

Kids First/Adult Campus

Educator Handbook

March 2023



MISSION STATEMENT:

Kids First Day Care Centre/Adult Campus Child Care Centre is committed to providing all our families with a quality childcare program that enhances their child's strengths through developmentally appropriate programming. Our primary focus will be on the development of the whole child; social, physical, intellectual, cognitive and emotional growth.

CENTRE PHILOSOPHY:

We believe that every child has a right to have access to a high-quality childcare program, where they are involved in a developmentally appropriate program while being surrounded by compassionate and caring Educators. Our program will reflect each child's unique characteristics with respect and understanding as our foundation.

OBJECTIVES:

The following objectives have been set out by Kids First:

- To support our students in their continued studies as they pursue their educational goals.
- To provide a positive and caring environment in which each parent can gain confidence, independence and self-reliance while learning effective parenting skills.
- To provide their children developmentally appropriate programming which focuses on the whole child (social, physical, intellectual, cognitive and emotional growth).
- To provide a support group comprised of other parents, Centre staff, school staff and community based organizations.

PROGRAMS:

It is important that every child has opportunities to explore the world around them while being part of a safe and nurturing environment. These opportunities will be offered as part of our daily program through play.

- A) INFANT PROGRAM (0-18MONTHS)** As Early Childhood Educators, we understand that every child is an individual, therefore our program reflects this. The infant program consists of books, toys, the use of natural materials, snuggles, cuddles, tummy time and floor time while using a variety of soft spaces. There will be opportunities for infants to explore while maintaining a safe environment. As well as open and honest daily communications with each parent, the program will reflect the flexibility of each infant's unique schedule.
- B) TODDLER PROGRAM (19MONTHS-30 MONTHS)** Toddlers learn by physically moving around and interacting with those around them. Our toddler program provides opportunities for language development, social interaction, gross and fine motor development as well as sensory play. As well, open and honest daily communications with each parent will enhance the learning process.
- C) PRESCHOOL PROGRAM (31MONTHS-4YEARS)** Preschool children learn through play. Our program provides opportunities to learn through our play-based curriculum. This includes; art activities, circle time, story time, singing, dancing, as well as gross and fine motor play. On-going communication and feedback from parents will allow for optimal learning opportunities.

POSITIONS/QUALIFICATIONS/RESPONSIBILITIES:

ASSISTANT DIRECTOR: The Assistant Director is responsible for program planning and its implementation, working cooperatively with a group of staff and parents, mentoring staff and parents as well as handling administrative duties related to the day-to-day operations of the Centre. The Assistant Director must have excellent communication and interpersonal skills, excellent organizational skills, initiative as well as creative problem solving skills.

Qualification include:

- Minimum level 11 certification in Early Childhood Education
- Minimum 1 year experience in the Child Care Profession
- Criminal Record Check
- Valid First Aid/CPR Training
- Safe Food Handling Certificate

The supervisor will also have specific roles and responsibilities. These responsibilities are as follows:

ADMINISTRATIVE:

- Ensure all children's books are correctly filled out at the end of the day.
- Ensure all significant documentation is filled out as needed (IE Accident reports).
- Attend all scheduled training and staff meetings.
- Ensure compliance with all licensing regulations.
- To organize resources for staff and parents.
- To assume duties directed by the Executive Director in her absence.

PROGRAM DEVELOPMENT AND IMPLEMENTATION:

- Supervise the daily activities of the children.
- Model a positive attitude and leadership while ensuring a safe and secure environment.
- To be knowledgeable about child development and appropriate practice.
- Plan and implement learning experiences and an environment which meets the needs and interests of all children.
- Ensure monthly lesson plans are being followed.

COMMUNICATION:

- Establish positive relationships with children, parents and other staff while acting as a resource and support.
- Maintain confidentiality over centre and family information, as well as communications with the Director.
- Work effectively and professionally as a team member.

EARLY CHILDHOOD EDUCATORS: Educators are primarily responsible for providing an optimal learning environment for the children in their care. You will plan and implement a quality program which encompasses the 'Whole Child' model. Children will be engaged in activities which develop their social, physical, intellectual, cognitive and emotional development. Educators must enjoy working with children and teen parents, have excellent communication, problem solving, and decision making skills, be reliable and consistent, is flexible and creative as well as be able to work independently and as a team member.

