway First Nation, the Centre is dedicated to incorporating Ojibway language, culture, values, traditions, and teachings into everyday learning, helping children develop a strong connection to their identity, community, and cultural heritage.

We believe that children thrive in an environment built on consistent relationships and caring, supportive educators. Through these strong connections, children are able to grow, learn, and develop with confidence and comfort.

Most of our staff hold Early Childhood Education (ECE II or ECE III) certification, which requires completing a recognized college or university diploma in Early Childhood Education.

Our Child Care Assistants (CCAs) are required to complete a minimum of 40 hours of training related to early childhood education within their first year of employment.

Qualifications and Training Requirements

To ensure the safety and well-being of all children, all staff must meet the following requirements in accordance with Manitoba Early Learning and Child Care licensing standards:

- Criminal Record Check with Vulnerable Sector Screening (current and on file)

- Child Abuse Registry Check (current and on file)
- Valid First Aid and CPR Certification (maintained and current)
- Completion of a 40-hour Child Care Assistant course (for CCAs within their first year)
- Compliance with all applicable provincial licensing requirements and regulations

Professional Development

All staff are required to participate in ongoing professional development to maintain and enhance their knowledge, skills, and best practices in early childhood education.

Training may include, but is not limited to:

- Child development and behaviour guidance
- Health and safety practices
- Inclusive and culturally appropriate programming
- Trauma-informed care and community-based learning

Work Experience

The Sandy Bay First Nation Mini Learning Centre supports learning and development by providing work experience opportunities to volunteers, high school students, and practicum students.

High school students and volunteers may participate in work placements within the Centre. After completing a minimum of 80 hours of training and practical experience, participants may be eligible to receive a Child Care Assistant (CCA) Certificate, in accordance with applicable program requirements.

The Centre also supports practicum students enrolled in recognized Early Childhood Education (ECE) programs, who complete a portion of their required training and studies at the Mini Learning Centre.

All individuals participating in work experience placements must:

- Be supervised by qualified staff at all times
- Follow all Centre policies, procedures, and confidentiality requirements
- Meet any applicable safety and screening requirements, as determined by the Centre

The Sandy Bay First Nation Mini Learning Centre is committed to providing a supportive and educational environment that promotes skill development and hands-on learning in early childhood education.

Data Collection Policy

The Sandy Bay First Nation Mini Learning Centre recognizes and respects the importance of maintaining confidentiality for all children and their families.

All information related to a child and their family will be treated as strictly confidential and will only be used for the purpose of providing care and services.

The Centre will adhere to the following:

1. The Centre will keep all information concerning a child and their family strictly confidential, except where disclosure is required, including but not limited to Isaac Beaulieu Memorial School, Child and Family Services (CFS) or law enforcement agencies.
2. Parents/Guardians have the right to access information related to their child upon request.
3. Information may only be shared with a third party with the written consent of the child's parent(s)/guardian(s), unless otherwise required by law.

All staff, volunteers, and students are required to maintain confidentiality at all times as a condition of their role. Any breach of confidentiality will be considered a serious violation and may result in disciplinary action, up to and including termination, and may be reported to the appropriate authorities where applicable.

Code of Conduct

All children, Parents/Guardians and families of children enrolled, staff and volunteers, and all others in contact with our centre are required to comply with our Code of Conduct. Policies were created to set forth procedures for appropriate behaviour and make it clear what is expected from everyone in contact with our centre. A copy of the Code of Conduct is included with this Childcare Parent Policy Manual. Each Parent must sign and date the Code of Conduct Agreement and return the signed copy with their child's enrolment forms.

Policy Title: Hours of Operation
Effective Date: September 2, 2026

Sandy Bay First Nation Mini Learning Centre has been in operation since October 5, 1998. The Centre is located at 504 Townsite Bay, off Main Road in Sandy Bay.

The Centre is structured to support children at different developmental stages, with four separate program rooms based on age groups.

- **Infants:** 6 months to 14 months
Adult to Child Ratio: 1:4 (Maximum 8)
- **Infant/Toddlers:** 15 months to 23 months
Adult to Child Ratio: 1:4 (Maximum 8)
- **Toddlers:** 24 months to 3 years
Adult to Child Ratio: 1:8 (Maximum 16)
- **Preschoolers:** 3 years to 6 years
Adult to Child Ratio: 1:8 (Maximum 16)
- **After School: 6-12**
 - Adult to Child Ratio: 1:15 (Maximum 30)

The Centre also includes two (2) outdoor playgrounds, both of which are fully secured with fencing to ensure the safety of all children.

Hours of Operation

The Sandy Bay First Nation Mini Learning Centre operates during the following hours:

- **Monday to Friday:** 8:00 a.m. – 4:45 p.m.

The Centre is closed on all Statutory Holidays and during community-approved closures.

New Year's Day	Canada Day	Tribal Holidays
Family Day	Civic Holiday	Christmas Break
Indigenous Justice Awareness Day		
National Day for Truth & Reconciliation	Labour Day	
Good Friday	Thanksgiving Day	
Easter Monday	Aboriginal Veterans Day	
Victoria Day	National Indigenous Peoples Day	

Inclement Weather Policy

In the event that severe or unsafe weather conditions require a closure, families and staff will be notified through the Centre's communication system (e.g., Emails, Phone Calls) as well as posted on the Centre's official Website www.ibms.ca

Regular daily fees will continue to apply if the Centre remains open.

Where inclement weather may impact operations, the Director of Education will review conditions and determine whether a closure is necessary. A decision to close the Centre will be made jointly by 7:00 a.m., and all families will be notified as soon as possible.

If poor weather conditions arise during the day, the Centre will remain open until all children have been safely picked up. Parents/Guardians are expected to make every reasonable effort to pick up their child in a timely manner to ensure the safety of both children and staff.

In the event of an inclement weather school closure, the centre will also close for that day.

Professional Development Closure

To maintain quality at the centre and to continue to improve services to parents and children, each program undergoes professional development annually.

When the Centre closes for Professional Development, the Centre will provide a notice in the monthly newsletter.

Utilities Failure

If the centre is without power or without water, the centre will close.

Staff Shortage Policy

This policy has been established to address situations where staffing levels are limited due to illness, family emergencies, weather conditions, or other unforeseen circumstances.

The Sandy Bay First Nation Mini Learning Centre is committed to providing high-quality care and maintaining required staff-to-child ratios at all times. While the Centre makes every effort to ensure adequate staffing through the employment of qualified Early Childhood Educators and Child Care Assistants, there may be occasions where sufficient staff are not available to safely operate at full capacity.

In situations where staffing levels are insufficient, the Centre may be required to reduce the number of children in attendance to remain compliant with ratios and safety standards.

A fair and equitable rotating system will be used when limiting attendance to ensure that no single family is repeatedly impacted.

Parents/Guardians will be notified as soon as possible when care cannot be provided due to staffing shortages, to allow time to make alternate arrangements. In circumstances where advance notice is not possible, families will be informed upon arrival at the Centre.

Families will not be charged for any days where care cannot be provided due to staffing shortages.

Program room usage may be adjusted based on the number of children present and their ages to ensure proper supervision and compliance with ratios.

Policy Name: Daily Operations**Policy Type: Program / Operational**

Sandy Bay First Nation Mini Learning Centre supports children in the development of their physical, cognitive, social, emotional, and creative skills.

The Centre provides a variety of open-ended learning experiences that reflect children's interests and encourage exploration, creativity, and independence. Programming is inclusive of all children and is designed to meet each child at their individual developmental level and abilities.

