PARENT HANDBOOK

Kids3 Daycare

Innovative Inclusive Individualized

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Welcome to Kids3Daycare & Out-of-School Care!

The intent of the Parent Handbook is to help you get to know us, to inform you of our policies, procedures and practices.

Please be sure to read this handbook and sign the form indicating that you read, understand and agree to comply with the policies contained in this handbook. If you have any questions, please speak with the Director.

Parents are always welcome at Kids3Daycare & OSC!

MISSION

We strive to provide high quality child care that is accessible and affordable to families in the downtown community.

PHILOSOPHY

At Kids3Daycare, our primary responsibility is to provide safe, healthy, nurturing and responsive high quality environment. We believe when planning the environment, we must go deeper than what is merely seen at eye level and develop an understanding of each child’s thinking, questions and curiosities. Hands on experiences engage the baby, toddler and young children in following their personal interests and goals in making the sense of their world.

Kids3Daycare is a Reggio Emilia inspired program. We believe the adult’s role is to provide a child centered inviting environment and programming that encourages children to actively explore and engage in many learning opportunities. We strive to support the children’s social, emotional, creative, physical and intellectual growth and we believe children thrive when they are loved, valued and cared for.

We believe parents are the most important influence in their children’s lives and welcome parent involvement. In partnership with parents, we are committed to fostering the potential in every child.
OPERATING POLICIES

Hours of Operation
Regular hours of operation are from 7:00 a.m. to 6:00 p.m. Monday to Friday.

Evening care is available between 6:00pm and 8:00pm. For more information, please see Evening Care Policies.

The following holidays are observed. When the holiday falls on a weekend, the Center closes the following Monday. The Center also closes one day a year for staff professional development and one week during the Christmas season. Parents are notified of closure dates annually in January and closure dates are posted in the parent information area.

Closure Dates
- New Year’s Day (January 1st)
- Family Day (3rd Monday in February)
- Good Friday (Friday before Easter Sunday)
- Easter Monday (Monday after Easter Sunday)
- Victoria Day (Monday before May 25th)
- Canada Day (July 1st)
- One week during Christmas Break
- Professional Development Day (TBA)

- Civic Holiday (1st Monday in August)
- Labour Day (1st Monday in September)
- Thanksgiving Day (2nd Monday in October)
- Remembrance Day (November 11th)
- Christmas Day (December 25th)
- Boxing Day (December 26th)

Enrollment & Orientation Process
Complete the registration form prior to your child’s start date.
- Pay the $100 deposit to secure a spot.
- Complete the required daycare subsidy forms if applicable.
- Participate in an orientation process.
- Read the Parent Handbook. The Director can answer any questions you may have and will review some important policies with you.
- Acknowledge that you read, understand and agree to comply with the Center’s policies by signing the acknowledgment form.

Child Care Fees
Deposit: A $100.00 non-refundable deposit is required to reserve a spot for your child. If your child does not attend the Center the deposit is not refunded.

Payments: Childcare fees are due on the FIRST business day of each month. Payment can be made by direct bank debit, pre-authorized bank debit, e-transfer, cash, cheques or money order. Credit cards cannot be accepted for payment at this time. Please speak with the Director or Assistant Director if you cannot pay fees on time. If payment for child care fees is not received within the first 5 days of the month, a $50 fee will be charged for late payment. The Centre has the right to refuse services for your child if payments are in arrears by more than 5 business days.
Part Time Care: Parents who have selected certain days of the month on a regular basis. i.e. every Tuesday, Wednesday and Friday will be charged for those committed days. Payment is due for those days on the FIRST day attended in the month. We cannot give a refund, nor a credit for days committed and not used.

Notice of Change of Child Care Fees: A fee schedule is available in the office. At least 3 months’ notice will be provided of any change to the child care fees. Normally any changes would occur at the beginning of the calendar year.

No Refunds: We do not provide refunds for absenteeism, sick days, statutory holidays or vacations.

Subsidy: Subsidies may be awarded after an assessment of family income and conditions are made. Applications can be made directly on-line at: http://www.child.alberta.ca/home/710.cfm. A response should be almost immediate.

For the Centre to receive the full fee, parents pay the assessed parent portion and the balance of the fee is paid to the Centre by Child Care Subsidy. To receive full subsidy, a child must be in attendance 100 hours in a month. If the child is not at the Centre 100 hours, the parent is required to pay the balance of the fee to Kids3Daycare, in addition to the regular parent portion.

Tax Receipts: An official tax receipt is issued when cash is paid and in early January or when the child is withdrawn from the center. Please talk with the Director if receipts are required at different times.

Updated: March 2018

PARENT INFORMATION

Communication with Families
We have an open-door policy for families. Parents are encouraged and most welcome to participate in our day care activities any time.

- Parents are encouraged to talk to their child’s caregivers daily.
- A daily written report will be provided to parents with children under the age of 36 months.
- Please watch for any posted notices in the parent information area and in your child’s room.
- Notifications will be posted and/or sent by e-mail.
- Parents and the Director may use e-mail to communicate with each other.
- You will get a monthly newsletter that will keep you informed of activities, events and any changes that affect you. We will e-mail the newsletter to parents who have provided us with e-mail addresses.

Arrival and Departure
Each day upon arriving, parents are required to sign their children, noting the time of arrival. This is to be followed by signing the child out when leaving the Center at the end of the day. Please initial each day; this gives us a written record of the children’s attendance at all times.
Please do not drop your child off at the daycare between the hours of 11:30am and 2:30pm since the children are transitioning to nap or are already napping.

If you drop off your child when the children are outside either in the outdoor play area or on an excursion, we require that you come to the Center to sign your child in and deliver your child to join the group.

Notification of Absence or Late Arrival Policy
Please provide written or e-mail notification of any absences whenever possible. If an absence is unexpected or if your child is going to be late, please notify us by phone as soon as possible.

Late Pick-Up Policy
If a child is not picked up by 6:00p.m., the parent will be charged a late fee of $15.00 every 10 minutes or portion thereof. This fee is payable immediately directly to the staff member that stayed late to care for your child.

Release of Children Policy
Only the authorized parent(s) or others identified by the parents can pick up a child. Parents can provide the names of authorized pick-up persons on the child’s enrollment form. Parents are asked to call the Center when an alternate person will pick up their child, even when they are listed on the enrollment form. Parents may provide written notice of alternate pick-up persons at any time. If written notice cannot be provided, we will accept a phone call from parents. Staff are required to ask for identification if they do not know the person picking up the child.

*Under no circumstances can a child be released to an alternate person unless the parent has informed the Center. Daycare children will not be released to anyone under the age of 18 years unless the individual is the parent of the child.*

If a staff member suspects the person picking up the child is under the influence of alcohol or drugs, the parent/guardian will be referred to the designated person in charge who will offer suggestions for alternate transportation (i.e. a taxi). If the parent/guardian is uncooperative, the police will be called to make a report of a person suspected of driving under the influence of alcohol or drugs.

Child Custody and Access Policy
Children will be released to parents and emergency contacts listed on the child’s registration form. Parents are required to inform the Center of any custody and access arrangements that are relevant during the hours the child is at the center. If parental access is restricted in any way during daycare/OSC hours, legal documentation must be provided. Without a copy of a legal document detailing parental access, we cannot deny access to children by parents. It is important that parents have regular and clear communication with the Director regarding custody and access.