Qualifications Include:

- Minimum level 1 certification in Early Childhood Education
- Experience in a Child Care Environment
- Criminal Record Check
- Valid First Aid/CPR Training
- Safe Food Handling Certificate

Educators have specific roles and responsibilities. Those responsibilities are as follows but not limited to:

PROGRAM PLANNING AND IMPLEMENTATION:

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Provide a calm and educational meal time environment
- Provide adequate and age appropriate activities
- Ensure equipment and the facility is clean, well maintained and safe at all times
- Provide weekly and monthly schedules of activities
- Develop culturally appropriate programs and activities
- Develop activities that introduce math and literacy concepts
- Be familiar with emergency procedures

SUPERVISION:

- Ensure children are supervised at all times
- Provide various experiences and activities for children including songs, games and story telling which build on child's self esteem
- Provide opportunities for sleep and rest time
- Establish routines and provide positive guidance
- Provide a safe and secure environment for children to feel comfortable
- Implement positive child management when required
- Clearly and effectively communicate in a manner that children understand

COOK: Under the direct supervision of the Executive Director and Assistant Director, the cook will be responsible for planning and implementing the nutritional component of our Child Care Program. The cook will have good written and verbal communications skills, be able to work independently with minimal supervision, be able to multi-task and problem solve as well as being reliable and consistent.

Qualifications Include:

- Grade 12 or equivalent
- Criminal Record Check
- Safe Food Handling Certificate

Duties Include:

- Planning weekly menus in reference to the REACH guidelines for proper nutrition
- Creates a weekly shopping list
- Ensures all kitchen equipment and cooking surfaces are properly cleaned
- Prepares food items by following the Public Health Standards
- Incorporates First Nations/Metis cooking into the Menu
- Does the laundry as needed
- Attends monthly staff meetings as required by the Executive Director
- Supports and fosters the development of all children in the Centre

Each and every Educator is responsible to work both independently and as part of a team to ensure the quality of our program. If at any time the quality of the program or the safety and wellbeing of any child is compromised it is your responsibility to contact the Assistant Director or Executive Director immediately. You are all key contributors in the guidance and teachings of these children during the most critical years of their young lives. The role you play is extremely important, please take it seriously and don't take it for granted. The parents entrust you with the safety and wellbeing of their children, they expect you to nurture, protect and offer them positive guidance.

Each Educator must remember:

- Be positive, happy and friendly at all times
- Treat every child with dignity and respect
- Make all communications with parents and staff professional and courteous
- Ensure you get down to the child's level, positive interaction can't occur if an adult is standing over the child
- Ensure you are a flexible team member

All Educators are required to maintain visual observation for all children in their care at all time. Your focus should be engaging the children in activities at all times, not engaging in conversations with others around you. If an Educator suspects a child is sick, you are to contact the Supervisor or Executive Director immediately, the decision whether or not to send that child home will be made at that time. Ensure you are doing your job to the best of your ability and let the Assistant Director and Executive Director do their job.

HIRING PROCEDURE:

All new Educators are required to provide the Centre with a copy of their Certification, Criminal Record Check, First Aid/CPR and Safe Food Handling Certificate upon date of hire. In order to ensure safety for the children in our care, all returning Educators are required to have an annual Criminal Record Check done; this will be at the Centre's expense. (New hire's must pay for this themselves) If at any time during employment the Educator is charged with a criminal offense, it is their responsibility to report it to the Executive Director within 24 hours. The Executive Director will have the appropriate form for you to fill out.

PROBATIONARY PERIOD:

Every new Educator must work a three-month probationary period during which time their skills and relationships with children, parents and staff will be observed. On-going feedback will be given to the Educator. At the end of the three-month period the Assistant Director and Executive Director will meet with the Educator to discuss their progress. If progress is satisfactory, the Educator will be placed on permanent status. (Every position is still contracted for one school year at a time) If progress is deemed unsatisfactory the Executive Director may:

- a) Extend the probation period another three months
- b) Terminate the Educator

HOURS OF WORK/LUNCH BREAKS:

Centre hours are from 7:30-5 daily. Educators work 7.5 hours per day with a .5 hour lunch break. Lunch breaks are scheduled during nap time. You must take your lunch break as this is your time to get rest from your group and be rejuvenated. Lunch breaks can't be waived, as breaks may not be accumulated unless otherwise discussed with the Assistant Director or Executive Director for approval.

