



# **Little Fawn Nursery Administrative Policies Manual**

**Approved by:**  
Chief & Council  
on  
March 7, 2022

## Table of Contents

1. PREAMBLE .....	3
2. PHILOSOPHY & VISION .....	4
2.1. Philosophy .....	4
2.2. Vision .....	4
3. HOURS OF OPERATION & PROGRAMMING.....	4
3.1 Hours of Operation.....	4
3.2 Programs.....	4
a. Secwepemc Language Immersion Program .....	5
b. School Readiness Program (K4).....	5
4. ENROLLMENT .....	5
4.1 Definitions.....	5
4.2 Space Sharing.....	5
4.3 Priority.....	6
4.4 Drop-in Care:.....	6
5. REGISTRATION .....	6
5.1 Registration Checklist .....	6
5.2 TteS Account Arrears.....	7
5.3 Waitlist Policies.....	7
6. FEES & BILLINGS.....	7
6.1 Absences.....	8
6.2 Full Fees .....	8
6.3 Childcare Subsidy.....	8
6.4 Discount.....	9
7. PAYMENT .....	9
8. LATE PROCEDURE.....	9
9. TERMINATION OF PRESCHOOL & CHILDCARE SERVICES.....	10
10. ATTENDANCE.....	10
11. SAFE RELEASE OF CHILDREN .....	10
11.1 Pick-Up.....	10
11.2 Under the Influence .....	11
12. CUSTODY ARRANGEMENTS.....	11
13. HEALTH.....	11
14. LICENSING.....	12

# **1. PREAMBLE**

The Little Fawn Nursery (LFN):

- Is licensed and complies with all applicable licensing regulations and standards. Our nursery is subject to inspection by provincial and city health, fire and licensing officials.
- Is a non-profit nursery and preschool facility. Current programming focuses on Secwepemc culture, values, tradition and language; however, children of all backgrounds are welcome.
- Is staffed by experienced and qualified Early Childhood Educators and Certified Language Teachers. We have a stimulating daily routine that incorporates Secwepemctsin immersion, Secwepemc songs and dances, Secwepemc cultural activities, play-based learning centres, age appropriate activities that promote healthy development and plenty of outdoor play.
- Is fully equipped with a large preschool classroom, one infant/toddler activity room, one 3-5 activity room, cubby room, children’s bathroom, administration office, outdoor play area and playground equipment.
- Models Secwepemc traditional childcare methodologies with Smart Board technology while integrating extracurricular interests. Our activity based curriculum is specifically tailored for early learners and reflects Secwepemc seasonal round learning outcomes. Services include: school bus transportation, morning and afternoon snacks, parent events and field trips.

The Tk’emlúps te Secwépemc (TteS) Education Department:

- Our mandate is to bring forth innovative programs and initiatives to better aid children, youth and students for success, while promoting positive educational experiences. It is the philosophical approach of this department to blend quality education and culture;
- By means of its policies, procedures and understandings, promotes fairness, acknowledges achievements and accepts change as a reality.
- Staff will uphold the policies and procedures found in this manual to the best of their ability.

The Tk’emlúps te Secwépemc Little Fawn Nursery Administrative Policies Manual:

- Applies to all children and families whom we provide childcare services to within the nursery;
- Was developed by the Education Department;
- Details our nursery administrative policies. Licensing policies and details about program delivery can be found in the Little Fawn Nursery Parent Handbook. The staff from our department will provide families in our nursery and child care programs with the handbook upon registration.

The Chief and Council of the Tk’emlups te Secwepemc:

- Will uphold the policies and procedures found in this manual to the best of their ability;
- Have ratified these policies on March 7, 2022.