If one parent or a guardian has sole custody of a child and provides a legal document that clearly defines that the non-custodial parent does not have access during our operating hours, we will not release the child to a non-custodial parent. Should the situation arise where the non-custodial parent comes to pick the child up, we will ask for supporting documentation for access and contact the sole custodial parent and the police if necessary.
Children’s Clothing and Personal Items

Families are required to provide personal items for their children (blankets, sippy cups if used, bottles, etc.). All personal items must be labeled with the child’s name. Bottles and sippy cups must be taken home daily for cleaning and blankets and nap toys are sent home for washing every Friday. The Center provides cot sheets and washes them weekly on the weekend.

Each child has a designated cubby in which to store his/her belongings. **Please ensure all personal items are labeled with your child’s name.** Parents should provide the following items.

- Two full changes of clothes including undergarments for children under the age of 3 years and one full change of clothing for older children
- A pair of shoes to be worn inside and a pair to be worn outside – outdoor shoes must be sturdy and comfortable (i.e. running shoes) – no sandals, flip flops, etc. because they are not safe for outdoor play.
- A weekly supply of diapers and cream if required
- A napping blanket for children who nap
- A comfort toy if it helps your child fall asleep at nap time or is comforting to your child if he/she is distressed
- A hat during the summer months
- A jacket, raincoat and rubber boots in the summer
- Snow pants, toque, mittens, a neck warmer and warm winter boots in the cold months (scarves are discouraged for safety reasons – neck warmers can be used instead)

Diapering and Toilet Training

All diapering will be carried out in a sanitary, safe manner to prevent the spread of germs and diseases that can occur during the diaper changing process. The procedure for diapering is posted at each location where diapering is to take place.

Parents are required to provide diapers and/or pull-ups and diaper cream. Disposable and cloth diapers are acceptable.

The toddler teaching team and parents work together to assist the child in successful toilet training.

Parent Concern Policy

Although the Center makes every attempt to offer quality care to all children and families, there may be occasions when parents have concerns. We encourage parents to bring their concerns to us so that we can work together to determine solutions. The Center will take appropriate actions to resolve all parent concerns in a timely manner.

Parent Complaint Procedure

- Parents are encouraged to talk to their child’s caregiver as a first point of contact.
- If parents have tried talking with the room staff without satisfactory results, or if the concern is serious enough to warrant immediate administrative review, parents are encouraged to contact the Director.
- The Director will schedule meetings as necessary with appropriate parties to gather relevant information before deciding on a course of action.
• Parents will be informed, as appropriate within confidentiality requirements, as to the result of the Director’s inquiry and action taken.
• All concerns will be dealt with in a timely manner.
• If the concern is serious and/or was not resolved within the Centre, parents have the option of contacting licensing (Alberta Children’s Services @ 780-427-0444) and/or the accreditation agency (Alberta Association for the Accreditation of Early Learning and Care Services @ 780-421-9222).

Confidentiality Policy
Information provided to Kids3Daycare & OSC for enrollment or otherwise shall be considered confidential and shall not be used or made available to anyone outside of the daycare except as required by law and Child Care Licensing. All employees are required to complete a confidentiality agreement to pledge confidentiality related to written records of employee or participant information as well as discussions related to employees, volunteers, participants, families and children.

Kids3Daycare & OSC will ensure that records are created, used, disposed of and filed in an appropriate manner compliant with relevant legislation.

Parent Involvement Policy
We believe parents are the most important and influential people in their children’s lives. To support parents as partners, we encourage families to be involved. We have an open-door policy, allowing parents to visit and participate in our programs at all times, fostering a sense of openness and inclusion. Parents/guardians are welcome to drop in for a visit anytime or phone to check in on their children. Parents are invited to join us on field trips and to participate in special activities at the center. Special events for families will be planned. We strive to create an atmosphere where the families and children feel at home. Families are encouraged to provide us with feedback and suggestions and communicate with us about any concerns.

Some ideas for parent participation are:
• Share a special interest or talent with the children and/or staff
• Share a favorite healthy snack or recipe
• Join your child in playing a game or finishing an activity before going home at the end of the day
• Share your cultural experiences and celebrations with staff and children in the Center
• Donate materials for the program, such as recycled materials for art (paper, yarn, foil tart tins, buttons, fabric, etc.)
• Donate toys and equipment (dress-up items, old phones, hair rollers or an old curling iron for a beauty prop box, etc.)
• Be a field trip volunteer
• Share your ideas for the children’s program with the staff
• Read to children
• Invite grandparents, an aunt or uncle to visit the Center
• Share knowledge of resources with us
• Participate in an annual program review by completing parent surveys and providing specific feedback
• Help with repairs and maintenance
**Termination of Child Care Policy**

**Withdrawal by Parent:** Parents are required to provide one full calendar month’s notice if you intend to withdraw your child from care. This means that notice must be provided on the 1st of the month or prior to the 1st for withdrawal past the 30th of the following month. In lieu of one month’s notice, the full fee for the following month is required.

**Termination of Care by Center:** Care may be terminated by the Center under the following circumstances:

- unpaid child care fees;
- failure to comply with the Center’s policies;
- unreasonable or unacceptable behaviour that could be to the detriment of the children, the staff or the Center; and
- the Center is unable to meet the needs of your child.

**Parent Concern Policy**

Although the Center makes every attempt to offer quality care to all children and families, there may be occasions when parents have concerns. We encourage parents to bring their concerns to us so that we can work together to determine solutions. The Center will take appropriate actions to resolve all parent concerns in a timely manner.

**Parent Complaint Procedure**

- Parents are encouraged to talk to their child’s caregiver as a first point of contact.
- If parents have tried talking with the room staff without satisfactory results, or if the concern is serious enough to warrant immediate administrative review, parents are encouraged to contact the Director.
- The Director will schedule meetings as necessary with appropriate parties to gather relevant information before deciding on a course of action.
- Parents will be informed, as appropriate within confidentiality requirements, as to the result of the Director’s inquiry and action taken.
- All concerns will be dealt with in a timely manner.
- If the concern is serious and/or was not resolved within the Centre, parents have the option of contacting licensing (Alberta Children’s Services @ 780-427-0444) and/or the accreditation agency (Alberta Association for the Accreditation of Early Learning and Care Services @ 780-421-9222).

**Developmental Screening**

Developmental screening in early childhood settings can be very useful in the identification of children with otherwise undiagnosed developmental delays. Early treatment of developmental concerns improves outcomes for young children and families.

- Children’s development is monitored regularly using formal and informal methods. Parents are provided with a permission form at the time of registration.
- Observations, documentation and the outcome of formal and informal developmental screening are shared with families. Children and families are supported in addressing any developmental concerns. Ongoing communication between the Centre, the family
and any other agencies involved with the child will enable us to work together to promote the child’s optimum development. The Centre welcomes participation of outside agencies to support the child, the family and the staff. Information will be shared only when parents have provided written permission.

- Informal developmental records include anecdotal observations and a portfolio for each child. Examples of items in children’s portfolios are: samples of children’s art, pictures of children engaged in play learning.

