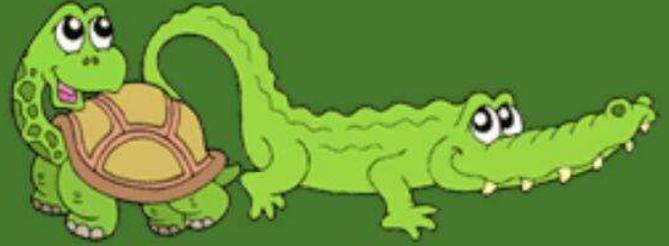


Turtle & Gator Park

Child Care Co-operative



PARENT MANUAL

Turtle Park Co-operative Child Care Centre
3100 20th Avenue, Regina, SK S4S 0N8
306-584-9344

www.turtleparkchildcare.com

Turtle Park
Lakeview School
3100 20th Avenue
Regina, SK

306-584-9344

Gator Park
Argyle School
2941 Lakeview Ave
Regina, SK

306-584-2999

October 2021

Table of Contents

Welcome to Turtle Park Co-operative Child Care Centre	3
Communication	5
Organizational Structure	5
Parent Communication	6
Open Door Communication Policy	7
Record Keeping	8
Attendance Reports	8
Operations	9
Hours of Operation	9
Registration	9
Fees	10
Unscheduled School Closure	11
Subletting	11
Withdrawal Procedures	12
Arrival and Pick-up Procedures	12
Late Pick Up Policy	13
Before and After School Program	13
Summer School Age Program	13
Children’s Programming	14
Fresh Air Policy	14
Clothing	14
Toys from home	15
Naptime	15
Meal Program	15
Excursions	16
Health and Safety	21
Sick Children	21
Medication Administration Procedures	22
Serious Illness or Accident	22
Accident Report	22
Injuries/Unusual Occurrence Report	23
Emergency Procedures	23
Child Management	24
Child Abuse - Staff Responsibilities	28
Sexuality and Guidance Policy	28

Welcome to Turtle Park Co-operative Child Care Centre

Turtle Park Co-operative Child Care Centre (The Co-operative) has two centres, Turtle Park in Lakeview School and Gator Park in Argyle School, that provide care for children 18 months - 6 years of age.

The goal of the Co-operative is to create an environment that values the children as individuals, respects their unique qualities, and fosters their development.

Respect for the individuality of each child is the foundation of the Co-operative's philosophy. A secure and safe environment, which makes provision for the child's development in all areas, is crucial. In order to meet our goals, we employ trained, nurturing staff who encourage interactions with other children, exploration of the environment, and a curiosity about the world around them.

Developing consideration for others, the ability to share, listening skills and the encouragement of other positive social skills are important components of the Program.

Parents are partners with the staff at the Co-operative. Our "open-door communication policy" encourages parental input and involvement. Mutual respect and openness between parents and staff enhances the quality of our Program.

The Co-operative is committed to the development of innovative approaches in the Early Childhood profession. We recognize our responsibility to the child care community, and to the community at large, in providing leadership in high quality child care.

Both Centres are licensed by the Early Years Branch, Ministry of Education. The basis for holding a license is compliance with *The Child Care Act*, which defines the regulations and standards to be followed in such areas as: supervision, health, safety, facilities and program, the structure and role of the Board of Directors.

Gator Park Child Care, which opened in 2000, is operated as a satellite Child Care Centre of Turtle Park Co-operative Child Care. Both Turtle Park and Gator Park are managed by one Board of Directors and one Executive Director. Turtle Park is licensed for 56 children, while Gator Park is licensed for 34 children.

Turtle Park and Gator Park follow the Ministry of Education Early Learning Program Guides of Play & Exploration. Young children experience learning through play and exploration in a variety of settings including the home, child care, prekindergarten, preschool and other early childhood programs. High quality programs engage children and their families in the planning and delivery of a healthy, safe, culturally sensitive and stimulating program that promotes children's abilities and interests. Your child will not receive monthly calendars with pre-selected activities. Instead, your child will participate in class planning by having their ideas heard, their interests followed and their talents pursued. You can speak to your director to learn more or see the Ministry's Guide here: https://pubsaskdev.blob.core.windows.net/pubsask-prod/82946/82946-ELPG_Complete_document.pdf

The Co-operative does not promote private employment of its staff by Centre families. The Co-operative has no control whatsoever over the conduct of individual staff outside of the Centre and accepts no liability in respect of any such arrangement. There is a separate form regarding this that you are required to sign.