\_\_\_\_\_  
Chief Rosanne Casimir

\_\_\_\_\_  
Councillor Marie Baptiste

\_\_\_\_\_  
Councillor Thomas Blank

\_\_\_\_\_  
Councillor Nikki Fraser

\_\_\_\_\_  
Councillor Joshua Gottfriedson

\_\_\_\_\_  
Councillor Justin Gottfriedson

\_\_\_\_\_  
Councillor Dave Manuel

\_\_\_\_\_  
Councillor Morning-Star Peters

## **2. PHILOSOPHY & VISION**

---

### **2.1. Philosophy**

The philosophy of the Little Fawn Nursery is to provide children with a safe, secure and stimulating environment. This environment motivates children to learn and develop through discovery. At the Little Fawn Nursery, we aim to:

- Provide a quality preschool program based on individual progress and development;
- Respect each child as a unique individual with equal rights and responsibilities; and
- Provide an education acknowledging that parents are the primary teacher in their children's life and learning.

### **2.2. Vision**

We have a vision of a Secwepemc speaking community that actively promotes our culture, values and traditions.

## **3. HOURS OF OPERATION & PROGRAMMING**

---

### **3.1 Hours of Operation**

#### *Preschool: Band Operated Full Day K4 Program*

The preschool room is open for business from 8:00 am to 3:00pm Monday to Friday. The preschool room is closed on Saturday, Sunday and all statutory holidays. The preschool room is closed for:

- TteS' scheduled winter closure: the last (2) weeks in December for Winter break or the last week in December or the (1) first week in January;
- (1) week in March for Spring break;
- National Indigenous Peoples Day on June 21;
- National Truth and Reconciliation Day on September 30<sup>th</sup>;
- Non-Instructional days for Professional Development (dates to be determined annually); and
- The months of July and August for Summer break.

#### *Early Childhood Education (ECE) Program*

The ECE program is open for business from 7:30 am to 5:00pm, Monday to Friday. The ECE program is closed on Saturday, Sunday and all statutory holidays. The ECE program is closed for:

- TteS' scheduled winter closure: the last (2) weeks in December for Winter break or the last week in December or the (1) first week in January;
- (1) week in March for Spring break;
- National Indigenous Peoples Day on June 21;
- National Truth and Reconciliation Day on September 30<sup>th</sup>; and
- (1) week in August.

### **3.2 Programs**

The nursery is pleased to offer the following programs based on child enrollment and community need:

- Infant daycare-childcare for infants who are between five (5) months to eighteen (18) months old;
- Toddler daycare-childcare for toddlers who are between eighteen (18) months to thirty-six (36) months old;
- 3-5 daycare room-childcare for children between (three) 3 to five (5) years old; and

- Full day K4/Preschool for children who are at least (4) four years of age as of December 31<sup>st</sup>, reside on TteS reserve, are registered with a Band and registered on TteS Nominal Roll on or before September 30<sup>th</sup>.

*a. Secwepemc Language Immersion Program*

The nursery staff are guided by fluent Secwepemctsin speakers, language teachers and cultural experts to assist with planning, organizing and teaching the Secwepemc language. Through various activities, the children are given an opportunity to hear and learn the language as much as possible.

The immersion program is based on child-centred curriculum with a wide variety of themes and topics. The nursery incorporates an advanced Secwepemc language immersion program designed for the Preschool room. The nursery is working toward Secwepemc language immersion in the infant, toddler and 3-5 daycare rooms.

*b. School Readiness Full Day Program (K4)*

The school readiness program follows the Secwepemc language immersion program as outlined above.

The nursery receives funding from Indigenous Services Canada (ISC) for children:

- who normally reside on reserve (including TteS children ‘in care’;
- who are four (4) years of age on or before December 31<sup>st</sup> of each school year; and
- who are included on the nominal roll count with TteS Education Department by September 30<sup>th</sup> of each year.

This funding provides for specialized language programming and school readiness. Children who are registered **on the Nominal Roll** before September 30<sup>th</sup>, can utilize these funds toward their full fees.

If your child is **not registered on TteS Nominal Roll** and is in the **K4 Program**, parents/guardians are responsible for payment of the full fees.

## **4. ENROLLMENT**

The nursery will only be accepting full-time enrolled children.

### **4.1 ECE Definitions**

- Full-time:** Monday to Friday, with at least four (4) hours of preschool or childcare per day and between the hours of 7:30 am to 5:00 pm. Full-time includes at least nineteen (19) business days of preschool or childcare per month.