*Updated: November 2017*

**Family Support and Referrals**

- If developmental delays are suspected or indicated through formal and informal observations, a recommendation will be made to the child’s parent for further screening.
- The Director will assist the family in locating resources as required. A record of referrals will be kept in the child’s file.

*Added: November 2017*

**Policy Development, Review & Revisions**

Kids3Daycare develops and maintains up to date policies and procedures to ensure families, staff and the community it serves are informed of the program practices and procedures and to ensure all participants & the staff are aware of their responsibilities. Regular reviews of the policies are conducted to respond to current best practices and the needs of the families, the staff and the community. Parents and staff will have opportunities for input and feedback on our policies and procedures.

*Added: August 2018*

**PROGRAM POLICIES**

**Child Guidance Policy**

We believe a positive approach works best to help children learn to express their feelings and resolve conflicts and solve problems in socially acceptable ways. The staff is warm, caring, nurturing, respectful and supportive. We respect the children’s feelings and their individuality by allowing for choices throughout the program. Caregivers use many techniques to support children’s social development based on the children’s developmental levels, temperament and abilities. Positive reinforcement for pro-social behaviors is used consistently to promote positive behaviors and a peaceful environment. Distraction is the main strategy used with infants. Older children are involved in developing behavioural guidelines for their rooms. Children are given time to work out problems and the staff supports them through a problem-solving process as needed.

Child guidance strategies will always be reasonable in the circumstances.

At Kids3Daycare & OSC, we will never:

- inflict or cause to be inflicted any form of physical punishment (including spanking, verbal degradation or emotional deprivation,
- deny or threaten to deny food or any other basic necessity, or
• use or permit the use of physical restraint, confinement or isolation.

Practices used to promote pro-social behaviors and minimize challenging behaviors include:
• Children’s program: Activities are planned are based on children’s interests and are appropriate for the age and individual levels of the children.
• Routine: A daily routine is established to provide predictability and a balance between active/quiet and self-directed/teacher-directed activities.
• Transitions: Transitions between activities are carefully planned to make these times positive experiences for the children.
• Supervision: Caregivers are to focus their attention on the children, observing, listening, using “teaching moments” to facilitate learning, interacting with them and taking on roles in play, guiding their behavior, and encouraging them as they strive to overcome new challenges.
• Clear Limits: Children are given basic, clear limits, along with reasons for the limits to guide their behavior. Boundaries and expectations expand as children develop.
• Consistency: Caregivers are consistent, so children know what to expect - limits and expectations are consistent so all adults respond in a similar way to conflict situations.
• Positive Reinforcement: Caregivers reinforce positive behaviors by giving children attention and commenting on positive behaviors.
• Positive Communication: Positive communication is used to explain reasons for concerns about a child’s behavior and to help children learn alternative behaviors.
• Modeling: Adults clearly demonstrate compassionate, caring behaviors that set examples for children to follow.

Intervention Techniques include:
• Redirection: Teachers tell children what they can do instead of what they cannot do.
• Natural consequences: Children will be given opportunities to experience natural consequences when it is safe and appropriate. Teachers point out and reinforce natural consequences as they occur in a non-judgmental way. Children see the results of their own behavior and begin to modify it accordingly.
• Non-Judgmental Explanations: Children are provided with explanations as to how their behavior affects themselves and others.
• Logical consequences: Logical consequences relevant and appropriate for the situation are used. For example, if a child spills sand on the floor, he is encouraged to sweep it up with help from the teacher as required.
• Passive intervention: Teachers give children time to work through their own problems, but are there to support the children as required.
• Problem solving & Conflict Resolution: Children are encouraged to work together to solve problems and conflicts. Caregivers will model and support the children as required.

Children’s Program
Every child’s development is promoted through planned experiences and active exploration and learning through play in a safe stimulating environment. The children’s environment, planned experiences, routines and transitions are planned to support the children’s social, emotional, creative, intellectual
and physical development. The children’s program is planned based on the interests and developmental needs of the children.

Outdoor Play

Kids3Daycare & OSC recognizes the importance of outdoor play for all children. Daily outdoor play experiences are planned for the children in our rooftop outdoor play area. Children will also be taken to nearby parks to foster physical activity and nature play. The OSC children will use the Grandin School Park on non-school days.

**Winter:** When the temperature is below -18 degrees Celsius, with the wind chill taken into consideration, or during inclement weather, the children are kept indoors. Parents are required to provide clothing for their children based on the weather conditions. Children MUST have snow pants, a toque, warm boots and mittens at the daycare every day.

**Summer:** Children are taken outside daily in the summer when weather permits. We are conscious of limiting sun exposure on hot sunny days between the hours of 10:00am & 3:00pm. The outdoor play space provides some shade and we will look for shady areas when away from the center. See our Sun Safety Policy for details about sunscreen and safety in the sun. During outdoor play time in the summer, the staff will bring fresh drinking water outside to keep children hydrated. Normally children stay inside when it’s raining, but occasionally the staff may plan outdoor experiences in the rain. Children need clothing for both warm and cooler weather in the summer since it may be cool in the mornings and hot later in the day. Children must have a hat to wear in the summer.

Off-Site Excursions & Field Trips

Excursions in the community are planned regularly as a part of the children’s program to use opportunities for play and learning outside of the daycare/OSC. Parents sign an authorization form for local excursions or walks in the neighborhood when children are registered.

Field trips will be planned on non-school days for the school age children and periodically for the preschool children. Parents are encouraged to share ideas for field trips with us and to participate on field trips and excursions. All excursions and field trips must be approved by the Director. The children’s interests, the value of the experience and the safety of the children are taken into consideration when planning field trips and excursions. Careful planning ensures field trips and excursions are a safe and positive learning experience for the children. The staff are informed of procedures to promote safety and to respond effectively in case of an emergency. *(See Off-Site Excursions and Field Trips, Safety, Supervision & Emergencies sections in the Policy Manual)*

Parents will be informed in advance of the details of the field trip and any special items children may be required to bring. Permission is obtained from parents for each field trip and must be signed for their child to participate. Parents may be required to pay a fee to cover transportation and entrance fees. If a parent does not want a child to attend a field trip, the parent may be required to find alternate care for that time period or day.

When the field trip destination is within walking distance, we will walk using the safest route. When transportation is required, Edmonton Transit bus or LRT, a chartered bus or the Center’s van will be used for transportation. These vehicles are required to comply with Transport Canada guidelines.
**Parent Volunteers on Field Trips**

- Parents are invited to participate as volunteers on field trips. If there isn’t room on the bus for volunteers, they will be required to make their own transportation arrangements.
- When a parent volunteer is not riding on the bus, the child of the volunteer should ride on the bus. This will avoid having to sign the child in and out.
- Volunteers will never be left alone with any child unless the child is their own. Volunteers will normally be assigned to a specific group of children along with a staff member but may be assigned a different role.
- Smoking by staff and volunteers is never allowed in the presence of children.
- Staff and volunteers will not purchase food and drinks for children unless this is a part of the planned experience.

**Technology & Use of Media**

The use of technology is currently not a part of the children’s program at Kids3Daycare. This includes computers, television, movies, iPads, internet, video games, etc. Occasionally the staff may use the iPads or cell phones to show the children something that is related to their program. Technology is never used with children under the age of 2 years.