Learning environments are structured to support:

- Large group activities
- Small group interactions
- Individual play experiences

Procedures**Infant Daily Schedule**

- 8:00 am - 9:30 am - Breakfast
- 10:00 am - 10:30 am - Free Play (indoors or outdoors)
- 11:30 am - Lunch
- 3:00 pm - Snack offered
- 3:00 pm - Close: Free Play (indoors or outdoors)

Note: Times are approximate. Individual infant schedules will be followed based on each child's needs.

Infants will be provided opportunities for:

- Block play
- Dramatic play
- Gross motor development
- Fine motor development
- Sensory play
- Literature and early literacy
- Art and creative expression

Toddler Daily Schedule

- 8:00 am – 9:30 am - Breakfast
- 9:30 am – 11:30 am - Free Play (indoors or outdoors)
- 11:30 am – 12:00 pm: Lunch
- 12:00 pm – 12:30 pm: Transition to Nap
- 12:30 pm: Nap time
- 3:00 pm: Snack offered
- 3:00 pm – Close: Free Play (indoors or outdoors)

Note: Times are approximate and may vary depending on children's needs, routines, and developmental stages.

Toddler Programming

Toddlers will be provided with opportunities that support independence, exploration, and development across all areas. Programming will be flexible and responsive to children's interests and abilities.

Toddlers will have opportunities for:

- Block play
- Dramatic play
- Gross motor development (climbing, running, movement)
- Fine motor development (grasping, stacking, sorting)
- Sensory play (water, sand, textures)
- Language and early literacy development
- Music and movement
- Art and creative expression

Preschool Daily Schedule

- 8:00 am – 9:30 am - Breakfast
- 9:45 am – 10:00 am – Bus Pick Up
- 1:30 pm – Returned to Daycare
- 1:30 pm – Rest Period
- 3:00 pm – Close: Free Play (indoors or outdoors)

Note: Times are approximate and may vary depending on children's needs and daily programming.

Preschool children will be provided opportunities for:

- Block play
- Dramatic play
- Gross motor development
- Fine motor development
- Sensory play
- Literature and literacy activities
- Art and creative expression

Policy Name: Rest**Policy Type: Program / Operational**

It is the policy of the Centre that all children in the infant and toddler rooms are required to have a nap which is essential for developing strong bodies. Preschoolers will either have a nap or quiet time based on their individual needs. While children are allowed to bring a security item for nap time, the Center asks that other toys be left at home.

Procedures for Rest:

1. Children are encouraged to rest but not forced to sleep if they do not want to.
2. Sleep and rest times should be positive experiences for the children, and safety should be a concern, especially for infants and toddlers. Children are to be comfortably dressed for sleep and covered appropriately for the room temperatures,
3. Ensure safe and hygienic sleep procedures, equipment areas and rest periods meet children's individual needs for comfort, rest and safety,
4. Provide a safe and risk-free sleep environment for children.
5. Encourage older children to engage in quiet activities during the rest period
6. Ensure sleep and rest times are positive experiences by providing a recorded story or music to ease the transition to sleep/rest, and spending time settling each infant.
7. Ensure sleep equipment is hygienic by disinfecting mats after each use. Infants should be allocated the same cot each time.
8. Ensure children are comfortable with the room temperature, loosen tight, restrictive clothing, and remove shoes.
9. Ensure children are actively supervised at all times during the rest period, and infants are to be checked at least every five minutes while sleeping. Staff are not permitted to sleep.
10. Ensure children are comforted and attended to in a sensitive manner when they wake.

Policy Name: Play Areas Safety Policy

Policy Type: Program / Operational

The Sandy Bay First Nation Mini Learning Centre staff are responsible for ensuring that the building, grounds, and all equipment are safe, clean, and hygienic at all times.

Procedures for Play Areas

a. Safety Signage

Staff will use appropriate warning signs to identify potential hazards, including but not limited to: "Slippery When Wet" "Medications Stored Here" "Chemical Storage Cupboard"

b. Cleaning Routines

All staff will follow established cleaning schedules, including daily, weekly, and monthly routines, to maintain a safe and sanitary environment.

c. Playground Inspections

Staff will complete daily playground checks to ensure that all grounds and equipment are safe for use.

d. Maintenance Reporting

Any signs of wear, damage, or required maintenance to equipment or fencing must be reported immediately and recorded in the Maintenance Book, which is kept in the office.

e. Electrical Safety

Electrical cords and appliances must be kept out of reach of children at all times.

f. Wet Surface Safety

Children will be removed from areas with wet or slippery surfaces whenever possible.

"Slippery When Wet" signs will be placed in hallways, rooms, and outdoor concrete areas as required.

g. Sandpit Safety

Sandpit areas will be covered at the end of each day and inspected each morning for foreign objects or pests.

h. Choking Hazard Prevention

Toys, equipment, and learning materials assigned to each classroom are selected to meet the developmental and safety needs of the children in that age group. Staff are responsible for ensuring these items remain in their designated classroom and are returned to their proper location after use.

i. Cleanliness and Hazard Prevention

Staff are responsible for maintaining a clean, safe, and sanitary environment throughout the day. All common areas will be cleaned and sanitized daily, and floors swept after meals and snacks. Spills, clutter, and any slipping or tripping hazards must be addressed immediately to prevent accidents.

Walkways, exits, and play areas shall remain clear of obstructions at all times, and any hazards that cannot be corrected immediately must be reported to the Daycare Coordinator.

Policy Name: Smoking Policy
Policy Type: Program / Operational

The Sandy Bay First Nation Mini Learning Centre (MLC) is committed to providing children, families, staff, and visitors with a safe and healthy environment that is free from exposure to second-hand smoke and vapour.

For this policy, smoking and vaping include cigarettes, cigars, pipes, chewing or smokeless tobacco while on duty, electronic cigarettes, vapour products, and any similar smoking or vaping product.

1) Staff Procedures

- a) Staff are permitted to smoke or vape only during their scheduled break times.
- b) Staff must use only the designated staff smoking or break area established by MLC management.
- c) Smoking or vaping is not permitted at building entrances, exits, playgrounds, outdoor play areas, parking or drop-off areas used by families, or any location where children are present or can be exposed to smoke or vapour.
- d) Staff must never leave children unsupervised or reduce required staff-to-child ratios in order to take a smoking break.
- e) Smoking or vaping must not occur while a staff member is supervising children, participating in an outing, transporting children, or representing MLC at a program activity.
- f) Before returning to work with children, staff must safely dispose of smoking materials and wash their hands.
- g) Cigarette butts, matches, lighters, vapour products, and related materials must be stored or disposed of safely and kept out of children's reach.

2) Responsibilities of Parents, Guardians, and Visitors

- a) Parents, guardians, visitors, volunteers, contractors, and community members must not smoke or vape anywhere on MLC grounds, including entrances, walkways, parking and drop-off areas, playgrounds, outdoor play areas, and during MLC-sponsored activities.
- b) Anyone who wishes to smoke or vape must leave MLC property before doing so and must safely dispose of all smoking materials before returning.
- c) Parents and guardians are responsible for ensuring that any person accompanying them follows this policy.

Policy Name: Outdoor Play Policy
Policy Type: Program / Operational

The Sandy Bay First Nation Mini Learning Centre is committed to ensuring that children have regular opportunities for outdoor play as part of a healthy and balanced daily program.

