

Swan River Kinsmen Nursery School

Parent Handbook



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Section 1: Welcome

1.1 Who We Are/History of the Centre

- The Swan River Kinsmen Nursery School was established in 1982. We are a not-for-profit, registered charity and we own the building that we operate out of.
- Our centre director is Ms Cyndi Miles. She is trained as an ECE III and has many years of experience as an Executive Director & Assistant Director in other facilities. She plans and implements all programming for our school along with our teacher's assistants Mrs. Shirley Watson & Mrs. Janet Thrones. We are an inclusive school, welcoming to students and families looking for a great start before starting kindergarten.

1.2 Philosophy Statement

- The Swan River Kinsmen Nursery School is devoted to children. Our contemporary approach to the care and well-being of all children is provided through a diversified curriculum, quality play activities, and experiences which will promote growth and development of the whole child in a safe, friendly and fun environment. Under the individual guidance of qualified educators, each child is provided with the opportunity to gather valuable information and to develop skills that will support this process of learning. The Swan River Kinsmen Nursery School program is designed to encourage a balance of child initiated and teacher facilitated activities; everything we do will develop the child's confidence, self-esteem, sense of community, and leadership skills. The Swan River Kinsmen Nursery School strongly believes in providing children with a firm start to a lifetime of learning.

Section 2: Administration

2.1 Description of Centre Operation

- The Swan River Kinsmen Nursery School operates Tuesday through Friday, during the months of September to June. We follow the Swan Valley School Division calendar as far as observances of holidays.
- We are a not-for-profit provincially funded Nursery School receiving an Annual Operating Grant that fluctuates annually based upon enrolment. This combined with our **\$10.40** tuition fee per child per session, plus fundraising provides the school with its operating fund.
- We operate within the guidelines established to meet our provincial licensing requirements.

2.2 Licensing requirements

- In order to stay in compliance with our provincial licensing our centre adheres to the following:
 - annual inspection by program coordinator
 - annual safety inspection by local fire chief
 - enrolment is not to exceed 15 children per session, all of whom are required to be between the ages of 2-5 years old and not otherwise be enrolled in another full time provincially licensed program.
 - A health inspection is required every 2 years.

Section 3: Programming

3.1 Curriculum Statement

- Swan River Kinsmen Nursery School believes that children learn best in an atmosphere that promotes play as the primary mode of learning.
- We have created an environment that nourishes the children’s rapidly growing knowledge of their expanding world. Here they have a well-planned three hours that is full of concrete hands-on curriculum. This includes exciting opportunities for individual activities as well as small group and large group activities. The curriculum promotes self-esteem, self-expression and develops social skills while providing the foundation for academic skills.
- Our thematic units are chosen by means of calendar events/holidays/beliefs, local community events, world events and also from day-to-day family life involving the children enrolled in the school.
- Information regarding the curriculum is conveyed via email newsletters. Parents are greeted prior to commencement of each class and also briefed post class regarding their child’s involvement. If needed arrangements are made to conduct a private meeting with families regarding any issue that may arise.
- Parents are encouraged to volunteer within the classroom to help promote cultural diversity by means of crafts, cooking, storytelling and the introduction of an alternate language.
- The children choose the center/centers of interest and may explore for a timeframe of one to one and one half hours. They are encouraged to move through multiple centers to gain full benefit of learning opportunities. A five minute warning is used prior to transition into the next activity. We sing as the children clean up and put away center items. The units are carried throughout all activities that promote development of language, math and logic, problem solving and science. The classroom includes centres such as:
 - **Language Arts:** This center is full of books, puppets, felt board, story tapes and story props which afford the children opportunity to retell stories, create their own stories or retell events.
 - **Math and Manipulative:** This center is full of resource materials that promote counting, graphing, patterning, sorting and grouping.
 - **Creative Art:** This center encourages their creativity and self-expression.
 - **Science:** This center helps them to begin exploring the basic concepts of their world such as simple machinery, magnets, plant life, animal life and basic matter such as water, sand and air.
 - **Dramatic Play & Housekeeping:** This center allows them the opportunity to role play and develop social skills through the practice of pretend play.
 - **Music & Movement (dance):** This center is full of various instruments that the children may experiment with sound and creatively move to their own rhythm.
- The teachers move among the centers providing guidance, encouragement, role play and modeling. We engage the children in conversation and ask open-ended questions. For example, “Marcia, tell me about your play dough sculpture.” Or, “Joziah, what do you think will happen to the water when you add some marbles to the pan?”

