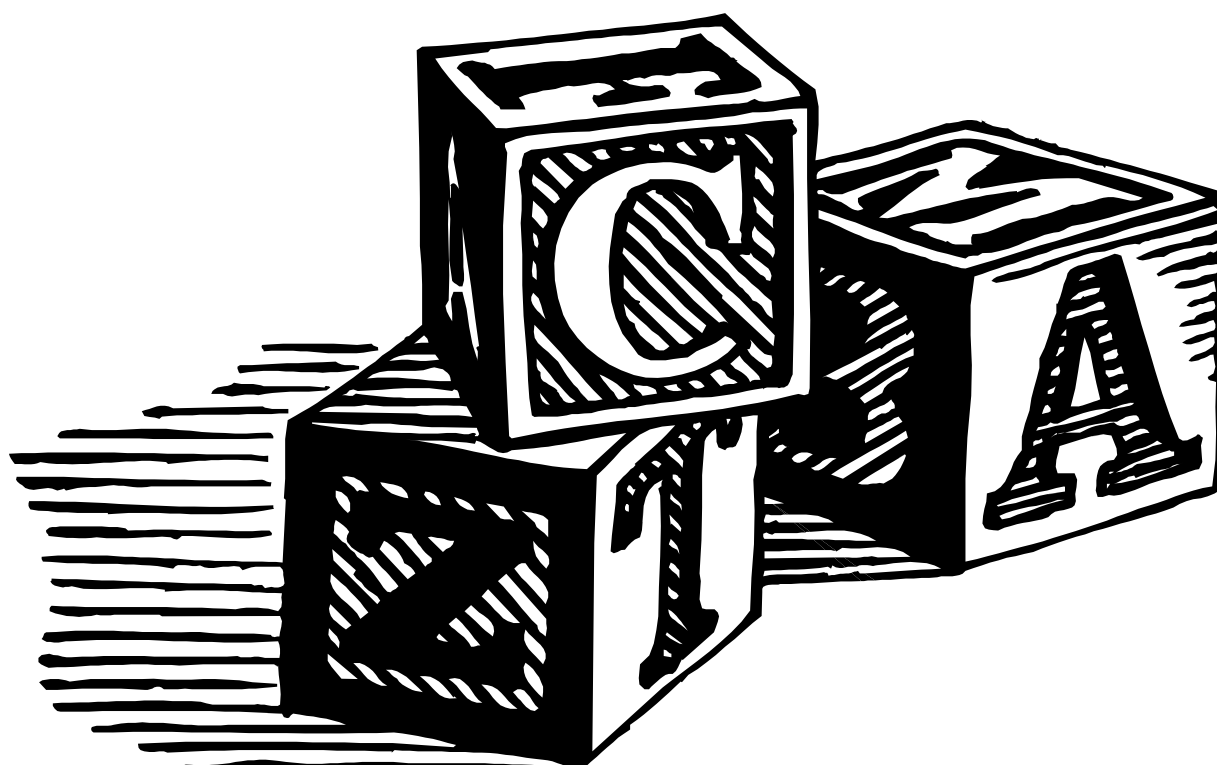


Carnduff Community Daycare

Parent Handbook

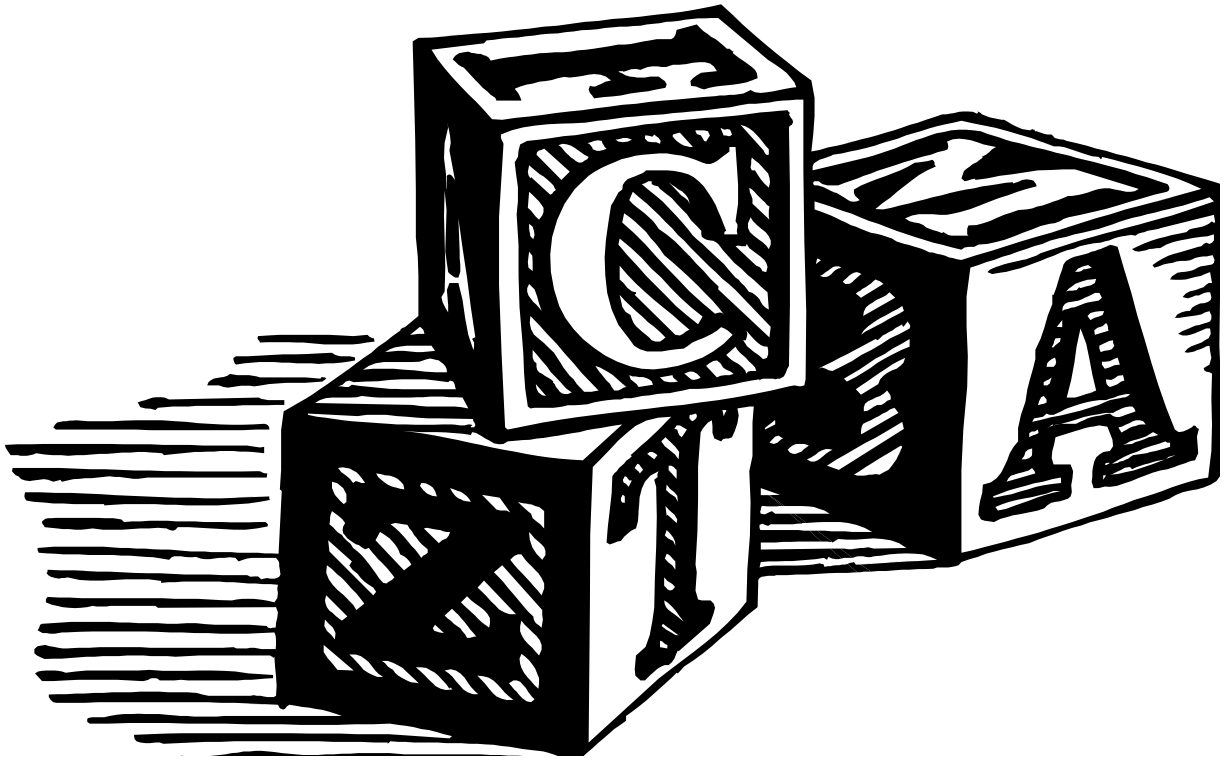


I _____ have received the new updated copy of the Parent Handbook and know it is my own responsibility to read and understand the information provided in it.

Date _____.

Amendment Date: June 2nd, 2021

Carnduff Community Daycare Parent Handbook



301 4th Street East
Carnduff, SK
S0C 0S0
(306) 482-3345

Amendment Date: June 02, 2021

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Mission

Carnduff Community Daycare works with the families in Carnduff and surrounding communities to provide care and programming which fosters the healthy development of children ages 3 months to 12 years.

Philosophy

- We believe that ‘play’ is an important tool through which a child learns about the environment.
- We strive to create an enriched environment, one which a child can grow emotionally, socially, cognitively, and physically.
- We encourage the development and appreciation of individuality while learning to be a part of a group.
- We stimulate the children’s sense of responsibility and teach appropriate social behavior.
- We encourage and respect the diverse nature of humanity.
- We strive to provide an environment that is safe and healthy for all.
- We believe that all children regardless of race, religion, mental or physical ability, are to be valued as individual persons who have the right to developmentally appropriate and diverse programming in order to develop to their fullest potential.

Registration

Children are accepted on the availability of childcare spaces. Children are accepted on a first come first serve basis, or according to space availability. A waiting list will be created in the event the childcare centre is fully enrolled to its licensing capacity of 40 children. We are licensed for 6 infants, 12 toddlers, 20 preschoolers, and 2 school aged children.

We encourage a gradual entry program for children that require it. This process allows the child to become familiar with the childcare centre before the actual start date. This includes:

- A first visit with a parent or other family member. This should last approximately one to two hours. The child and parent will be shown around the centre, be given an opportunity to explore toys, and be introduced to staff and other children.
- A second visit of about one half day (mornings are best) where the child is encouraged to interact more independently (parent can remain or leave).

The following forms must be completed upon admission:

- ✓ Agreement for Child Care Services
- ✓ Child's Emergency Information
- ✓ Child's Emergency Information Card
- ✓ Child's Health Resume
- ✓ Excursion Release
- ✓ Child's Social Resume
- ✓ Media Release Form
- ✓ Release Permission
- ✓ Sunscreen/Bug Spray Permission
- ✓ Subsidy forms (If required, it is the parents responsibility to ask for one)

Custody/visitation

If there are any agreements made about parental custody through the courts, the director should be given a copy to keep on file. Please note the following steps that will be taken if a parent comes to the centre to remove their child when not permitted.

- Staff will discuss with the parent that they are not listed as being the child's pick up for that day and will then make a call to the other parent for confirmation.
- If the parent persists on removing the child, let them go as we cannot keep them from taking their child.

Call the other parent right away and inform them that the child has been removed from the centre.

Please note that if your child has a food allergy or a special diet and can not partake in our menu the parent will be asked to supply their child's lunch on a daily basis.

The following is a list of items which the parents must supply for their children:

- Rubber soled shoes
- A full change of clothing
- Proper outdoor clothing, as outdoor play is an important part of the curriculum
 - Winter: boots, mittens, hats, ski pants, warm jacket
 - Spring: rubber boots, splash pants
 - Summer: hats (sunscreen & insect repellent will be supplied with parental consent)
- Diapers (please bring a bulk supply), formula, and baby food (wipes will be supplied)
 - **Any diapers that need the daycare needs to supply will be \$1.00 per diaper**
- Registration forms.

Parents are asked to label all child's clothing and supplies.

