

# **Kids First/Adult Campus Child Care Centre Parent Manual**

## **Mission Statement:**

Kids First Day Care Centre/Adult Campus Child Care Centre is committed to providing our parenting students 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 the 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.

## **Our 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 (6WEEKS-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-6YEARS)** 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.
- D) **KINDERS** - Children enrolled in our program who are attending Kindergarten will be involved in the Preschool programming. However, it should be noted that Kids First does not provide transportation to and from school, this is solely the responsibility of the parent/guardian.

## **Our Staff:**

**Our Child Care Educators are wonderful, caring individuals who are trained in Early Childhood Education. They implement a quality program which allows for the development of each child in their care. All full-time Educators have Early Childhood Certification I, II or III, as well as First Aid/CPR, and have completed a CPIC.**

**Our staff is comprised of an Executive Director, Assistant Directors, Educators and a Cook. All staff are here for the children in our care. Please feel free to speak to them at anytime during your time with us.**

## **Registration/Eligibility:**

**Please note that Kids First/Adult Campus Child Care Centre's support the needs of students first and foremost. If you are a student within Regina Public Schools, Regina Catholic Schools, University, Sask. Polytechnic or other education program within the city you are welcome to register. If there are spaces available and a student does not require care, then community members will be given the space. Each space requires a \$150.00 registration fee, each additional space will be charged an additional \$50.00 per child. So for an example if you have**

3 children your deposit will be \$250.00 (\$150.00 for the first child and \$50.00 for each additional child). A registration package is also given to all parents that includes the necessary enrolment information, including subsidy. Once the package is completed and the deposit has been paid then the child may begin to attend the facility.

### Guardianship:

In any situation where there is a legal battle surrounding custody/guardianship of a child, the centre requires copies of any legal documentation indicating the court orders limiting or restricting access to the child. The centre will follow what is outlined in the court order and only the court order. Any changes to the order must be presented in legal written form.

### Hours:

Adult Campus/Kids First Day Care hours are 7:30-5:00 Monday - Friday. Children should be picked up by 4:45 in order to allow for departure from the centre as well as allowing staff to close. A late fee of \$1.00/minute late per child will be charged to ALL parents who are late. This is paid directly to staff to cover over-time costs. Please remember that many of our staff have children they need to pick-up from daycare as well and they can't be late. If the parent has not shown up within half an hour of closing and no contact can be made with the parent or emergency contacts Mobile Crisis will be called and will be involved concerning the well being of the child.

### Fees:

Infant Fee...		Toddler Fee...		Preschool Fee...	
\$775.00		\$615.00		\$575.00	
Parent Portion...	PFC Grant Portion...	Parent Portion...	PFC Grant Portion...	Parent Portion...	Subsidy Portion...
\$217.50	\$557.50	\$217.50	\$397.50	\$217.50	\$357.50

Please note; that due to the continued decreases in child care fees the subsidy program will be phasing out. After September 1, 2022 no new application will be accepted unless your child is 6 years of age or older, or if you are on SIS.

If a fee increase is deemed necessary by the board, parents will receive notification one month prior to fee increase being implemented.

Since each centre operates as a support to our parenting students, we co-ordinate our closures with the school calendars. Therefore, in addition to all STAT holidays, we are also closed the week between Christmas Day and New Years Day. For those students who must return to school earlier than those in the Public System we will re-open with a condensed staff and children in attendance (the same will apply for February and Easter break). Please see the executive director for exact dates as these days vary from year to year.

Fees must be paid by the 20<sup>th</sup> of each month and no later. Payment options are available if needed, but must be discussed with the director first. Accounts must be at a zero balance by the end of each month. Failure to comply with this will result in removal of your child immediately.

## **Parent Roles/Responsibilities:**

In order to provide quality childcare to each and every family, parent co-operation is critical. Please ensure you follow these simple roles and responsibilities while your child is attending Kids First/Adult Campus Child Care Centre's.

\* Arrival/Departure is an extremely important part of the day. It allows the caregiver and parent to communicate to each other important aspects of the child's day/night. Please ensure you speak with your child's caregiver every day. It is important to note, while the parent is at the Centre, the parent is responsible for their own child. This is extremely critical at the end of the day as staff are saying goodbye to several parents/children, as well as completed end of shift duties.