Weather Guidelines for Outdoor Activities

Educators will monitor weather conditions daily to ensure children are prepared and safe for outdoor activities. The Centre uses Environment Canada as its primary source for weather information.

Educators will ensure the children are dressed appropriately for the weather conditions.

Summer Guidelines

1. Educators will follow the UV Index as a guideline when planning outdoor activities.
2. Outdoor play may be limited between the hours of 11:00 a.m. – 4:00 p.m., when necessary, due to high temperatures or UV exposure.
3. Children will:
 - Wear hats
 - Have sunscreen applied
 - Be provided with open access to drinking water at all times
4. In the event of thunderstorms, outdoor play will not take place.
 - If lightning occurs, children will immediately return indoors.
 - If a group is away from the Centre, they will return at the first sound of thunder.

Parent Responsibility:

Parents will be provided with a waiver for sunscreen and bug spray, to allow staff to apply to their child for outside play. Forms will be sent out to families annually in the spring. Parents or guardians must bring sunscreen and bug spray for their child if they prefer a particular brand.

Winter Guidelines

- Children will not participate in outdoor play when the temperature or windchill reaches -25°C or colder.
- Or when forms of inclement weather exist.

Policy Name: Communication Policy

Policy Type: Program / Operational

Communication & Parent Engagement Policy

The Centre is committed to maintaining open, respectful, and consistent communication with parents/guardians. Strong communication supports the well-being, safety, and development of each child and strengthens the partnership between families and the Centre. To ensure clear, timely, and respectful communication between staff and parents/guardians regarding children's care, development, and Centre operations.

Communication Practices

The Centre will communicate with parents/guardians through a variety of methods, including:

- Daily verbal updates as noted on the child's communication log at drop-off and pick-up
- Written communication (notes, emails, texts, memos)
- Bulletin boards and posted notices within the Centre
- Phone calls when necessary
- Scheduled parent meetings, conferences or open houses (Annual Parent Lunch, Christmas dinner, etc.)

Staff will keep parents/guardians informed about their child's daily activities, progress, and any concerns.

Parent Responsibilities

Parents/guardians are expected to:

- Communicate any relevant information regarding their child (health, behavior, routines, or family changes)
- Inform the Centre of absences, late arrivals, or changes in pick-up arrangements
- Respond to communication from the Centre in a timely manner
- Maintain respectful communication with staff at all times

Meetings and Concerns

Parents/guardians are encouraged to speak with the ECE II in their classroom or the Daycare Coordinator if they have questions, concerns, or require additional information.

- 1) Initial concerns should be addressed with the child's educator (ECE II)
- 2) If further discussion is required, a meeting may be arranged with the Daycare Coordinator
- 3) If further discussion is required, a meeting may be arranged with the Director of Education
- 4) Meetings should be scheduled in advance to ensure appropriate time and privacy

The Centre is committed to addressing concerns in a fair, respectful, and timely manner.

Confidentiality in Communication

All communication regarding children and families will be handled in accordance with the Centre's Confidentiality Policy*insert page* Staff will ensure that discussions regarding children take place in a private and respectful manner.

Respectful Communication

All interactions between staff and parents/guardians must remain respectful and professional.

Harassment, aggressive behavior, or inappropriate language will not be tolerated and may result in further action.

Policy Title: Admission & Enrollment Policy

Effective Date: September 2, 2026

Admission Policy

All children must be placed on the Sandy Bay Mini Learning Centre waitlist in order to be considered for a childcare space. Children may be added to the waitlist by contacting the Centre directly and submitting an enrollment package.

Placement is dependent on space availability within the appropriate program room (e.g., infant, toddler, preschool).

Priority for placement will be given in the following order:

1. Children of SBOFN Band Members who are students or employees requiring full-time care
2. Children requiring full-time care who have a sibling currently enrolled
3. Children of employees or students requiring full-time care
4. Children requiring full-time care
5. Children requiring part-time care including Summer enrollment or short term training course

Part-time care

Part time care is intended to provide flexible child care for families who do not require full-time attendance. This may include parents or guardians attending short-term community courses, workshops, employment training, educational programs, or other approved activities. Depending on space availability, part-time care may also be available for longer-term education or training programs of up to one (1) year. Summer enrollment and other temporary care arrangements may also be accommodated when space permits. Prior to enrollment, families are required to meet with the Daycare Coordinator to review the Centre's programming, policies, expectations, and payment arrangements to ensure suitability for both the family and the Centre. In cases of parental separation, both parents are encouraged to attend this meeting where possible.

Enrollment of a Child

Parents/guardians will be provided with a copy of the Centre's Policies and Registration Package. Each parent/guardian must sign an acknowledgment confirming they have read and understand the Centre's policies. This acknowledgment will be kept on file.

To complete enrollment, the following is required prior to the child's first day:

- A completed registration form (all sections must be filled out in full)
- A non-refundable registration fee of \$50.00 per child (applied to the family account)
- Completion of all required forms and documentation
- Billing arrangements confirmed with the Daycare Coordinator

A child will not be considered fully enrolled until all requirements above have been completed.

Additionally, prior to enrollment, parents/guardians must:

- Visit the Centre with their child

- Review the Parent Policy with the Daycare Coordinator

Custody and Access

The Centre assumes that both parents/guardians have equal access to the child unless legal documentation is provided stating otherwise.

Where parents are separated or divorced, documentation outlining custody arrangements must be submitted and kept current while the child is enrolled. Any changes to custody arrangements must be provided to the Centre immediately.

If a court order restricts access between a parent and child, a current copy of the order must be provided to the Centre.

The Centre does not have the authority to enforce custody agreements. However, if a parent/guardian with restricted access attempts to pick up or visit the child, the authorized parent/guardian will be contacted immediately.

Children in Care (CFS)

For children who are in the care of Child and Family Services (CFS), the following documentation must be provided before the child may attend the Centre:

- A completed Child in Care Information Form or other documentation required by the responsible CFS agency.
- A current Placement or Guardianship Order, Apprehension Order, or other legal documentation confirming the child's legal status and the individual(s) authorized to make decisions for and pick up the child.

Parents, caregivers, foster parents, and CFS agencies are responsible for ensuring that all documentation remains current. Any changes to legal status, placement, authorized pick-up persons, or caseworker information must be provided to the Centre immediately.

Policy Title: Inclusion Policy
Effective Date: September 2, 2026

We value all children equally.

Access:

- We welcome all children to our programs.
- Indoor and outdoor spaces are arranged so that all children can move freely and access play materials.
- Daily routines are adapted to meet the needs of each child.
- Accessibility issues are reviewed and addressed on a regular basis.

Participation:

- Social relationships and experiences are fostered through developmentally appropriate play.
- Daily activities are adapted to meet the needs of each child.
- Empathy and respect are promoted through daily social interaction.

Support:

- Staff promote an inclusive, respectful, and welcoming environment for all children.
- Staff participate in ongoing professional development to support children's diverse needs.

The Centre works collaboratively with early intervention professionals and other support services, with parental or guardian consent.

Policy Title: Orientation Policy**Effective Date: September 2, 2026**

The Sandy Bay Ojibway First Nation Mini Learning Centre is committed to providing a positive and supportive transition for children and their families. During the enrollment orientation, staff will discuss the child's individual needs with the parent or guardian to determine whether a gradual transition is appropriate. Families may choose to follow the gradual orientation process, skip steps, or begin full-time attendance, depending on the child's comfort level and readiness.

