

Rules & Regulations

9267-5537 QUEBEC INC.
("Les Premier Pas" Daycare)

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Table of Contents

1) Introduction

- 1.1 Interpretation of terms
- 1.2 Our mission
- 1.3 Our values and ethical principles
- 1.4 Our philosophy and objectives

2) Administrative Functions

- 2.1 Conditions for admission
- 2.2 Management of waiting lists
- 2.3 Opening a file
- 2.4 Application procedure
- 2.5 Materials required from parents
- 2.6 Fees
- 2.7 Absences
- 2.8 Late Fees
- 2.9 Receipts
- 2.10 Hours of operation
- 2.11 Arrival and departure of children
- 2.12 Vacations and holidays
- 2.13 Termination of contracts by the administration
- 2.14 Termination of contract by the parent
- 2.15 Procedure for and resolution of complaints

3) Description of Daycare Operation and Daily Activities

- 3.1 General Objectives
- 3.2 Educational Program
- 3.3 Planned Educational Activities

3.4 Daily Activity Schedule

3.5 Educational Outings

3.6 Parent Involvement and Participation

4) Meals and Nutrition

4.1 Lunches and snacks

4.2 Allergies and other food restrictions

5) Health and Security

5.1 Illnesses and accidents

5.2 Administration of medications

5.3 Protocol for fevers

5.4 General security and safety

5.5 Transportation safety for children

6) Parental Committee

1) Introduction

1.1 Interpretation of terms

The use of the terms *parent* and *child* in the singular may in relevant cases signify *parents* and *children*. For the ease of reading and consistency, male pronouns are employed throughout this document. Furthermore, note that the term *parent* may designate a parent, guardian assuming parental authority, or any authorized consumer who has signed a contract with the educational daycare Les Premiers Pas. Any and all regulations stipulated by *the Ministère de la Famille et des Aînés* preempt and supersede the regulations of the daycare. The rules and regulations of the daycare have been established with respect to Ministry regulations as of 2012.

1.2 Our Mission

The educational daycare 'Les premiers pas' is a private daycare offering a quality caring service to all children of preschool age. Our goal is to promote the holistic and positive development of children.

In the interest of fulfilling our mission, we aim to:

- Employ proper parenting skills in the daycare
- Work in harmony as a team towards positive results
- Show care and consideration for children, parents and each member of the organization
- Always be mindful that our primary interest is the well-being of the children

We propose to develop:

- Several dynamic and social activities to foster a sense of marvel and wonder in children
- A work environment in which each employee can thrive and apply themselves
- A creative and ambitious vision through a combined team effort

1.3 Our values and ethical principles

We believe in:

- Respect
- Love, sharing and friendship
- Communication and understanding
- Fulfilling one's individual responsibilities
- Enthusiasm

1.4 Our philosophy and objectives

Here at the daycare "Les premiers pas", we believe that the best means to provide a satisfying and full life for a child is to consider that child, from their birth, as an unique individual deserving of respect and compassion.

Our objective is to help each child develop; to provide them with the means to become individuals of strong, positive character; to foster in them a positive self-image and a positive outlook on others. We feel that it is to teach children rules and morals, which they can absorb, adopt and apply. Our definition of positive development can be summarized as: "I respect myself and I respect those around me."

Our daycare facilitates the education of children from a range of ages, in predetermined groups. This educational context is advantageous for children as well as parents, who can leave older and younger children in our care.

With respect to children, the composition of the groups can be beneficial for learning and development. We envision that younger children can set examples for one another while counting on the help of older children. In this way, older children will develop a sense of responsibility and maturity that will reinforce their self-esteem. Furthermore, diverse groups of children of different ages facilitate a more dynamic social environment.

2) Administrative Functions

2.1 Conditions for admission

"Les premiers pas" Daycare will accept a child aged less than 5 years as of September 30th of the year in which admission is sought. We offer full-time daycare services (5 days per week). To ensure the safety of the children, we will not admit any child into the daycare on days that were not strictly stipulated in his corresponding contract, by his parents or guardians.

2.2 Management of waiting lists

The priority sequence of the waiting list:

- A sibling of any child already attending the daycare (either full time or part time)
- Subsequently, the list operates on a first-come, first serve basis.

