



# SKA:NA FAMILY LEARNING CENTRE

## APPENDIX B

*David Maxwell*

1648 Francois Road  
Windsor, ON  
N8Y 4L9

(519) 903 - 2068

REVISED 01-2025

[www.skanaflc.com](http://www.skanaflc.com)

# Child Care Operations Policy

## Licensed Spaces:

20 Kindergarten (44 – 68 months)

20 School Age (68 months up to 13 Yrs)

## Hours of Operation:

Monday through Friday

Building Hours: 6:00 am – 6:00 pm

Program Hours: 7:00 am – 5:30 pm

## DESIGNATED SHELTER AREAS

The designated place of evacuation for Ellrose Centre is:

- Ska:na FLC, 1684 Ellrose Avenue, across from David Maxwell Site. All rooms will line up and exit per procedures. Staff will assist the children to the school where everyone should take cover.
- In the event of an **area** evacuation, SFLC David Maxwell Site will combine with Ellrose Site students to proceed to the GECDSDB designated evacuation site of Herman Academy, 1905 Bernard Street.

## Emergency Evacuation for Programs In Publicly Funded Schools

SFLC operates as a third-party provider in publicly funded schools and follows the schools' emergency evacuation procedures.

- These procedures are in the child care supervisor's binder at each location.
- Staff are orientated and follow the school's emergency evacuation policy.
- The supervisor at these locations must notify the Child Care Director when an emergency has occurred to determine the role of SFLC in supporting families.
- The Emergency Recovery Procedure is to be implemented in all cases of emergency.

## Parking

Parents are encouraged to use the school parking lot to pick up and drop off children, as signing children in and out is required. Fee Structure and Payment Policy

## Daily Rates

Fee structure as follows:

ROOM	Full Day	w/CWELCC	Half Day	w/CWELCC
<i>JK/SK &amp; School-Age (up to age 6) PD Day or Summer Day Camp</i>	36.00	17.01	24.00	12.00
<i>Before and After School JK/SK &amp; School-Age (up to age 6)</i>	24.00	12.00	-	-
<i>Before or After School</i>		-	12.00	-

Half day base rate includes one meal and one snack per day, supervision, and care of child.

Full day base rate includes two meals and two snacks per day, supervision, and care of child.

Parents will pay all days stated in the agreement as scheduled, including statutory holidays, child illness and/or absences over and above subsidized absence allotments, etc.

Parents are required to fulfill the obligation of subsidy contracts regarding attendance; use available absent days allotted by their municipality; submit required documents to maintain subsidy; report any changes in circumstances etc.

Full Fee parents will be invoiced according to their contract. Students will be allotted up to ten (10) days of uncharged, non-usage time *pro-rated for contracted days per week and per calendar year after three months of service* and must be pre-approved.

Students attending Winter, March, or Summer Break Day Camps are required to pay the full amount in advance at the beginning of the Camp. Due to the specialized nature of the service and our inability to enrol students mid-way through camp, there will be no refunds.

## Non-Base Fees & Payments

Due to the re-profiling of CWELCC funding, SFLC will no longer charge a registration fee of \$100.00. Key fobs are \$20.00 each and are non-refundable.

Payments must be made by Pre-authorized Payment Plan (direct from account or on credit card, e-transfer, cheques, or in-person with Debit/Credit Card to Ska:na Family Learning Centre on or before the 1<sup>st</sup>, 20<sup>th</sup>, or 1<sup>st</sup> and 20<sup>th</sup> day of each month. SFLC has committed to maintaining child care rates for our parents, therefore, in order to allow credit card use, the extra expense will be levied in an Administration Fee to those choosing to use credit cards.

The Administration Fee for credit card charges will be per charge: \$10 for charges between \$0 - \$499.99; \$20 for charges \$500 - \$999.99 and \$30 for \$1000+. These are only for charges for which the credit card is **not present**, and charges must be processed through the system. The Administration fee applies to each credit card payment on the account. If the 1<sup>st</sup> or 20<sup>th</sup> of the month falls on a weekend or holiday, the payment will be processed on the first business day on our return to work.