Suggested Orientation Process**Step 1**

- Parent or guardian attends with the child for approximately half day, am or pm.

Step 2

- Child attends independently for a half-day.

The orientation process is intended as a guideline only and may be adjusted at any stage in consultation with the parent or guardian and Centre staff to best meet the needs of the child.

Late Pick-Up Policy

Failure to pick up a child by 4:45 p.m. will result in an additional fee of \$1.00 per minute.

Registration Requirement

All registration forms must be fully completed and submitted to the Centre on or before the child's first day of attendance.

Policy Title: Attendance Policy
Effective Date: September 2, 2026

Attendance Policy

The Sandy Bay First Nation Mini Learning Centre requires that all children attending the Centre arrive no later than 9:30 a.m., unless prior arrangements have been made. Consistent attendance supports program planning, child development, and staffing requirements.

Procedures for Attendance

a. Sign-In and Sign-Out

Parents/guardians are required to sign their child in and out of the Centre each day.

b. Absences

If a child is absent for two (2) consecutive weeks without notification or valid reason, the child may lose their childcare space.

c. Authorized Pick-Up

Children will only be released to individuals whose names are listed on the registration form.

d. Unauthorized Pick-Up Requests

If a person not listed on the registration form is to pick up a child, prior notice must be provided to the Centre.

e. Pick-Up Confirmation

Parents/guardians must contact the Centre in advance to confirm any changes to pick-up arrangements.

f. Age Requirement for Pick-Up

Children may only be released to a designated individual who is 16 years of age or older.

g. Late Arrivals

If a child will be late, parents/guardians are required to notify the Centre in advance.

h. Repeated Late Arrivals

No more than two (2) late arrivals per month are permitted without reasonable justification.

i. Late Pick-Up / Alternate Arrangements

If a child cannot be picked up at the expected time, parents/guardians must notify staff immediately and provide alternative pick-up arrangements. Failure to do so may result in the Centre contacting the parent or emergency contact after five (5) minutes.

Policy Title: Staff Attendance Policy

Effective Date: September 2, 2026

Attendance Policy

Employees are expected to report to work on time and ready to begin their scheduled shift. Staff are responsible for ensuring they are prepared to start work as scheduled unless they are prevented from doing so due to unforeseen circumstances beyond their control. Employees must notify their supervisor as soon as possible if they are unable to report to work or will be late.

Procedures for Attendance

Lateness – If an employee foresees that he or she cannot arrive at work on time, they will personally contact the Program Coordinator to notify them of the delay. Frequent or habitual tardiness shall be deemed reasonable cause for discipline.

Absenteeism – Employees absent for any reason must personally contact the Program Coordinator at least one(1) hour prior to their shift to ensure minimal disruption to the Centre.

Policy Name: Privacy & Confidentiality

Policy Type: Administrative / Operational

Sandy Bay First Nation Mini Learning Centre is committed to protecting the privacy and confidentiality of all children, families, and staff.

All personal, medical, and sensitive information collected by the Centre will be kept confidential and used only for the purposes of providing care, ensuring safety, and meeting legal and operational requirements.

Procedure

- a. All child, family, and staff information will be kept confidential and only accessed by authorized personnel;
- b. Information will only be shared on a need-to-know basis for the purpose of providing care, safety, or as required by law;
- c. Confidential information will not be discussed in public areas or with unauthorized individuals;
- d. All files and records will be stored securely and maintained in an organized manner;
- e. Staff must ensure that documents are not left unattended and are properly secured at all times;
- f. Any breach of confidentiality will result in disciplinary action.

Media & Photography

Children love to see photos of themselves and friends.

The Sandy Bay First Nation Mini Learning Centre may use photographs to support programming, documentation, and communication within the Centre.

Photos may be used to:

1. Document children's learning;
2. Display activities and make learning visible;
3. Label items; and
4. Create "Happy Last Day" gifts for children leaving the programs.

Employees are strictly prohibited from taking, sharing, distributing, posting, transmitting, or storing photographs or videos of children on personal devices or through any personal communication or social media platform.

All photographs or videos of children taken for authorized daycare purposes must be captured, stored, and maintained only on the daycare centre's approved equipment and computer systems. Under no circumstances may staff copy, download, email, text, or otherwise transfer images of children to personal devices, personal email accounts, cloud storage, or unauthorized individuals.

Any unauthorized taking, sharing, distribution, or storage of photographs or videos of children is considered a serious breach of confidentiality and privacy and will result in disciplinary action, up to and including immediate termination of employment.

Policy Title: Drop Off & Pick up Policy**Effective Date: September 2, 2026**

Familiar routines help children feel safe and confident during transitions. A calm and positive morning routine supports your child in building strong relationships with both peers and caregivers at Sandy Bay Mini Learning Centre. Please share any important information with staff at drop-off.

Child's Arrival

- The parent/guardian dropping off the child will bring them inside the Centre and into the appropriate room.
- Parents and children must not enter the Centre before opening time (8:00 a.m.).
- Parents are responsible for placing the child's outerwear and backpack in their designated locker.
- The parent/guardian must speak directly with a staff member and sign the child in.
- Requests for earlier-than-usual drop-off must be approved by the Daycare Coordinator and can only be accommodated if staffing and space allow.
- If your child will be absent, please notify the Centre before 9:00 a.m.
- If an evacuation drill or shelter-in-place order is in progress at drop-off time, parents/guardians are required to participate.

Child's Departure

We encourage parents/guardians to connect with staff or the Daycare Coordinator at pick-up time. This helps keep you informed about your child's day and supports a consistent routine.

- Upon parent/guardian arrival, speak with a staff member and sign your child out.
- Parents/guardians are responsible for safely escorting their child from the building and off the Centre's property.
- Requests for later-than-usual pick-up must be approved by the Daycare Coordinator and depend on staffing, space, and required child-to-staff ratios.
- If an evacuation drill or shelter-in-place order is in progress, parents/guardians must participate.
- Staff will not release a child to anyone who appears intoxicated or unable to safely care for them.
 - If concerns arise about the adult picking up a child, staff will attempt to contact parents or emergency contacts. If unsuccessful, Child and Family Services will be contacted.
 - If an impaired individual removes a child from the Centre, staff are required to contact the Manitoba First Nations Police Service or 204-843-7700 immediately.

Alternate Drop-Off and Pick-Up Arrangements

Clear communication is essential to ensure your child's safety.

- Children will only be released to a parent/guardian or individuals listed on the registration form.
- All authorized pick-up persons must be at least 16 years old.
- Any alternate pick-up arrangements must be communicated to staff in advance.
- Staff may request photo identification from anyone picking up a child.
- Parents/guardians are required to update authorized pick-up individuals at any time by providing their name, address, and phone number and updating the registration form with the Program Coordinator or Program Coordinator Assistant. This can be done by email or text.

Transportation

Parents are responsible for transporting their children to and from the Day Care.

For school-age children, when there are no buses running, Staff are required to walk the children across, weather permitting.

Emergency Procedures and Safety Plan

In the event that Sandy Bay Mini Learning Centre must close unexpectedly, parents/guardians will be notified by phone or preferred communication channel to arrange immediate pick-up of their children.

The daycare will be following the IBMS Emergency Response plan.

Policy Title: Nutrition Policy

Effective Date: September 2, 2026

The Sandy Bay First Nation Mini Learning Centre is committed to providing nutritious and balanced meals and snacks to support the health and development of all children.