- With all these centers, children begin to develop the skills that they need for school and appropriate activities that are harmonious with their individual developmental readiness.

3.2 Inclusion Policy

- Child Care inclusion means **ALL** children can attend and benefit from the same child care programs. **Children with additional support needs** (a child who has a physical or cognitive disability or a behavioural or emotional issue; and needs additional support to meaningfully participate in the program) may attend and that the necessary supports of training, equipment, physical modifications and extra staffing will be available or are available to promote and advance participation, friendship, and celebrate diversity. **Children with additional support needs** will be active participants, not just observers on the sidelines.
- Upon enrolment of a **child with additional support needs**, adaptations and goals will be outlined in the (IPP) Individual Program Plan. The plan will be revised and specific to each child.
- Adaptation may need to be made to the physical environment depending on the child's needs. Each child is unique with a range of abilities and a variety of needs. Each child's abilities are considered and their needs are met so everyone develops to their fullest potential. This is done with a supportive approach that builds on each child's strengths.
- Additional resources within the community will be utilized in order to provide the most meaningful, fulfilling and developmentally appropriate programs for **ALL** children enrolled.

3.3 Daily Programming and Scheduling

8:55am – 9:10am	*Drop off and Welcoming kids
1:00pm – 1:15pm	(Attendance/Letter/Name Recognition)
9:10am – 10:15am	*Learning Centres (Fine Motor Activities/Sensory Play) &
1:15pm – 2:15pm	*Craft Time/Art/Science/Baking
10:15am – 10:30am	*Clean up
2:15pm – 2:30pm	
10:30am – 11:00am	*Story Time/Calendar/Number Recognition &
2:30pm – 3:00pm	*Circle Time (Action/Songs/Large Muscle Movement)
11:00am – 11:30am	*Clean Up/Wash Hands/Snack Time
3:00pm – 3:30pm	
11:30am – 12:00pm	*Get Dressed/Outside Play/Nature Walks
3:30pm – 4:00pm	

11:45 - 12:00pm

*Dismissal

3:45 - 4:00pm

(Please be on time)+

Routine and times are subject to change

Section 4: Parent Involvement

4.1 Board Positions

- ***The Swan River Kinsmen Nursery School*** Executive is made up of volunteer parents and is necessary for the school to run smoothly. The executive is made up of the following positions:
 - President: Chair meetings and generally oversee all the school activities.
 - Vice President: Building maintenance & grant applications.
 - Treasurer:
 - Fundraising Coordinator: Ordering, collecting and distributing all items pertaining to fundraising.
 - Secretary: Keep accurate minutes, communication - parents, Facebook Page and website.
- All board members are required to attend monthly meetings and form committees to help with special events, such as Christmas Concert, Graduation, fundraising etc. (committees are not required to attend meetings)

4.2 Fundraising

- Fundraising is a necessity to run our program. It provides the “extras” that tuition does not cover due to operating costs. **All families are expected to participate in fundraising efforts.** Any questions regarding our fundraising or if you have any ideas regarding new and exciting ideas to raise money for our school, please contact the fundraising executive member.
- Our goal for the 2024/2025 School year is not fully determined at this time. The Board will meet to discuss the current provincial funding and goals for the 2024/2025 school year.
- Previous fundraisers have included:
 - More Time Mom’s Calendars
 - 10K Raffle
 - Mother’s Day Raffle
 - Shopping Spree
- Do you have a suggestion for a fundraiser? Please reach out! We would love your input and feedback.

4.3 Communication

- Communication will be conducted through the use of email newsletters, bulletins in the lobby and notes in your child's mailbox. Any communication through the use of email will be clearly communicated at the beginning of the school year.

4.4 School Cleaning

- Currently we have a cleaner hired to come in once a week to clean all toys. All high-touched surfaces are cleaned daily.

4.5 AGM Attendance

- Parents/Guardians are required to attend the Annual General Meeting. The last couple years we have hosted the AGM over Teams or Zoom.