## Returned Payments

All returned payments may be subject to a \$25 service charge. Any direct debit payment returned must be paid by debit or credit at the child care centre before the next payment is. Example: if the payment for the 1<sup>st</sup> is returned, it must be paid prior to the 20<sup>th</sup> of the month due or it will be automatically added to the next billing cycle. Two consecutive returned payments will result in the voluntary withdrawal of the child(ren) from the Child Care Centre.

## Subsidized Child Care Program Rates:

Application is made directly to the Children's Services of Windsor and the fee subsidy rate is determined by the municipality based on family income and communicated in the subsidy contract. Canada-Wide Early Learning and Child Care subsidy will be applied to the Base Rate based on the provincially mandated formula. All contracts are written with SFLC base rates and any subsidies, government or private, are applied at time of invoicing.

## Receipts

Regular receipts will be issued for "cash" and debit / credit machine payments. Cheques, pre-authorized payments, or E-transfers are receipts unto themselves.

## Refunds

Upon withdrawal or termination of services, any charges over and above the two weeks' notice payment or payment past termination will be refunded by cheque within 5 - 10 business days. Except for specialized services, Winter, March, or Summer Break Camps, for which there is no refund.

## Annual Tax Receipts

Annual tax receipts for total child care services will be issued by February 28<sup>th</sup> to accounts in good-standing and these receipts will reflect all payments made by December 31<sup>st</sup> of the previous year. Families will be given the opportunity to put their accounts in good standing to receive their tax receipts before April 30<sup>th</sup>.

## Emergency Evacuation for Programs In Publicly Funded Schools

SFLC operates as a third-party provider in publicly funded schools and follows the schools' emergency evacuation procedures.

- These procedures are adopted and in the child care supervisor's binder at each location.
- Staff working at these locations are orientated and follow the school's emergency evacuation policy.
- The supervisor at these locations must notify the Executive Director and/or designate when an emergency has taken place to determine the role of SFLC in supporting families and children.
- The Emergency Recovery Procedure is to be implemented in all cases of emergency.

Instructions on Exiting Building - As per David Maxwell Public School Emergency Fire Evacuation Policy the Ska:na Daycare room will evacuate via the assigned route of the Maxwell school **Rooms 112 & / or 113** room using the doors on the NE side of the building designated **Door "3"** to the East side playground. Alternate exit route is Door "1" to the West of the building exiting onto Francois and gathering in the South Playground.

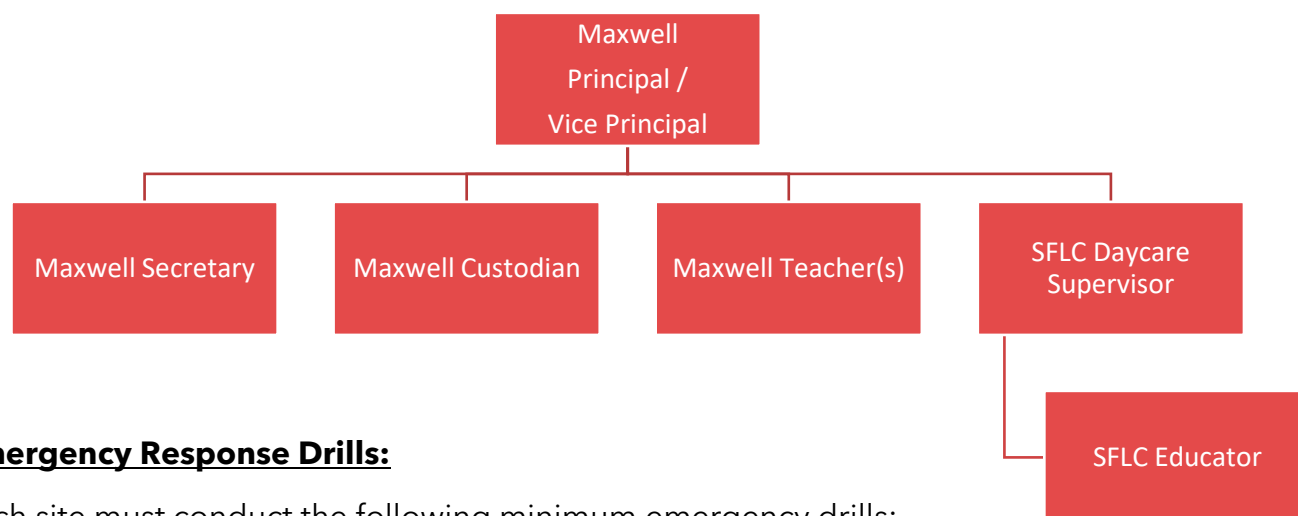
Daycare Students utilizing the Gym at the time of an alarm will exit the Gym on the East Side of the building designated **Door "4"** to the East side playground. Alternate exit route is Door "3" to the East side playground.

