



**Child's
World
Day Care
Centre**

**Child's World
Program
for School
Aged Children**

**Box 15
Fairview, Alberta
T0H 1L0
10404 - 111 St**

**T: 780.835.2102
F: 780.835.2106**

(Fairview Day Care and Playschool Society)

Child's World Day Care Centre and Child's World Program for School Age Children Policy and Procedure Handbook

Established 1978
(Parent/Guardian Edition)

Alberta  *Early Learning and
Child Care Centre*

Ph: (780) 835-2102 Fax: (780) 835-2106 10404-111st/OSC 10316-109st; PO Box 15 Fairview Alberta T0H 1L0

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Fairview Day Care and Playschool Society:

Child's World Day Care Centre and the Child's World Program for School Age Children is operated by the Fairview Day Care & Playschool Society. The society is a non-profit organization governed by a volunteer board of directors.

Philosophy:

Fairview Day Care & Playschool Society is a volunteer, non-profit society whose aim is to provide quality non-parent/guardian supplementary care in the Fairview area. We believe that every child is a valuable individual and that children learn best through age and personality appropriate play.

Quality child care must be measured from the perspective of the child (stimulation of physical, intellectual and emotional development, promotion of personal competence and development of social skills) as well as from the perspective of the parent/guardian (reliability, affordability and flexibility). We believe that quality child care for children (age 0-12) is crucial to their development.

Goals and Objectives:

1. To provide a safe, child-oriented learning environment.
2. To provide the opportunity for children to learn by doing.
3. To give the children the opportunity to be themselves, to express themselves in their own way and to gain confidence in themselves.
4. To provide parents with a child care service geared to meet and help develop their children's needs and interests.
5. To promote quality child care in the community.
6. To have Day Care/Out-of-School-Care recognized as a needed community service within Fairview and the surrounding area.

Code of Ethics:

Child's World Day Care Centre and the Child's World Program for School Age Children has adopted the following Code of Ethics that is followed by the Canadian Child Care Federation.

Child care practitioner will:

1. promote the health and well-being of all children,
2. enable children to participate to their full potential in environments carefully planned to serve individual needs and to facilitate the child's progress in the social, emotional, physical and cognitive areas of development,
3. demonstrate caring for all children in all aspects of their practice,
4. work in partnership with parents/guardians, recognizing that parents/guardians have primary responsibility for the care of their children, valuing their commitment to the children and supporting them in meeting their responsibilities to their children,
5. work in partnership with colleagues and other service providers in the community to support the well-being of children and their families,
6. work in ways that enhance human dignity in trusting, caring and co-operative relationships that respect the worth and uniqueness of the individual,
7. pursue, on an ongoing basis, the knowledge, skills and self-awareness needed to be professionally competent,
8. Demonstrate integrity in all of their professional relationships.

Hours of operation 2018:

Child's World Day Care Centre/ Office: 6:50am – 6:15pm Monday –Friday

Child's World Program for School Age Children (O.S.C.): The O.S.C. Program hours will be Monday-Friday 7:45 a.m.-8:30 a.m. and 3:45-5:30. School closure dates the program will run 7:45a.m.-5:30 p.m... Days when the buses are cancelled due to weather, parents are responsible for transporting their child/children to and from school.

Parents are required to drop off and pick up their child/children within 1/2 hour of their start/finish work hours. Provisions will be made at the Day Care, (not OSC), for parents who begin work at 7:00 a.m. or finish work at 6:00 p.m.

The Day Care/Out-of-School-Care must be notified, in advance, of any changes to the agreed upon hours. Failure to do so will result in a late fee being charged. **Please see late fee surcharge.**

The Day Care and Out-of-School-Care will not accept drop offs after 4:00 p.m.

Statutory Holidays:

Child's World Day Care Centre and the Child's World Program for School Age Children will be closed for all statutory holidays. Closure dates will be posted. Please see Fairview Day Care & Playschool Society policy manual.

Arrival and Departure 2018:

Arrival:

Parents/guardians are required to escort their children in to the O.S.C. program/day care centre and sign them in on the timesheet each day. They are encouraged to speak with their caregiver at this time to ensure that they are made aware of anything that might affect their child's day or their ability to participate in daily activities.

Departure 2018:

Parents/guardians are also required to come into the O.S.C. program/day care centre to pick up their children and sign them out at the end of each day. Caregivers and Parents are encouraged to discuss how the child's day was, highlighting the positive moments as well as mentioning any problems and/or concerns. If the sign in sheet is not filled in, the parent will be charged for the full hours that the day care/out-of-school care is open. **Late Fee Surcharge:** *If your child/children remain at the Day Care/Out-of-School-Care Program after the agreed upon pick up time a surcharge will be levied. The charge shall be twenty dollars (\$20.00) per child for every fifteen minutes or portion thereof.*

O.S.C.: Transportation to and from school will be via school bus. Parents are responsible for registering their children ahead of time. If parents do not wish to sign up for bussing, they will be responsible for transporting their children to and from school/OSC. Parents will inform the O.S.C. Program as to their child's means of transportation.

Release of Children:

If you wish someone other than the people you have mentioned on the Child Profile form to collect and transport your child, the Day Care/Out-of-School-Care Program must be advised. Children will not be released to anyone not listed on the Child Profile unless the Day Care/Out-of-School-Care Program has been notified by the parent. If you wish to prevent specific people from gaining access to your child, please provide us with this information on the Child Profile.

Children will not be released to anyone who is under twelve years of age. The caregiver also has the right to refuse to let a parent or guardian collect a child if they are under the influence of alcohol or drugs. In such an event, the emergency contact person on the Child Profile will be asked to collect the child.

Family Orientation:

The program offers an orientation to the parents in order to establish positive relationships between the child's family and the program. The orientation includes a tour of the child care facility and an introduction to any available staff. An orientation checklist is available to families in the New Parent Package. This allows the families to become informed of the program's philosophies, goals and strategies.

Parent Fees and Payment Procedures:

Billing: All Full and Part-time Child-care fees will be billed within the first 5 business days of the month. Payments are due immediately. Accounts will be considered overdue on the 18th of each month

Delinquent fees: If fees are not paid by the 18th of the month a late fee of \$ 10.00 will be added to the amount owed. If fees are still outstanding on the last day of the month, an additional late fee of 20% of the principal amount will be added to the amount owed.

NSF Charges: A \$20 fee will be charged on any NSF/bounced cheques.

Deposit: Parents whose account is in arrears and have had their care discontinued and wish to return to the program will be required to pay the account in full. Prior to care being restored, the agency requires a \$100.00 deposit per child, no cheques.

Change in Hours: Parents are responsible for letting the Day Care/Out-of-School-Care Office know BEFORE the 1st of each month if there will be a change in regular hours and what fee category they will be using for that month. Parents are also responsible for ensuring that they stay within the paid hours or let the Day Care/Out-of-School-Care Office know that they are going to go over **OR** under the agreed hours. If a child is consistently using more than the agreed upon hours, the Day Care will set the monthly fee based on the parents work schedule.

PLEASE NOTE: No fee adjustments will be credited for hours not used. Parents will be charged the higher fee if actual hours used are over their estimate.

IT IS THE PARENTS RESPONSIBILITY TO ENSURE THE DAY CARE/OUT OF SCHOOL CARE PROGRAM OFFICE/AGENCY IS AWARE OF WHAT YOUR BILLING NEEDS ARE PRIOR TO THE FIRST OF THE MONTH. Please see COMMUNICATION POLICY.

Absences and Schedules Hours: It is recognized that there are times when children will be unable to attend on regularly scheduled days. However, the Day Care/Out-of-School-Care program cannot hold empty spaces when other children are on a waiting list.

If the Day Care/Out-of-School-Care Program is not notified within a ½ hour of the child's scheduled arrival time, then the parent/guardian WILL be charged as if the child had attended that day. If sign-in sheets are not completed the parent/guardian will be charged for the number of hours the child was expected at the Day Care/Out-of-School-Care Program.

Late Fee Surcharge: If your child/children remain at the Day Care/Out-of-School-Care Program after the agreed upon pick up time a surcharge will be levied. The charge shall be twenty dollars (\$20.00) per child for every fifteen minutes or portion thereof.

Within the Day Care, the surcharge comes into effect at 6:30 p.m. regardless of circumstances. Within the Out-of-School-Care Program the surcharge comes into effect at 5:15 p.m., regardless of the circumstance. Children left later than 7:00p.m. will be considered abandoned and appropriate measures will be taken.