\* Parents must ensure that they sign their child in/out each and every day. This is extremely important in order to know who is in our centre every day, not to mention the importance of attendance during emergency evacuations. It is also the parents' responsibility to fill out their child's books each day. This helps staff understand what the child did the night before.

\* If a parent chooses to send an alternate person to pick up their child, a person who is not on the emergency list, someone whom staff have never seen before, parent needs to notify centre in advance and prepare alternate that they will be asked for id before the child will be released. If a new person shows up to pick up the child and no notification was given, the child will not be released and it is the parents' responsibility to pick up their child before closure or Mobile Crisis may be contacted. All emergency contacts must be over the age of 14 if they are picking up on their own.

\* Our centre policy is that every child must be dropped off at the centre no later than 9:30 A.M.; unless other arrangements have been made and cleared with the executive director or assistant director. This allows the child to make a positive transition into the centre and not miss out on activities that go on in the morning. If you are habitually late, you may be denied service for that day, and perhaps lose your spot if it continues.

\* It is your responsibility to notify the centre if your child is going to be away for the day.

- \* If your child has been absent due to an illness, you may be asked to present a doctor's note to ensure your child is no longer contagious and can return to the centre.
- \* If your child has not been in attendance for 10 consecutive days and no contact has been made; your spot will be given away.
- \* Any change to phone numbers, address, emergency contacts, or child's medical information is the responsibility of each parent to ensure the centre has this new information. All information is kept confidential and is locked up and stored in the Executive Directors office.
- \* It is the responsibility of each parent to ensure their child has the following items at the centre each day; an extra set of clean clothes, diapers and formula (when needed), proper indoor footwear, and proper outdoor clothing.
- \* Each parent is also responsible for bringing their child into the centre, signing appropriate forms, disrobing and hanging up items in their locker. You also must ensure your child's caregiver is aware your child has arrived/departed.
- \* It is the parents' responsibility to ensure the safety of their child upon pick-up. If a parent/guardian or emergency contact appears to be intoxicated, or has smells of alcohol when they arrive to pick up a child, the centre staff will not release to child. Staff will offer to call a relative/friend to pick up parent and child or staff may offer to call a cab. If the parent/guardian or emergency contact insists on driving with or without the child, staff will notify Regina City Police. Staff may also notify Child Protection if they believe the child could be in any danger.
- \* Smoking/vaping and use of all tobacco products is strictly prohibited on any property owned and/or used by the Regina Public School Board. Therefor there is absolutely no smoking/vaping on daycare premises.

## **Parent Involvement/Communication**

In order to maintain a quality child care program, parent involvement and parent communication is a key component to success. We encourage you to be involved in the Centre as much as possible. Attendance at our family functions, parent meetings and special parties are a great way to pass along your thoughts and ideas. As well, participate and volunteer for any fundraising events that the centre holds.

## Health/Wellness

It is one of our priorities to keep children as healthy as possible. It is critical that we have parent co-operation in this matter. Parents must keep their children at home when they are not feeling well, this is the only way we can limit the germs that come into our centre.

If you are not sure if your child should attend our centre for the day, please use these as a guideline to follow:

- \* If your child has an auxiliary (under the arm) temperature of 99.5 °F/37.5 °C or greater
- \* Your child is crying persistently and can't be consoled or comforted.
- \* Your child is having severe breathing problems.
- \* Your child has diarrhea (2 loose stools in a 4 hour period). Once your child has been diarrhea free for 48 hours, they may return to the centre.
- \* Your child has vomited 2 or more times in the past 24 hours. Once your child has not vomited for 48 hours, they may return to the centre.
- \* Your child has developed a rash that the parent can't identify. Your child can't return to the centre until seen by a doctor. The doctor must write a note stating the child is not contagious before we will allow his return.
- \* Your child has developed a sore throat, may return once seen by a doctor.
- \* Your child is suffering from Pinkeye, Ringworm, Impetigo or Head Lice. Your child may return only once treatment has taken place over a 24 hour period. In the case of Head Lice, the child should be cleaned with nits combed out as best as possible before returning. Please note, the staff will check before you leave to ensure the child has been treated.

The following is a list of Communicable Diseases that have their own exclusion period, please ensure you follow these guidelines.