Section 5: Registration/Enrolment

5.1 Enrolment

- **AM Session: Children must be 3 years of age:** as of December 31st of this year.
 - Tuesday, Wednesday, Thursday and Friday mornings from 9:00am – 11:45pm
- **PM Session: Children must be 4 years of age:** as of December 31st of this year.
 - Tuesday, Wednesday, Thursday and Friday afternoons from 1:00pm – 3:45pm
- Children may be enrolled once, or multiple times a week.
- Each class has a maximum of 15 children
- **Please note:** Due to the ratios of teacher to child required on the floor for licensing, all children are required to be potty trained **prior** to attending Swan River Kinsmen Nursery School as staff cannot leave the floor to assist with potty training.
- **All registration forms MUST be fully completed and MUST be accompanied by tuition.**

5.2 Registration Policies

Payment of Tuition

- Tuition will be a fee of \$5.00 per class, regardless of attendance.
- The first tuition payment is required by August 19, 2024 in the form of **one of the following options:**
 - One payment for the full tuition E-Transfer or Cheque.
 - Two cheques or e-transfer equalling full tuition dated August 19, 2024 and January 20, 2025.
 - E-transfer to: SRKNStuition@outlook.com (please set password as: **tuition**). *In the comment of the e-transfer please indicate your child's first and last name.*
- One of these options must be selected and completed upon registration in order for your child's space to be held for them. Partial tuition payments (ie. post dated cheques for a portion of the year only) will not be acceptable to hold your child's space.

- Nursery Schools are governed by **Manitoba Early Learning and Childcare Program**; therefore subsidies are available for the families that qualify.
- Apply via the Internet by going to: www.gov.mb.ca/childcare and click on Child Care Subsidy. Or call Manitoba Early Learning and Childcare Program; toll free 1-877-587-6224.
- Tuition is tax deductible for families claiming childcare expenses. Tuition receipts will be issued at the time of payment.

Withdrawal From Program

- If you should need to withdraw your child from the Swan River Kinsmen Nursery School, **one month's notice is required** in writing, along with a signed withdrawal form. *No refunds will be issued after the first two weeks of each semester.* All withdrawal requests will be submitted to the board for review.

5.3 Hours of Operation

- We are open September through June
- We follow the Swan Valley School Division calendar regarding all statutory holiday closures.
- We provide classes on the following days: **Tuesday, Wednesday, Thursday & Friday**
 - 3 year old classes are held: **Mornings from 9:00am - 11:45am**
 - 4 year old classes are held: **Afternoons from 1:00pm - 3:45pm**
- Drop off is 10 minutes prior to the start of each class.
- The exterior door will remain locked until this time and the interior door will remain locked at all times as per **The Safety Charter**.
- Pick up is 11:45am or 3:45pm. **PLEASE BE ON TIME.**
- If someone other than those authorized is picking up your child, please notify the school as per **The Transportation Policy**.

5.4 Requirements for School

- An indoor pair of shoes clearly marked with the child's name for easy identification. These may be left at school, as each child will be assigned a cubby and a mailbox.
- A full change of clothes as accidents, spills and messy play (water, paint, outdoor activities etc.) often occur. Please also send a bag for wet clothing to be returned home.
- A lunchbox with a snack following the *Canada Food Guide* is recommended; cheese, crackers, muffins, yogurt, fruit and veggies, raisins, etc. Note, it is not recommended that children under the age of 3 have raisins.
- Milk or Water in a reusable bottle/thermos. Water is always available at school. Please **DO NOT** send juice.
- **Please do not send any NUTS or NUT PRODUCTS in your child's snack as we have a NUT AWARE POLICY and we strive for a nut-free environment for the safety of all staff and children.**
- We have other allergies within our school as well, please verify the allergy list posted in the lobby, and refrain from sending any foods that are listed.
- **GUM and PERSONAL TOYS are NOT** permitted.

- Occasionally, there are special activities planned throughout the school year such as:
 - Picture Day
 - Photos may be taken of the children at Nursery School for display purposes or published in the Newspaper (Please refer to ***Technology Policy/Code of Conduct*** in regards to photos and videos).
 - Holiday celebrations
 - Field trips
- Any events that occur away from the Nursery School will adhere to the ***Transportation Policy***. Permission forms are required prior to any outing, information will be provided via newsletter and whiteboard postings in the main lobby.
- If your child is sick we ask that you please keep them at home until they are no longer contagious. Any cases of diarrhea or vomiting is an exclusion of **48 hours** from the last case or bout. If your child becomes ill at school you will be required to pick him/her up upon notification. Please refer to the ***Illness Policy (Section 6.8)*** for more regarding this issue.