### **4.2 Preschool: Full Day K4 Program Definition**

- Full-time: 8:00 am to 3:00 pm, Monday to Friday.

### **4.3 Space Sharing**

Part-time preschool or childcare may be available if another part-time enrollment can be shared, creating a full-time space. Parents have two options for part-time care requests:

- (Parent 1) You may pay for a full-time space until a part-time request is made that matches your needs; or
- (Parent 1) You may complete a dated waitlist form that will be used to match potential part-time

clients (Parent 2) to create a full-time space. (Parent 1) You will be notified when this occurs.

Space sharing rules:

1. TteS will only be invoicing Parent 1 who originally applied for a full-time space.
2. It is Parent 1's responsibility to arrange payment of full fees as per Section 7. TteS will not be accepting payment from Parent 2.
3. Parent 1 is subject to Section 7- paragraphs 1-10.
4. Any defaults of payment under Section 7.3 will apply to children of Parent 1 and Parent 2.

#### **4.4 Priority**

Priority will be for full-time enrollment is given in the following order:

- a. to children of TteS band members;
- b. to children of TteS community members;
- c. to children of TteS employees;
- d. to children graduating from one program to the next (as spaces become available); and
- e. all other children.

#### **4.5 Drop-in Care:**

Drop-in care is on a "phone in basis" and only if there is space available for that day. Drop-in spaces are created from known absences due to illness or vacations. Drop-in must be pre-arranged in advance of preschool or childcare services and must be made with the Nursery Administrator. All enrollment information must be completed, as per Section 5, **prior** to child being left at the nursery school. Drop-in is not intended for part-time enrollment. There is no guarantee that a space will be available.

### **5. REGISTRATION**

A complete enrollment form is required for each child in attendance and before the child's start date. It is the parent's responsibility to inform the nursery of any changes that need to be updated on their child's enrollment form. For example, a change in phone number, email address or mailing address.

Children will be registered on a first-come, first-served basis, based on the priority listed in Section 4.4.

#### **5.1 Registration Checklist**

The following forms/documents are required by the nursery and need to be read, completed, signed and/or submitted prior to enrollment:

- ✓ Little Fawn Nursery Enrollment Form
- ✓ Parent/Guardian Agreement
- ✓ Field Trip Consent Form
- ✓ Copy of Immunization Records
- ✓ Copy of Court Orders or Custody Restriction (if applicable)
- ✓ Emergency Medical Consent Form
- ✓ Permission to Administer Form
- ✓ Little Fawn Nursery Parent Handbook and Policies (read)
- ✓ A "Zero Balance" statement from the TteS Finance Department (see Section 5.2) For the 3-5 Room or the Preschool Room, children are required to be fully potty trained

## 5.2 TteS Account Arrears

To be eligible to access TteS childcare services, parent(s) must be in good financial standing with TteS. As such, parent(s) are required to submit a “Zero Balance” statement issued by the TteS Finance Department. If you are in arrears with TteS, parents are required to set up a re-payment plan and once parents achieve a “zero balance,” parents will be eligible for childcare services as per enrollment and registration requirements.

## 5.3 Waitlist Policies

There will be three (3) waitlists based on the following priorities:

1. children who are registered TteS band members;
2. children who are TteS community members and/or children of TteS employees; and
3. all other children

Children will be placed on the appropriate waitlist the day the parent completes the waitlist form. Children will be placed in the nursery in the order in which they were placed on the waitlist.

Parents are required to contact the nursery monthly to express their continued need for preschool or childcare services. After two (2) months of non-contact with the nursery, your space on the waitlist is forfeit.

Parents will be contacted when they are nearing the top of the waitlist so they can make necessary arrangements. If the parent is unable to confirm his/her ability to take the space, that seat will be forfeited to the next child on the waitlist.

When a parent forfeits a space, he/she will remain at the top of the list for the next available space. Failure to take the next available space (i.e. refusing two 2 times) will result in that child being placed at the bottom of the waitlist.

There will be no exceptions to this policy.