Rate Changes: Parents/guardians will receive one-month notice of any upcoming rate increases.

Receipts: Childcare fees are tax deductible and official receipts will be issued for all payments providing their account is in good standing.

Holding Fee Policy:

The Holding Fee applies if you are pulling your child/children out of the agency for the summer, (July 1 – Aug 31) and or an extended period of time, 30 days or more, and wish to ensure your child's/children's child care spot upon your return. A holding fee of \$300.00 per child per month will be charged. The holding fee ensures the child(en) a space upon return and up to \$300.00 per month of childcare based on the current casual childcare hourly rate.

Open Door Policy:

Child's World Day Care Centre and the Child's World Program for School Age Children maintain an Open-Door policy. Parents are always welcome to phone or drop into the program to inquire as to their child. Also, parents are welcome to join their child for lunch, party days, field trips, or birthdays. Notices for field trips and/or special events will be posted on the sign-in sheets, sent via e-mails, or notes taped to the lockers. Please make arrangements with your child's room staff for anything specific or specific requests.

Administrative staff will ensure that their schedules are known and that they are available to staff/parents/guardians for conversations

Intake:

The Agency has a clear intake and orientation process before their children begin care. During intake, parents are provided with the New Parent Package. The New Parent Package contains:

- Parent Handbook, contains philosophy, goals and objectives and policies & procedures
- Orientation Checklist
- Family Profile page
- Child Health Profile page
- Registration page
- Contract (release of information/confidentiality)
- Child care Subsidy Information
- What to Bring to Day Care/O.S.C. checklist
- Accreditation Permission Slip
- Agency Contact Information

Space Priority:

FULL TIME spaces have first priority.
 PERMANENT PART-TIME spaces have second priority.
 PART-TIME users have third priority.
 CASUAL users have fourth priority.

PLEASE NOTE: Parents who require subsidy will receive priority in each of the above categories.

Child/Staff Ratio (Day Care/O.S.C):

Children's Age	Staff	Number of Children
0-less than 12 months	1	3
12 months – less than 19 months	1	4
19 months – 35 months	1	6
3 – less than 4.5 years	1	8
4.5 years and older/kindergarten	1	10
School Aged	1	15

Child Care Subsidy:

The Child Care Subsidy Program helps parents/guardians of preschool children with the cost of childcare.

You can apply for subsidy if:

- You and your spouse/partner are Canadian Citizens or Permanent Residents of Canada and live in Alberta.
- You and your spouse/partner are currently working, attending school, and looking for work or have special needs.
- Your children are aged (0-7) and are not yet attending Grade 1.
- Your child is attending a Licensed Day Care Centre, an Approved Family Day Home, a Licensed Out of School Care Centre (Kindergarten), with a Direct Care Provider.
- You or your spouse/partner stay at home and have your child/children attend a Licensed Nursery School or other Early Childhood Development Program.

Please visit: www.child.gov.ab.ca/whatwedo/childcaresubsidy for more information and details on how to apply.

As well, parents who do not have access to the internet may apply at the Agency using the internet.

Parents are responsible to pay the difference on the amount owed that the subsidy program did not cover.

Subsidized Parents accessing care:

Confirmation of Subsidy approval **MUST** be received by the Child's World Day Care Centre and Child's World Program for School Age Children office **BEFORE** Child Care can commence.

When there is Child care Subsidy in place but it needs to be renewed for the following month, Parents will be allowed 5 working days into that month to get the Subsidy renewal confirmation to the Child's World Day Care Centre and the Child's World Program for School Age Children office. In the event that renewal does not occur in those 5 days – Child Care will be terminated until confirmation of renewal is received.

If Parents wish to access Child Care before their Subsidy is confirmed, they must do so by pre-paying that month of care at FULL fee. (Their account will be adjusted when Subsidy is confirmed).

Confidentiality:

All information on children, (and their families), in care through the Child's World Day Care Centre and the Child's World Program for School Age Children is confidential and is not to be discussed with any person outside of the Program. All information on the staff employed at the Child's World Day Care Centre and the Child's World Program for School Age Children is confidential and is not to be discussed with any person outside of the Program. If outside advice is required, the parent will be consulted prior to contacting outside sources. Children/Family and staff files are kept in a locked file cabinet and authorized personnel only have access to the files. A release for photos is kept in each individual child files.

Freedom of Information and Protection of Privacy:

Child's World Day Care Centre and the Child's World Program for School Age Children collects, and maintains information for the purpose of providing quality child care, all information collected is protected under the Alberta Freedom of Information and Protection of Privacy Act (FOIPP) and the Personal Information Protection Act (P.I.P.A.).

Emergency Procedures:

In the case of a disaster (fire, tornado, flood, blackout, threatening person, vehicle, telephone call or missing child, Staff of the Child World Day Care Centre and the Child's World Program for School Age Children will follow detailed procedures as outlined in the Fairview Day Care and Playschool Society's policy manual.

Emergency Locations:

In the case of a fire or any natural disaster, the Day Care/O.S.C. emergency location is in the Gospel Fellowship Church 11100-105th ave Fairview AB. The OSC- New to You- 10902-103 ave Fairview

Fire Safety and Evacuation Procedures:

A written emergency plan for evacuation procedures and an evacuation route will be posted for parents to view. Children will be aware of the designated meeting place outside the Day Care/O.S.C. facility in the event of a fire.

Smoke alarms are required in accordance to the Alberta Building Code and ULC/CSA standards. Smoke alarms must be maintained and in working condition.

Fire drills will be practiced monthly and recorded regularly. Child care workers will be aware of the procedures for calling for help and where the emergency numbers are posted by the phones. Emergency procedures are to be posted in each room.

In the case of an emergency evacuation, staff members will take the portable record in respect of each child off of the program premises

In case of evacuation, all parents will be notified via Facebook, email and text message of our location if it is different from our emergency evacuation site. Children will not be released to the parents until we reach our evacuation destination as a safety precaution and head count has been carried out.

What to Bring to Day Care/Out-of-School-Care Program:

Each child is required to have a complete change of clothes (socks, shirt, pants and underclothes). Please bring these clothes in an individually marked bag. They must also have both indoor and outdoor footwear.

For rest time, we require each child to have their own blanket. The Out-of-School-Care children do not require a blanket for quiet time.

All personal articles must be CLEARLY MARKED.

For children, still in diapers, disposable diapers and wash clothes (wet ones) are to be supplied by the parent. Parents may supply cloth diapers but must also supply a transport vessel, such as a reasonable sized Rubbermaid for the soiled diaper with a tight sealing lid. Parents must also take home the soiled diapers daily.

What NOT to Bring to Day Care/Out-of-School-Care Program:

We ask that the children do not bring candy or gum as some children are not allowed to have them.

It is also very easy for a personal toy to get mixed up with Day Care/Out-of-School-Care toys. We ask that you do not encourage your child/children to bring toys from home unless it is a special occasion or a security blanket/stuffy which is only used at nap/quiet time.

Board of Directors/Parent Board

Parental/Family Expectations, Involvement, and Support:

In order to have your child/children enrolled in The Agency, you are required to be a voting member of the Fairview Day Care and Playschool Society. This involves a yearly cost of twenty-five (\$25.00) dollars. Our fiscal year runs from July 1 to June 30. Agency staff with children who are enrolled in the program are exempt from this fee and CANNOT be a voting member. Parents can however join the board. This enables parents to be part of the decision-making process. Board members may join sub/advisory committees while on the board as the need arises. These committees have specific tasks/goals. Job descriptions will be provided for specific committees. Board member/sub-committee member's roles and responsibilities are outlined in the Society policy manual. Please see the society Page 9 policies. As well, this enables parents to develop relationships with each other. Policies and procedures are reviewed on a regular basis and or when needed. When policies are reviewed, they are dated.

In the event the agency has a child with diverse/special needs, adaptive equipment, special food, and other required equipment/medication/medical equipment, it will be provided by the family. Relationships with families are supportive and respectful. The Agency will work in partnership with families and respect their beliefs and expertise in their child rearing role as primary caregivers. The agency supports the important child rearing role of families in the children's lives. Staff will consider how to best document information that will assist when planning how to include them in program experiences.