Section 6: Policies

6.1 Pick Up Policy

- All persons who pick up a child from our centre are required to be on each child's approved pick up list. Staff are not authorized to release children into the custody of anyone who has not previously been approved. Please be advised that if a staff member is unsure, they will consult a child's registration form to confirm, and identification may be required to release said child.
 - Suspected Intoxication/Drug Abuse
 - It is the requirement of our staff that they ensure children are released into the care of an individual who is of sound mind and in no way intoxicated or compromised. Should the staff member suspect that the adult picking up does not meet this criteria, staff may contact RCMP to follow up.
- Late Pick Up Policy
 - Please be advised that the Swan River Kinsmen Nursery School will be imposing a fee on families that are late to pick their children up. Although we understand that at times there are extenuating circumstances that may cause you to be late to pick up your child, it is imperative that you contact the school to advise of such situations so that everyone is aware of when a child will be picked up and by whom. Children must be picked up by a member of the approved pick up list as noted on the registration forms.
 - There will be a fee of \$5.00 for every 10 minutes that you are late to pick up your child. These fees will be invoiced to you and will be due and payable within 5 days of when they are incurred. Failure to pay any

outstanding fees may result in your child being suspended from the program until all fees are paid. Continued lateness to pick up your child may result in your child being removed from the program.

6.2 Attendance

- Regular attendance is important for child development and understanding of routine. It is important that your child attends their sessions regularly. In the event that your child is sick or you will be away on holidays, it is important that you contact the centre to advise of their absence. Failure to advise the centre of 4 consecutive absences will result in your child's removal from the program.
- *Please be advised that we do not offer tuition refunds for days that children are sick or elect not to attend.*

6.3 Field Trips

- Periodically, children will have the opportunity to participate in field trips, including to the Swan Valley Lodge, Personal Care Home and the Northwest Regional Library. Parents will be required to sign, authorizing that their child may attend each of these outings. The guidelines in the transportation policy will be adhered to.

6.4 Medication Administration

- Whenever possible, parents should administer medication to their children. However, in the event that medication is required during the school hours, parents will be required to complete a medication administration form. All medication must be in the original container and dosages clearly outlined.

6.5 Transportation Policy

- This policy identifies the responsibilities of the parents or guardians, and the responsibilities of the centre.
- The centre assumes responsibility for the child from the parents or guardians at the time the child is signed in at the centre to the time that the child is signed out by the parents or guardians.
- Transportation to and from the centre is the responsibility of the parents or guardians. If alternate arrangements are made, parents or guardians must notify the centre with written or verbal consent in person or via telephone. All changes will be documented with date, time and who will be transporting the child.
- Children will be transported for field trips via walking. Parents or guardians will be responsible for the transportation if the destination is beyond walking distance. Two staff will supervise the group on all outings; parent volunteers will also be utilized.

6.6 Technology Policy

- **Appropriate Use of Technology:**
 - **All children, parents, staff and others involved in our centre must use email, electronic devices and the internet according to our policy.**
 - Respect and protect the privacy of others.

- Communicate in a respectful manner
 - Report threatening or inappropriate material
- **Inappropriate uses include:**
 - **Intentionally accessing, transmitting, copying, or creating material that:**
 - Violates the confidentiality of children, parents, staff or the Kinsmen Nursery School
 - Violates the centre’s code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass.
 - Is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
- **Information about children, parents, staff and the Kinsmen Nursery School (including photos or videos) are not posted on:**
 - A staff member’s personal web space
 - Personal social networking websites (blogs, Myspace, Facebook, Snapchat, Instagram, Twitter, etc.)
 - Public networking or file sharing sites (Flickr, You Tube, Photobucket, etc.)
 - Any other type of internet website, except the approved ones as listed in the Photo/Video release.
- **Staff use of cell phones and other personal electronic devices:**
 - Staff makes sure that anyone who may need to contact them during working hours knows to call the Kinsmen Nursery School’s phone number.
 - If staff take personal cell phones for safety purposes on outings with children, it is only used for emergency contact with the Kinsmen Nursery School or a child’s parents.

6.7 Behaviour Management Policy

- The Swan River Kinsmen Nursery School believes in a positive approach to discipline and is committed to providing an environment where children feel safe, comfortable and have a great time. Behavior management policies shall be followed in order to protect the safety of all children and staff persons.
- Staff shall ensure that each child is provided with a positive model of acceptance behavior. Children are encouraged to practice those skills that will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behaviors. This is a means of preventing behavioral difficulties between children and lessens the need for disciplinary action on the part of staff. When situations occur which require intervention, teachers should provide children with clear explanations as to why specific behavior is inappropriate and help them to find an alternative behavior that fits within classroom guidelines. These guidelines revolve around concerns for the safety of

all children and for the materials within the school. Classroom rules shall be tailored to the developmental level of the children in attendance, be short and simple, be stated in a positive way and be used consistently.