Turtle Park & Gator Park are co-operatives therefore; parent participation is vital to the ongoing operation of the Centre.

All members are required to:

- pay a one-time, nonrefundable membership fee of \$15
- attend the Annual General Meeting
- volunteer your time with tasks around the Centre (3 hours) or donate money in lieu (\$100) per year

Families are encouraged to participate in any fundraising activities undertaken by the Board of Directors, however it is not mandatory.

Communication

Organizational Structure

- A. Board of Directors - The Board of Directors oversees the operations of Turtle Park and Gator Park. Members are elected by the membership (parents) at the annual general meeting. They operate as a policy-making body, making decisions regarding the goals and objectives of the co-operative. The list of the Board of Directors is at the end of this manual.
- B. Executive Director - The Executive Director is hired by the Board of Directors and is responsible for the day to day operations of the child care services by carrying out and maintaining the requirements indicated in *The Child Care Act and Regulations*. The Director is also responsible for the general supervision and management of children and staff, and works directly with the staff members to ensure that the needs of both the child and parent are being met.
- C. Assistant Directors - The Assistant Directors provide support to the Director and are responsible for the duties and responsibilities of the Director in his/her absence. The Assistant Directors also serve in the role of an Early Childhood Educator on a daily basis. There is an Assistant Director at Turtle Park and one at Gator Park.
- D. Early Child Educators - The Early Childhood Educators ensure that the highest quality child care and program is provided to the children.
- E. Practicum Students - Early Childhood Education students work closely with the child care staff during practicum placements throughout the year. We usually host two students a year for 4-6 weeks.
- F. Child Care Consultant - The Consultant is a representative from the Government of Saskatchewan Early Years Branch, and is responsible for licensing and monitoring the centres, ensuring that all the Child Care Regulations and government standards are met.

Parent Communication

Your input is always encouraged and appreciated. Quality child care is a partnership between parents, children and Early Child Educators. We hope that you will discuss concerns with us before they become complaints. Parents are encouraged to discuss any concerns with the Early Child Educators or the Executive Director or the Assistant Director of the Centre. If you do not feel comfortable doing that, you can bring your comments to any of the Board of Directors.

Monthly newsletters and periodic notices will be placed in each family's mailbox, posted at the Centres, and/or emailed to parents. Parents are responsible for ensuring that their current email address is on file with the Co-operative. Parents will receive sign-on instructions for the parent portal portion of the Co-operative's website at time of registration.

The Co-operative manages two Facebook pages, one for each Centre (Turtle Park and GatorPark Kiddos), as an additional means of communication and to document learning at the facilities.

The following principles govern the management of/participation on these pages:

- a. All families are required to sign a permission form indicating whether or not their child's photo and/or projects can be posted on the page. No child's first or last name will be included in any posts.
- b. All posts will be made by the Director or his/her designate(s) and will present the children and activities at the Centre in a positive light.
- c. "Friends" of the page are limited to parents/guardians who are current members of the Co-operative. When families are removed from the membership list, the profile administrator will remove/block the family members from the "Friends" List.
- d. Each September, the profile administrator will update the permissions on the previous year's photo albums to "Only Me" status to ensure that no photos of previous members are still available to the Friend Group.

- e. The "Friends" list will not be visible to anyone who is not a "Friend" of the group.
- f. "Friends" of the page are prohibited from sharing or saving posts or photos from the Co-operative pages. Anyone who does so will be removed from the Friend list.
- g. The Facebook pages are not intended to be a forum for parents/guardians to address their individual questions or issues.

Open Door Communication Policy

The Co-operative supports an "Open Door" communication policy which means:

- Parents are welcome to drop in and observe the program at any time. If consultation with a staff person is desired, please let us know so that staff may speak with you in private and give you their undivided attention.
- Telephone or email communication is encouraged. Please check with your child's care giver to arrange for mutually convenient times. Each room has a designated email, or you can go through the director. Please only use the Centre's email addresses, not personal email addresses.
- At no time shall parents speak to staff in a disrespectful manner or loud tone. This type of behavior is unacceptable and could result in the cancellation of your membership and thus the withdrawal of your child/children from the Centre.

