

*Centre de la petite enfance de McGill*  
*McGill Child Care Centre*

**Parent Handbook**

Last Updated: 2018

## *Introduction*

The Centre de la Petite Enfance de McGill (CPE McGill) is a non-profit corporation with an operating permit from the Ministère de la Famille (MF). It has been in operation since March 13, 1973 and offers child care services to full-time McGill students, faculty and staff. There are a total of 110 children in the community, ranging in age from four months to five years.

This handbook serves as a quick reference guide for parents. **The Internal Rules document contains full detailed information that each parent must familiarize himself or herself with at [www.mcgill.ca/daycare](http://www.mcgill.ca/daycare).**

If there are any discrepancies between this handbook and the Internal Rules document, the Internal Rules will prevail.

## *Contact Us*

The main entrance is located at 3491 Peel Street, Montreal, QC H3A 1W7. We also have entrances at 3483, 3487 and 3495 Peel.

Email: [director.cpe@mail.mcgill.ca](mailto:director.cpe@mail.mcgill.ca) and [assistantdirector.cpe@mail.mcgill.ca](mailto:assistantdirector.cpe@mail.mcgill.ca)

Phone: (514) 398-6943 Listen for the prompt to reach the appropriate person.

### Emergency Phone:

Director's Mobile: (514) 710-7941

Assistant Director's Mobile: (514) 226-2858

Campus Security: (514) 398-4556 non- emergency

(514) 398-3000 emergency

911 in any situation requiring police, fire or ambulance attention.

## *Staff*

The educators are qualified in the field of Early Childhood Education. They are experienced in working with young children, and each member of the teaching staff holds an updated first aid certificate and police background verification. Through their combined effort and individual skills and talents, they strive to create a caring and engaging atmosphere that fosters learning, creativity, confidence, and respect. The educators are responsible for the preparation and implementation of a well-balanced program of activities based on the developmental level, interests and needs of the children in their care. Open communication with parents is valued.

The Staff of the Childcare Centre consists of:

- ▶ 17 full-time educators
- ▶ Part-time assistant educators are an integral part of our staff.
- ▶ Kitchen Attendant
- ▶ Executive Director
- ▶ Assistant Director

As a teaching facility, CPE McGill welcomes students and volunteers to each classroom each semester.

## *Groups*

The groups are established based on the age & developmental needs of the child. Efforts are made to maintain consistency within the groups; children are kept together with familiar friends whenever possible. The educators' expertise and experience are valued and their recommendations are essential to this process. The Groupings will be drafted by the Executive Director and the Assistant Director in collaboration with the educators at the April staff meeting.

- Children will progress, according to chronological age and availability of space with some of their peers except in extraordinary circumstances as recommended by the educator.
- Any particular recommendations will be discussed between the educator and the parents and reviewed and approved by the Assistant Director and the Executive Director of the Centre.
- There will be no more than a 12 month age difference from the youngest to the oldest child to enable an age appropriate program for each child. The educators in the classroom subject to any deviation from this policy shall be consulted on any changes brought on by exceptional circumstances.
- Any request from parents for special placements are to be done in writing to the Executive Director without exception, outlining the reasons for the request.

First Milestones:      10 children/2educators + 1 part-time assistant  
Ages between 4 months & 17 months in September

Little Discoverers:    10 children/2 educators + 1 part-time assistant  
Ages between 4 months and 17 months in September

Curiosity                10 children/2 educators

Stepping Stones:      12 children/2 educators

Adventurers            19 children/3 educators

Explorers                14 children/2 educators

Creative Crew          17 children/2 educators

Team Players          18 children/2 educators

### ***Opening Hours***

The centre is open from 7:00 a.m. to 6:00 p.m.

### ***Late Pick Up***

The centre closes its doors at 6:00 p.m. If a child remains in the Centre after 6:00 PM, the child will be picked up in the classroom nearest the 3491 Peel entrance. The parent and the educator will be required to sign a late registry where the departure time is to be indicated. In the event that there is a disagreement in accuracy of time, the daycare digital clock located in the main entry of 3491 Peel, will prevail.

### ***Alternate Pick-up Person***

If someone other than the usual person is authorized to pick up the child, the centre must be advised in writing. A child will not be released to anyone without prior written consent from the custodial parent or guardian.

### ***Impairment***

If the CPE employee believes the individual picking up a child to be impaired (to be under the influence of a drug or alcohol such that the individual's motor senses (sight, hearing, balance, reaction, reflex) or judgment either are or may be presumed to be affected) the child will not be released to him/her. The employee will call someone who is on file as authorized to pick up the child OR the police will be contacted as a final alternative.

### ***Information Changes/Updates***

The administration must be advised of any changes in address, phone numbers, e-mail addresses, health, pick-up or emergency information for your child. It is imperative that these changes be communicated to us as soon as they are in effect.

### ***E-mail***

In keeping with McGill University's sustainability policy, we try to do our part to reduce the use of paper. Correspondence between the administration and the parent community is done primarily through e-mail. Classroom bulletins and newsletters are distributed electronically. Please check your in-box regularly.