Daily Schedule of Activities

Sunshine Room

| | |
|-------------|---|
| 6:00-8:30 | Arrival/free play/diapering |
| 8:30-9:00 | Stories/poems/finger plays |
| 9:00-9:30 | Wash hands/clean up |
| 9:00-9:30 | Snack time |
| 9:30-10:00 | Clean up/diapers/free play |
| 10:00-11:00 | Outside play |
| 11:00-11:30 | Clean up/diapering/free play |
| 11:30-12:00 | Lunch |
| 12:00-2:30 | Wash up /Nap time/diapering |
| 2:30 | Free play/diaper check |
| 2:30-3:15 | Snack time |
| 3:15-3:30 | Wash up/free play/staff directed activity |
| 3:30-4:00 | Gym Time |
| 4:00-4:15 | Diapering |
| 4:15-6:00 | Free play/Staff directed activity |

Rainbow Room

| | |
|-------------|---|
| 6:00-8:30 | Arrival and free play |
| 8:30-9:00 | Diapering/bathrooming |
| 9:00-9:30 | Snack |
| 9:30-9:45 | Clean up children/diapering |
| 9:45-10:45 | Outside Play |
| 10:45-11:15 | Circle Time |
| 11:15-11:30 | Clean up/Diaper check |
| 11:30-12:00 | Lunch |
| 12:00-2:15 | Wash up after lunch/diaper check/nap |
| 2:15-2:30 | Free play/diapering/wash up |
| 3:30-3:45 | Wash up from snack/diaper check |
| | Hand washing to get ready for snack |
| 2:30-3:00 | Snack Time |
| 3:45-4:30 | Gym Time/Outside |
| 4:30-4:45 | Diapering/Bathrooming |
| 4:45-6:00 | Free play/staff directed activity/gym/outside |

Fun Zone

| | | | |
|-------------|------------------------------|-------------|-------------------------------|
| 6:00-9:00 | Arrival and free play | 12:00-12:30 | Lunch |
| 8:30-9:00 | Move into Fun Zone | 12:30-1:00 | Rest Time |
| 9:00 | Bathrooming and Hand washing | 1:00-2:30 | Afternoon Circle Time |
| 9:00-9:25 | Circle Time/Free Play | 2:15-2:45 | Nappers Wake Up / Bathrooming |
| 9:25-9:30 | Bathrooming and Hand washing | 2:45-3:15 | Snack time |
| 9:30-10:00 | Morning Snack | 3:00-6:00 | Outside/ Gym Time/ Home Time |
| 10:00-11:25 | Morning Circle Time | | |

Staffing

Saskatchewan Child Care Regulations require that the child care centre ensure staff to child ratio is no more than:

1:3 in the case of infants (6 weeks to 18 months old)

1:5 in the case of toddlers (18 months to 30 months old)

1:10 in the case of preschool/kindergarten (30 months to 6 years old or in Grade 1)

1:15 in the case of school age (6 years old or in Grade 1 and older)

The Carnduff Community Daycare practices multi-aged groups, where we group children of different ages together. In this case the ratio 1 staff to 15 points is used.

Infants being 5 points each

Toddlers being 3 points each

Preschoolers being 1.5 points each

School Age being 1 point each

During an excursion away from the child care centre premises where the excursion involves a location or activity with natural or other hazards, the child care centre shall supplement the number of staff by ensuring there are 2 child care workers and that the staff to child ratio does not exceed:

2:3 in the case of infants

2:5 in the case of toddlers

2:10 in the case of preschool/kindergarten

2:15 in the case of school age

During a neighborhood walk, the child care centre must ensure there is 1 child care worker present and the staff to child ratio does not exceed:

1:2 in the case of infants

1:3 in the case of toddlers

1:6 in the case of preschool/kindergarten

1:10 in the case of school age

OR 1 staff to 10 points

Age Groups

Due to staff to child ratios the rooms have been split up into the following age groups:

Sunshine Room (6wks to 2 years)- keep in mind that if this room is full with our limit of 6 infants or available staffing then the children who are about 18 and a half months will be put into the Rainbow Room for the day.

Rainbow Room(2 years to 42 months ie. 3 and a half)- Keep in mind that if this room is full with our limit of 10 toddlers or available staffing then children who are over 30 months and potty trained will be moved to the Fun

Zone for the day. Also if the Sunshine Room has space your child may be put in that room for the day. This will be based on youngest to oldest.

Fun Zone (42 months and Up given that they are potty trained)- Keep in mind that if this room is over its limits per available staff then children will be brought back to the Rainbow Room for the day based on youngest to oldest.

Polices

Smoking Policy

Carnduff Community daycare has a strict No Smoking Policy.

Hours of Operation

Carnduff Community Daycare is open Monday to Friday from 6:30 a.m. to 6:00 p.m. We will be closed for all statutory holidays.

Scheduling

Calendars must be handed in to the director on the 15th of every month. Failure to do so could result in your child not having a spot on that specific day. If you need to make changes to your calendar you have until the 25th of the month to make that change. Changes can only be made to calendars that were received on or before the 15th of the month. Changes are on a first come first serve basis and changes are not guaranteed.

Due to staffing, there will be no phone call reminders for calendars.