The following procedures are for those parents who wish to file a concern or grievance:

- Parents, who are concerned with the care of their child, or any incidents in the Centre, are urged to speak first with their child's caregiver.
- If satisfaction is not forthcoming, please contact the Executive Director.
- If parents are still not satisfied, please contact the designated Board Member who will hear the concern and will address it as appropriate.

Record Keeping

Access to a child's information record is given only to the legal guardians of the child and the staff of the Child Care Centre. In the case of an emergency or injury to a child, information may be released to the proper authorities and the medical staff attending a child. In the case of suspected abuse, the appropriate child protection agency will be contacted. Parents should be aware that in the case of bad debts or overdue accounts, pertinent information will be provided to an external collection agency. Otherwise, no information, verbal or written, regarding a child or his/her family shall be released to anybody other than the guardians of that child, without the permission of the guardian. Parents are responsible to update children's files in the event there are any changes of address, work/home phone numbers, etc.

Attendance Reports

Parents are required to sign their child/ren in at the time of drop off and out when picking up. This is very important, as these sheets are used to account for all children in the event of an emergency. These sheets are also sent in to the Ministry of Social Services for the total number of hours that the child has been at the Centre for the month. The attendance reports are used for subsidy purposes for the Ministry of Social Services, as well as ensuring space utilization for the Ministry of Education.

Operations

Hours of Operation

We are open Monday through Friday - 7:00 a.m. to 5:30 p.m. We are closed on New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Remembrance Day, and Christmas Day. If the holiday falls on a weekend, we will be closed the preceding or following day.

Registration

Admissions are processed in the order in which they are received, in accordance with the following (ranked) priorities:

1. Age: children must be at least 18 months old
2. Staff: priority is given to the children of individuals currently employed by the Co-operative
3. Siblings: priority is given to co-operative members with children presently enrolled and in good standing
4. Attendance boundaries: families living within the current catchment attendance area of Lakeview and Argyle Elementary Schools. These admissions are processed in the order in which they are received.
5. If, after the application of the foregoing priorities, the Co-operative has vacant spaces, the Co-operative may enroll children from outside the school community, when there is assurance that the community need is met.

Guidelines:

- It is understood that registered children who were admitted prior to adoption of these admission criteria (and their siblings) on July 1st, 2017, as well as those children who move out of the catchment area after admission, are permitted to continue attending the Centres.
- In the event that a sibling of an existing child is eligible for enrolment in that year, but does not turn at least 18 months by the end of September, a spot may be held by the Cooperative until December 31st of that year. No fees will

be charged during this period of September 1 to December 31st or up to the month that the child turns 18 months, whichever comes first.

- With the exception of the above, registrations to fill vacancies cannot be deferred. Families wishing to hold a spot for one or more months until their child begins attending must pay the regular monthly fee to do so.
- Parents can place a child on the waitlist once the child is born. The following information will be recorded when the child is added to the list:
 - Date of call
 - Child's name
 - Parents' names and contact information
 - Child's date of birth
 - Child's address

Filling Child Care Co-operative spaces:

- The Executive Director will contact parents (normally in May, or when vacancies come up) in accordance with the above-listed admission criteria. Families are given two days to accept the space (three days if a message is left). If they decline or do not return the call, the next eligible family on the list will be called.

The Co-operative may make rare exceptions to this waitlist policy when enrolling children (i.e. a request from the Ministry of Education or Lakeview or Argyle Schools to consider a child with unique needs, etc.). These rare circumstances are reviewed and approved by the Board of Directors.

Fees

- Fees are due on the first working day of each month.
- Parents are encouraged to supply a six-month supply of postdated cheques or to set up a pre-authorized payment plan (CAFT) annually or when fee changes occur, in which case, post-dated cheques will not be required.
- Parents are able to e-transfer fees by or on the 1st of the month to turtle.gatorEFT@gmail.com

- Failure to pay fees in a 30-day period constitutes notice of withdrawal.
- A receipt will be issued monthly for child care fees. Please retain these for income tax purposes. No yearly summary or receipt is provided.
- Parents must pay a \$20.00 charge for all NSF cheques.
- Parents are required to pay a one-time \$15.00 membership fee that is non-refundable.
- Parents are required to pay their regular monthly fee in order to retain their child care space.
- There is no reduction in fees for sickness or vacation.
- We are able to provide a subsidy for low income parents who use our licensed child care facility. For more information, please speak to the Executive Director.