### ***Fees***

The fees are set according to the Reduced Contribution Program determined by the MF. Fees are due the first day of each month payable by preauthorized payment. There will be a \$20.00 fee for any NSF payment.

### ***Extended Day***

The reduced contribution program covers a maximum of 10 hours of childcare services. An automatic surcharge of \$5 will be applied for services exceeding 10 hours within the operating hours of 7:00 to 6:00.

### ***Absences***

If your child is to be absent, please advise the centre.

If your child develops any contagious illness, please inform the Centre as soon as possible

A one-page health protocol summary is included in the registration package. The complete and detailed health protocol is an integral part of the Internal Rules document.

### ***Closures***

The centre is closed according to the McGill calendar to a maximum of 13 days. There is one annual pedagogical day in March and one annual preparation day in August where services are provided by replacement staff as required. The calendar will be distributed in September of each year.

### ***Emergency Closures***

In circumstances where safety and security are at risk, the Executive Director will consult with the President of the Board of Directors to determine if closure is necessary. The decision is to be made by 6:30 A.M. whenever possible. If we are required to close the centre once the day is in progress, parents will be notified by email or telephone.

In the event of an emergency closure, we will communicate the information to the CPE McGill community by:

- Email message to families and staff
- Outgoing message on the daycare answering machine (514) 398-6943
- Storm Watch: CJAD 800 AM

### ***Educational Program***

The focus of the Educational Program is on enhancing each child's social, emotional, physical, language and cognitive development. It is important that each child develop a positive self-image and confidence that will be a foundation for his/her life. Through the use of age-appropriate materials and equipment, qualified early childhood educators guide and support the children as they explore and participate in planned activities. Such activities are developed by the educators with the interests and needs of the children in mind.

### ***Guidance Approach***

The emphasis of our guidance approach is to help the children to manage their own behaviour within a social context, to consider others and to learn appropriate approaches to resolving conflicts.

This is done by:

- Modeling appropriate, respectful behaviour
- Providing clear, age appropriate guidelines for expected behaviors (what to do, rather than what not to do)
- Offering genuine praise and positive reinforcement when appropriate behaviors are observed.

### ***Parental Involvement***

Parents play an important role in the McGill Childcare Centre. They are central to the success of our program, especially with respect to activities where adult presence is required for safety considerations such as field trips. Without parents, the swimming program could not function, nor could other exciting events such as visits to the Planetarium, Botanical Gardens, etc. In addition, throughout the year parental involvement is often required for smaller internal needs and events. For example, parents are called upon to help with the big annual clean-up of the yard and the storage shed. Some classes have daily tasks in the classroom that benefit from parental involvement, such as for small repairs or watering plants.

At the beginning of each new academic year, parents should consider their availability and ways in which they can contribute to the community spirit. By seeing their parents' involvement, children will feel confident that they are in a secure and nurturing environment. The childcare experience will be enhanced by greater integration of the whole family into the program.

### ***Board of Directors***

The Board of Directors is the legal governing body of the Childcare Centre. It is made up of the 7 parents, 1 staff member and 1 community member. A new Board is elected by the general membership through elections held in June of each year. Board meetings take place quarterly.

### ***Committees***

CPE McGill is a warm and vibrant community. It is so, because of the dedication, commitment and collaborative participation of parents and staff. Serving on a committee is one way in which you can contribute to this wonderful environment that enriches our collective lives and ultimately serves the children in our care.

The following is a list of standing committees and their mandates. Please be reminded that you must be a member of CPE McGill, having paid the annual membership fee, to be eligible to participate on a committee.

#### Health, Safety and Nutrition Committee

This committee is a forum where health, safety and nutrition issues may be identified, discussed and ultimately resolved. The goal is to help reduce the risk of injury and illness, to discuss relevant issues pertaining to healthy eating habits and activity levels, as well as to ensure that health and safety standards continue to be met at the daycare. (Max of 8 members)

### Research Committee; ad-hoc

The Research Committee oversees and approves research projects involving the children at the daycare. The research is evaluated at several levels; first by the McGill ethics committee, then our committee determines if it is appropriate for and if it will benefit our community. Finally, parents are asked for consent if a study is to take place in the child's classroom.

The workload is minimal and all business is conducted electronically. Most proposals to be reviewed are simple, observation-based studies. Please let Manuel know if you would be willing to participate on the Research Committee. (Max of 5 members)

### Community Committee

The Community Committee is mandated to organize and coordinate different activities throughout the year, including staff appreciation week, orientation, year-end picnic, coffee socials and parent workshops. We also coordinate housekeeping tasks such as minor repairs and the spring clean-up and organization of the playground shed. This is an excellent occasion to work together to contribute to the daycare community. A maximum of 8 participants is suggested to facilitate scheduling of meetings and to coordinate various events. We will reach out for more participation for specific events when needed.