## 6. FEES & BILLINGS

Before a parent can access preschool and childcare services at the nursery, one (1) full month payment must be made. Full fees, charged on a flat-rate basis, are due on the First (1st) day of each Month. Full fees, whether daily (i.e. “drop-in”) or full-time, must be “pre-paid, in advance.”

Parents will be billed for the nursery space provided, not the number of days your child attends.

### ECE FULL-TIME ENROLLMENT\* – Monday to Friday 7:30 am to 5:00 pm

5 – 18 months	\$900 per month
19 to 36 months	\$771 per month
3 to 5 years & Preschool	\$675 per month

### ECE DROP-IN\*

5-18 months	\$49.50 per day
19 to 36 months	\$42 per day
3 to 5 Years	\$37 per day
After school	\$14 per day

### FULL DAY K4 TUITION

Non-Nominal Roll \$675  
Note: Non-nominal roll space availability and fees are as per priority list in Section 4.5 and September 30<sup>th</sup> deadline.

ENROLLMENT FEE

Initial Enrollment \$30  
Re-enrollment \$15

LATE FEES

For each 15 minutes late for child pick-up \$15  
Late Payment for Full Fees \$25

RETURNED PAYMENTS

NSF Cheque & Late Payment \$65

\*The nursery has no fees for partial days. Spaces available for drop-in services are based on daily availability and only if there is an open space based on a known illness or planned vacation.

\* The following (3) three months will be pro-rated: March, August and December. . These closures are scheduled closures for staff vacation leaves. Fees will be determined annually in March and will be based on daily fees and the number of days LFN will be open for business.

**6.1 Absences**

Parents will be billed on full-time enrollment, based on their child(ren)’s group/age rate as indicated in Section 6. Billing is based on ENROLLMENT and SPACE PROVIDED - NOT ON DAYS ATTENDED. For example, if your child was sick for three (3) days in the month, he/she will still be billed as full-time because you are paying for a space at the nursery, not the number of days.

If your child is sick or stays home for any reason, there will be no credit given and she/he will not be allowed to “make-up” the day missed. We must plan and pay to have all staff here, even if your child does not attend. If the absence is due to long term illness or unforeseen circumstances, it will be up to the Education Manager whether fees will be recalculated or pro-rated.

**6.2 Full Fees**

Full fees may be pro-rated on a case by case basis, as approved by the Education Manager.

**6.3 Childcare Subsidy**

Parents can access childcare subsidies from the Ministry of Children and Family Development to assist with the costs of child care. Subsidy **applications** are the responsibility of the parent. Parents utilizing the childcare subsidy are responsible for ensuring that their childcare subsidy and renewal forms are consistent and up-to date.

TteS will accept childcare subsidy *payments* from the Ministry of Children and Family Development for childcare subsidies. If a parent is eligible for childcare subsidy payments, a payment can be made to TteS to assist with the cost of the flat-rate fees.



It is the parent's responsibility to ensure that childcare subsidy payments are received by TteS as per Section 7. TteS will work with parents to ensure that timely payments from the Ministry of Children and Family Development are received.

## **7. PAYMENT**

TteS Education Department is pleased to provide a quality nursery facility and preschool program to its membership and neighbors from the TteS and surrounding areas.

The nursery payment policy, will read as follows:

1. Full fees, charged on a flat-rate basis, are due on the First (1<sup>st</sup>) day of each Month.
2. Full fees, whether daily (i.e. "drop-in") or full-time, must be "pre-paid, in advance" and without set-off or abatement and are not reduced for any government subsidy or any other type of financial assistance, or for any absences, including: "sick"; "missed" or "statutory holidays."
3. If full fees are not paid by the Fourth (4<sup>th</sup>) business day of the start of the Month, your child, or children, will not be accepted at the nursery, on the Fifth (5<sup>th</sup>) business day of the Month, or any other day, until the full fees are paid. If full fees remain unpaid after the Sixth (6<sup>th</sup>) business day, the child's, or children's, space(s) is forfeit and re-enrollment is required, subject to administrative enrollment and registration requirements.
4. Any fees received after the First (1<sup>st</sup>) are deemed late and are subject to a \$25.00 Late Fee. The late fee must be paid together, with the full fees owing. After two (2) consecutive months of late payments, you will be required to pay full fees by "Pre-Authorized Payments (PAP)."
5. Any Enrollment Fee must be paid together, with the full fees owing.
6. Late pick-up incurs a \$15.00 Late Pick-Up Fee per 15 minutes late or any part thereof, and the late pick-up fee must be paid by cash or INTERAC cash debit, upon pick-up of child, or children.
7. An NSF or returned payment is subject to a \$65.00 NSF Fee, that must be paid together, with the full fees owing. After one (1) returned payment, you will be required to pay full fees by "Cash or INTERAC cash debit", only. An NSF cheque is considered a late payment, and is subject to paragraph (3, 4 and 10).
8. Full Fees and any other charges, can be paid by:
  - a. Cash or INTERAC cash debit; or
  - b. electronic money transfer or electronic bank bill payment; or
  - c. Pre-Authorized Payments (PAP); or
  - d. cheque(s).

If paid electronically or by way of voluntary payroll deductions, your full fees are still payable as instructed in paragraph (2.) above.

9. Customers will pay TteS, all fees payable under this policy, at the times herein provided, without any invoice, demand or other formality, at the offices of the Ttes.

## **8. LATE PROCEDURE**

If a parent is more than fifteen (15) minutes late for pick-up, the staff will phone the contact numbers provided. If the parent cannot be reached, the nursery will begin to phone emergency contacts as provided on the enrollment form.

The parent or an emergency contact will need to pick-up the child from the nursery within forty-five (45) minutes of the child's scheduled pick-up time. If staff are unable to reach the parent or emergency contact within forty-five (45) minutes of scheduled pick-up time, and the parent has not notified the nursery to advise them of his/her lateness, the staff are required to notify The Ministry of Children and Family Development.

## **9. TERMINATION OF PRESCHOOL & CHILDCARE SERVICES**

When a preschool or childcare space is no longer needed, the parent is required to give one (1) **calendar** month's notice in **writing** (i.e. if notice is given on April 14<sup>th</sup>, fees are due until May 30<sup>th</sup>). If the child is withdrawn without this notice, the parent will be billed for the next calendar month fees to allow the nursery time to fill the space.

If any bill is left owing and a space is later required, the parent is required to pay the outstanding amount before the child is re-enrolled in a program. This includes any program that TteS provides.

## **10. ATTENDANCE**

If a child will be absent for any reason, it is the parent's responsibility to inform the Nursery Administrator as soon as possible. Also, if a child is going to be late for any reason, the parent is required to inform the Nursery Administrator so arrangements can be made if there are scheduled outdoor activities or field trips.

The nursery is not responsible for delaying scheduled activities for late arrivals or absences.

## **11. SAFE RELEASE OF CHILDREN**

The nursery has an attendance sheet that the staff completes each day as the children arrive at the nursery. This is to ensure that each child is accounted for and will be used in case of any emergency.

At the end of each day, we require the parents to sign their child(ren) out of the nursery by initialling their name beside their child(ren)'s information. Once this transfer has been made, the nursery is no longer responsible for childcare.

### **11.1 Pick-Up**

We do not allow any child to leave the nursery with anyone other than the child's parent or person(s) listed on the enrollment form. Please inform the nursery staff if you have arranged for someone else to pick-up your child.

If something happens during the day, alternate arrangements can be made over the phone with the Nursery Administrator. If the person picking up your child is **not known** to the staff, we will need information from you about the person (their name, address and telephone number). The person will be required to show picture identification to staff.

It is the parent's responsibility to update the information on the enrollment form throughout the year as their information changes.

## **11.2 Under the Influence**

If the nursery staff believes the parent, or anyone listed in Section 11.1 above, is under the influence of alcohol, illegal drugs or any other substance that impairs their ability to care for the child(ren), when they arrive at the nursery, legal obligations will be followed.

The nursery staff cannot legally keep you from taking your child(ren), but the nursery staff are required to report the alleged activities to the proper authorities.