The Agency may suggest opportunities for family involvement in community support groups, or family and child workshops. The Agency may provide print information for activities families can do at home with their children to enhance their learning, also please see Inclusive Policy. The Agency will happily assist families in making connections with other local agencies' in order to meet specific needs.

Effective July 01, 2016, there will be a performance bond charged to families. Families will be charged \$200.00 annually or 10 monthly instalments of \$20.00. Families can work their bonds off by volunteering for Society fundraisers or Day Care work bees. Day Care fundraising will be evaluated differently.

Child Family and Youth Enhancement Act:

Any suspected child abuse or neglect must be reported to Child and Family Services Authority or the Police. Caregivers are instructed to record their suspicions, if unsure, she may consult the Executive Director.

The Executive Director, Day Care and O.S.C. Staff employed at the Child's World Day Care Centre and the Child's World Program for School age Children will be familiar with, and have copies of, the CFSA's protocols for handling suspected child abuse and neglect. Reports can be made to the local CFSA listed in the telephone directory or by calling the Child Abuse Hotline at 1-800-387-5437/1-800-638-0715

Communication Policy:

The Intent of Communication is woven throughout each and every policy. The Day Care and Out-of-School Care programs believe in, maintain, and implements clear, simple practices that promote regular and open lines of communication and exchange of information with families. The Agency provides opportunities for families to share and exchange information with the child care program, (health page and family profile page in the registration package). Staff interactions with families are intentional and facilitate positive, respectful relationships. The exchange of information between all relevant stakeholders is encouraged when appropriate. The Agency will support families through parental involvement, sharing of resources, and providing information regarding additional supports for the children. The Agency will strive to ensure that the communication lines are clear and that information is exchanged efficiently.

The Agency and staff will incorporate effective communication strategies with families to facilitate positive, respectful relationships. Staff will discuss with family's aspects of their children's lives. For example, the child's home, community playgrounds, sports activities, and pales of worship, etc... Staff will share information about the child's day. Staff in the Infant Room, Pink Room, and the Toddler Room, Blue Room, keeps a daily log on all the children, including diapering, eating and sleeping. The log is available to parents upon request.

Families are informed of program components that directly affect them. The Agency regularly shares program and community information with the families. Resource/pamphlets/materials addressing family support, different abilities/culture, and community events are available to parents on the table in the front foyer. Parents are informed about policy/procedure/practices that may affect them. Communication for information exchange may be done as but not limited to the following:

1. E-mails
2. Texts
3. Sticky notes on the sign in sheets
4. Agency Facebook page
5. Phone calls
6. Face to face conversations
7. Newsletters
8. Notes taped to the lockers

9. Notices on the front door
10. Notices on the sign in sheets
11. Permission Forms
12. Communication binder/log, staff use

Child care staff will exchange information with each other on a regular basis. Staff will strive to ensure that the communication lines are clear and the exchange is efficient.

Families are informed of new policies and procedures via but not limited to newsletters, emails, and notices on the front door and sign in sheets.

The Day Care and O.S.C. will demonstrate appreciation for the contributions of families to the children, program, and community. Staff will strive to send thank-you notes/e-mails/texts to families for their involvement on a field trip or classroom event. The agency will strive to share information acknowledging the volunteer work of families in the newsletter. Staff will strive to share with families how confident their children feel about things they have learned at home or in their travels.

Complaint/Grievance/Appeal Policy:

Parents/Families/communities members who have a concern regarding program policy, procedure, or implementation of same, shall address their concerns directly to the Executive Director of the Child's World Day Care Centre and Child's World Program for School Age Children and work with her towards a solution in a timely manner. Complaints/concerns are dated and documented. Please see Society Policies.

Community Involvement/Partnership 2018:

The Child's World Day Care Centre and the Child's World Program for School Age Children are involved with various agencies, services and relevant professional groups within the town of Fairview as well as the outlying region to promote liaisons and community spirit. The Agency collaborates, establishes and maintains relationships/partnerships with community organizations and services to respond to the needs of the children and the families they serve. The Agency strives to maintain open lines of communication to share relevant information and to maintain positive relationships with but not limited to the following that improves the services provided by both:

- Local schools
- Parents Links Centres
- Food Banks
- EC Mapping
- local childhood networking-support groups
- special needs groups;

Program Evaluation and Exit Reports:

Surveys on program quality and satisfaction will be administered annually. These surveys are intended to offer parents and staff an opportunity to provide the agency with input that may be used when reviewing and updating program policies. The review process identifies the program's strengths and weaknesses in the Quality Enhancement Plan. As well, the QEP can be updated using the data from the evaluation reports. Exit reports will be conducted when placements leave the program.

Board members may assist in the creation/updating, disbursement, implementation, and summarization of the annual surveys as an advisory committee member. Results from evaluations will be shared at the Fairview Day Care & Playschool Society meetings and action will be taken to implement/revise any policies or procedures as is deemed necessary. Results from the evaluations and exit reports provide families to be involved in programming for their children. Results will be posted in the next available newsletter.

Interactions & Involvement 2018:

Staff are responsive to the children children's abilities and needs for assistance. Caregivers are responsive to the children's overtures and/or need for assistance. Caregivers seek out meaningful interactions with each child encouraging children to express their needs and desires and feelings. Staff acknowledge children, respond attentively

and show interest when children communicate with them. Staff and children engage in active conversations. Children are allowed to finish speaking without being interrupted. Staff ***will avoid*** sarcasm, shaming and lying. Staff model respectful interactions with adults and children. Staff will recognize children who are helping, cooperating, and sharing. Staff will help children to learn to accept the point of view of others.

Staff carry infants when they communicate, they want to be held. Staff uses a soothing, gentle tone of voice that conveys tenderness and understanding. Staff will ensure that their body language and facial expressions match the emotions that they are expressing. Staff will hold, smile and emotionally connect with infants as they are fed a bottle. Caregivers use short sentences with younger children.

Developmental Screening tools:

Developmental screening tools may be used by Day Care Staff to assess the healthy development of children in care and to ensure that children receive the best quality childcare possible. Individual children's results from any developmental screening tool will be kept confidential unless written permission is given to Child's World Day Care Centre to share these results with other agencies or individuals (i.e. Inclusive Child Care, Family Doctor etc). The program, with the parent's consent, shares child-specific information that will benefit the child and maintains a record of what was shared.

The agency has adopted the following developmental checklists:

1. Nippissing
2. Ages and Stages, (ASQ and ASQ SE)

Observations will be done on an ongoing basis and if anything appears to be an issue, it will be discussed with the Executive and or Assistant Program Supervisor. Developmental checklists completed will be kept on each individual child's file. Should any third party or agency or support groups become involved in the care of a child, caregivers will provide that agency with that child's checklist in order to best assess the child in question.

Inclusive Child Care Program:

The Child's World Day Care Centre is able to offer the services of the Inclusive Care Program to any parent who may wish to take advantage of the service. The program is designed to support children (at the request of a parent) who may have a delay in one of the following areas: visual, speech, auditory, physical, social, or emotional. Programs will be set up so that both the caregiver and the parents can use it to help the child's progress. Parents can be put in touch with other programs if additional help is required. *This service is free to parents and will only be accessed with the written consent of the parent or guardian.*

The Agency will also connect families to other agencies/supports such as but not limited to the following: parent Link, mental-physical health, recreational clubs-soccer-swim club etc., substance abuse, women's shelter, family violence, cultural/linguistic services, subsidy, and special education.

Observations and Recordings 2018:

By observing the children in our care, staff ensures the following:

1. To chart developmental growth, (physical, social, cognitive, creative, emotional)
2. To evaluate each child's strengths and limitations from a realistic perspective.
3. To analyze specific problems.
4. To plan appropriate curriculum, materials, responses, strategies and interactions based on individual needs.
5. To plan responsive environments indoors and outdoors.
6. To maintain records for study teams, conferences and ongoing feedback to parents.
7. To arrive at a comprehensive understanding of each child or teacher through the application of several observation methods.
8. To appraise teacher practices and design staff professional development.

Staff will use but not limited to either anecdotal records or running records. Anecdotal observations will be recorded in an objective format.

Child Guidance:

A positive approach is used to guide all children. Staff will implement positive guidance approaches. Each situation and child are dealt with individually. Under no circumstances will corporal punishment be used for behaviour management. Caregivers facilitate strategies that support relationships. Caregivers facilitate a safe environment for children to express their feelings. Staff will create a physical environment that reduces the potential for behavioral problems. Rules and expectations are age and ability appropriate. These rule and expectations are discussed with children at a developmental level that he child can understand.