RECOGNIZED HOLIDAYS:

The Centre will be closed on all recognized statutory holidays; if the holiday falls on a Saturday or Sunday, the Centre will be closed the proceeding Friday or following Monday. The Centre follows these holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Saskatchewan Day
- Labor Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

PAY PERIOD/PAY SCALE:

We operate in accordance with the High School Calendar, therefore are closed all school holidays as well as statutory holidays. Educators are paid by equally dividing their hours/days worked over a 10 month period. Educators receive an advance on the 15th of each month with the balance being paid out at the end of the month. Educators are paid in accordance with the following wage scale:

Early Childhood Educators....

	Level I	Level II	Level III
Start	\$15.29	\$17.10	\$17.90
Year 2	\$15.78	\$17.59	\$18.56
Year 3	\$16.28	\$18.13	\$19.16
Year 4	\$16.77	\$18.72	\$19.76
Year 5	\$17.27	\$19.41	\$20.38
Year 6	\$17.76	\$19.75	\$20.99
Year 7	\$18.24	\$20.33	\$21.72
Year 8	\$18.74	\$20.94	\$22.47
Year 9	\$19.23	\$21.56	\$23.25
Year 10	\$19.72	\$22.21	\$24.06

The recruitment and retention of qualified ECE's is key to providing quality childcare. Effective September 1st, 2022 the Wage Enhancement Grant will provide qualified ECE's with a top up in their wages. Level I's can receive up to \$3.00 per hour, Level II's can receive up to \$4.00 per hour and Level III's can receive up to \$5.00 per hour. Each amount is determined based on a threshold and were staff are on the wage scale.

Assistant Director...

	Level II	Level III
Start	\$20.83	\$21.89
Year 2	\$21.37	\$22.54
Year 3	\$21.91	\$23.19
Year 4	\$22.45	\$23.84
Year 5	\$22.99	\$24.49
Year 6	\$23.53	\$25.14
Year 7	\$24.07	\$25.79
Year 8	24.61	\$26.44
Year 9	\$25.15	\$27.09
Year 10	\$25.69	\$27.74

NOTE: No ECE is \$13.00/Hr

EMPLOYEE ATTENDANCE:

In order to maintain a productive work environment we expect all Educators to be reliable and punctual. Habitual late arrivals and absenteeism will not be tolerated. No more than two late arrivals will be allowed each month. After two, you will be given a verbal warning. If it happens again you will be given a written warning, two written warnings will result in further disciplinary action including possible termination. This same practice will occur with people who are habitually absent from work. If specific circumstances have been discussed with the Executive Director ahead of time and approval has been given, this process would not apply.

STAFF MEETINGS/TRAINING DAYS:

Staff meetings give us an opportunity to collaborate ideas which gives our Centre a chance to improve. Educators are strongly encouraged to come to these meetings with new ideas to enhance our program. These meetings will also provide Educators an opportunity to offer feedback to one another on a variety of topics. Any issues or concerns should be discussed at this time with one another, if appropriate. If not, the Supervisor or Executive Director needs to be made aware, so a solution can be made. We will not tolerate negative behavior or attitudes towards each-other. Educators need to feel confident that they are able to work co-operatively in a healthy environment without fear of being criticized or ridiculed.

Regardless of previous education or experience, Educators will be expected to continue to study and train in infant, toddler and preschool care techniques and teen parent support methods. It may require study and training outside regular working hours on the Educator's own time as recommended by the Executive Director. The following training expectations may be required:

- In-service training at the Day Care
- Study of current literature
- Attendance at recommended professional conferences and/or meetings
- Early childhood education classes (Maximum 2 classes per year paid)

Assistance for professional development will be allocated according to the time and budget of the Centre. ECE classes are covered by the Ministry and are reimbursed to the Educator upon completion of the class.