## **12. CUSTODY ARRANGEMENTS**

The nursery will follow any custody arrangements and we require a copy of any court orders. This will assist us when communicating with the parent or person on the court order, especially as it relates to the safe release of children.

If we do not have these papers on file, the law requires us to release the child to his/her parent, regardless of any arrangements that have been verbally stated to us.

## **13. HEALTH**

Our nursery is kept clean and sanitized daily to help control germs and bacteria. Our staff practices good hygiene, as well as teaching this to the children. To help us maintain a healthy environment for your child(ren), please follow the health rules listed below which are in the best interests of all children and staff.

### **LFN Safety Measures in Response to Covid-19**

#### **Arrival**

- One parent/Guardian during drop off and pick up
- Parent/Guardian will be met at the door
- Parent/Guardian will not enter the building
- Staff will sign in child
- Child and staff will wash hands
- Staff will bring child to the appropriate room
- No toys or unnecessary items will be allowed into the Nursery

#### **Screening**

- Parents will be asked if they, their children, or anyone in their household are sick
- Child's temperature will be taken, if temperature is 38.0 c or above, the child is considered to have a fever and the parent will be asked to take the child home
- If a child becomes sick while in care, their parent/guardian will be called, and the child will need to be picked up immediately; if a parent/guardian isn't able to pick up their child immediately, they need to arrange for immediate pick up from an alternate source/contact

#### **Symptoms**

- If children have any of the following symptoms (fever, cough, tiredness, loss of taste/smell, sore throat, headache, aches/pains, runny nose, sneezing, nausea, diarrhea, skin rashes, discoloration of fingers or toes, red/irritated eyes), parents are required to keep their children at home until they no longer have any symptoms

- If a child is double vaccinated, they are required to stay at home for at least 5 days after they are no longer showing their symptoms; if a child is unvaccinated, they are required to stay at home for at least 10 days after they are no longer showing their symptoms
- If a child exhibits symptoms while in care, their parent/guardian will be called and the child will need to be picked up immediately; if a parent/guardian isn't able to pick up their child immediately, they need to arrange for immediate pick up from an alternate source/contact

### **Hand Washing**

- Children and staff will wash their hands often. Upon entry, before and after eating, after toileting, playing, wiping nose, etc.

### **Sanitizing**

- Enhanced cleaning, sanitization, and disinfection of the Centre
- Frequently touched surfaces (e.g., doorknobs, light switches, tables, counters, and toys) will be cleaned and disinfected at least two times a day
- All cleaning and sanitizing will be logged in each room daily

### **Physical Distancing**

- Outdoor play space will be utilized as much as possible
- Small group activities to ensure enough room for distancing
- No special visitors (e.g., speakers, aunts, uncles etc.) within the Nursery to ensure the safety of our children and staff

### **Pick up**

- One parent/Guardian during pick up (preferably the same one as the morning drop off)
- Child will be brought to the parent by a staff member
- Staff will sign out the child

Please notify the nursery if your child(ren) has symptoms of a serious illness, contagious disease, infection or rash of a communicable nature.

If your child(ren) becomes sick at the nursery you will be contacted. You will need to pick up your child or arrange for another person to pick up your child within one (1) hour. If you are unable to be reached, your emergency contact will be notified. For this reason, it is important that you have several emergency contacts listed on your enrollment form.

## **14. LICENSING**

The Little Fawn Nursery is licensed and complies with all applicable licensing regulations and standards. Our nursery is subject to inspection by Province and city health, fire and licensing officials. For more information on specific licensing policies and program delivery, please see the Little Fawn Nursery Parent Handbook.

**Please feel free to discuss any questions or concerns with the Education Manager.**



**Dessa Gottfriedson**, B.A, B.Ed, M.Ed

Education Manager

**Tk'emlups te Secwepemc**

#200-330 Chief Alex Thomas Way | Kamloops, BC | V2H 1H1

**T:** (250) 314-1505 | **C:** (250) 571-2586 | **F:** (250) 372-8833

dessa.gottfriedson@kib.ca | www.tkemlups.ca