Unscheduled School Closure

- This applies to the school aged children (Kindergarten and Grade 1) in the licensed program only.
- In the event of an unscheduled school closure such as a teacher strike, the Co-operative will make an attempt to accommodate these children who are registered, as full time in the licensed program.
- In order to cover additional costs (ex. staffing) associated with unscheduled school closures, the affected children's fees will be increased to reflect the full-time rates that are current at the time of the closure for the duration of the closure.

Subletting

During the summer months of July and August, families are allowed to sublet their space to allow school aged kids to have summer care. Subletting of child care spaces during July and August is permitted under the following rules:

- The space must be sublet for the full month starting from the 1st until the 31st of the month.

- A \$50.00 holding fee per child per month will be required in order to sublet your space.
- Notice of the intention to sublet the space must be given before April 30th.
- Families from the Co-operative and in the Lakeview and Argyle School B&A programs have first priority for the subletting vacancies.
- The sublet spots will be allocated on a first come, first served basis.

Withdrawal Procedures

- Parents wishing to withdraw their child from the Co-operative must provide one month's written notice which is due on the 1st of the month and will become effective on the last day of that month. In lieu of notice, parents may pay one month's fee.
- Centre-initiated withdrawals are executed by the Executive Director in consultation with the Board and Ministry as required.

Arrival and Pick-up Procedures

- Children must be signed in and out daily by their parents, in the attendance register.
- Parents are required to accompany their children into the Centre, remove their outdoor clothing and report to a staff person that the child is present.
- Parents are required to sign their children out and notify staff that they are removing the child from the Centre.
- If someone other than the parent is picking up the child, the parent must leave a written or verbal notice which includes: the person's name, a brief description of that person, and the approximate time they will arrive.
- Under no circumstance will the child be released from the Centre to any individual other than those designated by the parents.
- Parents are asked to notify the Centre if their children will not be in attendance. This can be done by calling your Centre (Turtle Park 306-584-9344 or Gator Park 306-584-2999) or emailing your room or the director.

- Street parking is available for parents to drop off and pick-up their children. Please do not use the School Staff parking Lot. Please observe the school signs.
- Smoking is prohibited on child care premises and on all school property.

Late Pick Up Policy

- **Children must be picked up by 5:30 p.m. Parents who arrive after this time will be charged a late fee of \$15.00 per child for every 15 minutes or any part of that 15 minutes they are late.**

Before and After School Program

The Before and After School Program is an unlicensed extension program operated by the Turtle Park and Gator Park Child Care Centres. The B&A program provides breakfast and snack as well as age appropriate activities on school, teacher professional development days, and during school holidays (with the exception of December 24 to January 1). Lunch is not provided and must be provided by parents. The B&A program provides a space for school age children to interact with their peers in a supervised setting while allowing alternate drop off and pick up times for parents. At Lakeview School, your child can move into the B&A program at the beginning of either grade 1 or 2 and at Argyle School, your child moves into the B&A program at the beginning of grade 1.

The B&A operates in the mornings from 7-9 am and in the afternoon from 3:30-5:30 pm. The B&A is open from 7-5:30 on School Professional Development days and school holidays. It does not operate over Christmas break, summer holidays, or in the event of an unscheduled school closures such as a teacher strike. The website has further information on the B&A program.

Summer School Age Program

The Summer School Age Program is an unlicensed extension program operating during the months of July and August. The school age children (grade 1 - grade 6) are kept

busy in the summer school age program. This program offers full time care and a variety of on-site activities as well excursions throughout the city. Priority is given to children from Turtle and Gator Park child care centres and Lakeview and Argyle Before and After School Programs. The program will be offered on a monthly basis in the event that families only require care for one of the months rather than both months. Breakfast and snack will be provided; children will be required to pack their own lunches.

Children's Programming

Fresh Air Policy

All children are required to spend a minimum of ten minutes per day outdoors. Children are only taken outside given they have the appropriate clothing/supplies required for the weather. There will be exceptions made to this policy by the director and the staff. A general guideline is temperatures below -25°C and above 30°C, the children will remain indoors. Other situations could be extreme wind, or when the playground is covered in ice and is not safe for the children to be playing on it. When these situations occur, every effort is made to have access to the school gym to allow the children to burn some energy.