Expectations will be set that children cannot hurt themselves and others, cannot damage materials or equipment. Staff will share established limits/rules with children. When a child's behavior with another child is unfair or hurtful, the caregiver points out, in a non-blaming way, that the child's actions or words have hurt another child. Older children can be involved in creating behaviour limits and rules for their programs/classrooms.

Caregivers will ensure that children are given maximum opportunities for appropriate and positive behaviour. Staff will use a continuum of developmentally and age appropriate strategies when guiding children within a caring, respectful, and nurturing environment. Children will be encouraged to try and solve their own conflicts with staff overseeing the problem-solving process providing direction when needed. Staff will support children in engaging in positive behaviors and expressing feelings in socially acceptable ways. Staff will provide positive play opportunities, model positive behaviour, and coach children. Caregivers guide children to respect the rights of others. Children are encouraged to interact with each other positively and respectfully. Staff will be aware of, and assist children in, the recognition and development of problem-solving skills. Staff will provide positive reinforcement and feedback for positive behaviours and expressing feelings in appropriate ways.

Method of Guidance:

1. *Redirection:* Guiding a child into acceptable options when engaged in an unacceptable activity.
2. *Substitution:* Trading out a centre/toy for younger children into acceptable options when engaged in unacceptable activity.
3. *Logical and Natural Consequences:* Endeavouring to make the child aware of results of their actions, for older children.
4. *Limit Setting:* Developing boundaries for the children
5. *Modeling:* Demonstrating appropriate ways of interacting.
6. *Positive Reinforcement:* Emphasizing and focussing on positive behaviours.
7. *Providing Choices:* Outlining appropriate choices for children to make.
8. *Anticipating Trouble:* Planning and preparing the environment.
9. *Ignore;* Decide when and if it acceptable to ignore inappropriate behavior.
10. *Time Away:* Removing the child from a situation that is distressing them or others for a short period of time. This is a short cooling off period. Exact action will be addressed on an individual case. Staff MAY sit with the child or may redirect the child to a new and different situation/location. THIS IS NOT CORPORAL PUNISHMENT. This method is used only after other methods have been applied.

Schedule 1, Section 3(1): Child discipline methods utilized in the program are communicated to the parents, staff, and children where developmentally appropriate. ANY and ALL disciplinary actions taken are reasonable in the circumstances.

Schedule 1, Section 3(2): At no time, will any physical punishment, verbal or physical degradation or emotional deprivation, restraint, confinement, isolation, embarrassment, shame, or negative reprimand, deny or threaten to deny food, rest or bathroom breaks be allowed or not be used as either a reward or a punishment.

Parents will always be advised of any behaviour concerns regarding their child. Please see **Communication Policy**. Staff and parents/guardians will work together to effectively guide the child through their developmental years.

Conflict Resolution, (Problem Solving):

Staff will guide children as they begin to develop problem solving skills. Staff will calmly and quietly step in and assist children to identify the problem causing conflict. Staff will talk about the problem with children to help them understand the impact of their behaviour on others. Caregivers will assist children in negotiating a mutually satisfactory solution to deal with the conflict. Children will be commended when using problem-solving skills. Children will be encouraged to use a problem-solving approach to resolve conflicts, as developmentally appropriate, and be involved in the problem-solving process to achieve a mutually acceptable solution. Staff will adapt the problem-solving process to an age appropriate developmentally appropriate manner. Caregivers engage children in discussion of playroom situations. Staff will utilize the following problem-solving steps:

1. **Gather Data**; what is the problem? Find out what happened. Get all sides of the story by allowing all parties to share. Define the problem
2. **Brainstorm Solutions**; Keep the children to task with the discussion, repeat ideas to help them but do not offer ideas. Don't JUDGE their ideas.
3. **Evaluate Ideas**; what might happen if you...What are the consequences to the solution? Is the solution safe, fair, and does it lead to good feelings? What should we do next time?
4. **Decide and Implement**; Restate the problem, summarize the solutions and their consequences, let the children choose, and help them implement their decision.

Removal of Child from Day Care or Out-of-School-Care:

As outlined in the Fairview Day Care & Playschool Society manual, Parents may be asked to remove their children from Day Care or Out-of-School-Care Program if the situation dictates this as the best solution for solving a serious situation.

Bullying and Dangerous Behaviour:

Staff will value each child's right to have their feelings and belongings respected. Staff will encourage children to use verbal messages to tell other children how they are feeling and/or what they want. Staff will create a safe and peaceful area/environment for children to express themselves. Caregivers will acknowledge and validate children expressed feelings. Staff will show appreciation when children assert themselves in ways that do not hurt others.

All Children in the Day Care/Out-of-School-Care will be entitled to a safe environment. Children will not be allowed to engage in behaviour that is dangerous to themselves, others, or to bully other children and staff. Specific procedures for dealing with dangerous behaviours are outlined in the Fairview Day Care & Playschool Society Policy Manual. Staff intervene promptly, following **The Child Guidance Policy**, when aggressive actions or bullying occur. Bullying will be dealt with on an individual basis and will be reasonable in the circumstances.

Child Development Planning/Programming, (2018):

The Child's World Day Care Centre is an Early Learning and Child Care Centre. We have adopted the new provincial curriculum. Staff are encouraged and supported in implementing a developmentally appropriate, educational program and schedule that meet the needs of children of all abilities in their care. Staff will ensure toys and equipment reflect the ages, interests and abilities of the children. The agency has implemented loose parts play. All child care staff are provided with scheduled paid programming time. Current and developmentally appropriate resource materials are available to staff including internet access. Program plans are posted in plain sight.

Staff will encourage children's assistance when they ask to help out. Staff will display children's accomplishments through displays at their level.

Recreational activities, including field trips are planned. A balance of competitive and cooperative games and sports are planned. Opportunities are available for children to learn about the benefits of regular exercise. When appropriate, all children will provide input into developmentally appropriate programming, planned and spontaneous activities and routines. Caregivers support children to initiate, plan, and follow through on their activities. Resource materials will be referenced on the planning sheet. As well, staff will indicate on the planning sheets why certain activities or experiences are planned and if possible, who initiated them. Off-site excursions are planned, with input from the children, for non-school weeks/days for school aged children and parents are invited to participate.

Staff will intentionally plan for a variety of outdoor physical experiences each day. Staff schedule physical activities for time periods appropriate to their individual needs and abilities.

Scheduling/Routines, (2018):

Classroom daily routines are posted in each classroom. Daily routines are designed to meet the needs of the children in each classroom and are subject to change as each classroom reassess the children's needs. The daily routines are flexible and are not set in stone. Children will participate in daily routines for example; watering plants, feeding fish and other such activities

Transitions (2018):

Transitions are consistent yet allow for flexibility to meet the individual needs of children who need additional support. Transitions accommodate the needs of the individual children, e.g. children who require more time to get dressed are given that time.

Field Trips/Excursion Policy:

Parents are invited to volunteer to assist staff during any fieldtrips that their children may go on while in care. When volunteers participate in fieldtrips their responsibility is to provide additional supervision of children and to assist paid staff as needed. Additional adults, (above the required ratio), will accompany the group. Rules are reviewed with the children and their chaperones prior to each field trip. Staff will prepare children for outings by explaining where they are going, what they are doing, who they are seeing, and who they will listen to. Staff will enforce car safety rules that comply with *TRANSPORT CANADA* guidelines.

The staff will obtain written consent from the parents for their children to participate in off-site program activities such as field trips or excursions to community playgrounds etc. Child care staff will take portable emergency records and First Aid Kits on all off-sit excursions.

Details of field trips will be posted, please see **COMMUNICATION POLICY**, and parents notified in advance, a separate consent form will be signed by the parents prior to the trip. Under no circumstance will a child be able to attend a field trip without a written consent signed by a parent or guardian. The child's parent will be informed of the activity, please see **COMMUNICATION POLICY**. The transportation and supervision arrangements with respect to the activity will be on the consent form. Staff members will ensure they bring with them the portable records for each child in attendance on all off-site excursions and emergency evacuations.

Walks to local playgrounds may occur spontaneously without notice for children whose parents have signed the "causal fieldtrip consent" on their contract agreement.