Regulations:

- A request to be placed on the waiting list can only be accepted when made on behalf of children already born.
- The parent or guardian making the request must fill out and sign an application
- Once the groups have been made, during the August session, the waiting list will be updated frequently.
- In the event that a place becomes available for a new child to be admitted, the parents of the child on the waiting list will be contacted via phone or e-mail, subject to the aforementioned priority sequence.

2.3 Opening a file

Any child cannot be admitted into the daycare unless all the following documents have been submitted to the administration:

- Signed and dated registration form
- A record of the child's medical file (signed and dated)—note that all questions must be answered to ensure the child's safety
- Exact copies of the child's original birth certificate (from the Quebec government if the child was born in Quebec; if not an equivalent certificate from the place of birth)
- Exact copies of the original birth certificate/passport/proof of residency of one parent or guardian
- A recent photo of the child (obligatory)
- A recent photo of the child with the parents or guardians who will be picking them up from the daycare (optional)
- Federal and provincial tax forms for daycare services (signed and dated)

2.4 Application procedure

When registering, we strongly advise parents to visit the daycare location with their child to become familiar with the area and the staff.

Upon registering their child, parents or guardians must complete the registration file and sign the necessary authorization forms.

The directions given in and contents of the child's file are confidential. They will not be revealed or communicated to any person, in writing or verbally, who has not been given express authority by the child's legal guardian or parent or who himself is not the legal guardian or parent (Article 22, *loi sur les services de garde de l'enfance*)

The parent is responsible for notifying the director of the daycare or another daycare manager of any changes in the child's file (change of address, status, telephone, etc.)

If at any time the child is permanently removed from the daycare, his file will be handed over to his parent or guardian, as stipulated by the laws on daycare services (Article 98, *règlements des CPE*).

2.5 Materials required from parents

The following items are necessary for the care and well-being of the child:

- Disposable nappies or diapers
- Bottle warmer and formula milk (as needed)
- Moist napkins or wipes
- Zinc oxide paste for children with disposable nappies
- Preferred stuffed animal for nap time

- Pacifiers must be kept in a plastic Ziploc bag in the child's locker and used only during naps, at the request of parents
- One complete change of clothes
- One pair of non-skid indoor shoes (preferably Velcro flap shoes)
- One pair of outdoor shoes
- Tempra and Children's Tylenol (authorization form must be signed by parents beforehand)

Specific to summer months:

- Sunscreen or sunblock (without PABA)
- A towel or napkin
- A sun hat

Specific to winter months:

- A second pair of mittens
- A second pair of socks
- A hat
- Jacket, snow pants and winter boots adequate for outdoors and Quebec winter temperatures

All items belonging to the child, including jackets and hats, must be identified with the child's name. The "Les premiers pas" Daycare is not responsible for lost items.

2.6 Fees

For a group of children 18 months and older: **45.00\$/day**

For a group of infants: **48.00\$/day**

The amounts listed above grant access to all daycare services for a maximum of 10 (ten) hours per day, including snacks and one full meal.

A journal will be provided to all children, which will be given to the parent at the end of the year.

In the interest of better organization of the groups and for daycare staff, please notify administration of any absence at the earliest possible convenience.

2.7 Absences

As per regulations, the parent must adhere to the agreed frequency of daycare visits (number of days per week), and must comply with resulting fees. The "Les premier pas" Daycare will not reimburse nor credit any absence.

2.8 Late Fees

Parents who pick up their child after closing hours (daily at 18h00 or 6:00 PM) during the week will be subject to a late fee at the rate of 1\$ (one dollar) per minute. If lateness becomes frequent, the child maybe suspended from daycare services for up to 3 (three) days, or in certain cases the contract may be terminated altogether.

The daycare administration will keep a detailed record of all late pick-ups, including the date and time of arrival. This record must be signed by the parent and by the on-duty staff member, following which a notice of late fees will be sent to the parent.

2.9 Receipts

For tax return purposes, the daycare will provide parents a receipt comprising the total fees paid (from January to December of the preceding year) by February 28th at the latest each year. This receipt must be submitted along with your tax declaration forms.