Each child will have their own supply of sunscreen and insect repellent applied prior to heading outside, when necessary, and parents must provide approval for child care staff to apply these products. Sunscreen must be non-aerosol.

Clothing

Please ensure that your child is appropriately dressed for activities and weather conditions. This means that clothes should be washable with simple fasteners that a child can handle themselves. A locker will be provided; please help the child use it correctly for personal items. Staff are not responsible for lost items.

Please bring the following labelled items:

- Change of clothing; regardless of age, all children must have one complete change of inside clothing at the Centre. (including underwear and socks)

- Indoor footwear; children must have a clean pair of indoor shoes at all times. This is part of the fire and safety policy as fire drills are conducted throughout the year, including winter months.
- Diapers or training pants; if required. Please ensure there is an adequate supply at all times.
- Hat, bug spray and non-aerosol sunscreen; for spring/summer months
- Water bottle
- Weather appropriate clothing*
 - *Spring; rubber boots, splash pants, warm sweaters and jackets, extra pair of long pants, light mittens
 - *Summer; closed toe outdoor shoes, shorts, cool tops, hats
 - *Fall; boots, warm sweaters and jackets and head wear
 - *Winter; boots, mittens, scarves, toques, ski pants and winter jackets

Toys from home

Please do not send toys from home, except when designated toy days are posted.

Naptime

A naptime is scheduled from 12:15 p.m. to 2:30 p.m. for those children who require an afternoon sleep. Parents must provide a fitted crib sheet and a blanket for those children who do nap. The parent is responsible to wash their child's bedding and it will be sent home at the end of each week.

Meal Program

- Meals are well balanced and prepared in accordance with the traditional Canada Food Guide.
- Breakfast, lunch and an afternoon snack are provided by the Child Care Centre.
- A four-week rotation menu is posted on the parent bulletin board, for parents to check. A seasonal menu is implemented during the summer months. (a list of ingredients can be provided upon request). The menus are also posted on the parent portal of the website.

- If a child requires food substitutions (allergies, cultural requirements, etc.), it is the responsibility of the parent to provide these substitutions for the Child Care Centre.
- Children are encouraged to try all foods. Small portions are given and if the child requests more they are given a second or third helping. Desserts are restricted to one serving to encourage children to eat more of the main meal. Snacks are kept light so that the children will have a good appetite for their evening meal, at home.

Meal times are:

Breakfast:

- Served at 8:00 a.m. for Kindergarten and school age children
- Served at 8:30 a.m. for pre-school and toddlers

Lunch:

- Served at 11:30 p.m. for all pre-school and toddler children
- Served at 11:45 a.m. for all Kindergarten and school children

Snack:

- Served at 3:00 for all pre-school and toddler children
- Served at 3:45 for all Kindergarten and school age children

Please do not send food or candy with your child to the Centre. If you feel it is a long wait until breakfast, feed your child a light snack at home, before arriving at the Centre.

The Centres are nut-aware facilities.

Excursions

At the Centres we enjoy going on different types of excursions. It could be a walk around the neighbourhood, to a nearby park, the library, the museum or gymnastics. These are just some examples of outings we take. Excursions may be walking, taking the city bus or a school bus dedicated to the outing. Each excursion is approved by

the Executive Director. A risk assessment form must be completed and signed by the Executive Director or Designate and a Board Member.

- Ratio of staff to children will be in accordance with *The Child Care Regulations, 2015*, and are as follow:
 - 1 Staff to every 3 Toddlers [1 staff to every 1 Toddler during any swimming, wading or water play].
 - 1 Staff to every 5 Pre-Schoolers.
 - 1 Staff for every 10 School Children.

*A minimum of two staff is required on any outing beyond a one block radius of the Centre.

- Volunteer and Students:
 - Volunteers and students are invited to participate in any excursion but will not be used when calculating ratios to meet requirements.
- Staff Breaks:
 - Staff will remain with the children at all times during excursions.
 - Breaks will be delayed until returning to the Centre or forfeited.
 - If forfeited, the staff may apply to the Director for approval of overtime.
- Diverse Needs:
 - A sincere effort will be made to include all diverse needs children on excursions except when the excursion is inappropriate for that child.
 - The diverse needs coordinator will be responsible for planning for any diverse needs or requirements that child might have.
 - One staff to one child with diverse needs ratio will be maintained at all times.