STAFF RATIO:

Proper child-staff ratio will be maintained at all times. In accordance with regulations, the staff-to-child ratio that applies with respect to a group of children in a single age category while indoors or in the adjacent play , Educators are required to maintain these guidelines as follows:

1:3 in the case of Infants

1:5 in the case of Toddlers

1:10 in the case of Preschoolers

CHILD MANAGEMENT:

Kids First will only use positive guidance and redirection of a child's behavior. The goal of child management is to help each child develop self-control and to modify the behavior that is unacceptable or inappropriate. This will be done through guiding, teaching and learning, not through punishment. Talking with a child after they regain self-control will help them understand why the behavior is unacceptable. If the child is unable to reason; time out may be used. All Educators will follow these child management strategies:

- At no time will the Educator use child management that is humiliating, frightening or physically harmful.
- Be consistent and individualized for each child as well as each behavior. Remember, what may have worked in one situation may not work in the next situation.
- Ensure it is directed at the behavior and not the child. We want to teach the child what the acceptable behavior looks like.
- Ensure food, rest, toileting or isolation is not part of your child management.

Educators will use a variety of techniques when working with the behaviors of children. These will include:

- Redirection
- Behavior Modification
- Logical Consequences
- Time Out (The child will be removed from the situation for one minute per year of age)

If these tips and techniques don't work, see the Supervisor or Director for help. This may involve a meeting with the parent to discuss possible solutions or alternatives in dealing with their child's behavior.

CHILD ABUSE/NEGLECT:

Child abuse and neglect is a concern for everyone. Our Centre's are committed to an active role in the prevention of child abuse and neglect. Child abuse and neglect shall be defined as follows:

- **Physical Abuse:** is a non-accidental injury that causes bodily harm. These injuries may be caused by severe discipline or the uncontrolled lashing out at a child by a caretaker who lacks patience or is easily frustrated.
- **Physical Neglect:** is the failure of the caretaker to provide adequate food, clothing, shelter, healthcare, education, guidance or supervision.
- **Emotional Abuse:** Often consists of placing excessive and repeated demands on a child, which he/she cannot meet. Chronically criticizing or humiliating a child for not accomplishing those demands, or attitudes that demean and damage the child's self-esteem
- **Emotional Neglect:** is usually the result of not being provided with experiences which produce feelings of being loved, wanted, security, and worth. If sense of personal value is lacking in the child, this could be the cause of behavior problems and lower social interaction skills.
- **Sexual Abuse:** is any form of sexual exploitation or sexual activity involving children under the age of 16 by an adult. Improper touching, conversation, coercion or threats are also encompassed under this heading.

In keeping with these definitions, the following protocol will apply:

Any alleged violation of a staff member will result in:

- 1) The person being suspended may not return until a thorough investigation by the Children's Justice Unit concludes the allegations unfounded.
- 2) A second incident will result in dismissal.

If abuse or neglect is suspected of a parent:

- 1) Staff examination of the infant.
- 2) All examinations, injuries and statements recorded and kept on file.
- 3) The director will report any injury or neglect that is suspected to Social Services Intake Department.

EMERGENCY EVACUATIONS:

These drills are practiced every month. We have the evacuation process attached as well as posted in each room. If you are unsure of the evacuation process as posted, please see the Assistant or the Executive Director for further explanation.

DRESS CODE:

Educators are expected to dress appropriately every day, meaning you must be clean and neat in personal hygiene. Educators should wear clothing that allows them to be actively involved with the children at all times. The following is a list of unacceptable dress:

- Clothing that advertises tobacco, alcohol, reference to substance abuse and inappropriate logos

- Pants that fit below the waist
- Revealing clothes (shirts, skirts or shorts)
- Short skirts or shorts (must be mid-thigh in length)
- Anything revealing your tummy

CELL PHONE POLICY:

It is the belief of this Centre that while you are on the job, Educators are being paid to provide the best possible care for the children enrolled in our Centre. Having a cell phone in your possession while working with the children will only compromise the care you provide. Therefore, we have a NO CELL PHONE POLICY. Phones are to be parked each and every day in the Executive Director office. If needed you may use the office phone to make emergency calls. If the Assistant Director or Executive Director see you talking on your phone or texting while you are to be watching the children you will immediately be given a verbal warning. The next incident will be result in a written warning; two written warnings are cause for termination. This behavior will not be tolerated.