Any child who is not scheduled to use the childcare centre on a particular day may be refused childcare at that time. We must maintain our staff to child ratios, according to the child care regulations. This ensures child safety as well. Failure to follow the childcare regulations could result in the cancellation of our license.

Due to staffing requirements, if you choose to remove your child from daycare between drop-off and pick-up hours you will be charged for their absence.

- Example: Joey has preschool from 11:00-1:00 and is normally scheduled from 8:00-4:00. The bill will reflect the 8 hours instead of the 6 hours that he is in attendance.

Casual/ Infrequent Non Enrolled Use

If a parent should want a casual day without fully enrolling their child into the daycare the following steps must be made prior to the child attending (a calendar will not be accepted from this family as they are not being permanently enrolled):

- All appropriate and necessary paper work must be completed
- The amount of the upcoming bill must be paid in full prior to the child attending.

Example:

1. Ally would like her son James to attend daycare while she goes to Brandon for the day. James has never come to daycare before and Ally does not intend on enrolling James but would like to use it for the occasional shopping trip. Ally is planning on leaving James at daycare from 7:00 am to 6:00 pm for a total of 11 hours. Ally will be expected to pay $11\text{hrs} \times \$4.80 = \52.80 prior to James attending.

Cancellation

If children will not be attending the daycare on a day when they are scheduled, parents are required to contact the daycare and let us know that your child will not be attending. Parents may call the Daycare Center at any time and leave a message. It is not the Daycare's responsibility to be calling the parents of the children who did not arrive. The Daycare's phone number is 306-482-3345. The days that are marked on your calendar, which you gave to the Director on the 15th of the previous month, are the days that you should expect to be charged.

Please contact the childcare centre if your child will not be attending on a date that was previously specified on your monthly attendance calendar. If it is after hours please leave a message on the answering machine. **Failure to call in to cancel your child(ren) will result in an extra charge of \$10.00 per child for the day.**

If your child is one hour late for their scheduled time, without you calling the centre first, you will receive a call from the centre to see if your child will be in attendance for that day. If they are not, they will be considered absent and you will be charged the failure to call in fee, which is \$10.00 per child

Late Pickups

Parents must pick their child up by their scheduled pick-up time. If a parent is late picking up their child, there will be a five dollar fee for the first fifteen minutes and fifteen dollars for every fifteen minutes after that. (We round to the nearest 15 minute mark when looking at late charges.) All children must be picked up by 6:00 p.m. This means doors are locked at 6:00pm so please allow yourself time to pick your children up before this time.

Signing in and out

All children must be signed in and out of the daycare. See *Communications*.

School Aged Program

School aged children that are attending daycare before and after school, will be accompanied to school and to daycare by a staff member. The daycare staff will meet the children at the benches outside the general office at the school. They will receive an after school snack.

Transportation

If weather does not permit the children to walk to and from school, the daycare staff will be driving the children. A permission slip is required. If the permission slip is not filled out and signed, then it is the responsibility of that child's parent to make suitable arrangements to get your child to and from school. All staff that drive the children have their proper insurance on their vehicle.

Placement Guarantee

Spaces will be filled on a first received application basis.

Should you choose to secure a space for your child for a future date; the placement guarantee fee is:

- \$175.00 for each child

Should you want to maintain your spot for a certain length of time (ex Summer Months or Maternity Leave) you may do so by submitting the placement guarantee fee. For the period of time that your spot is being reserved, we will be offering this spot as a temporary position to others. No refunds will be made for this if you choose to make other arrangements. The placement guarantee applies to all patrons who wish to hold their spot. If your child is scheduled during this period, you will be charged in addition to the placement guarantee fee. Scheduling your child 1-2 days a week will not secure your full time spot.

Withdrawal

The parent and the child care service agree that the childcare agreement may be terminated upon two weeks written notice by either the parent or the child care service. Notice shall be received by the 15th day of the month. If two weeks notice is not given, the parent will be invoiced for the full two weeks.

Your child will be considered withdrawn if they are not in attendance for 2 consecutive months unless the *Placement Guarantee* is paid. If you would like to re enroll your child in daycare you would be considered a 'New Family' and would have to pre pay for the hours on your schedule. If only one of your children fails to be in attendance for two consecutive months without paying the *Placement Guarantee* you would be required to pay the 'Retainer Fee' of \$175.00

Fees

Regular Fees

\$4.50 per hour for infants 18 ½ months and under

\$4.00 per hour for children 18 ½ months and up

Before and After School Program

\$4.00 per hour per child

During School Holidays

The same as regular fees.

Call In / Drop Off Rate (Casual)

\$4.80 per hour per child

There is a minimum charge of 4 hours for non-school aged children.

There is a minimum charge of 3 hours for school aged children on scheduled school days.