- If a child is displaying persistent, unacceptable behavior, the staff will take steps to help the child gain self-control. A staff person will first attempt to help the child understand the gravity of the behavior. Staff will then redirect the child to activities that hold the child's attention (the choice is made with the child). If the behavior continues, the staff person will consult with fellow staff members to develop alternatives for helping the child gain acceptable control of his/her behavior. If the problem persists, the staff person will contact the child's parent for suggestions on measures to take to extinguish the behavior. The parent will be informed that if the measures do not work, the child may have to be removed from the program. The goal is to help the child strengthen his/her skills of self-control. Separating the child from the group is a final step that would be taken after other measures have been tried. If the child is unable to demonstrate behavior that ensures his own and the safety of others in the school, and/or the smooth operation of the program; the parent will then be called and asked to pick the child up from the school.
- Separation from parents often causes young children to have difficulty adjusting to a new environment. Staff are to be particularly sensitive to this issue and will do everything possible to work with families to ensure a smooth transition. If a child is having difficulty because a parent has left, the teacher should first allow the child to express his/her anger, in a manner safe for the child and others in the classroom. At the same time the teacher should offer comfort and try to engage the child in activity. If the child continues to be upset, and cannot be consoled within a reasonable time or refuses to participate in the program, the parent should be called and asked for suggestions on how the staff might help the child. In some cases, the parent may be asked to come to the school to calm the child. The goal is to help the child adjust, have a good time, and have a successful day.
- Staff members must adhere to the following policies:
 - No child shall be subjected to emotional abuse, which includes but is not limited to name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.
 - No child shall be subjected to cruel discipline. Physical restraint is prohibited, unless necessary to protect the health and safety of the child or other people.
 - No child shall be subjected to corporal punishment, which includes but is not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
 - No child shall be force fed or denied food as a punishment for unacceptable behavior. Neither will food be given as a reward for good behavior.
 - No child shall be denied light, warmth, clothing or medical care as a punishment for unacceptable behavior.
 - No child shall be punished or criticized for soiling, wetting or not using the toilet.

6.8 Illness Policy

- Please see [Managing infections](#) provided by the Canadian Pediatric Society which serves as a guideline to families on when their child should be excluded from participation with others.

6.9 Head Lice/Nits Policy:

- Should head lice become an issue in Swan River Kinsmen Nursery School Inc. the following procedure will be followed:
 1. Voluntary head check by staff.
 2. Any child found with lice or nits during the head check or visible without a head check will have their parent/guardian contacted to remove the child from the Swan River Kinsmen Nursery School Inc. until adequate treatment has been performed.
 3. Adequate treatment is:
 - a. Shampooing with a proven lice killing shampoo
 - b. Nits removed completely
 4. Upon re-entry to the Swan River Kinsmen Nursery School Inc. the child will be checked for lice/nits and the above procedure will be repeated if required.

6.10 School Closure Policy

- The Swan River Kinsmen Nursery does not have a formal policy in the event of a school closure due to unforeseen circumstances, however the following is the recommended practice and intended procedure. The school, its staff and its board will make every effort to ensure the school is open and operational on scheduled session days.
- In the event of very poor weather conditions that are present or imminent prior to the start of school, parents and guardians are strongly encouraged to use their own judgment as to the safety of their child attending or travelling to attend school. It is recommended that all parents who are unsure if they should allow their child to attend on days of poor weather, consult the Swan Valley School Division guidelines for student travel and school closures. It is strongly recommended that no unsafe measures are taken to send the child to the Swan River Kinsmen Nursery School. Tuition refunds will not be issued for sessions students are unable to attend due to weather conditions.
- In the event that staff illness prevents the school from operating as it should with the necessary staff-to-child ratio, a notification will be sent to parents as soon as possible. Every effort will be made to reserve a qualified substitute teacher to fill the need of the school as necessary. If a qualified substitute cannot be secured, families will be advised and **at random** requested that their child remain home that day, so that the necessary ratio can be met and the school can remain open. Failing all of these procedures, the school will be required to close until staff can return.
- In the event that the school must close due to unforeseen maintenance issues of the Swan River Kinsmen Nursery School building, parents and guardians will be advised via email as necessary, as soon as possible. Closure duration and tuition modification will be assessed on an incidental basis.