*Added: August 2018*

**Community Partnerships**

Through community partnerships, we seek to provide for the health, safety and development of children and support for families, staff and the program. Parents are encouraged to share ideas for potential community partnerships.

*Added: August 2018*

**Program Review**

We will regularly evaluate our program and strive for continuous quality enhancement to provide an optimal child care experience for our families, the staff and the community. Parents, staff, school age children and community partners will have informal and formal opportunities to provide feedback on their experiences in our center. Feedback and suggestions will be encouraged through our open-door policy, questionnaires and surveys. Staff will have opportunities for feedback and input at monthly staff meetings. All feedback will be valued and taken into consideration for making changes to our program, practices and policies. A formal review of the program will be conducted annually to enable the Center to get feedback about what we’re doing well and to identify areas for growth. The review will involve the participation of families, school age children and the staff. Goals and action plans will be developed in response to the outcome of the review to ensure that we are meeting the needs of the families and the staff. We will participate in the accreditation review process with the goal of being accredited within the first year of operation.

We are committed to supporting the staff with professional growth. Information will be provided to the staff about courses, conferences and workshops. The Center will support the staff’s participation in professional growth through flexible work schedules, by planning their participation in on or off-site workshops and helping staff access funding when eligible.

If any concerns arise from regular Child Care Licensing and Alberta Health Services inspections, they will be rectified immediately.
A record of critical incidents will be maintained per requirements outlined in the Child Care Licensing Regulations. Any incidents that may have occurred will be discussed at a staff meeting with the intent of analyzing the incident to determine if changes can be made to enhance the safety and well-being of the children. Incidents that have occurred at the center will be reviewed annually and on the anniversary month of our license and the Center will make a report to the regional child care office using the prescribed form on the Human Services website intended for this purpose. *(See Incident Reporting Policy in Policy Manual)*

**HEALTH & SAFETY POLICIES**

**Nutrition and Manner of Feeding**

Nutrition is an essential factor in each child’s growth and development. The first few years in a child’s life are critical years for growth and brain development. It is also a time when children begin to form eating habits that last a lifetime.

Parents of children under the age of 12 months are required to bring all food for their child. Parents should provide foods that are nutritious and appropriate for the age and ability of the child.

Kids3Daycare & OSC is committed to supporting the children’s nutritional needs and promoting healthy eating habits. Morning and afternoon snacks are provided for the children daily. Lunch is provided for children not yet in school. Menus are planned based on the guidelines of the most current Canada Food Guide using quality products and ingredients to support children’s healthy development. Lunches and snacks are planned for the children at appropriate times and food is provided in sufficient quantities in accordance with the needs of each child. We are a NUT FREE FACILITY.

We strive to serve foods the children enjoy, taking family and children’s preferences into consideration when planning menus. Menus are posted where they are clearly visible to keep families informed of all foods served at the Center, allowing parents to see what the child has been served to facilitate planning meals at home.

Procedures and practices ensure utmost safety at meal and snack times. The manner in which children are fed is appropriate to their age and level of development. Special dietary and feeding arrangements are to be carried out in accordance with the written instructions of a parent of the child. All food storage containers must be labelled with the child’s name (bottles, sippy cups, containers with food, lunch boxes, water bottles, etc.).

We strive to establish a pleasant social atmosphere in which children can enjoy their meals and snacks and learn social skills, self-help skills and learn about good nutrition.

**Infants:** If babies drink formula, parents are required to provide the prepared formula. Bottles will be sent home daily. All bottles and foods brought to the Center by families must be labelled with the child’s name. Mothers are welcome to breast feed their baby at the Center.
OSC: Parents of children in Grades 1-6 must send a nutritional lunch for their children daily when children are in attendance full days. Families are encouraged to follow the recommendations of the age appropriate Canada Food Guide. Any foods containing nuts and “junk foods” are not allowed. A nutritious supplement will be provided for children if the food provided by the family does not meet the Canada Food Guide guidelines. Lunch boxes and drinks brought to the Center by families must be labelled with the child’s name.

Menus and Foods
- A morning snack consisting of at least two different food groups is offered to all children between 7:30 & 8:30am.
- Lunch, consisting of at least one serving from each of the four food groups is provided daily for daycare and kindergarten children. 1% milk and water are offered with lunch. Daycare children will be served lunch between 11:00 and 11:30am and kindergarten children will be served lunch between 11:30am and noon.
- An afternoon snack consisting of at least two food groups is offered to all children between 3:30 and 4:00pm.
- Menus are posted on the bulletin boards at the front entrance for the current and following week.
- An accurate record is maintained of any food substitutions made so that the food intake of children may be traced. Any substitutions will be noted on the posted menus. Menus are kept on file at least 30 days after the last day for which they are applicable.
- Menus include foods from a variety of cultures.
- 100% juice is offered with snacks no more than twice each week.
- Whole foods will be served as much as possible (i.e. real cheese instead of processed cheeses, whole grain breads, cereals, crackers will be served instead of white bread, sugary cereals, Ritz crackers, soda crackers, etc.)
- A cycle menu of two weeks or more is used. Repetition of food items is minimal during the cycle.
- Drinking water is available always, both indoors and outdoors.
- Meals and snacks are reviewed every regularly by the Director to ensure that they meet the most up to date nutritional guidelines per Health Canada.

Prohibited / Caution Foods
Foods that contain limited nutrients will not be served regularly at the Center. These include:
- Foods containing limited nutrients
- Foods that are made with refined ingredients such as soda crackers, white bread, waffles made with white flour, white flour macaroni & cheese powder (i.e. Kraft Dinner)
- Foods high in sugar, fat or salt (sweetened fruit juices, artificial sweetened drinks, Goldfish crackers, chocolate chip granola bars, pancake syrup, jams with high sugar content, etc.)
- Foods that contain nitrates such as processed meats (wiener, bologna, ham, etc.)
- Foods that contain harmful ingredients (hydrogenated oils, nitrates, sodium preservatives, food dyes, artificial sweeteners, fire retardant chemicals such as in microwave popcorn)
- Foods that do not meet nutritional guidelines (chocolate bars, chips, cake, soft drinks, iced tea, high sugar cereals, deep fried foods, ice cream, etc.)

Updated: March 2017
Foods from Outside the Facility

- Holidays and special occasions are celebrated with healthy food and non-food treats. “Junk food” is never served in the Center.
- Food treats brought into the Center by parents, staff and volunteers are discouraged except for special occasions such as multicultural event.
- All foods brought into the Center for sharing must be prepared in a licensed food establishment.

Food Handling & Safety

Kids3Daycare & OSC is licensed to provide lunches and snacks. The staff follows food handling policies and procedures that comply with AB Health Services and our Director and Cook are required to complete an approved food handling course to ensure foods are prepared and served to the children in a safe manner.

Sun Safety

The hot summer sun can be dangerous for children. A child can sunburn easily, even on a cloudy day. Parents are required to send a hat with their child in the summer. A wide brimmed hat and light, long-sleeved clothing will provide protection from the sun. Parents are required to send minimum SPF 30 non-aerosol spray sunscreen to the Center for children over the age of 6 months. Products that contain sunscreen and DEET (insect repellent) should not be used because sunscreen needs to be applied more often than insect repellent and the DEET reduces the effectiveness of the sunscreen. Parent permission is required for applying sunscreen and a form will be provided to parents to complete. Sunscreen must be labeled with the child’s name. Kids3Daycare & OSC staff will apply sunscreen daily 30 minutes or more before going outside in the summer months. Sunscreen will be reapplied as required, for example when swimming and during outdoor water play.