Transportation of Children:

Children are transported in accordance to policies outlined in the Fairview Day Care & Playschool Society Policy Manual.

Restraining devices (tether straps & bolts) must be installed and used according to the manufacturer instructions. Parents/guardians are asked to supply appropriate car seats on those occasions when the Children will be transported. The Caregivers are responsible for ensuring that seat belts are used.

CWDC Food, Nutrition, and Meals 2018:

All food is prepared and served using recommendations from the most recent *Canada Food Guide* and families and children's preferences. Menus will be reviewed on a scheduled basis. Care is taken at all times to ensure that food is safely and appropriately prepared for the children. Measures are taken to make certain that hot foods are kept hot and cold food is kept cold. Food preparation and serving utensils and surfaces are sanitized after each use. At least one staff will have taken the food handlers course.

Breakfast will be provided until 8:30 a.m. if requested by the parent. The children will receive a noon meal served approximately at 11:30 am and two snacks per day served approximately at 9:00 am and 3:00 pm., taking into consideration the needs of the children. Children are encouraged, but not pressured, to try new foods or eat foods they do not like. Children are given sufficient time to eat in a relaxed way at their own speed. Day Care children are to remain seated while eating. Pleasant conversation with children and adults is encouraged and practiced during meals. There are age appropriate activities that can be done by children who leave the table before everyone has finished. A weekly menu will be available so that parents can see what their child has eaten that day and can plan their own meals accordingly. Parents who have infant children will be required to provide formula and baby food.

Staff will respect children's dietary requirements for individual and cultural needs. Families and children may bring cultural food to the program and share their cultural traditions around food providing it is nut safe. Parents are asked to provide specialty, allergy, and/or cultural foods which the staff will happily serve to the child if the situation requires an alternative. PLEASE NOTE: When families provide food and drink for their children, the program encourages them to also follow the recommendations of the most recent *Canada Food Guide* and remain nut safe. Meals will be supplemented by the program if needed. Staff will ensure extra servings are available to satisfy children's appetites. The agency will strive to provide seasonal foods.

At no time, will food be used as a reward or punishment.

O.S.C. Food, Nutrition, and Meals 2018:

All food is prepared and served using recommendations from the most recent *Canada Food Guide* and families and children's preferences. Menus will be reviewed on a scheduled basis. Care is taken at all times to ensure that food is safely and appropriately prepared for the children. Measures are taken to make certain that hot foods are kept hot and cold food is kept cold. Food preparation and serving utensils and surfaces are sanitized after each use. At least one staff will have taken the food handlers course.

Families will be required to provide lunch for their children; the program encourages them to also follow the recommendations of the most recent *Canada Food Guide and to remain nut safe*. Meals will be supplemented by the program if needed. Lunch will occur at 11:30 am. There will be a refrigerator and microwave on the premises.

The out of school care children will not be served food at this time and will be required to supply their own snacks and lunches. Children will be given adequate time to eat. Children are encouraged, but not pressured, to eat their lunches and snacks at the allotted snack/meal times. Children are given sufficient time to eat in a relaxed way at their own speed. OSC children are to remain seated while eating. Pleasant conversation with children and adults is encouraged and practiced during meals. There are age appropriate activities that can be done by children who leave the table before everyone has finished.

Staff will respect children's dietary requirements for individual and cultural needs. Families and children may bring cultural food to the program and share their cultural traditions around food providing it is nut safe. Staff will ensure extra servings are available to satisfy children's appetites. The agency will strive to provide seasonal snack foods.

At no time, will food be used as a reward or punishment.

Culture, Diversity and Inclusion:

Caregivers invite and encourage children, families, and relevant community stakeholders to share cultural experiences and/or preferences, traditions, celebrations, and home languages. Cultural heritage is an integral part of programming. The Agency is responsive to the needs of the children and the families it serves. Staff will talk with the children about

gender, age, language and culture, family and skills, attributes and feelings. Children are encouraged to share about themselves with peers. Planning sheets will document the following; multicultural, spontaneous activities, differing abilities/inclusion.

Staff will encourage children's understanding of the broader community. Staff will ensure that children of all abilities can participate in activities. Staff will provide children opportunities to celebrate individual differences and unique qualities and backgrounds. The environment displays the unique qualities and backgrounds of the children in the room. Staff will strive to support diversity, ensuring there are appropriate materials, equipment, and resources to meet the needs and interests of all the children. The agency will strive to provide books that are; bilingual and represent children with varying abilities and cultures. Staff will strive to be aware of cultural celebrations and either note on their planning or post on a calendar.

Child care staff will have the opportunity to access specialized knowledge and resources in regards to diversity and inclusion. Program activities are modified to accommodate different abilities. A variety of cultural and inclusive activities and materials are provided. Program planning and practices support every child's optimal development in an inclusive early learning and care environment that incorporates the value and importance of play. Staff will incorporate experiences and cultural backgrounds of the children in daily program planning. Displays and activities reflect the cultures of the families attending the program. Staff will strive to provide a wide range of cultural experiences for the children. Staff will strive to include cultural traditions of the children who attend the program. Staff will strive to intentionally incorporate and record the use of backgrounds of the children and their families in planned experiences. Staff will strive to incorporate family preferences, activities, and interests.

The agency will strive to provide supports to families and children with special needs. Staff will strive to incorporate inclusive practices to involve all children in the program. Staff will promote equality amongst children. Staff will encourage children to recognize actions and expressions of social justice. Staff will encourage all children to include children with diverse needs in their conversations and play. Staff will strive to keep anecdotal records about children's developmental concerns and issues they may require additional assessment from specialists. Staff will use a team approach and interact with children who have challenges. Staff will be involved in modifying and adapting schedules, routines, and play experiences for children with special needs. Staff will provide opportunities for peers of children with special needs to be included in the children's daily activities. Staff will work together to implement individualized learning plans provided.

Staff will respect the diversity of the families that the program serves. The Agency will invite parents to share information about their cultural heritage, racial and linguistic backgrounds, spiritual practices, family structure, beliefs and values via the diversity/culture questionnaire in the registration package. Ensure planning for family diversity is an integral part of the program

The agency will provide, providing there is funding, training and supports to child care professionals to support them in working in an inclusive environment and with children with special needs. The agency will provide staff development, skills and credentials related to inclusion and working with children with diverse and special needs. The agency will strive to hire professionals who are supportive of inclusion and informed about issues, policies, and trends in inclusion. The agency will strive to allocate resources to support staff-enhanced ratios. The agency will strive to provide staff training from individuals with specialized knowledge about inclusion and the special needs of children. The agency will strive to encourage teamwork to implement full inclusion of all children. The agency will strive to collaborate with community agencies that support inclusion, (see inclusive policy).

Staff will thoughtfully modify the environment to support children's' success. Staff will adapt large motor equipment for children with mobility, coordination and sensory issues. Caregivers will individualize equipment and materials to meet unique needs. Staff will use adapted materials, specialized equipment, and assistive technology to help individual children.

Staff will adapt activities and experiences to ensure children with diverse capabilities can participate at levels where they feel confident. Activities are adapted and modified for full participation of children. Staff will break down steps for children to build their confidence

The agency will ensure that there is resources/books/internet for multicultural/inclusion/diversity, available to staff for planning. The Agency will ensure that there are a variety of multicultural/diversity/inclusion materials available. The Agency will ensure that staff will be able to take pictures of daily activities/multicultural activities.

Staff will demonstrate respect for children's home language(s). Providing staff has the cooperation of families, staff will attempt to:

- plan for experiences that reflect the home languages of the children and include materials that reflect the home languages.
- provide opportunities to hear and use the oral language that their family uses, understands, or prefers.
- use greetings and songs in the home language when there are children whose home language is not the same as that used in the centre.
- musical experiences are built into the child's day, some of which reflect various cultures and children are encouraged to respond in their own way
- learn and use key words in the child's home language
- provide opportunities for children who speak a language other than English to teach other children words from their home language.

Health, Safety and Wellbeing. (personal care routines, nap/rest time):

Child care staff support children's understanding of safety issues. Written consent for health care will be found on the child registration form, or the health care provided is in the nature of first aid. Children are provided with the equipment and information they need to ensure their own personal safety when indoors and outdoors. Opportunities are available for children to learn about the benefits of good nutrition, hydration, hand washing practices and hygiene. Staff must ensure that their immunizations are up to date.