2.10 Hours of operation

The daycare operating hours are:

Monday to Friday: 7:00AM (7h30) to 6:00PM (18h00)

Saturday and Sunday: based on demand

The child must be accompanied by an adult upon arrival. Parents must remove jackets, hats, etc. upon arrival of the child and dress their child when leaving. Each child will have a personal locker where spare clothes and outerwear and other items may be stored.

If another individual other than the parent of the child is picking the child up from the daycare, the daycare staff must be notified that morning. If notification is not provided, the daycare staff is obliged to prevent the child from leaving with any person other than his parent. Furthermore, the daycare staff are not permitted to allow the child to leave with a sibling aged 14 (fourteen) years or less, unless authorized in writing by the parent.

In the interest of respecting the nap-time of other children, the daycare requests that children not be brought into or picked up from the daycare during the hours of 1PM to 3PM.

2.11 Arrival and departure of children

- The activities planned for the day begin around 9AM. Therefore it is important that the child arrives at the daycare before this time.
- It is very important that parents sign-in at the front desk upon arrival and departure with their child.
- During mornings, it is important to inform the daycare staff responsible for your child about any particularities for that day (restrictions due to religious holidays, early departure, etc.)
- When picking your child up from the daycare, please take care to sign out for the day and to speak with the daycare teachers about your child's progress and the day's activities.

2.12 Vacations and holidays

Paid holidays (these days must be paid for by parents who have a child attending the daycare) are listed below. The daycare will be closed on these days:

- New Years Day (January 1st)
- Easter (March)
- Victoria Day (May)
- Jean-Baptist Day (June 24th)
- Canada Day (July 1st)
- Labor Day (September)
- Thanksgiving (October)
- Christmas Day (December 25th)

2.13 Termination of contract by the administration

If a child has severe problems related to discipline or adapting to the daycare environment, the daycare administrators will discuss with parents all means of

helping the child more appropriately (for example, seeking professional assistance or special education). If the situation has not improved, after consulting with parents the administration may request parents to remove their child from the daycare. In such cases the protocol to be followed is described below.

For any child who begins attending the daycare, daycare administrators and staff will observe the child for a period of 4 (four) weeks to determine if the child is responding well to the daycare environment. If for any reason the administration or staff feels that the child is unable to adapt, the following protocol has been outlined:

- A) The administration will set-up an initial meeting with the parent to discuss the issue in detail and develop a plan of action. A written notice regarding the situation will be given to the parent.
- B) Following the initial meeting with the parent, administrators and staff will once again observe the child for another 2 (two) weeks. There will be another meeting with parents to assess the progress of the child. If the situation has been resolved or the child is well adapted in the daycare, a report will be written and provided to the parents. If not, a second notice will be given to the parents.
- C) Following the second notice, if the situation improves the child will be allowed to remain at the daycare with only a note in his file.
- D) If the situation still has not improved to the detriment of other children, the administration will have no option but to issue a notice to the parent to remove their child from the daycare at a specified date.

In cases where the initial 4-week period has passed and unacceptable or unmanageable behavior arises thereafter, the above mentioned protocol will be followed (starting from B).

Unacceptable Behaviors

We have listed here examples of unacceptable behavior. This is not an exhaustive list.

- Physical aggressiveness: hitting, shoving, etc.
- Verbal aggressiveness: abusive or hateful language
- Neglecting safety and rules: throwing items which may hurt other children, disobeying daycare staff, running away or leaving the group without permission, etc.
- Vandalism: damaging or breaking toys or daycare property

After having met with parents (and specialists if necessary), a plan of intervention will be developed to guide daycare staff and teachers in their daily activities. All relevant parties will refer to this plan to assess the progress of the child and to determine what steps remain to be taken to achieve the planned objectives.

The administration will provide parents with at least 2 (two) weeks notice in writing regarding termination of contracts.

2.14 Termination of contract by the parent

As stipulated by consumer protection laws, if the contract is terminated *before* the agreed start date, the service provider (in this case, Les "premiers pas" Daycare) may not impose any fees or penalty on the parent. In the event that a contract is terminated by the parent *after* the child has begun attending the daycare, then the daycare will be entitled to a sum not exceeding the total value of services rendered (i.e. days spent at the daycare) since the beginning of the contract.