Example:

1. Casey, 3, is scheduled for 8:30-4:30 on Monday. His mom got off work at 2:30 and went to pick Casey up. She is still charged for 8 hours even though he was only there for 6. Which would be \$32.00.
2. Shelly, 1, is scheduled for a 6:30-2:30 on Thursday. She was not picked up until 3:00. Her mom will be charged the 8 hours she was in daycare plus the late pick up fee. 8.5 regular hours at \$4.00/hour plus \$5.00 for first 15 minutes late +\$15.00 for second 15 minutes late. This equals to \$36.13 for regular hours plus \$20.00 for late pick up fees. To a total of \$56.13.

Refer to the Late Pick Up Fee

3. Charlie, 4, is scheduled for a 9-5 on Friday. Her family decides to go on a trip and cancel that day at Daycare. Charlie will be charged for regular hours scheduled. 9-5 =8hrs 8hrs@\$4.00/hour =\$32.00

Refer to Cancellation Policy

Existing Families enrolling additional children

[Retainer Fee](#)-- (non-refundable without 2 weeks prior notice) A fee of \$175.00 per child is required prior to admission. The retainer fee will be reimbursed after notification in writing has been received and all accounts have been paid in full.

Invoicing will be charged according to the time submitted on your calendar plus overtime utilized.

Newly Enrolled Families

Invoicing will be charged according to the time submitted on your calendar. We require pre payment for these days. Please see *Payments*.

NO EXCEPTIONS.

These rates will take effect starting January 1st, 2015.

The Rates will be reviewed annually.

Payments

Invoices are due on the 20th of the month. All patrons with outstanding accounts on the 20th of the month will be given a warning that their account must be cleared by noon on the last business day of the month. If the account is not paid in full, all current and outstanding fees, along with a pre-payment for the following month must be made before their child is permitted to use the facility. Once a patron is required to prepay their childcare fees, they will be considered a prepay family.

Pre-Payments

Once your schedule is handed in your invoice will be done up. Your payment will be due by the 20th of the month. (Ex. You are given your calendar for January and you require 40 hrs total for both your infant and your toddler that attend. So by the 20th of December when handing in your filled out calendar you must pay the Carnduff Community Daycare a total of \$4.00*40hrs for your toddler as well as \$4.50*40hrs for your infant.

For a total of \$340.00.) If pre payment is not received then your child will not be allowed to come for those hours.

Bills will be sent out at the beginning of every month for any overages that may have accrued above and beyond pre paid amounts. Payment in full is due every month by the 20th. If payment is not received, your calendar will not be accepted for the following month, and your child will be placed at the bottom of the waiting list.

Payment can be made online as well.

Parents who receive subsidy -- Upon receipt of your invoice your account must be paid in full, and your subsidy will be applied to your next month's invoice. If you are no longer using the daycare services you will be reimbursed upon receipt of subsidy.

Subsidies

Subsidy is to be paid from the date of enrollment. It is the parent's responsibility to ensure subsidy by registering within 15 days of the date after the child commences the child care center. Applications are available from the Director.

Subsidized parents must have each child in attendance at the child care center for no less than 36 hours per month for infants, toddlers, and preschoolers. School age children require a minimum of 20 hours per month attendance. Failure to meet the 36 or 20 hour minimum will result in cancellation of the subsidy and the parent will be required to pay the full fee amount per child that month. Also, the child must be in attendance throughout the whole month or the subsidy will be prorated according to the days attended. Subsidy rules and regulations are governed by the government.

It is the parent's responsibility to advise the Subsidy Unit when there is a change in marital status, income, address, or employment. You can call 1-800-667-7155.

The amount of subsidy paid is based on:

- The income of the applicant's family unit during any period prior to the application being made; and
- The anticipated income of the applicant's family unit.

NSF Cheque Handling

If an NSF cheque has been received all payments will be due in cash from then on as well as cash will be needed for the amount of the NSF cheque.

Health and Safety Policies and Procedures

As a licensed quality childcare centre, we must follow the regulations set by the Department of Early Learning and Child Care as well as recommendations of Saskatchewan Public Health regarding sick children.

We cannot care for sick children in our center. In order to protect the health of your child and others, parents are asked to keep sick children out of daycare. If your child is attending daycare PLEASE NOTE they will be participating in all Daycare activities, including outside time.

No child suffering from an infectious disease shall be admitted or readmitted to the child care centre until such time as medical evidence is available indicating that the disease is no longer infectious.

If a child is showing any of these symptoms, the child will be separated from the group and the director shall notify the parent of the child. The parent may be asked to make immediate arrangements for the child with their emergency contact.

- A fever of 100.4 F (38 C) or higher when taken in the ear.
- More than two occurrences of diarrhea in the last 12 hours.
- Has been on antibiotics for less than 24 hours for pinkeye.
- Any contagious disease such as measles, mumps, Rosella, thrush, any type of spots in or around mouth, etc.
- Skin infection, undiagnosed rash, sore infected eyes, yellow skin or eyes.
- The child has vomited in the last 12 hours.
- Impetigo, scabies, or head lice.
- Or other indication of illness
- If child vomits at daycare this means an automatic call to the parents to come and pick up the child regardless of how the child behaves after the incident.
- If your child is not well enough to participate fully in our day to day activities such as outside play then it is up to the parents to find alternate care for your child. We are not able to keep one child inside with one staff as we will not be able to meet our ratio requirements. **Please do not ask for us to keep your child inside if they are ill as we are unable to accommodate this.**

Weather Guidelines

All children are expected to go out for recess unless the staff decides that weather conditions are detrimental to children. Temperature, wind chill, sun/cloud conditions, humidity and wind velocity are monitored. On days of extreme weather conditions, the daycare will consider a shortened or indoor play.