The agency will promote physical wellness in all children and incorporate physical literacy in every day programming. Staff will promote physical activity and minimize the time that children are sedentary. Staff will schedule physical activity daily. Staff will intentionally plan physical experiences for indoor and outdoor experiences each day and activities to keep children active. Staff will provide activities that develop strong and healthy hearts, strong and efficient muscles. Staff will plan activities to develop the ability to manipulate objects with large muscles. Staff will involve children in creative movement and flexibility exercises.

Staff will provide a variety of recreational resources to support physical activities appropriate for the season. Staff will ensure that outside activities occur in all weather. Children are encouraged to dress appropriately for the weather. Staff will rotate outdoor equipment depending on the season.

Staff will intentionally plan experiences and activities to develop small motor skills. Staff will focus on helping children to develop small motor capabilities, dexterity, and eye hand coordination by using scissors, threading activities, or putting puzzles together. Staff will provide a variety of activities to develop small muscles, such as building a block tower, making a doll house out of large boxes, or creating a class mural. Staff will schedule physical activities for time periods appropriate to their individual needs and abilities.

Staff will participate in physical activities with children. Staff will model physical activity. Staff will participate with children as they use the playground equipment. Staff will demonstrate enthusiasm for personal physical fitness. Staff will plan physical experiences that encourage cooperation between children. Cooperative activities are planned. Turn taking and sharing are encouraged. Children's ideas are encouraged that extend play and cooperation development. Staff will provide diverse physical experiences that are based on the skills and interests of each child. A variety of ball and equipment are used. Planning sheets have areas to indicate what activities were initiated by the child. Games evolve as children's activities and skills are applied.

Staff will ensure personal care routines for children are individualized. Staff will support children's independence in developing self-care routines. Staff will help children recognize that not all children have the same skills and some children have special needs that may require different solutions. Staff will ensure that toileting routines and/or diapering, diapering in day care only), routines are based on their unique and/or special needs.

Please DO NOT send your child with a necklace/chain as this is a strangling hazard.

Hand washing:

1. Caregivers will wash hands thoroughly *before* cooking or eating, feeding a baby or other child, giving medication and diapering and *after* diapering and toileting for self and for children, taking care of sick child, handling pets, animals, cleaning pet cages, litter boxes and wiping noses.

2. Children wash hands thoroughly *before* eating or handling food, water play and after toileting, having a diaper changed, playing outdoors or in the sand, playing with pets or animals, and wiping noses, sneezing, coughing. Disposable towels are used by children. Infants have face clothes that are hung on a personalized hook or are changed after each use.
3. Caregivers will use liquid soap for hand washing, use individual or disposable towels & wash cloths for each child in care, and launder dish clothes and towels frequently.

Diapering:

1. The diaper changing area and anything else that comes in contact with a child's feces or urine should always be cleaned and disinfected with a bleach sanitizing solution after every diaper change. Rubber gloves are available for staff use.
2. The diapering area should always be located near a source of warm running water, and have a sink, preferably within arm's reach for convenient hand washing with soap.
3. The changing area should always be separate from the food preparation area. The diaper changing area or any other area used for diapering must never be used for food service or storage.
4. The table or counter surface used for diapering children should be a smooth, non-porous material such as Formica, hard plastic, stainless steel or a washable pad covered with smooth vinyl. It should be free of cracks and easily cleaned. Use a bleach sanitizing solution in a spray bottle and then air-dry the surface.
5. Proper hand washing for Caregiver and child MUST occur before and after each diaper change.
6. Soiled diapers, soiled linens, and garbage are stored in closed containers.
7. Parents may supply cloth diapers but must also supply a transport vessel, such as a reasonable sized Rubbermaid for the soiled diaper with a tight sealing lid. Parents must also take home the soiled diapers daily.

8.

Toileting:

1. Appropriate potty chairs or toilet seats should be available for children to use. Potty chairs should be emptied immediately after each use. Step stools and toilet adapters that help children use flush toilets are preferred.
2. Toilets and potty chairs should be cleaned with a disinfectant solution at least twice a day or when obviously soiled with urine or feces.
3. The toileting area should also be convenient for hand washing. Hands MUST be properly washed after using the toilet.

Rest Time:

Children will be given adequate time to rest and relax. They do not have to sleep. Staff will provide alternate activities for children who do not nap. Toddlers from the Blue Room may go to the Purple Room in exchange for a pre-schooler who does nap. Separate sleeping spaces, labelled blankets and pillows will be available for children to use and children are invited to bring their own comfort items from home. Individual nap mats/cribs are available for children to rest/nap upon during nap/rest time. This equipment is available to children throughout the day if the child requires it. Each child will have labelled individual personal grooming items and bottles. No beverages are provided to children while they are napping. Staff will ensure that resting and/or napping schedules for children meet their individual needs.

Cleaning:

Regular cleaning and sanitizing of bathrooms, kitchen, toilets, potties, kitchen tables, high chairs, toys children put in their mouths, bedding and soft toys occur. Regular disinfecting of furnishings, equipment and play materials will be noted on a checklist.

Technology:

Staff will ensure the use of technology that promotes sedentary behavior, (computers, and television), is limited and focused on intended outcomes. Infants do not watch cartoons or movies. Toddlers under two only watch movies/cartoons on party days; otherwise they do not watch cartoons or movies either. Technology is used intentionally and has learning outcomes. Cell phones, electronic devices, tablets, I-Pods/I-Pads, are prohibited in the class room for personal use. Use of electronic devices in the classroom will follow the technology policy. Senior staff will be permitted to have cell phones on field trips and in the playground for emergency purposes only.

Television and Computer Use:

1. TV/Videos are to be used only to aid in transition times and or quiet times or during special events. All videos viewed are to be Canadian "G" rated.
2. Day care and Out-of-School-Care Staff will ensure that media play is limited, closely monitored and programs are educational and child-friendly.
3. The use of technology is monitored to ensure it is related to the program outcomes and is appropriate for the ages and abilities of the children in the program.
4. There is sign-up sheet to use the computers and Wii with time access.

The Child's World Day Care Centre Face Book Page is through invitation only to staff and Society members. We ask that you not air dirty laundry on the social media sites and bring concerns forth to the Administration Staff.

Social Media 2017

Fairview Day Care & Playschool Society is aware that this is the era of Social Media. The Child's World Day Care & Fairview Family Day Homes has a Facebook page. This is a closed private Facebook page. Providers are not admin on the page, select staff and select board members are admin and are able to accept requests from active parents. Occasionally, children's pictures are going to be posted for the parent's enjoyment.

All Social Media sites, (Twitter, Instagram, Snow, Snap Chat etc.), for the three programs will be private and only active families will be able to join.

THESE SOCIAL MEDIA SITES WILL NOT BE A FORUM TO AIR DIRTY LAUNDRY OR COMPLAINTS.

The Fairview Day Care & Playschool Society has a Facebook page as well, however this page is open to the general public. Please send your request to join this page. Only board members are admin to this page.

The Agencies: Fairview Family Day Homes, Child's World Day Care Centre, and Child's World Program for School Age Children may implement a child care-based app for the teachers/providers and parents to use in order to go paperless. The waiver for such apps will be found in the contract for said agencies. Please provide an email on the waiver. These will be private one on one communications intended to streamline the paperless process.

Participation in Outdoor Activities:

Children at Day Care Centre or Child's World Program for School Age Children try to go outdoors at least once a day (weather permitting). It is the responsibility of the parent or guardian to supply weather appropriate clothing for the child (boots, mitts, hats, etc.). Outdoor activities take place during all seasons with appropriate planning for the weather conditions. If the child does not have this clothing, the parent will be contacted to bring the necessary clothing to the Day Care or Out-of-School-Care Program. The outdoor area is inspected daily and recorded on a checklist.

Parent Request for Children to Remain Indoors while Sick:

Parents may request that their child/children remain indoors if:

- a. The child suffers from seasonal allergies, requires a doctor's note

- b. The child is recovering from a contagious disease (mumps, measles, chicken pox, etc.) and he/she is no longer contagious, requires a doctor's note and is a maximum 5 days in a month.
- c. If the child is too sick to go outdoors, they are too sick to attend the program

The child must have a rest period (lying down) during the time he/she was to be outside.

First Aid:

Day Care and Out-of-School-Care Staff must obtain a valid Child Care first aid certificate as per licensing requirements within the first three months of working for or contracting with the Child's World Day Care Centre and the Child's World Program for School Age Children.