The Centre provides the following daily meals and snacks:

- **Breakfast:** 8:00 a.m. – 9:30 a.m.
- **Lunch:** 11:00 a.m. – 12:00 noon
- **Afternoon Snack:** 3:00 p.m.

Procedures for Nutrition

a. Healthy Food Standards

All meals and snacks follow the nutritional recommendations of the Canada Food Guide.

b. Cultural and Dietary Considerations

Staff will work cooperatively with families to ensure that food and beverages are culturally appropriate, nutritious, and meet each child's dietary needs.

c. Positive Mealtime Environment

Meal times are treated as a social and learning opportunity. Staff will sit with children, interact with them, and encourage positive eating habits and an appreciation for a variety of foods.

d. Hydration

Children are encouraged to drink water frequently throughout the day. Water will be available to children at all times.

e. Encouraging Healthy Eating

Children will be encouraged to try new foods; however, they will never be forced to eat something they do not wish to.

f. Nutrition Education

Information about food and nutrition will be incorporated into daily programming and activities. Weekly meal plans will be posted on the information bulletin board for parents to see.

g. Hygiene Practices

Children will be encouraged to:

- Wash their hands before and after eating
- Brush their teeth after lunch

h. Role Modeling

Staff will model appropriate table manners and respectful conversation during meal times.

i. Food Allergies

Staff will be informed of all children with food allergies and will take necessary precautions to ensure their safety.

Allergy Awareness

Parents/guardians are asked not to send nuts or foods containing peanuts, as some children may have severe allergies. An allergy warning will be posted. The warning will be updated if the list expands beyond a peanut allergy.

Policy Title: Behaviour Management Policy**Effective Date: September 2, 2026**

The Sandy Bay First Nation Mini Learning Centre is committed to providing a safe, respectful, and supportive environment that promotes positive behaviour and healthy development for all children.

The Centre uses positive guidance and supportive approaches to help children learn appropriate behaviours, develop self-regulation, and build respectful relationships.

Prohibited Practices

The following behaviours by staff are strictly prohibited:

- Any form of corporal or physical punishment, including hitting, spanking, beating, shaking, pinching, or any action that causes physical pain
- Use of abusive, profane, or derogatory language, including yelling or belittling
- Any form of public or private humiliation, including threats of punishment
- Any form of emotional abuse, including:
 - Threats of physical punishment
 - Withholding food or water
 - Withholding rest
 - Denying access to the toilet
- Physical restraint will not be used except where necessary to ensure the immediate safety of the child or others, and only for the minimum time required to regain control of the situation.

Behaviour Management Procedures

Staff will support children's behaviour using the following approaches:

a. Positive Relationships

Staff will demonstrate care and respect for all children and ensure children feel valued and supported.

b. Consistent Guidance

Staff will be fair, firm, and caring in their interactions with children.

c. Clear Expectations

Staff will discuss reasonable rules with children, including the reasons for rules and appropriate consequences.

d. Consistency

Rules and expectations will be applied consistently.

e. Emotional Awareness

Staff will recognize and acknowledge children's feelings.

f. Empathy Development

Children will be encouraged to consider the feelings and needs of others.

g. Guidance and Redirection

Staff will anticipate, redirect, guide, and intervene when necessary. They will support children in resolving conflicts and provide appropriate alternatives.

h. Communication Skills

Children will be encouraged to express their feelings in socially appropriate ways.

i. Problem-Solving

Children will be supported in learning how to resolve their own conflicts and disputes.

j. Private Discussions

Staff will speak privately with children about behaviour concerns.

k. Cool-Down Time

Children may be asked to sit away from the group for a short period to calm down and discuss the situation.

l. Use of Materials and Equipment

Toys or equipment may be temporarily removed if they are being misused, fought over, or not properly cared for.

m. Parent Communication regarding the Behaviour of Child

Parents/guardians will be informed of any concerns regarding their child's behaviour, as well as any accident, injury, illness, or significant incident that occurs while the child is in the care of the daycare.

Employees are responsible for documenting all relevant information accurately and promptly using the appropriate Communication Log, Incident Report, or Accident Report, as applicable.

Documentation must be factual, objective, and completed before the end of the employee's shift, unless otherwise directed by management.

Parents/guardians must be notified as soon as reasonably possible of any incident involving their child. Where required, a completed Incident Report or Accident Report must be reviewed with the parent/guardian and signed upon pickup or as otherwise directed by the Director.

Failure to accurately document incidents or communicate required information to parents/guardians may result in disciplinary action.

Progressive Behaviour Support Process

Where ongoing behaviour concerns arise, the Centre will follow a progressive approach in alignment with the Termination Policy:

1. Verbal Discussion

Staff will speak with the parent/guardian to identify concerns and discuss strategies to support the child.

2. Written Notice

If concerns continue, a written notice will outline the behaviour, expectations, and agreed-upon strategies for improvement.

3. Support Plan / External Supports

The Centre will work collaboratively with the family and, where appropriate, external supports to help address the child's needs.

4. Final Review

If behaviour does not improve and continues to impact the safety or well-being of the child, other children, or staff, a final review will be conducted.

Serious Behaviour and Safety Concerns

If a child's behaviour:

- Is significantly disruptive to the program, or

- Poses a risk to the safety of themselves, other children, or staff

The Centre may accelerate the process and take immediate action, which may include temporary removal or immediate review for termination.

Link to Termination of Services

If all reasonable efforts, including collaboration with families and external supports, are unsuccessful, the Centre may determine that it is unable to meet the child's needs.

In such cases, termination of care will be carried out in accordance with the Termination Policy & Billing section, including notice requirements where applicable.

Policy Title: Clothing and Comfort Policy**Effective Date: September 2, 2026**

The Sandy Bay First Nation Mini Learning Centre is committed to ensuring that all children are dressed in clothing that supports their health, safety, comfort, play, and learning, as well as being appropriate for daily weather conditions.

Children participate in a variety of activities throughout the day, including indoor play, outdoor play, and messy learning experiences. For this reason, parents/guardians are asked to send children in clothing that may become soiled or damaged during normal program activities.

Guidelines for Clothing

- Children should be dressed in comfortable, weather-appropriate clothing suitable for active play
- Clothing should allow children to move freely and participate fully in all activities
- Extra clothing (e.g., shirts, pants, socks, and underwear) should be provided and kept at the Centre
- Outdoor clothing must be appropriate for the season (e.g., warm clothing in winter, light clothing in summer)
- Footwear should be safe and appropriate for indoor and outdoor play

Personal Belongings

Children should wear clothing that is non-restrictive and suitable for active play and getting messy.

- Shoes must be non-slip, comfortable, and appropriate for running
- Shoes with open backs are not permitted
- Running shoes without laces are preferred
- Children should be able to put on and remove their shoes with minimal assistance

Each child must have at least one complete change of clothing kept in their locker daily, including:

- Indoor clothing
- Outdoor clothing
- Indoor and outdoor shoes

Parents/guardians are responsible for keeping their child's locker clean and organized. Lockers should be checked daily for:

- Wet or soiled clothing
- Artwork
- Personal items

All items brought to the Centre must be placed in a backpack and clearly labelled with the child's name.

Backpack Requirements

Each child's backpack should include:

- Extra clothing
- Clothing for the season (outdoor play clothing for the season)
- A hat (required for all children)

Note: Meals and snacks are provided by the Centre. Children are not required to bring lunch.