Students are expected to come to daycare dressed for outdoor play and prepared to be outdoors. Parents sometimes request their children be kept indoors during recess times because they are not feeling well. Students with illnesses serious enough to prevent them from participating in normal daycare activities - should remain at home until their condition improves.

Smoking Prohibited

No person shall smoke within the centre.

Diaper changing steps for infants:

1. Place child on the change table.
2. Put on gloves. (It is to everyone's benefit if gloves are worn for every diaper whether it is poopie or pee.)
3. Take a bag and hook it on hook open so the diaper can go directly from the child to the bag.
4. Wipe child and dispose of wipes into opened bag as well.
5. Diaper the child with fresh diaper.
6. Take off gloves and dispose of into the bag with diaper and wipes.
7. Re dress child and lower off of table.
8. Have child wash hands with soap, help children that are unable to do it well themselves.
9. Sanitize the change table, and wipe down thoroughly.

Each bag contains 1 diaper and its wipes and gloves. At NO time shall there be more than one diaper per bag as this results in cross contamination.

Bathrooming Steps for potty trainers/preschoolers:

1. Put on gloves.
2. Either you or child takes down pants.
3. Either you put child on toilet or child gets on by themselves.
4. After child is finished help them to wipe bums.
5. Pull up clothing.
6. Have child wash hands with soap, help children that are unable to do it well themselves.
7. Sanitize toilet and wipe down.
8. Remove gloves.

Administering Medication

All medication prescribed, or over the counter, must have the appropriate consent form from the Department of Early Learning and Child Care filled out and signed by the parent before a staff member will administer the medication to a child. Medication containers must be labeled with the child's name, dosage, date, time and method of administration.

There will be no medication given that is outdated or with another child's name on it.

All medication will be kept in a locked container with none remaining in the child's bag.

When the parent is unable to sign the medication form, consent over the telephone is accepted with proper forms signed when or while picking up the child.

Serious Illness or Accident

In the case of serious illness or accident, the parent will be contacted immediately and a decision will be made whether to meet the child and the director at the hospital or whether the parent will pick up their child immediately.

If the parent cannot be contacted immediately, the director shall accompany the child to the hospital. The director and supervisor have the authority to authorize medical examination and immediate necessary treatment required. The child has been put in the care of the childcare centre; therefore they, not the emergency contact, must authorize treatment on behalf of the parent.

Accident Report

When a child is injured at the childcare centre the staff member will fill out an accident report. The parents will be notified of the accident at the time of pick up and will be required to sign the report. This report will then be placed in the child's file after all signatures are present. If the injury is of a serious nature, the parent will be contacted immediately; if a parent is not immediately available, any person designated by the parent as a person to contact in case of emergency will be contacted. The program consultant is to be contacted within 24 hours of all unusual occurrences and within 7 days after occurrence a complete report will be submitted to the ministry sending out full particulars of the occurrence.

Medical and Immunizations

Saskatchewan Child Care Regulations states that it is up to the discretion of the child care centre to have the parents fill out a medical certificate for their child. Immunization records are to be kept up to date in the child's file.

Releasing a Child from Care/Released Information on Children

Unless instructed in writing to do otherwise, your child will only be released to the following:

- The child's parent or guardian,
- The emergency contact, or
- Any other guardian to whom the parent, by the way of written authorization, has given permission for staff to release the child to.

Any person the staff has not seen before may be required to show identification before the child will be released.

Any information regarding a child in the childcare centre will only be released upon a written request from the agency/agencies working with the child and family concerning the well being of the child. This information can only be obtained from the director of the childcare centre with parental permission.

The Saskatchewan Child Abuse Protocol

The Saskatchewan Child Abuse Protocol demonstrates a commitment by the Government of Saskatchewan and Police Services to ensure that all efforts to protect children from abuse and neglect are integrated, effective and sensitive to the needs of children. To achieve this goal, all professionals will support the Government of Saskatchewan and Police to enable them to prevent, detect, report, investigate and prosecute cases of child abuse and support children who have been abused. Child abuse is a serious issue that requires a community response and the co-operation of service providers and the public. This Protocol recognizes that collaboration among all signatory partners will enhance support for the protection of children from abuse and neglect. By coordinating efforts, government, police and human service providers will better:

- protect children;
- recognize and identify incidents of child abuse;
- respond to and investigate reports of child abuse;
- document statements and collect evidence related to allegations of abuse;
- hold persons accountable for violation of criminal laws prohibiting child abuse;
- provide treatment and support to optimize the physical, emotional and psychological well-being of child victims, their siblings, non-offending parents and/or custodians;
- promote collaboration and integrated inter-agency investigation and case management; and
- reduce emotional trauma to the victims who experience repeat interviews, court appearances, medical and psychological examinations and other human service interventions.