STRESS POLICY:

Even though we love the rewards that come with the childcare profession, we also understand how demanding it can be. While the children remain our number one concern, we are also concerned with the well being of all Educators as well. If you are having a personal issue or having a high stress moment with a certain child we want you to take care of yourself and your needs. If you are feeling overwhelmed, angry, or stressed it is your responsibility to notify the Supervisor or Executive Director immediately, you will be given a moment away to collect yourself and regain control. This is important for you as an Educator to maintain a fresh and positive attitude while working with the children in your care. This is also important for the children as they sense your tension and can react to your behavior. However, if you find that you are in need of several retreat periods then maybe child care is not the be suited career choice for you.

VACATION/TIME OFF POLICY:

If an Educator has completed one year of employment with Kids First, they may submit a Vacation/Time off Request form into the Executive Director two weeks prior to the first day in question for approval. Once the Executive Director ensures your time won't interfere with the operation of the Centre, your request may be approved. Do not finalize any plans until you have received confirmation of approval. This includes time off for appointments. Remember, these are requests only...All requests will be considered but not necessarily approved.

SICK POLICY:

Sickness is any illness or injury which inhibits the Educators capacity to work to full capacity. As a result the Educator may use a sick day. Once an Educator has successfully completed their probation period, they are entitled to 10 sick days per year (days will be prorated if start date is not September 1). Staff may use up to 5 of these days as personal days throughout the year. These days must be asked for in advance and are not guaranteed. Any time an Educator takes sick time that they have not earned, the hours will be deducted from their paycheck. All remaining days (up to 30 days) will be carried over into the next school year. When an Educator is ill and needs to stay at home it is their responsibility to contact the Assistant Director or Executive Director at home, phone messages will not be accepted as notice. Educators must ensure they call no less than one hour before their shift starts. If an Educator uses two consecutive sick days, that employee must bring in a Dr. Note for the days in question. If the Educator fails to do this, they may not be paid for the days missed. Please understand that Labor Standards states that anything over 12 sick days in a calendar year is considered excessive. Considering Educators work a 10 month contract, we consider anything over 10 days excessive. If an Educator is abusing this policy by taking an excessive amount of sick time a verbal warning will be given, followed by two written warnings and possibly termination.

CONFIDENTIALITY/CODE OF ETHICS:

While working with the parents, children and staff at our Centre, Educators are privy to confidential information. Confidentiality and a strict code of ethics must be adhered to at all times in order to ensure information remain classified. Please understand that the Assistant Director and Executive Director meet frequently to discuss all types of issues surrounding parents, children and staff. At no time is it acceptable to question either the Assistant Director or Executive Director about the contents of their meeting. Only information that pertains directly to that Educator will information be shared. Examples of confidential information that Educators have access to are:

- Records about the children and their families (these records are locked each night)
- Emergency release information

Personnel files including payroll information is confidential, however, Educators may ask to see this information at any time. Staff must break confidentiality if child abuse in any child or parent is suspected or disclosed.

Staff must break confidentiality when the safety of a child's well-being is at stake. If you suspect a child in endangered in the areas of health, neglect or abuse you must report it immediately.

All Educators sign a Code of Conduct form each year, this is considered a binding document that protects the client information that you are privy to. Educators will be expected to follow the rules surrounding ethical issues:

- Children may be videotaped and photographed only once permission from the parent has been given. This information cannot be shared with anyone for any reason.
- Information will only be shared with other parties once written permission has been given.
- Avoid discussing one family with another.
- It is considered unethical to do personal business during your regular working hours.
- Questions regarding the Centre operations, policies or procedures, and family information should be discussed with the Supervisor or Executive Director, at an appropriate time, not with other staff.
- Only enough information regarding a families personal life will be shared with staff who are directly involved, details will be kept confidential.
- A proactive method of eliminating and dealing with issues is to eliminate gossip.