### Fundraising Committee

The Fundraising Committee is mandated to plan, coordinate and implement various fundraising initiatives each year in support of the Centre's mission as a not-for-profit, charitable organization. The goals and objectives are determined in accordance with the needs of the community from year to year. (Max 8 members)

### Communication Committee

The Communication Committee is mandated to facilitate communication between the board of directors and the CPE McGill community and to support positive and efficient communication within the general daycare community. This may take the form of preparing periodic news bulletins, conducting surveys and overseeing the maintenance and updates of the Centre's website. (Max 8 members)

### Ad Hoc Committees

Many other projects have been accomplished by ad hoc committees. The committees set up by the Board of Directors have temporary mandates to work on specific issues.

## ***Membership Fees***

The annual membership fee is \$25.00 per family.

### ***Special Needs Policy***

Inclusion of children with special needs is supported. Government subsidies are available for the inclusion of children with special needs, to be determined on an individual basis. The physical premises are not wheelchair accessible.

### ***Appropriate Dress***

Children must be dressed in clothes suitable for active play, including appropriate footwear for running and outdoor play.

Outdoor play is part of the daily routine; children must have outerwear suitable for the various seasons and temperatures. (rainwear in spring, snow suit etc. in winter, sun hat in summer)

A complete extra set of clothing is to be kept at the daycare to allow for a change if it is necessary.

### ***Lunch and Snacks***

The centre provides a well-balanced and nutritious lunch and two snacks per day through a designated catering service. Menus are developed in accordance with the Canada Food Guide; a copy is e-mailed to parents each month.

*Nut-free:* While the Centre cannot guarantee a completely peanut/ nut free environment, every effort is made to ensure that we do not have products that contain, may contain or have been in contact with nuts. All menu items served by the caterer meet these conditions and are prepared in a peanut/ nut free environment.

Staff, parents, students, volunteers and visitors must be extremely vigilant when bringing food items to be eaten on the premises. Food items other than those provided by the caterer must be in a container detailing the ingredients. An exception to this requirement is when the food items are brought exclusively for the adult's personal use, such as the educators' lunch.

### ***Nutrition Policy***

In general, children are encouraged to develop healthy eating habits and to try a variety of foods. The adults in the presence of the children model healthy nutrition habits. Certain foods are not permitted including candy, gum, chips, popcorn (choking hazard) and fast food items.

### ***Food Allergies***

Please see the Complete Nutrition Policy regarding the safe management of food allergies.

### ***Birthdays***

It is a tradition to celebrate children's birthdays in their classroom to mark the special occasion. Birthday celebrations are particular in that there are potentially 110 occasions where the

application of the nutrition and food allergy policy is administratively too demanding to safely manage. For this reason, parents must choose from one of the following 3 options, in accordance with our no-nut policy:

1. Parent can provide any Chapman's frozen dessert
2. Parent can provide fresh fruit
3. Parent can place an order for individual cupcakes through the daycare (supplied by Mr. Cupcakes, \$2.50/cupcake).

Please consult with the educators to schedule the date and time of your child's birthday celebration.

### ***Other Celebrations***

Potluck lunches and other festivities are planned as an opportunity for parents, staff and children to get to know each other. Examples of these may include Winter Festival (mid-December), a variety of holiday and cultural celebrations and year-end parties. Please share your traditions and holiday festivities with your child's educator so that special times can be shared and enjoyed.

### ***Special Activities***

CPE McGill may offer additional, special activities within the program including skating, swimming and various fieldtrips. A separate service contract will be provided for any activity that has a fee.

### ***Security***

Access to the Centre is controlled with access cards. When dropping off or picking up your child, please be sure that the educator has taken note of his/her arrival or departure.

Please be sure that no one follows you into the centre as you enter, unless the person is known to you.

Centre visits are done by appointment only for potential parent users who have been contacted about an available spot.

### ***Parking***

There is a fifteen- minute drop-off zone directly in front of the Centre on Peel Street. Please be sure to respect the time, to ensure the privilege benefits everyone and to avoid a parking ticket.

Parking is permitted behind the daycare centre, for a maximum of 15 minutes. Leave your hazard lights on so McGill security will know you are a daycare parent.

Please note that the alley on the north side of the Centre is private and is not to be used or blocked at any time.

The daycare is not responsible for any parking tickets that parents may receive.

### ***Smoking/Vaping***

The Centre is a smoke-free environment. Smoking is prohibited in the buildings, in the yard, and on fieldtrips. The usual non-smoking regulations of McGill University apply to the daycare premises and surrounding areas.

### ***Responsibility for Supervision of Children while at McGill Child Care Centre***

The yard is supervised by daycare personnel at various times during the opening hours of the centre. Please note that children on the premises before or after these times are not supervised. CPE McGill is not legally responsible for those using the playground when it is not supervised by daycare personnel.

It is the duty of each educator and administrator to take the proper means in order to guide children's behaviour appropriately at the Centre for the children once they have been left in our care. Only CPE McGill employees have the authority and responsibility to address guidance/conflict issues. At no time are parents and non-staff permitted to intervene with a child who is not their own.