Duty to Report

Duty to Report Suspected Child Abuse The Child and Family Services Act (Section 12, Subsection 1 and 4) states that every person who has reasonable suspicion to believe that a child may be in need of protection shall report the information to a child protection worker, Ministry of Social Services or First Nations Child and Family Services Agency or police officer, and that every police officer who has reasonable grounds to believe that a child may be in need of protection shall immediately report the information to a child protection worker.

The Emergency Protection of Victims of Child Sexual Abuse and Exploitation Act (Section 4, Subsection 1) makes it mandatory for every person who has reasonable suspicion to believe that a child (under the age of 18 years) has been or is likely to be subjected to sexual abuse to report the information to a child protection worker or police officer.

The duty to report applies in spite of any claim of confidentiality or professional privilege (e.g., priest, religious clergy, etc.) other than solicitor/client privilege or Crown privilege.

During regular business hours (Monday through Friday 8 a.m. – 5 p.m.) contact your local Ministry of Social Services or First Nations Child and Family Services Agency child protection intake and/or local police to report suspicions or disclosures of child abuse. Reports after regular business hours or on statutory holidays can be made to the Mobile Crisis lines, emergency duty workers (Ministry of Social Services) or police (contact

information can be found on the inside page of your local telephone directory or by conducting a child abuse directory web search on mysask411.com).

Accident Prevention Procedures

- Children are never left unattended
- Medical records on each child are on file
- Rooms are checked before and after every day for anything left behind
- Safety locks have been put on where necessary
- All doorways have been blocked off when not in use
- Precautions are taken with all windows
- All electrical outlets have protective covers
- Toys with small pieces are kept out of reach of young children
- Only non-toxic materials are used for creative activities
- Staff purses are kept locked up at all times
- Staff strive to anticipate any potential problems before they happen

Warning System For Parent Infractions

After three infractions, contracts for any and all children of offending parents may be terminated. Infractions may include but are not limited to the following:

- Refusing to follow daycare policies
- Verbal abuse of children, staff, or other parents
- Any inappropriate behavior within the building or grounds such as yelling, swearing, etc.
- Any slanderous comments in regards to the daycare, its staff, or other families on social media sites.
- The use of cell phones to take photos of any child other than their own
- Any other behavior deemed inappropriate by the centre director

Intoxicated Parents

If a parent is suspected of being intoxicated the staff will highly encourage the parent to leave the child at the daycare and make other arrangements for pick-up and care. If the parent refuses the terms and removes the child the staff will then be required to notify the RCMP.

Chain of Command to follow when voicing grievances:

- Director or Floor Supervisor when the director is unavailable
- Board of Directors if problem could not be resolved at the Director level. If a grievance is made at the Board of Directors level it is necessary that it is done in written form.

Behavior Policies

Behavior Modification - is a general label for attempts to change behavior by using appropriate and timely reinforcement.

The behavior modification policies and procedures were developed to assist the staff and parents in ways of dealing with inappropriate behavior within our Daycare Center. This is to be used as a guideline for staff and as information for parents, so everyone clearly understands our procedures and consistency is maintained throughout the child's stay at the childcare center.

Our Daycare Centers' focus will be on positive interactions that will guide children towards becoming responsible, caring individuals.

Reasonable approaches to discipline for children include:

1. Setting reasonable limits
2. Gentle reminders
3. Provide explanations
4. Offering appropriate choices
5. Assisting children in making choices
6. Anticipating children's needs
7. Helping children to see consequences to their actions and words
8. Recognizing child differences in age, temperament and experience
9. Ignoring behavior where appropriate
10. Encouraging appropriate behavior
11. Distracting children from potential problems
12. Removing children from the situation where appropriate

Child Management differs depending on the age of the child, the individuality of the child and the type of behavior the child is exhibiting. Caregivers are flexible in their practices using a progression from preventative techniques to discipline.

1. Providing good supervision
2. Providing enough activity to keep children involved and not bored
3. Providing multiples of toys, especially favorites
4. Allowing enough time for activities to keep children from feeling rushed
5. Preparing children for transitions
6. Giving children responsibility and letting them help
7. Respecting children's feelings
8. Expressing pride, interest and pleasure
9. Providing a very close presence when children are having a rough day

Removing the child from the action is always a last resort, with *brief “time out”* to give the child time to settle down and think about what happened, then a short discussion of how to better deal with the situation. Ongoing problems are discussed with the parent and solutions are arrived at together.