- \* Red/German Measles (Rubella) - child must be excluded for 7 days from the appearance of rash.
- \* Chickenpox - child must be excluded for 7 days, or once scabs have crusted over.
- \* Mumps - child must be excluded for 9 days after onset of swelling.
- \* Scarlet Fever/Strep Throat - child must be excluded until treatment has been given over a 24 hour period.

\* Infectious Hepatitis - child must be excluded for minimum 7 days.

\* Whooping Cough - child should be excluded until 5 days after the start of treatment or 3 weeks if no treatment is given.

Please note that no child will be accepted into the centre if the executive director or assistant director deems the child too ill to attend.

## **Medication**

If your child requires medication while at the centre you must fill out a medication form which will be provided for you. Any medication brought to the centre must be in its original container with the Pharmacists Label attached. Medication will not be administered, for any reason, if the above are not followed.

## **Allergies**

It is the parents' responsibility to inform the staff of any allergies that may affect your child. As well, any changes to your child's allergy situation. The allergy will then be posted.

## **Evacuation Plan**

Kids First/Adult Campus Child Care Centre has developed in conjunction with the schools (CRP and Adult Campus) Emergency Response Procedures. These procedures outline the necessary safety measures for staff to follow in the case of a Fire, Secure the Building or Lockdown. Monthly drills are held with all staff and children participating. An evacuation plan is posted in each room of each centre.

## **Accidents**

All staff make their best efforts to prevent accidents from happening. However, children are learning to crawl, walk, run etc and these things do happen. If an accident occurs the staff are prepared to handle the situation. All minor cuts or scrapes are handled with minor First Aid treatment and some cuddles, an accident report will be filled out and kept on file. However, if a serious injury should occur, the parent will be notified as further medical treatment may be required, the Ministry will be notified and a Serious Occurrence Report will be filled out. All full-time Educators are trained in First Aid and CPR.

## **Nutrition**

All meals and snacks are provided for the children daily. Weekly menus are posted in the kitchen/parent board, and serve a variety of meals. We take great care in providing quality home-cooked meals for the children everyday which follow guidelines set out for us by The Ministry of Education as well as the Canada Food Guide. If your infant is still drinking formula, it is the parents' responsibility to ensure the centre has enough formula for the entire day.

## **Naptime**

All children regardless of their age have a nap everyday. Even the preschool children lie down and have a short rest during this quiet time. Rest is important in the development of children, and we encourage it. If you have special requirements surrounding your child's sleeping schedule, please ensure you speak to your child's caregiver.

## **Behavior Management**

The staff work hard at encouraging appropriate behavior. All staff work towards fostering positive self-esteem and treat all children in a respectful and dignified manner. We believe children should never be spanked, isolated, ridiculed, labeled, or be denied food or drink. The staff consistently set limits and will guide the children in understanding their feelings and give them the tools to express those feelings in an appropriate way. At no time will abusive language, swearing or screaming be allowed in the centre.

There are times when a child may display "Inappropriate Behavior", and the staff will work to correct or shape this behavior. By doing this, the staff will provide the child with cues that reinforce and direct them towards the "Appropriate behavior". The tools may use include:

- Praise (praise the behavior, not the child)
- Selective Ignoring (ignore behavior that is not harmful, just annoying)
- Logical Consequences (teaches children to make the right choices)
- Motivators (entices children to make positive choices)
- Reminders (cues that jog the memory of a busy child)
- Negotiation (shows children your willingness to listen)
- Removal of Privileges
- Humor (no nagging)
- Time-Out (exclusion from the group, if unsafe for themselves or others)



## **Abuse**

**Child abuse and neglect is a concern for everyone. Kids First/Adult Campus Child Care Centre staff follow "Duty to Report", and therefore any suspicion of abuse or neglect will be reported to Child Protection.**

**Child abuse and neglect shall be defined as follows:**

- **PHYSICAL ABUSE** - a non-accidental injury that causes bodily harm. These injuries may be caused by severe discipline or uncontrolled lashing out at a child by a parent/caregiver who lacks patience or is easily frustrated.
- **PHYSICAL NEGLECT** - is the failure of the parent/caregiver 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 can't meet. Criticizing or humiliating that child for not meeting those demands, or attitudes demean and damage the child's self-esteem.
- **EMOTIONAL NEGLECT** - is the result of not being provided with experiences which produce feelings of being loved, wanted, a feeling of security and self-worth. If a sense of personal value is lacking in the child; behavior problems could arise and lower social interaction skills could become apparent.
- **SEXUAL ABUSE** - is any form of sexual exploitation or sexual activity involving children under the age of 16 by any adult. Improper touching, conversation, coercion, or threats are also characteristics of sexual abuse.