EVALUATIONS:

An evaluation will be completed with each Educator. Probationary Educators will be given their evaluation after they have completed their three month probation period, and yearly after that. All contract Educators will have an annual evaluation completed every June. The purpose of an evaluation is to discuss job performance factors, items that will be discussed include:

- Compliance with policies and procedures as set out in this handbook
- Attendance
- Tardiness
- Neatness in appearance
- Effort in program planning and implementation
- Peer evaluations
- Feedback from parents

If Educators receive an excellent evaluation, contracts for the next school year will be renewed. If performance is not satisfactory corrective action may be implemented upon contract renewal or contract may not be renewed.

RESIGNATIONS/TERMINATIONS:

When an Educator wishes to resign from their position, it is a requirement that they give the Centre two weeks written notice. The Educator must include their name, their position and the last day they will work in their written letter.

If the Executive Director must terminate an Educator two things must be considered; if the Educator is on probation or is the Educator on permanent status.

- 1) **Probationary Educator:** Anytime during the probation period the Executive Director may give written notice to the Educator to terminate employment. Specific performance factors will be documented and discussed with the Educator upon dismissal.
- 2) **Permanent Educator:** If the performance of a permanent Educator is in question, the Executive Director will take the following actions:
 - Document specific examples of unsatisfactory performance
 - Discussion with the Educator surrounding items of performance which have been violated (verbal warning)
 - Educator may be asked to complete a corrective action form and be given a time frame to improve, another meeting will be set to discuss improvements
 - Record observations
 - If the infraction(s) continue to happen, written notice will be given (please note this will be considered second written notice as corrective action is the first)
 - Another infraction will result in immediate termination

PLEASE NOTE MOST EDUCATORS WILL BE LAID-OFF DURING THE SUMMER MONTHS. ONLY THOSE WISHING TO WORK IN OUR SUMMER PROGRAM WILL STAY ON

ALL PERMANENT EDUCATORS HAVE THE FOLLOWING AS WELL:

- 1) **Benefit Program:** Once an employee passes their 90 day probation period. They become eligible to take part in our Benefit Program through SunLife. The Centre covers 50% of the premium each month, the employee is responsible for the remaining 50% and this will be deducted from their pay cheque each and every pay period.
- 2) **Leave of Absence:** Educators are entitled to a leave under certain circumstances only. Please adhere to the following:
 - **Maternity/Paternal/Adoption-** Educators are entitled to these leaves in accordance with the Labor Standards Act.
 - **Compassionate Leave-** Educators will be granted five days with pay in case of the death of the Educator's spouse, child, father, mother, brother or sister immediately following the death. In case of the death of the Educators immediate family (other than those listed above), or their spouses immediate family, the Educator will receive three days with pay and two days without immediately following the death. If the funeral is not in Saskatchewan and the Educator must leave, it will be five days granted with pay.
 - Each Educator may be granted leave with pay when serious illness or injury of a family member requires the Educator to be with them. Such leave shall not exceed five days within one calendar year. Additional leave will be at the Boards discretion.
 - **Jury Duty/Witness Leave-** If an Educator is subpoenaed, they will receive the difference in their pay that is not being covered by the court reimbursement. This excludes travel and food expenses. The Educator must present the Executive Director with proof of services for the amount of pay received.

Please note that it is the responsibility of each Educator to read over this policy and procedure handbook. If there is anything that you do not understand, please direct your questions or comments to the Assistant or Executive Director. At any time any policy or procedure is violated each Educator will be treated the same, verbal warning, two written warnings and then termination. So strict adherence to all policies and procedures is expected, and non-compliance will not be tolerated.

Rules For Getting Along With Your Co-Workers

Keep it professional at all times.
Don't burn bridges, don't make anyone look bad.
Be friendly but don't discuss personal problems.
Don't gossip.
Secrets don't stay secret for long.
Be tough but not rude and pushy.
Don't criticize the boss or co-workers.
Remember the purpose of the job.
No one likes a whiner.
Don't go over the boss's head.
Do the tough jobs.
Be yourself.