Any parent wishing to remove their child from the daycare must notify the administration at least 2 (two) weeks in advance of the planned date of departure. Without such notice, the daycare reserves the right to be remunerated for these two weeks even if the child has been removed from the day care earlier.

2.15 Procedure for and resolution of complaints

All individuals may issue a complaint to the daycare to:

- a) Highlight an event, fact, or situation that, in the view of the parent or individual, contravenes the regulations of the daycare or the law regarding daycare services; or to highlighting an event, fact or situation that, in the view of the parent or individual, threatens or jeopardizes the health, security or well-being of the child in question.
- b) To highlight a concern that any member of the daycare staff or administration has not fulfilled their obligations as stated in this document, as stated by the law; or to highlight a concern that daycare staff or administration have not acted in an equitable and just manner.

All individuals may issue a complaint to the *Ministère de la famille et des aînés*:

- a) When they have reason to believe that the daycare has failed in any respect concerning its legal obligations or has contravened the laws of the Ministère regarding daycare service provision.

Person responsible for receiving complaints:

The daycare assures parents that a member of daycare administration or staff will be available to receive complaints during the working hours of the daycare. We advise parents to speak directly with the daycare manager.

Handling of complaints:

The daycare manager resolves to treat all complaints with diligence and promises to follow-up on concerns. To assist in this, those issuing complaints are permitted to expose the nature of their concern, producing any evidence or witnesses if necessary. The daycare manager will provide directions where necessary; point the plaintiff to the right authority or organization if relevant; ascertain the validity, or lack thereof, of the complaint with respect to all concerned parties.

Issuing a complaint:

Any concerned individual can issue a complaint verbally or in writing. This may be done anonymously. However, the daycare administration requests those issuing complaints to indeed identify themselves as this may expedite the resolution of the concern. The administration guarantees that communication between the concerned party and the manager will remain confidential, as will his identity. For each complaint received, administration will open a specific file in which all notes, correspondence and evidence will be documented.

For written complaints, the administration will send an acknowledgment of receipt if the plaintiff includes his name and address. If the manager is away for less than 24 hours, the assistant manager will set up a meeting between the concerned individual and the manager at a later time and place during the day.

However, if the concern is deemed to be urgent, whoever receives the complaint will endeavor to bring it to the attention of those most able to resolve the situation, as soon as possible.

Evaluating and resolving complaints:

Upon receipt of a complaint, the daycare manager will first determine the nature and details of the situation in order to determine the best course of action. As such, a manager's written report on the issue will always be included in the plaintiff's file. If in any case the complaint lies outside the jurisdiction or means of "Les premiers pas" Daycare, the administration will refer the plaintiff to the organization or person with relevant authority.

If the complaint or concern relates in any way to an abuse, a mistreatment, an act of aggression or any other act of similar nature suffered by a child, the daycare manager is obliged to immediately notify the *Centre de protection de l'enfance et de la jeunesse* (Child Protection Services). At such time as representatives from this organization are present, the administration will offer their full support and cooperation.

Follow-up:

The daycare staff and administration must ensure that whatever events or situations precipitated the complaint are rectified and not repeated.

Records:

All complaint files, including related documents and follow-up reports, are confidential and retained by the daycare administration.

3) Description of Daycare Operation and Daily Activities

3.1 General Objectives

The daycare seeks to implement the program of child education proposed by the *Ministère de la Famille et des Aînés*, while respecting certain differences in approach and protocol.

During their stay at the daycare, while encountering different environments in learning, meal time, resting and play time, the daycare will help children develop good habits, attitudes and manners, and will encourage values such as autonomy, creativity, effort, mutual respect, and teamwork.

The education program is created with the goal of:

Fostering the global development of the child

- The program places greater emphasis on the process of development rather than the simple acquisition of certain habits or the producing of results. It is crucial that every child develops their unique way of interacting with their environment in a constructive manner.

Fostering physical and motor skills

- The program also allows children to gradually become more autonomous with respect to their physical needs such as eating, dressing themselves and entertainment. The program also allows children to develop a sense of their surroundings and become more mobile within those surroundings.