**Kids First/Adult Campus Staff aim to ensure the safety and well-being of all children in our care. All children have the right to feel safe and secure and have all their needs met. In order for Staff to offer appropriate supports the following principles will be followed:**

- **Ongoing observations of all children in our care**
- **Families will be given plenty of opportunities to discuss concerns regarding their child's care**
- **Through open communication, support will be offered to ensure concerns are addressed**
- **When no improvement is observed or the situation becomes worse, staff will report concerns to Child Protection Service.**

*"Feelings of worth can flourish only in an atmosphere where individual differences are appreciated, mistakes are tolerated, communication is open, and rules are flexible -- the kind of atmosphere that is found in a nurturing family."*

*Virginia Satir*

Thank you for choosing us to be part of your family...

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### **Child Care Centre Numbers/Address...**

**Adult Campus Child Care Centre - PH. 306-757-7140 FAX 306-757-8142**

**4210 4<sup>th</sup> Avenue, S4T 0H6**

**Kids First Day Care Centre - PH. 306-523-3318 FAX 306-721-2035**

**1069 14<sup>th</sup> Avenue East, S4N 0T8**

## **Important Contact/Support Numbers...**

**Emergency Medical Services - 911**

**Catholic Family Services - 525-0521**

**Child Abuse Line- 569-2724**

**Child Care Consultant - 787-3725**

**Child Care Subsidy - ph.787-4114 fax.787-4155**

**Child Protection - 787-3760**

**Family Service Regina - 757-6675**

**Fire - 777-7000**

**First Nations Family Support Centre- 522-6722**

**General Hospital - 766-4444**

**Health Line - 1-877-454-1212**

**Kids Help Line - 1-800-668-6868**

**North Central Community Centre - 777-6450**

**Parent Mentoring Program - 766-6795**

**Pasqua Hospital - 766-2222**

**Poison Control - 1-866-454-1212**

**Regina Food Bank - 791-6533**

**Regina Police Service - 777-6500**

**Suicide Prevention, Awareness & Support - 545-1207**

**YWCA - 525-2141**

**Centre Policies...**

## **Attendance Policy...**

### **Intent**

The intention of this policy is to ensure regular attendance in our program is followed. In order for children to settle easily into the day-to-day routine it is critical that they attend on a regular basis. It is for this reason that Kids First/Adult Campus Child Care Centre has adopted this policy.

### **Policy**

Regular attendance fosters the ability to form stability and understanding in the day-to-day interactions and activities at the Centre. Children must attend the Centre for no less than 36 hours in each month as set out by Child Care Subsidy. However, as part of our program you must try to maintain a minimum attendance of 50 hours every month. Failure to do so could result in parent responsibility for the entire child care fee. Poor attendance could result in removal of child care services offered.

### **General Guidelines**

- Parents must notify the Centre by 9:30 if their child won't be attending
- Children must be dropped off no later than 9:30 every morning
- Parents must be accessible to the Centre at all times. If the Centre must contact a parent for any reason, emergencies or otherwise, it is imperative that contact is made as quickly as possible. It is unacceptable to disregard text messages or phone calls from the Centre.

## **Accident Policy...**

### **Intent**

The intention of this policy is to ensure that proper procedures are followed and understood surrounding accidents that may occur at the Centre. All reasonable care is taken to ensure that children are not hurt or endangered in any way.

### **Policy**

Unfortunately, accidents are a part of day-to-day life. As much as we try to keep the children safe and free from accidents, minor incidents happen from time to time. Kids First/Adult Campus has a strict policy in place for staff to follow if a child is injured. Accidents can happen as a result of play with others or can be self-inflicted. We follow the same procedures no matter how the incident occurred. Documentation is also done when a child arrives at the Centre with a mark or a bruise that they may have received from home.