Transportation

- City Transit System
 - Staff are responsible to check schedule times to ensure the wait for the bus is a short one.
 - Bus tickets or money will be available for the children and adults participating from the Executive Director or Assistant Director.

- School Bus
 - This method of transportation is to be approved by the Executive Director or Assistant Director.
- Taxi
 - Taxis may be used at the discretion of the Executive Director or Assistant Director.
 - All children must use seatbelts, according to the Canadian Safety Council recommendations.
 - There must be one staff member in the taxi.

Emergency Transportation

- In the event of any emergency, an ambulance may be called to transport a child for medical treatment.

Excursions

- Parental Permission
 - A blanket form provided by Ministry of Education must be signed by parents for all children attending the Centre. Special or High Hazard Excursions, as determined by the Director, may require separate signed permission forms. All planned excursions will be posted by staff at least 24 hours in advance, and include the following information:
 - Time of departure
 - Time of arrival back at the Centre
 - Destination
 - Method of transportation
 - List of children and staff
 - List of items needed
- Centre Closing
 - The Centre will remain open if any child has not been provided permission to attend the excursion, but still requires child care.

- Should all children attend the excursion, the Director or a designate will ensure that minimum of 24 hours' notice will be given when the Centre is to be closed for an excursion. The notice will be posted on the door, in the newsletter, or a note at the site must be added to the list for supervision.

Essentials

- First Aid Kits
 - Staff are responsible to carry a first aid kit whenever they leave the Centre with children. The kit will include money for telephone and emergency use.
- Protection
 - Staff are to ensure children have proper protection from the weather, i.e. - sunblock, mosquito repellent, mitts and scarves, etc.
- Identification
 - All children must have a Centre T-shirt on when leaving the Centre.
- Emergency Card/List
 - Staff must carry a list of children, their hospitalization numbers and emergency contact numbers for all children on the excursion.
- Medication
 - Staff are responsible for children's medications when out on an excursion. They must carry any medications for children who require them (e.g. asthmatics, diabetics, etc.)

Supervision

- Counting Children
 - Staff must take a count of children on a regular basis. They must count the children before and after any mode of transportation, before leaving any location, or during any change in activity. If it is determined that a child is missing, the staff will take immediate action to locate the child. Executive Director or Assistant Director will be notified immediately.
- Washroom Routine

- Staff must accompany a child/ren to a public washroom. In the case of a school-aged child, a staff member will stand outside the door. In the case of a pre-school child a staff member will accompany the child in the public washroom.

General Guidelines

- When crossing intersections or boarding buses, one staff must be in front of the children and one at the back.
- Children should be prepared for the excursion ahead of time, to know what is expected.
- Staff should carry personal identification for themselves.
- On occasion when a parent is volunteering, they may be responsible for their own child.
- Upon arrival at any site or playground, staff must assess the environment for safety.
- Upon arrival at any site or playground, staff must determine where the nearest telephone is located, in case of emergency.

Health and Safety

Sick Children

If a child becomes ill at the Centre, the parent will be contacted and asked to take the child home or arrange for alternate care. Until the parent arrives, the child will be isolated from the other children so as not to spread illness to the other children or staff.

If your child should develop any of the following symptoms at the Centre, or at home, they should not attend the Centre. We refer to the Saskatchewan Health Infection Control Manual for Child Care Facilities.

Fever: If the temperature is over 100 °F/ 38 °C.

Rashes: Any rash which has not been diagnosed by a Physician. Upon the child's return, a Physician's note must accompany the child, assuring us that the rash is no longer contagious.

Eye Infection:(Pink eye or Conjunctivitis), if the eye looks red with burning or itching and may have white or yellow discharge.

Vomiting: If a child is vomiting they must be removed immediately.

Diarrhea: Uncontrolled bowel movements, greenish in color or out of the ordinary.

Severe Cold: if the child has a fever, is coughing, and sneezing with discharge.

Communicable diseases: Chicken pox, Mumps, hand foot mouth, Impetigo, Red Measles, etc. The child must be diagnosed by a Physician. The child may return to the Centre after the required isolation period.