Fostering intellectual skills

- The program aims to help children understand the relationship between objects and events, cause and effect and to help children develop their thoughts, reasoning and problem solving strategies. Furthermore, when faced with a problem, the program aims to help children observe, formulate hypotheses, ask questions, experiment, and draw conclusions.

Fostering language skills

- The program is committed to stimulating all forms of linguistic expression: artistic expression, body language, oral communication and basic forms of written communication.

Developing social and moral awareness

- Additionally, the educational program at "Les premiers pas" Daycare wishes to become an environment in which children develop confidence, self-esteem, and a sense of self-worth while completing tasks and becoming aware of his own capacities.

3.2 Education Program

"Les premiers pas" Daycare favors an educational model that is interactive, in which the teacher and child are partners in the progress of the latter. The teacher will guide the child in his experiences, explorations and lessons, always mindful of the three major aims (in keeping with the goals of the *Ministère de la famille et des aînés*): preservation of well-being, health and safety; to ensure an environment in which the child can develop in all respects, from birth until such

time as they enter school; and finally to prevent any and all difficulties relating to learning, behavior or social integration later in life.

The daycare administration intend to develop a program of activities pursuant to the above mentioned aims so that the child may develop in all dimensions including social, cognitive, moral, linguistic, physical and motor. In addition, these activities will help the child adapt to collective living and harmonious coexistence.

The activities offered enshrine and uphold five basic principles of daycare services:

- **Every child is unique**
- **The child is the primary factor in his own development**
- **The development of the child is an integrative and global process**
- **Children learn through games**
- **Cooperation and collaboration between the administration, staff, and parents is essential to the child's development**

Our personnel believe that given that each child is unique; their education must also be adapted to their personality. We believe that it is essential to provide the child with the liberty and freedom to explore their choices and imagination during the learning process. The child himself is the principal actor in his development, while the role of daycare educators is to guide and accompany the child in this endeavor. Children learn through games and for this reason we endeavor to make all activities playful. Finally, in the interest of the child, we believe that it is important to develop a harmonious relationship between the administration, teachers and parents—parents are, after all, the primary child educators. Through dialogue and the keeping of journals and records, we hope to achieve this goal as well.

The daycare proposes the following activities grouped according to five themes:

- **Physical Activities:** with the goal of developing motor skills, activities such as dance, sports, running, gymnastics
- **Linguistic Activities:** with the goal of improving comprehension and oral expression, activities such as interaction with other children, singing, reading, listening and storytelling
- **Cognitive Activities:** with the goal of intellectual development of the child, activities such as do-it-yourself building, sorting, assembly, puzzles, memory games, etc.
- **Social and Moral Activities:** with the goal of gradual social development and integration, activities that promote cooperation with peers and that help to develop a sense of right and wrong in various circumstances.
- Special Activities: thematic outings or workshops.

3.3 Planned Educational Activities

Based on the needs of the age groups, various types of activities will be planned, performed and modified. The following activities, subject to a daily schedule, are envisioned for the children each day:

- The Circle: based on weekly themes, a gathering in which activities will be question-and-answer types, sing-along, music, and nursery rhymes.
- Morning Exercise: physical activities that also test memory such as mimicking movements, rhythmic movement, singing and dancing.
- Exercises pertaining to writing, simple math, recognizing colors and shapes, classifying and comparing spatial relationships through the use of toys, reading books, alphabet and number cards, memory cards, and paper/blackboard use based on the age of the child.

- Activities relating to art, drawing, coloring, painting and building
- Vigorous physical activities such as jumping, balancing, sliding, sports in the gym court or in the daycare area
- Language activities such as storytelling, listening to stories, educational videos, puppet shows, memory games, games of expression and communication
- Musical activities such as playing and experimenting with instruments
- Relaxation: periods of relaxation such as after-lunch naps, drawing or looking at picture books while listening to light music.
- Free access to educational games such as puzzles, LEGO blocks (age-appropriate) etc.