Sunscreen will never be applied to infants under the age of 6 months. The staff will be conscious of keeping babies shaded from the sun as much as possible.


Insect Repellent

If parents want insect repellent applied to their child, they are required to provide a labeled container of non-aerosol spray insect repellent along with a written permission form. Insect repellent will be applied only when mosquitoes are present and at least 30 minutes after sunscreen has been applied.

Medication Administration

Administering of medication is a serious responsibility that requires attention to detail and accurate recordkeeping to ensure that medications are administered safely to children. Incorrect administration has potential health risks.

Prescribed medications, over the counter medications and herbal remedies will be administered safely according to the Medication Administration Policy and procedures.

All medication, except emergency medications will be stored in a locked container inaccessible to children. Medication requiring refrigeration will be stored in a locked container and stored in the fridge.

To administer medication, staff members must hold a valid first aid certificate. Staff are required to wash their hands with soap and water or use hand sanitizer before administering medication.

Prescription Medication
The medication must be in the original container labelled with the pharmacy name, child’s name, doctor’s name, name of medication, dosage and times to be taken. Prescription medication will be administered per the directions on the label and written instructions from the parent. Ongoing medications require a start and end date. The dosage administered will never exceed the dosage prescribed.

Over the Counter Medication
The medication must be in the original container labelled with instructions for administration and the child’s name. The dosage administered will not exceed the dosage recommended on the label and the medication will be administered no more than three (3) consecutive days without a prescription or note from a licensed physician. Kids3Daycare reserves the right to refuse to administer over the counter medications without a prescription from a licensed physician.

Herbal Remedies
Herbal remedies must be in the original container labelled with instructions and the child’s name. The dosage administered will not exceed the dosage recommended on the label. If there is no label with administration instructions on the herbal remedy, written instructions must be provided by a licensed physician or licensed alternative health practitioner. The herbal remedy will be administered per those instructions.

PROCEDURES

- Parents must complete all parts of the parent section of the medication administration form - the child’s name, name of medication, dosage required, time to be administered, last dosage and time medication was given prior to arrival at the daycare, special instructions and the parent’s signature.
• Medications will not be administered on an “as needed” basis.
• The Director will deliver the medication to the child care room along with the medication administration form and ensure the staff is aware of their responsibility for administering the medication properly.
• The staff member who administered the medication will record the date & time medication was administered, name of medication and dose administered on the Medication Administration Form and initial or sign.
• After administering the medication or herbal remedy, staff will observe the child for allergic reactions after administering medication.
• Medications must be returned to families when the authorized administration period has ended.

Emergency Medication
An anaphylaxis emergency plan is required for children that have severe or life-threatening allergies. Parents must complete all parts of the parent section of the medication administration form - the child’s name, name of medication, dosage required, details of time to be administered, last dosage and time medication was given, special instructions, and the parent’s signature.

The staff is informed of which (if any) children use emergency medications, where the medications are stored, and how to administer them if necessary (e.g. epi-pens, inhalers). Emergency medication will be stored inaccessible to children where it can be accessed quickly by the staff.

If a child needs emergency medication, we ask the parent to provide the Center with a recent photo of the child. The photo will be kept with the medication and instructions, so the staff can easily identify which child the medication belongs to.

We recommend that the emergency medication is kept at the daycare/OSC in addition to medication at home and at school. If this is not possible, the medication will be returned to the parent at the end of each day when the child is picked up. If medication has been taken home, the parent will be required to sign a new medication administration each day when the child is dropped off. We cannot accept a child without the required emergency medication.

If the emergency medication is administered to a child, the staff will follow the instructions provided by the parent. The attending staff will be required to fill out the medication administration form and discuss it with the parent and/or medical staff necessary.

Special Health Care
If a child requires special health care, the Center will work together with families to ensure the staff is trained in the proper method of administering the type of health care required by the child. This training will be documented in the staff’s and child’s files.

Allergies & Dietary Restrictions
Parents are required to inform the Center of children’s allergies and dietary restrictions when registering children as well as symptoms of an allergic reaction. All staff are informed of any allergies and dietary restrictions and a notice is posted in each child care room and the kitchen for
staff reference. As a part of their first aid training, the staff is trained in the use of epi-pens to administer emergency medication that may be required in the event of an allergic reaction.

If a child has a serious allergic reaction, first aid will be administered as required by a staff member trained in first aid. The child will be transported to the hospital by ambulance after an Epinephrine auto-injector (epi-pen) has been administered.

Smoke Free Environment
To protect the children and staff from the negative effects of exposure to smoke, Kids3Daycare & OSC is a smoke free facility. There will be no smoking on daycare/OSC premises at any time by staff members, visitors and parents.

Smoking is not permitted where children in our programs might observe you (e.g. near the play yard, on field trips, etc.). Staff should avoid smoking in locations where parent-clients can easily observe them doing so. Staff must wash their hands with soap and water after smoking.

It is the expectation that any areas utilized as designated smoking areas (officially or casually) will be kept free of all debris resulting from this use.

Health Care and Illness
Our goal is to provide a healthy place for children to learn and grow. Parents play an important role in preventing the spread of illnesses in the Center by keeping sick children at home. Keeping a sick child home may be difficult for a working parent, but keeping sick children out of the Center is the main contributing factor to the prevention of the cycle of illness that can occur in a child care center.

We are committed to promoting the health and well-being of the children, families and the staff. We strive to stay current with best practices in health & safety as recommended by licensing & health authorities and respond to this information in policy and practices. Procedures are developed to provide the staff with clear guidelines for maintaining a healthy, safe and hygienic indoor and outdoor environment. All staff members are required to hold current first aid & CPR certification.

Parents are informed of the Center’s health and safety policies during their orientation and in the parent handbook which is provided when registering their children. Parents must provide written consent for the staff at the Center to provide or allow for the provision of the type of health care that is deemed in the best interests of the child. The provision of health care by the staff will be in the nature of first aid.

All Health and Safety policies and procedures are reviewed with the staff during the orientation process and the staff is responsible for consistently implementing the policies. The Director will ensure that the staff is provided with training to promote a healthy environment and that all required certification is kept up to date (i.e. First Aid and Food Handling certification).

Potential Health Risk - Exclusion of Sick Children
Having sick children at the Center poses an increased risk to the sick child, to other children and staff as well as extended family members. Parents should call the Center if they are unsure if a child can
attend. A notice will be posted on the parent information board/s to inform families when a child enrolled in the Center has any contagious condition.

In keeping with the Child Care Licensing Regulations, children who are ill or have any contagious conditions cannot be at the Center. If a staff member knows or believes a child is exhibiting the signs or symptoms of illness (such as those listed below) and may pose a health risk to persons on the program premises, parents will be notified and asked to immediately remove the child from the premises. If parents cannot be contacted or if parents have not picked up the child within one hour, emergency contacts will be called to pick up the child. Parents are required to keep their child at home or find alternative care if their child displays any of the symptoms listed below or the child has received one or more of the following diagnoses from a physician or other health professional.