Lice: The child may return to the centre after all nits (eggs) have been removed from the hair and the family has received treatment.

Parents are required to notify the Centre if they are keeping their child at home due to illness. If a Physician has diagnosed an infection, and places the child on antibiotics, the child may be brought in after he/she has had the medication for 24 hours.

If the parent is unsure whether or not the child is ready to return, please call the Executive Director who will make a decision regarding the situation.

Medication Administration Procedures

- Parents are required to complete a Medication Form before any medication may be administered, by Child Care Staff.
- Prescribed medications must be in the original pharmaceutical container, the label must have the child's name on it, the name of the medicine, directions to administer the drug and an expiration date.
- Non-prescription medicines must be in a pharmaceutical container and will be administered as per instructions on the container.
- Staff may request additional information such as what the medication is for and what side effects of the drug may be common.

Serious Illness or Accident

In the event of serious illness or an accident involving a child, staff shall administer basic first aid and the following procedures shall apply:

- The parent will be notified immediately and the parent will decide what course of action to take (whether to pick-up the child immediately or meet the child and the Centre staff member at the hospital).
- If the parent or emergency contact cannot be reached, a Centre staff may accompany the child to the hospital and contact Social Services/Mobile Crisis Services to authorize any necessary treatment.
- If the child needs to be transported to the hospital, a taxi or ambulance will be used and the cost will be incurred by the parents.

Accident Report

If the accident is minor, an accident form will be completed and signed by both parent and staff. The form will be placed in the child's file.

Injuries/Unusual Occurrence Report

A report will be completed by the Executive/Assistant Director. The parents will be required to sign the report and is able to write comments. The report will be sent to the Ministry of Education, one copy will be given to the parent, and one copy will be placed in the child's file.

Emergency Procedures

- **Fire drills** will be conducted monthly, both in the morning and the afternoon so that staff and children know what to do if an event should occur.
- **Severe weather drills** are practiced whereby we move to the center of the building away from windows.
- **Secure the building** whereby all doors and windows, including the main doors are locked. This occurs only when there is a threat outside the school. (The goal is to keep the threat from coming into the school.)
- **Lockdown** refers to the fact that there is an intruder in the school and would involve locking doors, pulling shades, barricading doors, staying out of sight or discussing other means to escape or increase the safety of children and staff. Parents would be contacted and informed of the situation when it is safe to do so.

Child Management

In accordance with *The Child Care Regulations, 2015* a child management policy has been established by the Co-operative to provide guidelines for staff and volunteers. It includes a corrective actions policy for inappropriate behaviour of children. The Board acknowledges that, in all circumstances, where its child management policy conflicts with provincial regulations, *The Child Care Regulations, 2015* (or subsequent amending documents) will take precedence. The Board adopts the “best practice” standards set forth by the Ministry of Education.

The Co-operative believes that a supportive environment exists to encourage positive interactions among adults and children, realistic expectations of children’s capabilities and natural consequences for behaviour, and that the goal of discipline is to help a child develop their own self-control.

Child management differs depending on the age of the child, the individuality of the child and the type of behaviour the child is exhibiting. Caregivers are flexible in their practices using a progression from preventative techniques to discipline provided these practices conform to *The Child Care Regulations, 2015* and to accepted professional practices of Early Childhood Education diploma program.

Ongoing problems are discussed with the parent(s) and solutions are arrived at together.

All employees and parents must adhere to this policy while at the Centre.

CORRECTIVE ACTION

Preventative techniques are integral to successful child management. Techniques, which vary according to age, can include:

- providing good supervision;
- anticipating a child’s needs;
- assisting children in making choices;
- distracting children from potential problems;
- providing enough activities to keep children involved and not bored;

- providing multiples of toys, especially favourites;
- child proofing the centres for toddlers;
- saying yes wherever possible, only saying no when necessary;
- allowing enough time for activities to keep children from feeling rushed;
- preparing children for transitions; giving children responsibility and letting them help;
- respecting children’s feelings;
- expressing pride, interest and pleasure and encouraging appropriate behaviour; and,
- providing a very close presence when children are having a rough day.

Feedback to the Child: Corrective action need not be a negative experience. Ongoing positive feedback can prevent negative corrective action from occurring.