3.4 Daily Activity Schedule

	Age 2	Age 3	Age 4
7:00-8:00	Welcome	Welcome	Welcome
8:00-8:30	Free time	Free time	Free time
8:30-9:00	The Circle	The Circle	The Circle
9:00-9:15	Morning Exercise	Morning Exercise	Morning Exercise
9:15-9:30	Snack	Snack	Snack
9:30-10:00	Outdoor recreation	Basic math	Basic math
10:00-10:15	Outdoor recreation	Fairy tales	Visual arts
10:15-10:30	Basic math	Outdoor recreation	Visual arts
10:30-10:45	Visual arts	Outdoor recreation	Fairy tales
10:45-11:00	Visual arts	Visual arts	Outdoor recreation
11:00-11:15	Fairy tales	Visual arts	Outdoor recreation
11:15-11:30	Washing hands	Washing hands	Washing hands
11:30-12:00	Lunch	Lunch	Lunch
12:00-12:30	Lunch	Lunch	Lunch
12:30-2:30	Naptime	Naptime	Naptime
2:30-3:00	Colors and Shapes	Colors and Shapes	Colors and Shapes
3:00-3:15	Snack	Snack	Snack
3:15-4:30	Free time	Free time	Free time
4:30-6:00	Table Games Drawing/Reading	Table Games Drawing/Reading	Table Games Drawing/Reading

3.5 Educational Outings

Outings will depend on the season and weather. The goal of these outings will be to expand the horizons of the children, their curiosity and their knowledge. It is important to respect the rhythm and pace of development and each child's

individual needs. The outings are based on the age groups. Supervision is increased for all outings, which require motorized transportation.

Parents will be notified in advance when there is a planned outing and will be required to give their written authorization—no outing is obligatory, and is at the discretion of each child’s parent. Depending on the nature of the outing, a financial contribution from the parent may be required (planetarium or Biodôme visit, etc.)

3.6 Parent Involvement and Participation

The daycare is open to parents at all times. That being said, their cooperation is needed to avoid any disturbance in the schedule due to frequent visits. If parents wish to join in during lunch or for any other activity during the day, it would be advisable to communicate with the daycare administration to better plan those events.

Other forms of participation:

- Meetings between the parent and daycare administration and staff
- Via the Parental Committee
- Joining in an outing
- Special occasions (birthday, etc.)
- Information sessions

4) Meals and Nutrition

4.1 Lunches and snacks

A hot and balanced meal is served at noon. The caterer is selected by the administration and the menus are evaluated in the spring and in the fall. Menus

are established by respecting the Canadian Food Guide. Menus will be made visible at the daycare entrance. Each day, two nutritious snacks will be served, accompanied by juice, milk or mineral water (at 915AM and at 3PM). For infants requiring alternative meal arrangements, parents must bring milk and baby food as necessary.

The daycare does not provide breakfast—if for any reason the child arrives early (before 8AM), the parent must bring a snack or something for the child to eat which the daycare staff can then serve (muffins, fruits, etc.). For the purpose of safety of other children, these food items should not contain any nuts, even in trace amounts.

It is prohibited for children to bring candy, chips or chewing gum into the daycare.

4.2 Allergies and other food restrictions

It is the responsibility of the parent to notify the daycare administration if their child has any allergies. Pursuant to this, the administration must be made aware of the nature of the allergy, symptoms, prevention of exposure, and any medications to alleviate an allergic attack. It is preferable that these directions and information be confirmed by a doctor.

The daycare administration will also take steps to ensure that the menu and snacks are free of most common allergens. However, if a child has a particular diet that restricts what they can eat beyond the precautions already taken, parents are asked to notify the administration such that they may make necessary arrangements with the caterers.

5) Health and Security

5.1 Illnesses and accidents

Parents should not bring their child to the daycare if they are suffering with fever, chicken pox (or similar contagious skin conditions), diarrhea, or vomiting. If these symptoms manifest themselves during the day, the daycare staff and administration will communicate with parents so that they may collect their children immediately. Children who fall ill cannot be re-admitted to the daycare until at least 24 hours *after* symptoms have completely disappeared.

In the event that the parent cannot be reached, daycare staff and administration will take all precautions and care to perform first aid duties for the child. Depending on the gravity of the situation or injury, either taxi or ambulance services will be used, at the expense of the parent.