- The child doesn’t feel well enough to play and participate in the activities at the Center
- Vomiting with two or more episodes of vomiting in the last 24 hours
- Undiagnosed or unexplained open sores or rash
- Temperature, with a fever of 38.0 degrees C or higher
- Diarrhea or loose stool (the child should be excluded for 24 hours until symptoms are resolved or assessed by a physician)
- Wheezing/Persistent coughing; (the child should be excluded until assessed by a physician or the symptoms are resolved)
- Mouth sores with drooling (the child should be excluded until a physician has determined that the symptoms are non-infectious)
- Rash, with fever or behavioral change (the child should be excluded until a physician has determined that the symptoms are non-infectious)
- Symptoms of possible serious illness, such as lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing (the child should be excluded until assessed by a physician or the symptoms are resolved)
- Chickenpox (the child can be permitted to return to the program when he or she feels well enough to participate in all activities, regardless of the state of the rash and as long as the child returns to the same group they were with one to two days before the onset of the rash)
- Scabies, Head Lice, or other Infestation (the child should be excluded until appropriate treatment has been completed)
- Impetigo (the child should be excluded until 24 hours after antibiotic treatment has been initiated)
- Measles (the child should be excluded until four days after the appearance of a rash)
- Mumps (the child should be excluded until nine days after onset of parotid gland swelling)
- Pertussis, or Whooping Cough (the child should be excluded until five days after antibiotic treatment has been completed, until three weeks after onset of symptoms, or until the coughing has stopped)
- Purulent conjunctivitis, or Red/Pink Eye (the child should be excluded until 24 hours after antibiotic treatment has been initiated)
- Rubella (the child should be excluded until at least four days after onset of the rash, or up to five to seven days at the option of local health authority)
- Strep throat or other Streptococcal Infection (the child should be excluded until 24 hours after appropriate antibiotic treatment and cessation of the fever)
- Hepatitis A (the child should be excluded until 14 days after onset of illness or seven days after onset of jaundice)
- Tuberculosis (the child should be excluded until a physician has approved his or her return)
The child requires greater care and attention than can be provided without compromising the
care of the other children in the Center

*Source: Health Child Care, Healthy Child – A Guide to Promoting Health & Preventing Illness in Early Learning
& Child Care Settings, Government of Alberta, Sept 2011

Returning to the Center after Illness

Normally children may return to the Center when they are symptom free for 24 hours or 24
hours after antibiotics have been administered. At the discretion of the Director, a written
statement from the child’s doctor may be required to ensure the child no longer poses a health
risk to other persons at the Center.

Supervision of Sick Children

If symptoms of illness are present while the child is at the Center, the sick child must be isolated
or kept as far away as possible from the other children. The child will be removed from the
room away from the other children and taken to the office or the staff room where he/she will
be directly supervised by a primary staff member or the Director. The staff member with first
aid certification will attend to the child and make the child as comfortable as possible on a cot
until the parent/ guardian arrives.

Reducing Cross-Contamination

When a sick child uses a cot, the cot must be wiped with a bleach solution and left to air dry as
soon as the child leaves. The blanket used by the sick child must be placed in a bag, sealed and
sent home with the family of the sick child to be laundered. The Center will launder the cot
sheet. Cot sheets used by sick children will be placed into a bag and sealed; alternatively, the
used sheet may be laundered immediately.

EMERGENCY POLICIES

Kids3Daycare & OSC is committed to the safety and well-being of the children, families and the staff.
Policies, procedures and protocols have been developed to ensure the staff knows how to respond
most effectively to emergencies and that the children are familiar with the procedures. Emergency
exits are clearly identified and evacuation procedures and emergency contact information is
posted in each child care room. Staff will take along backpacks with the children’s emergency
information, emergency contact numbers and first aid kit on both practiced and emergency
evacuations.

Parents are informed of emergency policies in the parent handbook and the staff is informed of
emergency policies during the orientation process for new staff.

Evacuation / Safety Drills

Being prepared for emergencies helps the staff respond appropriately and helps children to feel
less frightened if an emergency were to occur. Children are informed of emergency procedures
by practicing evacuation drills monthly. Tornado procedures will be discussed at staff meetings and practiced with children in summer months. Prior to the practicing the safety drills, the staff will discuss with the children the purpose of the drill and what to expect. This will be done in a manner appropriate for the children’s developmental levels. The Director will plan and document all safety drills.

Evacuation and safety drill procedures will be reviewed regularly with the staff with the intent of identifying the most efficient practices to ensure the safety and well-being of the children and staff.

**Emergency Evacuation**

Emergency exits are clearly identified and evacuation procedures and emergency contact information is posted in each child care room. Evacuation and safety drill procedures will be reviewed regularly with the intent of identifying the most efficient practices to ensure the safety and well-being of the children and staff. Evacuation drills are conducted monthly.

In the event of an emergency that necessitates evacuation of the center, our priority is getting the children to a safe place. The staff will follow procedures outlined in the Policy Manual.

**Evacuation Location:** If we need to relocate, the staff will escort the children to our re-location site across the street at Save-On-Foods, 1010-109Street.

**Severe Weather - Tornado**

Tornado drills will be practiced in the summer months. If a tornado warning or tornado watch is in effect, the staff will follow procedures outlined in the Policy Manual.

**Injuries, Accidents & Medical Emergencies**

**Arrival at the centre:** If a child was injured at home, parents need to inform the staff when dropping their child off so we are aware. Parents also need to inform us if the child had had a fever, diarrhea or vomited in the past 24 hours. The staff will check the child upon arrival for any obvious injuries, bruises, illness, rash, etc. and make note each day of the children’s health condition upon arrival at the center. If we suspect the child may have a fever, we will take the child’s temperature. If the child shows any symptoms listed in the Potential Health Risk and Exclusion of Sick Children Policy, the parent will be required to take the child home.

**At the Centre:** If a child is injured or becomes seriously ill while at the center, it is our responsibility to ensure the child receives the appropriate medical attention as necessary. The child will receive immediate medical attention and a parent or guardian will be notified as soon as possible. If parents or guardians cannot be located, emergency contacts listed on the registration form will be phoned. A staff member will remain with the child always until a parent, guardian or the emergency contact person arrives.
Emergency procedures and contact information for emergency services are posted in the child care rooms. The staff is required to complete a child care first aid and CPR course and the Director trains the staff in the implementation of the Injuries and Medical Emergencies Policy and procedures.

In the event of an emergency when parents or guardians are not present, an attending physician will proceed with any medical procedures deemed necessary. Parents are required to sign a medical care permission form when their child is registered in the Center. Parents will be responsible for associated fees incurred for medical care.

An injury/incident report will be completed and a copy provided to parents. The report will include details of any action taken by staff. The report must be signed by the parent and the staff member attending to the child and retained in the child’s file.

Any critical incidents such as serious illness, injury to a child or any other incidents that may seriously affect the health or safety of a child must be reported to the Regional Child Care Office immediately. (See the Incident Reporting Policy in Policy Manual for details.) Revised: June 2018

Non-Emergency Medical Care
If staff has determined that a child’s condition requires medical attention but it is not an emergency, parents will be called and asked to seek medical care for the child. A qualified staff member will administer health care in the nature of first aid.