Suggestions for Corrective Action: Depending on the nature of the inappropriate behaviour, one or more of the following corrective actions may be used in dealing with children:

- **Reasoning:** Explaining the rules or appropriate behaviour is all that may be necessary. Never assume that a child knows that their actions or behaviours are inappropriate. Examples of reasoning include:
 - Gentle reminders;
 - Providing age appropriate explanation;
 - Offering appropriate choices;
 - Helping children see consequences of their actions;
- **Transition or Time-out:** Removing the child from the action is always the last resort, with a **brief** “time-out” to give the child time to settle down to think about what happened, then a **short** discussion on how better to deal with the situation. Time-out’s are not intended to be punitive or shaming in nature and are always followed by a return to reasoning techniques.

- **Restraint:** In the event of a child hurting themselves, others, and/or property **reasonable** restraint may be used to stop the inappropriate behaviour.

Suggested Guidance Control Techniques:

- **Voice Intonation:** Show disapproval by using your voice. Use a tone of authority but do not over your voice (yelling). A calm, to-the-point response will produce the best result.
- **Proximity and Touch Control:** Move into the area of disturbance and settle it by your mere physical presence without interrupting the planned activity.
- **Signal Interference:** When a child is disturbing a discussion or activity, a dramatic pause or comment will be a sign for the child. If the child is aware of the adult's intentions, minor problems can frequently be handled in this manner.
- **Intervention:** An adult will facilitate or stimulate play (e.g., get children to take turns with a toy or to use the toy together).
- **Redirection:** Adult directs a child to an alternate activity.
- **Natural Consequences:** Example child spills milk, child assists with clean-up.

Special Circumstances

If more than one child is involved in the unacceptable behaviour (e.g., fist fighting) staff must intervene and restrain each child involved. The staff member in charge of the child(ren) should advise the Executive Director or facility Director who, in turn, shall contact the parent(s). Staff must record, in writing, the name(s) of the child(ren) involved, the time, date and detailed account of the incident on the Behaviour Report Form.

Unacceptable Child Management Practices

The Board of Directors will not tolerate, under any circumstances, the following child management practices at the Centres:

- corporal punishment;
- physical, emotional or verbal abuse;

- denial of necessities;
- isolation; or,
- inappropriate physical or mechanical restraint.

Use of the above child management practices will lead to disciplinary action or immediate dismissal.

PROCEDURES FOR ONGOING PROBLEMS

Behaviour Report forms must be completed for: major problems; repetitive, disruptive actions; and/or actions causing injury. Major problems include tantrums, devious behaviour, a tendency to injure other children, and/or continuously disruptive behaviour. Two copies of the staff record must be made; one copy is placed in the child's file; and, one copy is given to the parent. The Executive Director or Assistant Director will discuss the problem with the parent(s) each time a form is received.

When the situation cannot be rectified by the staff or if three different forms have accumulated over a short period of time, the Executive Director shall consult with the parent(s) and may ask that they seek some professional guidance to assist staff in managing the child's behavior. If necessary, the Co-operative can apply for an inclusion or enhanced accessibility grant in order to provide enhanced staffing. If the parent(s) have any disagreements with staff on any phase of the procedure, a member of the Board shall be contacted.

The Board shall request the parent(s) and involved staff members to attend a separate meeting of inquiry. If a reasonable solution cannot be reached after both parties involved have stated their case, the Board shall give the parents 30 (thirty) days notice to have the child removed from the Centre. If the parents find other suitable child care arrangements prior to the 30 days notice, they will not be responsible for the remaining fees.

Child Abuse - Staff Responsibilities

Staff are required by law to report suspected or disclosed abuse. Failure to report abuse can result in prosecution under the Family Services Act. Staff are NOT permitted to contact the parent, unless specifically directed to do so by the Ministry of Social Services. Reporting procedures are designed to protect the child. Staff responsibilities are to report suspicions or disclosures, not to determine if abuse has occurred. It is the responsibility of the Ministry of Social Services to investigate and decide if abuse has occurred. Concern is for the safety and well-being of the child.

Sexuality and Guidance Policy

Children's curiosity regarding sexuality is normal. Staff will answer their questions regarding sexuality simply and directly. Staff will then inform the parents of the child's questions or concerns, so that the parent may discuss these issues with the child, if they wish. Proper terminology regarding body parts will be used in the Centres at all times.