- 1) After receiving notification of threat, the Supervisor or designate will announce the decision to "shelter in place", "lockdown", "evacuate".
- 2) All children are to be evacuated to the approved protected area outlined in the procedures posted in each classroom and office.
  - a. Specific staff person to be assigned to support each child with special needs are to proceed to their position.
- 3) A classroom educator will have attendance book. This is to be taken outside and a head count taken so that each child is accounted for.
  - a. In case a child is missing, proper authorities must be notified.
- 4) Classroom educators are to maintain supervision and safety of children as per CCEYA. (Child:Staff ratio must be kept at all times).
- 5) The supervisor must retrieve the medication binder and medication storage boxes, if able, at the time of evacuation to ensure children and adult medical needs can be met.
- 6) Educators must bring the classroom first aid kits equipped with parent emergency contact numbers.
- 7) All doors must be closed for safety.
- 8) A flashlight will be kept in the Supervisors office in a duffle bag.
- 9) Staff will stay with their class and be as reassuring as possible.
- 10) The Executive Director or designate, will proceed to contact the proper emergency response agencies i.e. Police, Fire, Children's Services Manger etc., and parents to give notice and update them on the current situation.
- 11) Executive Director or designate and President will implement the Emergency Response Process.

SFLC students will gather together with their educators to await further instruction from the Maxwell Emergency Response Team Captain as assigned by the Maxwell Emergency Response Team during their meetings and communicated as determined. Upon evacuation, SFLC students and staff will proceed south on Ellrose, crossing Alice to Ska:na Family Learning Centre, 1684 Ellrose Avenue.

### **Emergency Response Team:**

The Emergency Response Team for Maxwell consists of a minimum of four (4) key site personnel such as the Principal, Vice Principal, Secretary and Custodian and additional members as deemed necessary by the Maxwell school. The team is established and reviewed every September and a meeting schedule is determined, Team Membership communicated to Staff and training courses are required. Meeting minutes are recorded and made available to staff as deemed applicable.



### **Emergency Response Drills:**

Each site must conduct the following minimum emergency drills:

- Two (2) Emergency Response Drills (one each fall & spring) utilizing one of the Codes per the Emergency Response Management Program as developed by the GECDSEB.
- Conduct six (6) fire drills (three each fall and spring)
- Conduct two (2) Tornado drills (one each fall & spring)
- In addition, SFLC will conduct all fire / emergency drills as required by the CCEYA

### **Emergency Response Kits:**

Ska:na Site will have an Emergency Response Kit in a readily available, pre-assigned location known by all staff and be kept well maintained. The kit consists of (at minimum):

- AM/FM radio (battery operated)
- Flashlight (battery operated)
- Portable Attendance List
- Current contact information for children

Maxwell has a Weather Radio located in the office area and when a signal is heard the weather report will be given. Depending upon the information, the appropriate actions as determined by the ERMP should be communicated to the school and the daycare facility. It is the responsibility of the Supervising Educator and SFLC staff to adhere to the instructions given by the Maxwell Emergency Response Team.

In the event of a school evacuation, Maxwell Daycare site will be evacuated to the Ska:na Family Learning Centre. Ska:na Site Supervisor will determine the transportation mode for Ska:na staff and students. If the Site Supervisor is not on site, an Educator will be designated to assume responsibility for decisions.