Infant Feeding and Personal Items

- **Bottles:** Bottles must be prepared at home and brought to the Centre ready for use.
 - Formula can be dropped off at the centre with child's name on container.
 - Parents must also supply their own water for formula, with the child's name on the container.
- **Breastfeeding:** The Centre encourages and supports parents/guardians who wish to breastfeed. Parents are welcome to attend the Centre to feed their child.

Parent/Guardian Responsibilities

Parents/guardians are responsible for:

- Providing appropriate clothing for daily activities and weather conditions
- Supplying extra clothing in case of spills, accidents, or weather changes
- Ensuring all clothing and personal items are clearly labeled with the child's name
- Maintaining their child's locker and personal belongings

The Sandy Bay First Nation Mini Learning Centre is not responsible for lost, damaged, or soiled clothing.

Diapers:

It is the responsibility of the parents to supply diapers or pull-ups and wipes for infants and children who are not toilet trained.

Policy Title: Illness and Medication Policy**Effective Date:** September 2, 2026

The Sandy Bay First Nation Mini Learning Centre is committed to maintaining a healthy and safe environment for all children and staff.

Staff will observe and document any child showing signs of illness. If a child is experiencing symptoms such as cough, fever, sore throat, headache, respiratory infection, diarrhea, vomiting, pink eye, difficulty breathing, or infectious disease, parents/guardians are asked not to bring the child to the Centre, as this may expose other children and staff to illness.

Children must be well enough to participate fully in all indoor and outdoor activities without limitation or the need for one-on-one care.

Confidentiality will be maintained when handling all personal health information.

General Illness Guidelines

- Parents/guardians are encouraged to plan ahead and have back-up care arrangements for unexpected illness.
- Parents/guardians must inform the Centre of any health conditions that may affect their child during their time at the Centre.
- For children with specialized health needs, a Unified Referral and Intake System Health Plan (URIS) may be required prior to the child's first day.
 - The parent must provide a copy from their physician.
- If a child is diagnosed with a communicable illness, parents/guardians must notify the Centre immediately.
- The Centre may require a doctor's note or medical clearance before a child is permitted to return.

Procedures for Illness

When a child becomes ill while at the Centre, the following procedures will be followed:

a. Separation

The child will be separated from other children as much as possible to reduce the spread of illness.

b. Parent Notification

Parents/guardians will be notified of the child's symptoms and must arrange for the child to be picked up as soon as possible.

c. Care and Comfort

Staff will respond in a sensitive and supportive manner, ensuring the child's safety, comfort, and well-being.

d. Infection Control

Staff will follow proper hygiene practices, including handwashing and cleaning procedures, to reduce the spread of illness.

e. Documentation and Monitoring

Staff will document symptoms and maintain up-to-date emergency contact information for all children.

f. Health and Safety Approach

Our staff members are not medical professionals, but they always prioritize safety and will be careful

when making decisions about a child's health and attendance when recommending a child must go home due to illness symptoms.

Communicable Illness

If a child appears to have a communicable illness:

- The child will be isolated as much as possible
- Parents/guardians will be required to pick up the child immediately
- The Centre may follow any public health recommendations provided to the family
- Families must inform the Centre of any direction provided by health professionals

Common Conditions Guidelines

The following guidelines are used to support decisions regarding attendance:

- **Fever:**
Children may not attend with a temperature over 38.0°C (100.1°F).
The child may return after being fever-free for 24 hours without medication.
- **Skin Rash/Infections:**
Must be assessed by a doctor and appropriate treatment started before returning.
- **Diarrhea (Watery Bowel Movements):**
A child will be sent home after two (2) episodes within 24 hours.
The child may return after being symptom-free for 24 hours.
- **Vomiting:**
A child will be sent home after the first incident of the day.
The child may return after 24 hours without vomiting and when able to eat and drink normally.
- **Cold / Upper Respiratory Infection:**
A child may attend if there is no fever and they are able to fully participate in all activities.
- **Strep Throat / Pink Eye:**
The child may return after being on antibiotics for at least 24 hours and no fever is present.
- **Hand, Foot and Mouth Disease:**
The child may attend if there is no fever, no open blisters, and they feel well enough to participate.
- **Ear Infection:**
A child may attend if there is no fever or significant discomfort.
- **Chicken Pox or Measles:**
A child may return when:
 - Spots are no longer weeping
 - No new spots are appearing
 - No fever is present
 - The child is well enough to eat, drink, and participate

Teething Pain

If your child has mild discomfort due to teething, staff will administer one dose of infant or children's Acetaminophen or Ibuprofen. This will only be administered after you have filled out a Medication Consent Form for this medication and have given verbal confirmation to staff that day that your child is teething. This medication will not be administered for more than three consecutive days in a one-week period. If due to teething, your child has severe discomfort, is running a fever (>38.5°C or

100.4°F), or is very irritable, unhappy and needs one-on-one care, you will be notified, and your child must be picked up from the centre.

Parent/Guardian Responsibilities

Parents/guardians are expected to:

- Keep children at home if they are not well enough to fully participate in daily activities
- Arrange alternate care for sick children
- Notify the Centre of any symptoms or illness upon arrival
- Provide doctor's instructions for any required medication, where applicable

If parents/guardians are unsure whether their child can attend, they can call the Center.

Medication

- Medication will only be administered with written authorization from the parent/guardian
- Instructions must be clearly provided, including dosage and timing
- Prescription medication must be in its original labeled container

Staff are expected to:

1. Administer medication only if prescribed by a healthcare professional.
2. Instruct the child to wash their hands afterward.
3. When staff handle a potentially sick child, they will avoid touching other children until they have washed their hands.
4. Cover moist skin conditions and abrasions unless advised otherwise by a doctor or nurse.
5. Staff will be respectful of parents' pressure to meet work obligations when their child is unwell.
6. Fill out the illness record form as required and give it to the parent/guardian upon picking up the sick child.
7. Keep the environment hygienic by regularly cleaning floors, surfaces, and equipment.
8. Exclude children who are non-immunized during an infectious disease outbreak.
9. Encourage parents/guardians to stay current with immunizations, but there will be no discrimination against children who are not immunized.
10. Inform all parents/guardians about any infectious disease outbreak, including signs, symptoms, infectious period, and treatment options. Note will be posted on the bulletin board.

Policy Title: Biting Policy

Effective Date: September 2, 2026

Biting is a natural developmental stage that children go through. It is usually a temporary condition, most common between 13 and 24 months of age. The educators will encourage the children to 'use their words' if they become angry or frustrated. The educators will always maintain proximity and supervision of the children.

The following steps will be taken if a biting incident occurs at the Centre:

1. The biting will be interrupted with a firm 'We do not bite our friends!'
2. Educators will stay calm and will not overreact.
3. The bitten child will be comforted, and first aid will be provided. Educators will remove the child who bit from the situation. Age-appropriate redirection will be given to the child who bit, with chances for empathy to the bitten child.
4. The wound of the bitten child will be assessed and cleansed with soap and water. Ice will be applied for any swelling. If it is determined that there was a blood exposure, further steps are required, including notifying the parents immediately. The bitten area should continue to be observed by parents and educators for signs of infection.

The parents of both children will be notified of the biting incident.

- Accident/Incident reports will be completed for both children and signed by both educator and parent at the end of the day.

Confidentiality of all children involved will be maintained.