### **General Guidelines**

- When minor injuries such as scrapes, cuts, or nosebleeds occur; First Aid will be applied by the staff member who witnesses the accident
- A Minor Injury Report will be completed, signed and shown to the parent to sign as well, the form will then be kept in the child's file
- If a Medical Emergency occurs such as a severe head injury, choking or severe bleeding, the staff will call 911 immediately
- The parent will be notified, if unable to reach the parent the emergency contacts will be notified
- If a child must be transported in an ambulance and the parent has not arrived a staff member will accompany the child
- Ministry of Early Learning and Child Care will be notified and a Serious Occurrence Report form will be filled out and filed

## **Behavior Management Policy**

### **Intent**

It is the intent of this policy to create an environment that fosters positive self-esteem through-out child development. Therefore all children at the Centre will be treated in a respectful and dignified manner by all childcare professionals.

### **Policy**

Children learn through guidance and understanding about their limitations and boundaries. For this reason staff will use consistency in setting these limits and guide the children towards an understanding of their feelings and expressing their needs and wants in an appropriate manner.

### **Guidelines**

- Children will NEVER be spanked, isolated, denied food or drink, ridiculed or labeled
- Yelling and screaming won't be tolerated as a means of correcting the inappropriate behavior
- Staff will ensure they have close and direct supervision over the children at all times
- Staff will ensure the area is safe at all times
- Staff will praise the child's efforts with positive reinforcements rather than using "NO"
- Staff will ensure that simple explanations are given that the child will understand what is expected of them
- Staff will anticipate and respond the different needs of each child
- Staff will ensure children are kept busy as to not allow the children to become "bored" and look for things to do that may be inappropriate
- If a child is exhibiting inappropriate behavior staff will use reinforcements and cues, such as praise, selective ignoring, consequences, motivators, reminders, negotiations, or time-out as a means to correct the behavior
- If the behavior is not being corrected, a meeting may be set up with the parent, director and staff member to come up with solutions

## **Drop-Off Policy**

### **Intent**

Early and consistent drop off helps develop routines for the day. It is for this reason that we have developed this Drop-Off Policy.

### **Policy**

Kids First/Adult Campus Child Care Centre policy requires all children to be dropped-off at the Centre no later than 9:30 every morning. In order for staff to maintain a routine and develop consistency, it is critical that parents adhere to this policy.

### **Guidelines**

- Parent is responsible to notify the Centre if their child is going to be late BEFORE 9:30
- Exceptions will be made on a case by case basis
- Families who are habitually late, may be denied service for that day



## **Emergency Closures...**

### **Intent**

Kids First/Adult Campus Child Care Centre want to ensure all parents have accessible childcare at all times. It is our intent to ensure that this happens even in emergency situations.

### **Policy**

Kids First/Adult Campus Child Care Centre will do our best to maintain childcare services for the families within our Centre. If we are unable to do so within our Centre we will reimburse families their portion of that daily fee.

### **Guidelines**

- Emergencies would be situations beyond the Centre control, such as; no running water, no power, no sewer, no heat etc. these would have to all be for an extended period of time before we would be forced to close our doors
- Parents will all be notified by telephone as soon as the emergency occurs
- If possible children can be sent to our other location, or another alternative location may be found
- If we are unable to make alternate arrangements that are in the best case for the children, we will be forced to close our doors for that time
- Parents who are forced to pay for alternate care for that day will be reimbursed by the Centre for that day only

## Emergency Evacuations...

### **Intent**

To ensure all staff and children are get out of the building safely and remain safe until parents are notified.

### **Policy**

Kids First/Adult Campus Child Care Centre will practice monthly Fire Drills and Code White Drills with all children and staff. This will ensure everyone is clear on the roles and responsibilities should a real emergency occur.

### **Guidelines**

- Fire drill/Code White evacuation routes are posted in all rooms for all staff and parents to follow
- Meeting place for Kids First is at Cornwall Community School and for Adult Campus it is inside the doors at Kleins Food Mart.
- Parents who are at the schools are not to come get their children from the Centre, they must go to the meeting place and wait with the Centre
- In the case of a real emergency, parents will be telephoned and arrangements for pick up will be made
- Please ensure staff always have current telephone numbers, as it makes moments like these much easier

## **Excursion Guidelines**

### **Intent**

To ensure proper staff/child ratios at all times

### **Policy**

Guidelines have been set out by The Ministry of Early Learning and Child Care for all Childcare Centre's to follow. We are extremely pro-active in maintaining and exceeding these expected guidelines when leaving the Centre.