6.11 Emergency Procedures and Practices

- The Swan River Kinsmen Nursery School is Fire/Safety Inspected annually. Fire/Evacuation drills are practiced monthly, along with **Shelter-in-Place** (we remain in the building) practices as per ***The Safety Charter***.

In the event of an emergency, we will evacuate to our Place of Shelter (outside the building) parents will be notified.

Valley Water and Vac Limited
350 Valley Road
(204) 734-2337
Owners: Cliff & Chris Penner

6.12 No Smoking/Vaping Policy

- The Swan River Kinsmen Nursery School Inc. has a no smoking/vaping policy within the building for the safety and health of the children and others.

6.13 Code of Conduct

- At Swan River Kinsmen Nursery School Inc., we strive for safety, rights and well-being and a learning environment of the children we serve are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries. We come together as an organization in the best interests of children and their families.
- The following people are expected to behave in a respectful manner and comply with this code of conduct:
 - management and staff members
 - children
 - parents/guardians of children enrolled
 - all others involved with the Swan River Kinsmen Nursery School Inc.

1. Guiding Principles for Appropriate Behaviour

- **Be Respectful**
 - We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.
- **Be Safe**
 - We work and play safely to help keep ourselves and others from getting hurt.
- **Be Cooperative**
 - We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.
- **Be Supportive of Learning**
 - We learn to the best of our abilities and support the learning of others.

2. Developmental Capabilities of Children

- We understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behaviour.

3. Unacceptable Behaviours

- The following behaviours by children, staff, parents and others involved with the Swan River Kinsmen Nursery School Inc. are unacceptable:
 - All forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive
 - Harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
 - All forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise
 - Discrimination against any person or group because of their race, color, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristic, sexual orientation, marital and family status, source of income, political belief and physical or mental disability
 - Actions that put another person at risk or harm, including violent physical acts (with or without a weapon) and threatening someone

4. Proactive Strategies

- We actively strive to create an environment that supports the health, safety and well-being of the children by:
 - Having realistic and developmentally appropriate expectations for behaviour
 - Setting up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour
 - Planning a program based on children's interests and developmental needs
 - Establishing consistent yet flexible schedules and routines that help children gain trust, security and self-control

- We create a positive environment for children, parents, staff and others involved with the Swan River Kinsmen Nursery School Inc. by:
 - Developing positive relationships, including making time to talk and listen
 - Establishing clear, consistent, simple limits, rules, policies and procedures
 - Stating limits in a positive way and periodically reminding people
 - Providing explanations for limits, rules, policies and procedures
 - Working together to solve problems
 - Modelling and encouraging appropriate behaviour

5. Consequences for Inappropriate Behaviour

- We will consistently respond to inappropriate behaviour by children, parents, staff and other involved with the Swan River Kinsmen Nursery School Inc. by:
 - Reminding people of expectations, limits, rules, policies and procedures
 - Using a respectful approach to explain why a behaviour is inappropriate and what behaviour is expected
 - Talking only about the behaviour, not labelling the person
 - Responding sympathetically and acknowledging feelings
 - Establishing natural, logical consequences

- Depending on the severity and frequency of the behaviour, we will consider further steps such as:
 - Using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour
 - Having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future
 - Developing a written contract with an adult or older child that outlines specific expectations and consequences
 - Giving a written warning that outlines specific concerns and consequences if the behaviour continues
 - Accessing outside resources for help, such as:
 - A behaviour specialist or other professionals to help staff understand and reduce a child's inappropriate behaviour
 - Child and family services to access parenting supports
 - Mediation services to resolve conflicts between adults

- The Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behaviour involves discrimination or harassment
 - The police to assist with threatening behaviour
- In extreme cases, we will take additional steps such as:
 - Suspending or dismissing a staff member
 - Suspending or withdrawing child care services because of a child's or family member's inappropriate behaviour
 - In the case of a visitor by not allowing the person to return to the Swan River Nursery School Inc.
 - Contacting the police and/or Child and Family Services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person

Important Dates 2024/2025 School Year

September 12* - Meet the Teacher Night

September 17, 2024 - School Starts

December 23, 2024 - January 3, 2025 - Winter Break (No School)

January 7, 2025 - Return to School

March 31 - April 4, 2025 - Spring Break (No School)

June 13, 2025 - Last Day of School

***tentative date-** details will be emailed closer to the date

[SVSD YEAR AT A GLANCE 2024 - 2025](#)