Policy Title: Head Lice Policy

Effective Date: September 2, 2026

The Centre is committed to reducing the spread of head lice and maintaining a safe and healthy environment for all children and staff. Daycare staff may check a child's hair and scalp when signs of head lice are observed, including:

- Frequent scratching or rubbing of the scalp, especially behind the ears or near the neckline;
- Complaints of itching, tickling, or a crawling sensation on the scalp;
- Redness, irritation, small sores, or scratch marks on the scalp;
- Difficulty sleeping or unusual irritability

Guidelines when a child is found to have **live head lice**:

- 1) The parent/guardian will be contacted immediately
- 2) The child must be picked up as soon as possible
- 3) The Centre will provide a care kit to the parent to take home for the child
- 4) The child may return to the Centre once treatment has been completed and there are no signs of live lice. Treatment involves using an approved lice shampoo and removing lice and eggs/nits from the hair.

Staff may continue to check the child's hair for up to three weeks after the first sighting to monitor for any further signs of **live lice**. It is understood that dead nits/eggs may still be visible after treatment; however, the child may remain at the Centre as long as no **live lice** are present.

Parents/guardians are encouraged to continue checking and treating the child's hair at home as needed to prevent re-infestation and reduce the spread to others.

Policy Title: Accident and Injury Policy**Effective Date: September 2, 2026**

The Centre recognizes that children are active, curious, and learn through play, movement, and exploration. Minor injuries such as cuts, scrapes, bumps, and bruises may occur during regular daily activities. Staff are responsible for making every reasonable effort to reduce the risk of accidents and injuries by maintaining a safe environment, appropriately supervising children, and following all health and safety procedures.

All staff must hold valid First Aid and CPR certification and must be familiar with emergency procedures.

Procedure

When a child is involved in an accident or sustains an injury while in care, staff must respond immediately and ensure the child receives appropriate care and comfort. First aid must be provided as required.

An Incident Report Form must be completed for all accidents, injuries, or incidents involving a child. The report must clearly document what occurred, where and when the incident happened, the injury observed, the care provided, last time they ate/drank and any follow-up required.

Parents/guardians must be asked to review and sign the Incident Report Form. The signed report will be placed in the child's file, and a copy may be provided to the family upon request.

Immediate Parent/Guardian Notification

Staff must notify the parent/guardian immediately, along with completing a written Incident Report Form, when an incident involves:

- Any bite that breaks the skin;
- Any break in the skin that may result in scarring;
- Any fall or incident involving contact to the head, whether or not there is a visible injury;
- Any injury that results in a nosebleed;
- Any injury near the child's eyes; or
- Any injury that staff determine may require medical attention or follow-up.

Minor Medical Care

If an injury appears to require minor medical care, staff must contact the parent/guardian or emergency contact immediately and request that the child be picked up and taken for medical attention.

If the parent/guardian or emergency contact cannot be reached, the Daycare Coordinator or designate may determine that a designated staff member will escort the child to a medical facility for treatment. Parents/guardians will be responsible for any costs incurred, including transportation costs.

emergency transportation added

Emergency Medical Care

If an injury requires emergency medical care, staff must call an ambulance immediately. The parent/guardian or emergency contact must be notified as soon as possible.

Where possible, a staff member will accompany the child to the hospital and remain with the child until the parent/guardian or emergency contact arrives. Parents/guardians will be responsible for any costs incurred, including ambulance costs.

Reporting Requirements

Any injury that requires the family to seek medical care for their child must be reported to the Director of Education within 24 hours.

All documentation must be completed accurately, handled confidentially, and filed in the child's record.

Policy Title: Suspicion of Child Abuse Policy

Effective Date: September 2, 2026

The Sandy Bay First Nation Mini Learning Centre is committed to promoting the safety, protection, and well-being of all children in care. Child abuse may take several forms, including but not limited to:

Types of Child Abuse

- **Physical Abuse**
Includes actions such as punching, slapping, kicking, shaking, biting, or any form of physical discipline or punishment that causes harm or injury.
- **Emotional / Psychological Abuse**
Includes constant criticism, scapegoating, name-calling, belittling, excessive teasing, ignoring, punishing normal behaviour, exposure to domestic violence, and withholding praise and affection.
- **Sexual Abuse or exploitation:** any sexual act or sexual threat imposed upon a child including exposure, indecent phone calls, voyeurism, persistent intrusion of a child's privacy, penetration, rape, incest, involvement with pornography or child prostitution
- **Neglect**
Includes failure to meet a child's basic needs, including:
 - Adequate supervision
 - Food and nutrition
 - Clothing
 - Shelter
 - Safety
 - Hygiene
 - Medical care
 - Education
 - Love and affection
 - Failure to use available resources to meet these needs

There may be instances where the results of problems are associated with family disruptions/tensions, or stem from a child's illness, undiagnosed disability, or learning problems. Even if the problem is not related to child abuse, the child is still clearly in need of some help.

Indicators of Concern

Staff will remain observant of behaviours that may indicate potential concerns, including if a parent/guardian:

- Appears unconcerned about the child
- Appears anxious or overwhelmed by the child's needs
- Delays seeking medical care for the child
- Provides inconsistent or inappropriate explanations for injuries
- Takes the child to different doctors or hospitals for repeated injuries
- May be affected by substance misuse
- Uses overly harsh discipline
- Speaks about the child in a consistently negative manner
- Is overly protective or jealous of the child

- Is extremely protective of family privacy
- Restricts the child from normal activities
- Appears indifferent to the child's needs or problems
- Blames or belittles the child
- Appears cold, rejecting, or withholds affection

Procedures for Suspected Child Abuse

When staff have concerns regarding possible child abuse, the following procedures will be followed:

a. Daily Health Checks

Health checks are conducted each morning while the parent/guardian is present to note any visible injuries (e.g., bruises or scratches) prior to the child's attendance.

e. Daycare Coordinator Notification

The Daycare Coordinator must be informed of all concerns and documentation.

b. Documentation of Concerns

Staff must record all concerns, including: Dates and times, Objective observations and Descriptions of interactions to the Daycare Coordinator. All documents must be secured in a locked cabinet.

c. Consultation with Staff

The Daycare Coordinator will discuss concerns with other educators in the room to share observations and gather additional information.

d. Assessment of Urgency

The Daycare Coordinator will determine the urgency of the situation and whether immediate action or continued observation is required.

f. Ongoing Observation and Record Keeping

Further monitoring must be detailed and include:

- Written running records and anecdotal notes (signed and dated)
- Relevant conversations with parents/guardians, staff, or family members
- Child's name, age, and address
- Information about parents/guardians or caregivers

g. Director of Education Consultation

The Daycare Coordinator will contact the Director of Education for guidance, support, and direction.

h. Follow-Up and Investigation

The Director of Education will determine appropriate next steps and ensure that all procedures are handled in a sensitive and appropriate manner. Staff will be kept informed as necessary.

Duty of Care

All staff have a responsibility to act in the best interest of the child. Concerns must be taken seriously, documented carefully, and handled with professionalism and confidentiality.

Policy Title: Safety Policies

Effective Date: September 2, 2026

It is Policy that the Center ensure the safety and well-being of the children, and act in accordance with recommendations from recognized health authorities.