### **Guidelines**

- Please refer to posted charts regarding proper staff/child ratios
- Charts are posted in Executive Directors office, in all rooms as well as in the hallway before entering the Centre
- Children must always be dressed appropriately and according to weather conditions in order to be permitted to attend an outing. This includes proper footwear. No flip-flops are allowed for outings outside of the Centre, this includes walks to the park. Children can't walk properly, and the flip-flops tend to come off their feet.
- Please see Executive Director or Supervisors if you have further questions or require any clarification

## **Fee Payment Policy...**

### **Intent**

To ensure prompt and accurate fee payment every month.

### **Policy**

It is Kids First/Adult Campus Child Care Centre policy that requires all fees to be paid by the 20<sup>th</sup> of every month and no later.

### **Guidelines**

- Monthly invoices are given to every parent at the beginning of every month
- Payments can be made by cash or certified cheque only
- Payment arrangements can be made, but only if cleared by the Executive Director
- Services will be denied if parents are two months behind and no arrangements have been cleared by the Executive Director
- Services will not start up again until payment has been made

## Food/Nutrition...

### **Intent**

It is Kids First/Adult Campus Child Care Centre's to provide a high quality menu for all children in attendance.

### **Policy**

As outlined by the Ministry of Early Learning and Child Care, Kids First/Adult Campus Child Care Centre provides an excellent food program. Which is comprised of well-balanced meals as outlined in the Canada Food Guide. The Centre strives to be peanut free, however, can't guarantee no food comes into contact with peanut products.

### **Guidelines**

- Weekly menus are posted in the kitchen and in the hallways for parents to read
- It is the parents responsibility to ensure that the Centre is aware of any allergies any child may have
- No outside food permitted unless it is due to dietary needs or restrictions.

## Health/Sick Policy...

### Intent

Kids First/Adult Campus Child Care Centre's strives to protect the children in our care as well as our staff from the spread of illness.

### Policy

Kids First/Adult Campus Child Care Centre has developed and strictly adheres to our Sick Policy. Any child who is sick with anything contagious or is too sick to fully participate in the daily activities at the Centre will not be permitted to stay. If a child becomes ill while at the Centre, the parent/guardian will be notified and that child will have to go home until they are well enough to return.

### Guidelines

- Children with minor colds will be permitted at the Centre
- Auxiliary temperature of over 37.5°C or 99.5°F is considered a fever and child should stay home
- The guidelines surrounding communicable disease are in your parent handbook, please see these guidelines if your child is ill
- Staff are extremely knowledgeable and will answer any questions you may have surrounding your child's illness, if they are unsure they will refer you to the proper professional

## Hygiene Policy...

### **Intent**

The intention of this policy is to maintain the health and wellness of all children in our care as well as the staff.

### **Policy**

Everyone at Kids First/Adult Campus Child Care Centre's will adhere to strict hygienic procedures at all times in order to reduce the risk of communicable diseases.

### **Guidelines**

- All staff/children will follow posted handwashing procedures
- Food handlers will pay extreme close attention to their personal hygiene and handwashing at all times
- Universal Precautions surrounding the proper procedures for handling bodily fluids will be strictly followed by all staff

## Late Policy...

### Intent

To ensure consistent and on-time pick up every day.

### Policy

Children **must** be picked up before closing every day. Parents who are late will be charged a late fee of \$1.00 per minute late, per child. If half an hour has passed since closing and the staff can't get in touch with the parent/guardian or any emergency contact, Mobile Crisis will be contacted. They will handle the well-being of the child at that point.

### Guidelines

- Late fees must be paid directly to staff who had to stay late
- If a parent knows they will be late due to traffic/weather, they **must** notify the Centre
- Parents who are habitually late, may be asked to leave the Centre



## **Medication Policy...**

### **Intent**

To ensure children get accurate doses of medication, that are prescribed by a medical professional.

### **Policy**

Providing that parents provide the proper documentation and sign the required forms, staff will be permitted to administer medication.

### **Guidelines**

- Parent must fill out and sign medication form completely, outlining name of medication and proper dosage
- Medication must be in its original container and have the child's name on it
- Staff will initial form each and every time medication is given at the Centre
- Medication will be stored in a locked container away from the children

## **Mobile Crisis...**

### **Intent**

To ensure the safety and well-being of all children in our care.