Serious Injury or Illness
If emergency medical attention is required, 9-1-1 will be called and an ambulance will be requested to transport the child to the hospital. A qualified staff member will administer care in the nature of first aid. The Emergency Medical Team will decide which hospital is most suitable given the location and nature of the emergency. A staff member will take the child’s emergency information and go in the ambulance with the child or follow the ambulance to the hospital. Parents will be informed immediately.

Poisonous Substance Ingested
If a child has ingested a poisonous substance, the Poison Control Center will be called (1-800-332-1414). The staff member making the call needs to tell the Poison Control Center what substance the child ingested. 9-1-1 will be called immediately if the child is unconscious or having seizures or if the substance ingested requires immediate medical attention. The staff will follow any instructions given to them by the Poison Control Center. If the child is transported to the hospital by ambulance, a staff member will take the child’s emergency information and go in the ambulance with the child or follow the ambulance to the hospital. Parents will be called immediately.

Supervision of Children
Protecting the health and safety of the children in our care is one of our most important responsibilities. Effective supervision reduces the risk of harm to children by preventing injuries and accidents. It also promotes positive, responsive, and intentional learning environments for children and child care workers. With effective supervision in place,
children can play safely and have the benefits of play with their peers that is crucial to their developmental needs.

Kids3Daycare & OSC is committed to providing effective supervision that meets the developmental needs of the children at all times to protect their health, safety and well-being. At minimum, Child Care Licensing regulations for adult/child ratios must be maintained always and will never be exceeded. Children will not be left unsupervised at any time of the day. The indoor and outdoor environments are set up in a way that enables the staff to see the children in all parts of the play areas. Child care staff will communicate with each other so they will always know the whereabouts of the child.

Supervision practices are assessed on a regular basis to ensure that they continue to promote safety and to meet the needs of children enrolled in the program. When supervision or safety concerns are identified, changes will be implemented promptly to reduce the risk of harm.

The Director is responsible for ensuring the caregivers understand their roles and responsibilities when supervising children. The staff will be trained and monitored to promote consistent implementation of the Supervision Policy and Procedures.

Parents are informed of the Supervision Policy when they register their children as a part of the orientation process. The policy is included in the Parent Handbook and in the Kids3Daycare & OSC Policy & Procedures Manual which is in the office and in each child care room for easy access by staff and parents. Parents whose children are transported will receive a copy of the Transportation Policy.

Note: See also the Transportation Policy for supervision during the transportation of children to and from schools and the Off-Site Excursions & Field Trips Policy for supervision during off site activities.

PROCEDURES

Effective supervision is about more than watching children; it is about using techniques that promote effective supervision practices and create safe care environments.

School Age Children
School age children (Grades 1-6) will use the washroom in the hallway outside of the OSC rooms. The group of school age children will be taken to the washroom for washroom breaks to reduce the need for washroom use by individual children. If a child needs to use the washroom between washroom breaks, he/she will inform the caregiver and the child’s name will be posted in a visible spot. The OSC caregiver will call the Director or Assistant Director to send a staff member to supervise washroom use by individual children. When the child returns, the child’s name will be taken down.
A school age child may also periodically leave the OSC room for a specific purpose within the Center. An example would be to read to younger children, in which case the child is still under supervision of the Kids 3 Daycare staff.

**Director Responsibilities for Effective Supervision of Children**
- Ensure all caregivers are familiar with the Supervision of Children Policy and Procedures their responsibility to ensure children are well supervised at all times
- Review and evaluate the Supervision Policy together with the staff at regular intervals throughout the year, particularly when there are programming changes (for instance, staff changes, during the summer when children are outside more, on field trips or in the fall when new children may enroll in the program)
- Schedule the most experienced child care staff at the beginning and end of the day since they are most likely to be familiar with the building, facilities and procedures and know the children and families
- Ensure that the child care staff is familiar with the children in their care, that they know who is responsible for supervising children and that they are actively supervising and do not have their responsibility for the care of children compromised by engaging other tasks
- Communicate effectively any relevant information shared by families, for example, if there are any changes about who is authorized to pick up a child
- Determine times when elements of risk require that a lower ratio is required and what the ratio will be
- Prepare all necessary forms - safety checklists to use for reviewing the indoor and outdoor environments, attendance sheets, etc.
- Monitor and evaluate supervision practices to ensure that staff practices adhere to provincial standards and the center’s policies and procedures on supervision. This is done by:
  - spot-checking caregivers;
  - randomly asking caregivers how many children are present;
  - observing caregivers to ensure that they are following established procedures; and
  - reviewing program policies with the staff on a regular basis, including presenting caregivers with hypothetical scenarios to test their response (e.g. “if the program goes on a field trip, how will staff account for all of the children?”)

**Caregiver Responsibilities during Transportation of the Children**
At all times, caregivers need to know how many children are in their care, where they are and what they are doing. Caregivers need to be aware of the physical environment of the child care program. Positive contact focuses attention on and increases the likelihood of positive behaviour while decreasing the incidence of inappropriate behaviour.

Caregivers are required to consistently practice all of the following strategies to keep children safe.
• Conduct indoor and outdoor safety checks of the program premises and equipment (and record on the checklist) and remove hazards prior to children entering the play areas
• Maintain staff to child ratios at all times
• Position equipment and arrange the environment to enable caregivers to supervise the children’s play closely
• Accurately record arrival and departure times
• Know where emergency medications, first aid kits, and emergency contact numbers are kept
• Know the children’s routines and the persons authorized to pick them up
• Use a consistent system during head-counts or roll call (counts must be done during all transitions, including when children leave or return to their child care room, or enter or leave a vehicle)
• Count the children when you arrive on shift and compare to attendance record
• Count the children when you are finished your shift and compare to attendance record
• Communicate all relevant information effectively with co-workers
• Be actively engaged in supervision whenever children are present using techniques and strategies that promote the safety of the children (moving, scanning, positive contact, positive reinforcement, supporting the development of social skills and consequences for negative behavior)
• Avoid carrying out activities that may draw attention away from active supervision (such as administrative tasks, cleaning, texting, reading, using the phone, etc.) when responsible for children
• Set physical boundaries - clearly communicate about the areas that children are free to use
• Establish simple rules for children (i.e. only one child on the slide at a time)
• know where the children are and what they are doing and which children they are responsible for at all times
• Maintain constant visual movement whether standing, walking or talking
• Scan and walk the entire perimeter of the playground and through the play area especially around climbing equipment and hard-to-see areas
• Position themselves to hear and/or see children when they leave the immediate play area for drinks, obtaining personal items, or using the bathroom
• Scan the entire room to observe what is happening when engaged in activities with children
• Position themselves to see the entire room with staff in different parts of the play areas
• Observe & engage in children’s play, ensuring they are playing in a safe manner and anticipate what may happen next to assist children and intervene in the event of potential harm
• Listen closely to children, even those who are not in direct line of sight (such as those in outdoor play spaces) and recognize situations that typically precede aggression such as arguing, rough play, and unsportsmanlike conduct or over competitiveness
• Monitor children’s health to identify early signs of fever, illness, or unusual behavior
Caregiver Responsibilities during Transportation of the Children

All staff members responsible for children during times they are being transported to and from schools must comply with the Transportation Policy and Procedures

- The staff must actively supervise children during times when they are being transported.
- Children must be informed of the expectations while being transported – seat belts on, windows closed and quiet voices.
- Children will be informed in advance of pick-up spots and of what to do if the van is detained. They must return to the school and wait inside in the school office.
- The van driver will never leave the school until all children are accounted for or until another staff member comes to assist with locating any missing children.