5.2 Administration of medications

No medication will be administered to the child without express written permission from the parent *and* a member of *the Collège des médecins du Québec*. In cases where the medication is prescribed, the directives written by the pharmacist identifying the medication can serve as evidence of parental authorization. A container must indicate the name of the medication, expiry date, dosage level and frequency and length of the treatment regimen.

With respect to acetaminophen (Tempra) and bugspray, these may be administered without express medical authorization, given that they are conforming to the protocol signed by the parent upon registration of the child at the daycare.

Nasal drops, hydration solutions, zinc oxide paste, calamine lotion, and sun block (without PABA) maybe administered without medical authorization, given that the written permission of parents is sufficient.

Ibuprofen (Advil) will be accepted and administered to the child only with the approval and recommendation of a member of the *College des medecins du Quebec* and a parental authorization.

All medications will be kept in a medicine cabinet.

5.3 Protocol for fevers

The daycare staff and administration judge the child to be having a fever when his temperature exceeds 37.5 degrees Celsius, as measured when taken under the arm. At such point in time, the child will be placed in a tranquil environment and be given fluids frequently, under observation and care of daycare staff. If the child's temperature as measured under the arm exceeds 38 degrees Celsius, the daycare will contact parents to collect their child. And, if the appropriate authorization has been given, the daycare will administer acetaminophen (Tempra) to the child.

In all cases of fever, parents will be notified that their child did develop a fever even if the situation did not require them to collect their child immediately.

5.4 General Security and Safety

The teacher child ratio, as required by the *Ministère de la famille et de l'enfance*, is as follows:

- 1 teacher for 5 infants aged 3 to 18 months
- 1 teacher for 8 children aged 18 months to 3 years

- 1 teacher for 10 children aged 4 to 5 years

All daycare teachers have training and relevant experience in daycare services, as well as a current certification in first-aid. They will be required to update these certifications and attend sessions to improve them.

All precautions will be taken to ensure that your child can learn and have fun in a safe and secure environment. We will take care to apply the rules of safety and we will teach all children the protocols to follow in case of any danger.

All products deemed to be dangerous are kept under lock-and-key in a cupboard, and medications are also kept in a locked cabinet. The daycare will be in possession of several first aid kits.

All daycare staff will be required to take a course in safety and first-aid every 3 (three) years. For every outing, the daycare teacher in charge will bring a bag with first-aid equipment as well as a list of emergency telephone numbers.

Precautions will be taken and improved upon at all times.

A list of emergency phone numbers will be made visible near all telephones; phone numbers of parents will also be listed there as well. In the event of any sickness or serious accident, daycare staff or administration will seek immediate medical assistance, in cases where justified. This person may eventually dial 911 or bring the child to the nearest hospital. Parents will be notified as soon as possible (see Section 5.2 Illnesses and accidents). A report on the accident will be written and kept with all other daycare records.

5.5. Transportation safety for children

Parents will be responsible for transport of their child to and from the daycare. The name, address and phone number of the person authorized to pick-up the child will be kept in the child's file at the daycare. If the regular individual is not present to pick-up the child, the person replacing that individual will only be permitted to leave with the child after having presented a written authorization from the child's parent or guardian.

6) Parental Committee

Pursuant to Article 10 of *the Loi sur les centres de la petite enfance et autres services de garde de l'enfance* (Law on Daycare Services), a consulting committee of parents will be formed, comprising of 5 (five) elected parents whose children attend the daycare and who are elected by parents of children attending the daycare. Each year, the administration will convene with the committee of elected representatives at least four times or more frequently as per the request of the parental committee.

The parental committee will comprise of a president who mediates and directs the meetings, and a secretary who will take minutes of the proceedings. At the meeting of the committee, quorum shall be 3 members. Before each meeting, the administration will inform all parents, in writing, of the date, time and place of the meeting, as well as the agenda for the meeting.

The parental committee must be consulted on all issues concerning the children attending the daycare, most notably: the educational program and its implementation, the acquisition and use of educational material, use or change of equipment, daycare furniture or arrangement, as well as services provided (refer to Art. 10 of *the Loi sur les centres de la petite enfance et autres services de garde a l'enfance*). Certain complaints may also be discussed at this meeting.