Leadership:

Children are provided opportunities that allow them to use their own abilities, skills, and talents. Children are encouraged to try new things on their own. Children are provided opportunities to develop leadership skills. Leadership/teamwork opportunities with children are planned by the caregivers. Children are encouraged to make choices and explore personal interests. Staff provides opportunities for children to demonstrate their abilities and talents. Staff acknowledges children who are seen encouraging their peers. Children are encouraged to share their skills

Supervision of Children

Day Care/O.S.C. Staff will directly supervise children at all times (indoor and outdoor) to ensure that children in care are physically and emotionally safe. Staff are actively engaged with the children as appropriate and are available to the children at all times.

Staff will conduct head counts when leaving the premises, during and after entering a vehicle, disembarking from the vehicle, and at regular short intervals once at the destination, and before and after entering the vehicle on the destination back to day care and when disembarking from the vehicle. Through out the day when on premises, and in the play ground, staff conduct headcounts during transition times, throughout the day, meal times, at staff breaks, meal times.

Day care and O.S.C. Staff will ensure that all loose clothing or accessories and drawstrings are secured or removed from children before play.

Child's World Day Care Centre and the Child's World Program for School Age Children will not utilize *DISTAL SUPERVISION*. Supervision will follow the guidelines outlined in the **EFFECTIVE SUPERVISION IN CHILD CARE SETTINGS** handout.

Physical Environment/Spaces:

The indoor space and outdoor space/environment are arranged and resourced so that a variety of activities, (quiet, messy, noisy, clean), can occur/ be supported simultaneously. Staff will create a physical environment that reduces the potential for behavioral problems. As well, these spaces are arranged in such a way that meets the diverse needs of and the number of children in the program. A variety of materials is available to and is accessible to the children. Children are aware of the variety of materials available and approach staff to use them. Staff will set up the environments, routines, and experiences to encourage cooperative behaviour. A daily safety inspection of both indoor and outdoor environments is conducted to ensure potential hazards are addressed. All outdoor play structures comply with the standards outlined in the current edition of *A Guideline on Children's Play Spaces and Equipment, CSA Standards*

Indoor Spaces:

Positive, supportive relationships and enriched physical and emotional environments foster children's well-being and development. The agency will incorporate well-designed physical indoor learning environments to foster the optimal development in children. The indoor space is arranged in a way that meets the diverse developmental needs of the children. Staff will organize the space and/or schedule where older children can do activities without interference from

younger children. Staff will organize the indoor space in a way that accommodates the number of children. The room is set up so that two–three children are able to play at an activity at the same time.

Staff will design stimulating and interactive environments, ensuring the materials for play and learning contain a full range of diversity. For example, ability, culture, ethnicity, family composition, and gender. Staff will provide purposely selected furnishings and materials to support children's play. Caregivers will ensure that there are sufficient materials and pieces of equipment accessible to children to provide several activity choices for them. Staff will include sensory areas and activities to enhance children's observational skills and experiences with texture. Staff will include materials that reflect the children's homes and cultures.

Staff will ensure that the learning environment promotes literacy. Books will be displayed at the child's level and that they can access them easily. Staff will ensure that print materials model the use of both upper- and lower-case letters. Staff will ensure that there are pictures and/or objects used to match the words. Staff will provide displays and focal points to enhance the space. Staff will highlight children's work in a unique display; eliminate clutter, include unique artifacts; draw attention to architectural elements inside the building. Staff will make the classroom homey; mirrors, plants, real artwork, cultural materials, use nature, colours, and natural light. Staff will provide multiple sources of light appropriate to the activities and learning experiences. Staff will use natural light; bright light for the reading area, dimmed light for rest times; coloured light to create a mood for sharing a particular story; use flashlight to create shadows; soft light for quiet activities; flashing lights for dramatic presentation by older children. Staff will bring elements from nature into the indoor space to facilitate sensory experiences. Caregivers will bring in the sights, sounds, tastes, smells, textures from outdoors, for example, woven baskets to store materials, display of pinecones to touch and smell, coloured leaves, stones, and twigs to use in creating art work, bowl of fresh strawberries, bouquet of flowers picked by children.

Outdoor Spaces:

Children's development is supported through outdoor environments with active play spaces and opportunities to experience and learn about the natural world. Staff will organize and equip the outdoor play space to provide a variety of developmental experience and physical activities for children in a safe environment. Staff will create opportunities for children to climb, crawl, roll, walk, and take appropriate risks based on their developmental level and skill. Staff will ensure that the equipment and materials available is suitable for the ages, sizes, needs, abilities and interests of the children. Staff will ensure the outdoor space is suitable for a wide range of intentional physical activities. Staff will provide opportunities for children to explore and learn in natural settings. Staff will encourage children to notice patterns, repetition, and changes in nature. For example, play using rocks, logs, in valleys, on hills, amongst the trees and bushes. Staff will encourage children to explore trees, plants and insects, and evidence of wild life.

Caregivers will ensure that the indoor/outdoor play area is safe and free of all hazards including toxic plants, containers holding water, unsafe equipment, environmental hazards and anything else that is dangerous to children at all times.

Equipment: Outdoor play structures comply with the standards outlined in the current edition of *A Guideline on Children's Play spaces and Equipment, CSA Standards*.

Sandboxes/Wading Pools: Outdoor sandbox must have a tightly fitting cover, which is kept on when the box is not in use. Wading pools will be drained and stored on end when not in use.

Toxic Plants: The outdoor area is free of toxic plants.

Appliances: All appliances that are used in the day care must meet safety requirements and are in good repair.

Arts and Crafts Materials: All arts and crafts materials that are used must be non-toxic and safe for children to use.

Balloons: Balloons will be inaccessible to infants and toddlers. Older children will be carefully supervised and taught safe play with balloons.

Pesticides and Aerosols: The use of pesticides (indoors and outdoors), and aerosols are to be avoided whenever possible when children are present.

Children will be kept away from indoor areas where pesticides have been applied recently or kept indoors if pesticides are being or have recently been sprayed in the area around the centre, for as long as is recommended by the local Health Authority.

Smoking: Fairview Day Care & Playschool Society is a **SMOKE FREE** environment. Smoking is not permitted on the program premises. This includes within 5 meters of any of the building entrances, which complies with Alberta's Smoking regulations. No staff member shall smoke at any time or place where child care is being provided.

Caregivers will ensure that children in care are not exposed to smoke and that no one smokes in the presence of children whether indoors or outdoors while children are in care.

Homework:

Children attending the Out-of-School Care Program will be permitted to work on homework independently. Out-of-School-Care staff **WILL NOT** assist with homework. Children will be provided with a quiet space that provides the opportunity to relax, read and complete homework.

Code of Conduct:

All staff employed at the Child's World Day Care Centre and Child's World Program for School Age Children will behave in a fashion befitting a child care professional. The staff members will represent the agency during business hours and present a professional demeanor. Caregivers will sign an agreement supporting their commitment to professional behavior. The Agency will encourage cooperative working relationships. Administrators, professionals, janitors, cooks, bookkeepers, maintenance workers, and/or technicians engage in conversation, develop personal relationships, ask for input and feedback, and respect the special needs of individuals. The Agency will promote team building activities. Caregivers, administration, office staff, kitchen staff, janitorial staff are encouraged to participate in social events, workshops, and program projects. The Agency will provide opportunities for child care staff to connect during working hours.

Security Clearances:

1. *Criminal Record Check with Vulnerable Sector Search:*
Copies of required recent criminal record checks must be on file at the Child's World Day Care and Out-of-School-Care Program office. Providers and Staff are required to ensure that required criminal record checks with vulnerable sector search are completed every three years.
2. *Intervention Record Check/ Child and Youth Information Module (CYIM) check:*
Staff must obtain an Intervention Record Check that will be kept on file and updated every three years.

Day Care Staff Members Children:

An employee of the Day Care and Out-of-School-Care Program may have their child/children enrolled within the centre, however, the child must be under the care of another child care worker.

Confidentiality, (2018):

All caregivers, day care/OSC support staff and board members must read and sign an oath of confidentiality on behalf of themselves and their family.

Volunteers and Work Experience Students:

Volunteers and work experience students will not have unsupervised access to children.