EVENING AND WEEKEND CARE POLICIES

Evening and weekend care is available for children from 0-12 years of age, Monday through Friday from 6:00pm to 8:00pm and Saturdays from 8:00am to 5:00pm.

Arrangements for evening and weekend care must be made at least one week in advance. Parents are responsible for dropping off and picking up their children. Transportation is not available on evenings and weekends. All policies in the Parent Handbook apply for evening care. Evening care fees are listed in the fee schedule in the office.

Health & Nutrition

Nutritious meals and snacks are provided for children over the age of 12 months. Meals and snacks are planned based on the guidelines of the most current Canada Food Guide using quality products and ingredients to support children’s healthy development. A menu will be posted to inform parents of foods that will be served.

Babies will be fed on demand. Parents a responsible for providing food and drinks for children 12 months and younger. All food and drink containers must be labelled with the child’s name.

Evenings
- Children will receive a nutritious meal at 6:00pm and a snack at 7:30pm.
- Parents can send tooth brushes to the Center for teeth brushing after the evening snack.
Saturday

- A morning snack will be available between 8:30pm and 9:30am.
- A nutritious lunch will be served at noon.
- Afternoon snack will be available between 3:00pm and 3:30pm.

Grouping of Children

Children will be grouped as follows.

- Infants from 0 to 12 months will always be cared for in an Infant Room.
- When children of various ages are present, children over the age of 12 months will be cared for in the room that is appropriate for most the children. *For example, if most the children are toddlers, they will be cared for in a Toddler Room.*
- Maximum family grouping sizes will be maintained as defined in the Child Care Regulation.
- If four or more school age children are present, they will be cared for in the OSC Room.

Meeting the Developmental Needs of the Children

Safety of the children will be our first consideration. The children will be closely supervised always. Materials, equipment and play experiences will be appropriate for the developmental levels and interests of the children. Any toys that are brought into a child care room from another room will be checked by the staff to ensure they are safe for all children in the room. Parents will be informed of the planned experiences.

*Infants to Preschool:* The staff will make sure the children are not exposed to toys or materials that may be a hazard. Children can engage in various activities based on their interests. They can play with toys, engage in art activities, play outdoors, look at books, participate in story telling with the staff, explore various experiences planned by the staff, etc. If children are tired, they can sleep in their own crib or on their own cot. During evening care, children will be encouraged to change into their pajamas before the evening snack.

*School Age Children:* When in a mixed group, the children can choose toys from the school age program to bring into the room where they will spend the evening. Toys will be checked and approved by the staff to ensure they are safe for all children in the room. Children can do homework, read, play games, engage in art activities, play with construction toys, play outdoors, etc. and they can relax in a comfortable quiet area if they like. On Saturdays, school age and kindergarten children may walk to the Grandin School Park. Children can change into their pajamas in the evening if they like.

Staffing

Ratios, group sizes, certification, first aid, criminal record check and vulnerable sector search requirements will always be maintained or surpassed based on Child Care Licensing Regulations.

- Staff members caring for the children will be primary caregivers who regularly work at the Center and are familiar with the premises, policies and procedures.
At least one in two staff members on site must have first aid and CPR certification.

Staffing will be planned based on the number of children present and the ages of the children. Children to staff ratios will be maintained as defined in the Child Care Regulation.

During evening care on weekdays, both staff must have at least Child Development Assistant Certification.

On weekdays, between the hours 6:00 and 8:00pm at least 2 staff members will be on site when children are present.

On Saturdays, between the hours of 8:30am and 4:30pm, at least one caregiver is required to have Child Development Worker certification. All other caregivers are required to have at least Child Development Assistant certification.

On Saturdays, at least two staff members will be on site whenever 3 or more children are present.

Children’s Portable Records

Children’s portable records will be available in the room where the children are cared for and will be taken along if staff go outside or leave the daycare/OSC premises.

Evening Program Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00pm</td>
<td>Supper</td>
</tr>
<tr>
<td></td>
<td>Toileting/diaper changes</td>
</tr>
<tr>
<td>6:30-7:45pm</td>
<td>Interest centers, playing games, reading to children &amp; outdoor play</td>
</tr>
<tr>
<td></td>
<td>Pajamas time</td>
</tr>
<tr>
<td></td>
<td>Snack</td>
</tr>
<tr>
<td></td>
<td>Teeth brushing (if parent send tooth brushes)</td>
</tr>
<tr>
<td>7:45-8:00pm</td>
<td>Pick-up time</td>
</tr>
</tbody>
</table>

Saturday Program Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am</td>
<td>Greetings, child directed play in centers</td>
</tr>
<tr>
<td>8:30 – 9:30am</td>
<td>Morning snack available, child directed play</td>
</tr>
<tr>
<td>9:30am</td>
<td>Diapers checked, toileting as required</td>
</tr>
<tr>
<td>9:30 – 11:45am</td>
<td>Child directed play &amp; planned experiences indoors or outdoors</td>
</tr>
<tr>
<td>11:45am</td>
<td>Tidy up, prepare for lunch</td>
</tr>
<tr>
<td>12:00am</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30 – 2:30pm</td>
<td>Nap time for children who nap</td>
</tr>
<tr>
<td>12:30 – 1:00pm</td>
<td>Quiet time activities for children who do not nap</td>
</tr>
<tr>
<td>1:00 – 2:45pm</td>
<td>Child directed play &amp; planned experiences indoors or outdoors for non-nappers</td>
</tr>
<tr>
<td>2:45pm</td>
<td>Tidy up and prepare for snack time</td>
</tr>
<tr>
<td>3:00 – 3:30pm</td>
<td>Snack time</td>
</tr>
<tr>
<td>3:30 – 4:30pm</td>
<td>Child directed play indoors or outdoors</td>
</tr>
<tr>
<td>4:30 – 5:00pm</td>
<td>Tidy up, children’s choice of activities that are easy to clean up</td>
</tr>
</tbody>
</table>
Note: Schedules are flexible, based on the interests and needs of the children.

Agreement to Comply with Kids3Daycare & OSC Policies

The Parent Handbook has been created to help you understand our policies and practices. It is important that you read this entire handbook before your child attends the Center. Please note that we reserve the right to make changes at any time to our policies and procedures. Parents will be notified of any changes that affect them.

After you finish reading the Parent Handbook, please return the sign this page and give it to the Director, prior to or on your child’s first day of attendance.

By signing below, you acknowledge that you have read and understood the policies outlined in the Kids3Daycare & OSC Parent Handbook. You agree to comply with the policies contained in this handbook and to read and comply with updated policies. You understand that this handbook is intended only as a general reference and is not intended to cover every situation that may arise at the Center.

Please speak with the Director to clarify any questions you may have about our policies.

Your feedback on our policies is welcomed!

__________________________________________
Child’s Full Name

__________________________________________
Parent/Guardian Signature

__________________________________________
Parent/Guardian Name (Printed)