Child management that is appropriate for Infants and Toddlers:

1. Direct and close supervision
2. Child proofing home/centre
3. Praising more than saying NO
4. Giving simple explanations
5. Anticipating and responding to needs
6. Distracting with something else

If chronic or serious behavior continues:

1. If the incident is more serious, the staff may call for assistance from another staff. The child is removed from the group for a cool down period. The inappropriate behavior is discussed with the child, and it is important that the child understands why their behavior is unacceptable.
 - An incident report must be completed following an incident, and signed by the staff and the director immediately following the incident.
 - The Director/Floor Supervisor will discuss the incident with the parent as soon as possible and agree upon methods to change the inappropriate behavior.
2. If inappropriate behavior continues after the director, staff and parents have tried various ways to change the behavior, outside agencies may be used for their expertise and counseling with the permission from the parents. At this time a period of one month will be negotiated with the parents to begin procedures to modify the child’s behavior. If after this one month period, the child’s behavior shows no improvement, the child may be asked to leave the child care centre.
3. If the parent is un-cooperative following the steps outlined above, and refuses to take appropriate procedures to modify the behavior, the parent will be given one-months notice to withdraw the child.
4. Immediate withdrawal of a child will be necessary if the unacceptable behavior puts the other children at risk.

Discipline of a child is at the discretion of the staff, taking into consideration the child’s age, developmental stage and severity of the incident.

Respect and learning are the basis for all child management practice. Children are guided with respect and taught about appropriate behavior in a way that protects their self-esteem. Caregivers model problem solving and understanding of others as well as other behaviors expected of the children. Caregivers

share practices and knowledge with parents to help develop consistency between home and child care facility. Where developmentally appropriate, children are actively involved in solving their conflicts and problems (e.g. assisted to talk out problems and think of solutions, being sensitized to the feelings of others). Activities teaching social skills are part of the program, such as storybooks and group discussions working through common conflicts. Caregivers seek assistance and relief from colleagues when needed (e.g. when feeling like the situation is out of control, when feeling angry, when experiencing a personality clash with a child). Professional advice is sought for recurring and difficult behavior problems.

As per the Department of Early Learning and Childcare requirements, the following practices are not permitted methods of child management with respect to a child receiving child care services in a facility:

- Corporal punishment;
- Physical, emotional or verbal abuse;
- Denial of necessities;
- Isolation;
- Inappropriate physical or mechanical restraint.

Parents

Weekly themes, daily activities and special events will be noted on the parent board and theme boards. Please check it daily so that you are aware of the day-to-day activities.

Please do not send items from home with your child, such as food, candy and toys. Exceptions can be made for security items (ex: teddy bear). ***Staff is not responsible for lost items.**

Group Living

Children attending the daycare are expected to respect others as well as all the equipment. Children are encouraged to be independent and cooperative, and will be taught appropriate ways to express their feelings. All children are expected to clean up their own toys and play areas before moving on to another. It is our hope that by creating a warm pleasant environment for the children, they will take pride in their daycare.

Communication

Good communication will help both the parent and staff further your child's development. Please allow yourself enough time to accompany your child into the daycare, sign them in and help them get ready to start their day (shoes on, etc.) Ensure that a staff member is aware that the child has arrived.

When picking your child up at the end of the day, please sign them out and ensure that staff is aware your child is leaving.

If you have any question or concerns about your child, please feel free to talk to the staff, or the director. You may also call the centre any time with comments, questions, or suggestions. We welcome your thoughts and opinions.

Parent Advisory Committee Meetings

The daycare will have Parent Advisory Committee Meetings monthly for which notices will be posted. All Parents are welcome and encouraged to attend. Remember that Carnduff Community Daycare is here to serve you, the families and because of this we require your input and support.

Work Bees

Work bees are very crucial to the function of our childcare centre. All families are required to participate by helping out at our annual work bee. The dates of work bees will be posted on the parent bulletin board along with a sign up sheet.

General Fire Procedure

1. Fire Alarm will be pulled to alert all persons in building. Alarm will automatically contact fire department.
2. All doors and windows should be closed. All lights should be turned off.
3. All children should **walk** in a single file to closest, safest exit.
 - a. No talking, running, jumping steps. No one shall be permitted to break a line for a drink or potty run or any other reason.
 - b. No stopping for coats.
4. If children are in the play yard when alarm sounds, they should stop the play and move in an **orderly manner** (No Running) to line up at the gate to walk to the designated meeting area.
5. Infants will be evacuated from the building in designated evacuation cribs to the outside meeting area through the back exit.
6. All children will be evacuated to the tennis court.
7. A staff member will take with them the sign in and out sheet, a first aid kit, and the emergency contact binder.
8. The building will be thoroughly checked for any missing children. Report any missing children. Do Not Leave children unattended.
9. Childcare workers should be the **last** ones out of the room.
10. Impress on the children that this is one time, for their safety and that of others, that discipline must be practiced and maintained.
11. When the return bell rings, children will follow their lines back into the building in an orderly manner.
12. In the event children cannot return to the building, the alternate location is:

The Southeast Regional Library located in the Carnduff Education Complex

Parents may pick up children at this designated location.