Procedures for Sandy Bay First Nation Mini Learning Centre safety:

1) Emergency Evacuation

- a) Designated exits and the procedure for emergency evacuation are shown on evacuation plans throughout the centre.
- b) Designated exits are kept clear and free from obstructions at all times to allow for emergency evacuation.
- c) Emergency contact numbers are beside every telephone,
- d) Staff have assigned roles for when an emergency evacuation needs to take place,
- e) Daycare Coordinator calls the police or the fire department.
- f) The Daycare Coordinator takes the staff sign-in sheets, visitor sign in sheets, emergency folder, children sign in sheets and mobile phone to the designated spot, and
- g) Before heading to the designated meeting spot, staff will check all rooms of the centre, including laundry, staff room, kitchen and individual rooms and bathrooms.

2) Fire Drills

The Mini Learning Centre follows standard Fire Drill safety procedures as set out by the Sandy Bay First Nation Fire Chief and ensures evacuation floor plans and the procedure for evacuation are near the exits

- 1) Yearly checking of fire extinguishers and alarms
- 2) Exits are clearly marked
- 3) Monthly fire drills are conducted
- 4) Parents are sent a memo a day before a fire drill will be held.
- 5) Upon vacating the building, the sign-in sheet is checked against children in attendance.
- 6) Record these drills on the Emergency Evacuation Report form,
- 7) Post informational posters in appropriate locations around the center for all to see,
- 8) Staff participate in fire training to help reduce or prevent the outbreak of fire, including the use of fire equipment, preventative strategies, and emergency procedures.
- 9) Discuss safety issues with the children before, during and/or after a fire/evacuation drill within the program of activities,
- 10) Select, install, and maintain emergency equipment in accordance with legal responsibilities,
- 11) Organize regular and systematic safety inspections of all emergency equipment
- 12) Lock down Emergency Codes:
 - i) Yellow: ALL DOORS LOCKED – No one enters or exits the Centre
 - ii) Red: FULL LOCKDOWN – All individual doors within the Centre are closed
 - iii) See attached "IBMS Emergency Response Plan"

Storage of Substances

The Center aims to minimize the use of toxic and other potentially dangerous products and implement strategies to prevent child poisoning and keep them out of children's reach. It is the Centre's policy to use alternative products that are both non-toxic and environmentally friendly to reduce the risks to children.

Procedures:

- a) Keep chemicals in their original containers,
- b) Check that each chemical container has a label,
- c) Store chemicals in well ventilated areas, away from direct sunlight or other heat source, and away from sparks, flames, static electricity or other sources of ignition,
- d) Use only cleaning substances that are non-hazardous, non-toxic and biodegradable where possible,
- e) Provide other information to staff and parents about minimizing the use of toxic substances in the centre and the home,
- f) Receive training through staff meetings about the safe use of all chemicals used within the centre for hygiene purposes
- g) Secure the laundry area where the chemical products are stored is closed at all times
- h) Ensure chemicals used in the room are stored away from where children can reach

Excursions or Field Trips

The Center is committed to providing excursions that are well considered and planned, that provide meaningful experiences, and that ensure the health, safety, and well-being of children at all times.

It is policy that the Center enhances children's experiences. Field trips are taken from time to time. Parents are welcome to attend. Field trips are communicated or posted in advance.

Procedure for Excursion:

- 1) All plans for excursions are authorized by the Daycare Coordinator.
- 2) Parents/Guardians are given details about the excursion, including destination, objectives and outcomes, and what the child should bring in order to consider whether their child will participate.
- 3) All permission forms are kept together and handed to the Daycare Coordinator before the excursion.
- 4) All excursions meet regulations for adult/child ratios.
- 5) All Parents/Guardians need to sign and return the permission slip prior to the field trip.
- 6) Staff will mark children's attendance at specified times during the excursion.
- 7) Staff in charge of the excursion will carry a mobile phone with them during the time they are away from the centre.
- 8) The staff in charge will carry an emergency first aid kit.
- 9) A total head count is to be carried out by the staff in charge of the excursion at departure times and specified times during the day.

Note Any changes to this policy will be communicated to parent/guardian and staff verbally and in writing.*

Policy Title: Safety Policies**Effective Date: September 2, 2026**

It is Policy that the Center ensure the safety and well-being of the children, and act in accordance with recommendations from recognized health authorities.

Procedures for Sandy Bay First Nation Mini Learning Centre safety:**1) Emergency Evacuation**

- a) Designated exits and the procedure for emergency evacuation are shown on evacuation plans throughout the centre.
- b) Designated exits are kept clear and free from obstructions at all times to allow for emergency evacuation.
- c) Emergency contact numbers are beside every telephone,
- d) Staff have assigned roles for when an emergency evacuation needs to take place,
- e) Daycare Coordinator calls the police or the fire department.
- f) The Daycare Coordinator takes the staff sign-in sheets, visitor sign in sheets, emergency folder, children sign in sheets and mobile phone to the designated spot, and
- g) Before heading to the designated meeting spot, staff will check all rooms of the centre, including laundry, staff room, kitchen and individual rooms and bathrooms.

2) Fire Drills

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- 4) Parents are sent a memo a day before a fire drill will be held.
- 5) Upon vacating the building, the sign-in sheet is checked against children in attendance.
- 6) Record these drills on the Emergency Evacuation Report form,
- 7) Post informational posters in appropriate locations around the center for all to see,
- 8) Staff participate in fire training to help reduce or prevent the outbreak of fire, including the use of fire equipment, preventative strategies, and emergency procedures.
- 9) Discuss safety issues with the children before, during and/or after a fire/evacuation drill within the program of activities,
- 10) Select, install, and maintain emergency equipment in accordance with legal responsibilities,
- 11) Organize regular and systematic safety inspections of all emergency equipment
- 12) Lock down Emergency Codes:
 - i) Yellow: ALL DOORS LOCKED – No one enters or exits the Centre
 - ii) Red: FULL LOCKDOWN – All individual doors within the Centre are closed
 - iii) See attached "IBMS Emergency Response Plan"

- Invoices will be provided to the parent/guardian or care provider.

Outstanding Balances

Any individual who terminates services with an outstanding balance must:

- Establish a payment plan with the Daycare Coordinator
- Pay the outstanding amount in full by the last day of that month

Failure to adhere to the agreed payment plan will result in ineligibility for future childcare services at the Sandy Bay First Nation Mini Learning Centre.

AMENDMENTS OF THIS POLICY

1. No Chief or Council member will have the right to change, alter, or rescind any part of this policy unless authorized by a majority vote of the Band Council, at council meeting.
2. The sole power to amend, or repeal any part of this Policy rests with the Band Council and no amendments will be in effect unless it is approved by a majority of Council, at a Council meeting.
3. This revised policy will be in force and in effect on the date of adoption, at a Council meeting.
4. Any further amendments will be in force and in effect on the date of adoption.
5. This student handbook will be reviewed, revised and amended as the Sandy Bay Post-Secondary program deems it necessary.

At a duly convened meeting of the Sandy Bay Ojibway First Nation Council, this 2nd day of September, 2026, the MLC Policy was reviewed and revised and will be used hereafter as a guideline for the administration and delivery of the MLC Daycare Program for the Sandy Bay Ojibway First Nation.

Chief and Council reviewed and passed the following motion:

MOTION # 2026.09.02.04: Motion to accept and adopt the MLC Policy as indicated on Motion 2026.09.02.04.

This MLC Policy will be effective September 2nd 2026.

Moved by: Chief Trevor Prince
Seconded by: Councillor Michael Dumas
All in favor: Yes Carried.

Signed on the behalf of the SANDY BAY OJIBWAY FIRST NATION,



Chief & Councillor Trevor Prince



Councillor Michael Dumas



Councillor Randal Roulette



Councillor Jason Starr