### **Policy**

Child Abuse and Neglect is a concern for everyone, Kids First/Adult Campus Child Care Centre's are committed to an active role in the prevention of Child Abuse and Neglect. Any staff member who suspects a child is being abused or neglected has a duty to report and will do so by calling Mobile Crisis.

### **Guidelines**

- If a staff is concerned about the well-being of a child and is concerned about physical abuse or neglect, emotional abuse or neglect, or sexual abuse, they will document their concerns and notify Mobile Crisis.
- Mobile Crisis will then make the decision whether or not to investigate the allegation.
- The Executive Director will be made aware of the situation and all documentation will be kept on file.

## **Pandemic Plan Policy**

### **Intent**

It our intention to develop a healthy practice which preserves the health and safety of all children, their families and all staff within Kids First/Adult Campus Child Care Centre.

### **Policy**

In the event that there is an influenza outbreak/pandemic, Kids First/Adult Campus Child Care Centre will follow the guidelines/checklist as set out by The Ministry of Early Learning and Child Care to ensure the health and safety of all children, their families and all staff's health is protected.

### **Guidelines**

- Staff will plan and coordinate a plan for dealing with any flu pandemic that may arise.
- The Centre will ensure, to the best of its ability, to continue program operations and administration.
- Staff will ensure constant communication with all families
- Staff will follow and adhere to strict infection control guidelines.
- Staff will post the Pandemic Plan Checklist as it is completed for further reference.

## **Parent Involvement Policy**

### **Intent**

To ensure constant and concise parent/caregiver communications.

### **Policy**

It is the responsibility of every parent to ensure they know who their child's caregiver is and to make them aware of any and all information that may pertain to their child's day. All communication is important to ensure parents are aware of all policies and procedures that the centre may adhere to.

### **Guidelines**

- Every parent is encouraged to speak to their child's caregiver every day.
- Every parent must sign their child in and out every day as well as fill out the books every day.
- All parents are encouraged to attend our Annual General Meeting every year. We also have a Board of Directors that parents are welcome to sit on if they so choose.

## Withdrawal of Services

### Intent

To ensure proper notice is given when childcare is no longer required or available.

### Policy

Every parent must provide the Centre one month's **written** notice when they no longer require childcare. The same will apply when the Centre is giving notice to a family.

### Guidelines

- If a family no longer requires care, or has found care elsewhere, notice is always required.
- Deposits will only be returned if proper notice has been given and the parent account is in good standing.
- The Centre may give a family notice that childcare services will no longer be available, this will only occur if the parent account is more than 2 months past due, or the child's behavior can't be dealt with appropriately at the Centre. (This is after all alternate solutions have yielded no positive results)

## **Extreme Weather**

### **Intent**

To ensure Health and Safety of children and staff remains the number one priority when planning any outdoor activities.

### **Policy**

Kids First/Adult Campus Child Care Centre will ensure children are not exposed to cold or inclement weather. When unsure of weather conditions, staff will contact Environment Canada Weather Information at 306-780-5744.

### **Guidelines**

- During the winter months, staff will not take children outside when the wind chill falls below  $-25^{\circ}\text{C}$ .
- During winter months, staff will ensure children do not spend long periods of time outside ( $-11^{\circ}\text{C}$  to  $-19^{\circ}\text{C}$  maximum of 20 minutes/ $-20^{\circ}\text{C}$  to  $-24^{\circ}\text{C}$  maximum of 5 minutes)
- During the summer months staff will check the Humidex and UV Guidelines and plan their outdoor experiences accordingly.
- Humidex Guidelines; less than  $29^{\circ}\text{C}$  no discomfort to children,  $30^{\circ}\text{C}$  to  $39^{\circ}\text{C}$  some discomfort to children their time outside will be limited and above  $40^{\circ}\text{C}$  great discomfort to children and they will not be allowed outside.
- UV Guidelines; 0-2 LOW, 3-5 MODERATE children must wear sunscreen and a hat, 6-7 HIGH children must wear sunscreen and a hat and should play in the shade, 8-10 VERY HIGH, children will be kept inside, (especially at mid-day between 11am and 2pm), 11+ EXTREME sun will be avoided completely children will remain inside.