Dress Code:

All staff employed at the Day Care and the Out-of-School Care will dress appropriately and practice appropriate grooming while on duty. Tube tops, 'Daisy Dukes', butt crack, severe cleavage, pyjama pants are not appropriate and staff will be sent home to dress properly. As well it is recommended that all female staff wear a brassiere while on duty. Clothing and accessories with alcohol and drug logos are not appropriate and therefore should not be worn.

Chain of Command, (2018):

Administration is consistently available to parents. Chain of command chart can be found in the board binders and posted in the staff room. Administration implements changes to policies and/or procedures in a timely manner.

Absence of Executive Director and Assistant Director:

If the directors are absent from the Day Care and the Out-of-School-Care Program for whatever reason for a period exceeding five working days, then someone shall be designated as being "in charge". At the Executive Director's discretion, someone may be appointed as "in charge" during absences of less than five days. The person "in charge" shall be responsible for the day to day running of the Day Care and the O.S.C. program. If the Executive Director is absent for one month or longer, then an acting Executive Director shall be appointed by the Board in consultation (if possible) with the Executive Director.

Email Health Bulletin 2015:

The Agency staff will communicate communicable illness and incidents to the families where Alberta Health Services has indicated we need to inform parents using two methods. Using the first method, a notice will be placed on the sign in sheets clip boards in the agency foyer informing the families of the confirmed contentious illness or incidents. Using the second method to inform parents, the agency will send a mass email to the families informing the families of confirmed contagious illness or incident. Information hand outs will be available to the families on the counter in the foyer. As well, people may go to www.myhealthalberta.ca for more information.

Government Regulations

Potential Health Risk:

1. All reportable communicable diseases (i.e.) measles, mumps) will be reported to the Peace Country Health Authority.
2. Although HIV (Human Immunodeficiency Virus) and AIDS (Acquired Immune Deficiency Syndrome) is a reportable communicable disease, it is not required by law to disclose HIV status due to the mode of transmission. If disclosure is given to the Child's World Day Care Centre and Child's World Program for School Age Children, information is considered confidential and cannot be shared without written permission to do so.
3. The parent will be notified immediately and the child must be removed from the center as soon as possible should a staff member know or has reason to believe that a child is exhibiting the signs or symptoms of illness. If the parent is unable to remove the child from the program, the emergency contact will be asked to remove the child from the program. Parent will be encouraged to seek early medical attention.
4. The child must be diagnosed by a physician, and the parent must report the diagnosis to the Centre immediately. The child must be removed from the program for the recommended time noted by their physician. The child/children may return to the program if they are symptom free for 24 hours or the parent obtains a doctor's note.
5. Universal precautions shall be used whenever blood is present to protect against the transmission of Hepatitis B, Hepatitis C and HIV and other blood borne pathogens.
6. Child care staff will assess a child for a potential health risk by checking the child's temperature or symptoms. Symptoms include:
 - a. observing vomiting or diarrhea or a new and or unexplained rash or cough or fever of 38 degrees,
 - b. the child requiring greater care and attention that can be provided without compromising the care of the other children in the program, or
 - c. Having or display any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises.

The programs will record and document children who are in on the Potential Health Risk Assessment form. The following information which is to be recorded will be "the name of the child, date the child was observed to be ill, name of staff member who identified the child was ill, time the parent was initially contacted, name of staff person who contacted the parent, time the child was removed from the program and the date the child returned to the program." A list of communicable diseases is available by calling the Health Link at 1-866-408-5465

Universal Precautions:

Practicing Universal Precautions prevents transmission of blood-borne diseases. Following these methods will help protect everyone.

1. *Wash your hands* for 30 seconds after contact with blood and other body fluids contaminated with blood.
2. *Wear disposable latex gloves* when you encounter large amounts of blood, especially if you have open cuts or chapped skin. Wash your hands as soon as you remove your gloves.
3. *Discard blood-stained material in a sealed plastic bag* and place in a lined, covered garbage container
4. *Cover cuts or scratches* with a bandage until healed

5. Use disposable absorbent material like paper towels to stop bleeding
6. Immediately clean up blood-soiled surfaces **and disinfect** with 100% bleach
7. Put blood-stained laundry in sealed plastic bags. Machine-wash separately in hot soapy water

NEVER DELAY EMERGENCY ACTION BECAUSE YOU CAN'T APPLY UNIVERSAL PRECAUTIONS. THE RISK OF TRANSMISSION OF BLOOD-BORNE DISEASES IS TOO SMALL TO JUSTIFY ENDANGERING A CHILD.

Source: Child and Family Canada

Medications, Vitamins and Herbal Remedies:

Storage:

- a. Medications, vitamins, and herbal remedies must be stored according to directions on the label and be kept in a locked container and it must be inaccessible to children at all times.
- b. Emergency medication must be stored in a place that is inaccessible to children but does not need to be locked.

Administration:

- a. *For both over the counter/herbal remedies and prescription medication the Caregiver will:*
 - i. Have written permission of the parent including the date and time the medication/herbal remedy is to be given and the parent's signature.
 - ii. Record the date, time, the name of the medication, and amount of medication/herbal remedy given on a medication form.
 - iii. Observe carefully for allergic reactions after receiving medication or herbal remedy. Record any reactions to medication/herbal remedy
 - iv. Administer according to directions on the label
 - v. Administer only when the medication/herbal remedy is in the original container.
 - vi. Have the parent document when last medication/herbal remedy was administered prior to arrival at the day care/day home.
- b. *For chronic conditions such as asthma and allergies the Caregiver will:*
 - i. Be knowledgeable and able to recognize symptoms and know how and when to administer the medication
 - ii. Have written permission, instructions and signature of the parent to aid in administration of medications that are needed.
 - iii. Notify the parent as soon as possible after the medication has been given
 - iv. Record the date, time and dosage of medication on a medication form.
 - v. Record the date of any training staff/provider has received from the parents on how to administer emergency and allergy medications or chronic illness medication equipment. It is the responsibility of the parent to provide the training to the staff.
- c. A medication form must be filled out by a parent/guardian and initialled by staff/provider administering medication.

Parents will be notified immediately of any unusual effects on the children following administration of medicine. All remaining medication will be returned to the parents when authorization to administer has concluded.

Sick Child/Children:

For the health of all the children in care, children should remain at home if they are too sick to participate in the daily routine or they have the following symptoms:

- High Fever, 38.0 degrees C, or 100.4 degrees Fahrenheit
- Nausea, vomiting and diarrhea
- Rapid or laboured breathing
- Contagious illness such as measles, chicken pox, mumps, etc.
- Head lice
- Eye infections, i.e. conjunctivitis (pink eye)
- Severe cold and/or cough

Parents/guardians **MUST** notify the day home immediately if their child becomes infected with a contagious disease so that the other parents/guardians can be notified as well as Alberta Health Services. Children may return to the program upon receiving a physician's note.

A child presenting any of the symptoms noted in the **Potential Health Risk** policy while in care will be kept as far away as is practicable from the other children for the protection of the other children and the parents/guardians or emergency contact person will be notified to pick the child up immediately. The child will be kept as comfortable as possible until the parents arrive, supervised by a primary staff.

Accident/Incident:

The Day Care and the Out-of-School-Care Program will immediately notify the child's parent or emergency contact if an incident occurs. If the incident is deemed serious or critical, the agency will notify the proper authorities, (RCMP and or Child Intervention Services), and the providers home will be closed to child care until completion of the investigation

Critical Incidents/Accidents and Injuries

In the case of an accident, incident, or serious illness involving a child in care, shall be written up in full on an approved prescribed form immediately after they occur and placed in the individual rooms' incident binder and the Executive Director is informed immediately. All incidents that cause injury to the child (physical or emotional) must be documented on an approved prescribed Incident/Accident Report form.

In case of a serious accident or medical emergency the caregiver will:

1. Obtain medical assistance as required. If the child is in need of immediate medical attention, the caregiver with a valid first aid certificate, shall attend to the child until an ambulance arrives or until a more qualified person can take over.
2. notify a parent by phone
3. notify the Executive Director of Child's World Day Care Centre and the Child's World Program for School Age Children as soon as possible of medical emergency
4. Complete an approved prescribed incident report, have parent sign, and ensure that the form is filed in the child's file.
5. Executive Director will report to Child and Family Service Authority immediately and submit paper work within 24 hours.



Government of Alberta Information for Parents Using regulated or Approved Child Care or visit Alberta Children and Youth Services website at www.child.alberta.ca