

## A. PHILOSOPHY STATEMENT

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### Mission Statement

*The Warman Childcare Centre Inc. strives to provide a safe, secure and nurturing environment. We respect and accept each Child's unique capabilities, needs and strengths. We will seek to provide enriching experiences to develop each Child's personal growth in the world around them and as they develop interpersonal relationships. It is our intent that Children will learn through natural curiosity and be guided to appreciate and respect the humanity of others.*

*Our high quality Childcare service will encourage and facilitate Children's development in all areas, in a courteous, nurturing, respectful and safe environment.*

*We encourage the expression of ideals, needs and emotions in a way that Children will develop patience and respect and build self confidence and self-esteem.*

*We believe in working cooperatively with Parents/guardians. We strive to maintain and operate a high quality childcare service in a happy, safe and supportive environment where Children are free to develop and emerge as individuals. Through a variety of enriching experiences we will endeavour to assist Children explore the world around them.*

### Objectives

1. To operate a non-profit childcare facility for the benefit of its patrons as permitted.
2. To establish, maintain and operate a high quality Centre which:
  - i. Encourages and facilitates children's development through play and exploration in all critical areas, in an atmosphere of non-violence, courtesy and nurturing;
  - ii. Provides a happy, safe and supportive environment flexible enough to allow children's individuality;
  - iii. Encourages expression of children's ideas, needs and emotions in ways that develop patience, respect and builds self-confidence.

### History

Warman Childcare Committee was formed in the Spring of 2013, when a group of working moms got together with a vision to create a licensed childcare facility in Warman. At that time there was only two licensed day homes to serve the growing community. There was a definite

need in the city. In March 2014 the organization applied and received 42 licensed spots from the Ministry of Education. The committee went into action with drawing plans, creating bylaws, applying for charitable status, and working with the City of Warman in finding land to make this vision a reality. The City of Warman found us a usable spot to build the Warman Childcare Centre. Once the land agreement was settled and the architect plans were approved construction commenced in August 2015. Warman Childcare Centre was licensed in February of 2016 and opened the doors March 1, 2016.

## B. COMMUNICATION

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### 1. Organization Chart

The chain of authority is as follows: Board – Director – Staff – Child.

It should be noted that the chain of authority must still respect at each individual has their own skills, abilities, and responsibilities which must be respected by others. For example, while the Board has authority over the Director, Board Members should not tell the Director how she/he should do her job on a day-to-day basis; Staff have authority over Children, but should not dictate what the children should explore and play

For more information on the Role of the Consultant, see appendix 1.

### 2. Parent Grievances

A parental grievance shall be defined as any differences arising out of the interpretation, application or administration of a Centre policy or procedure or a case where the Centre or the Board of the Directors are thought to have acted unjustly or improperly.

The following steps shall be followed:

- a. A parent shall talk to the educator regarding child's care and if not satisfied or if it's a sensitive issue they can further discuss it with the Director.
- b. If the parent is not satisfied with the resolution of the grievance and informs the Director to that effect, the Director shall bring the matter before the Board of Directors.
- c. A final appeal may be made directly to the Board of Directors. All such appeals shall be made in writing.

### 3. Parent Communication

Warman Childcare Centre supports an "open door" communication policy. This means parents are always welcome to drop in and spend time with your child and / or observe the activities of the centre. Please allow some time to check the parent board daily and to discuss your child's day with the staff at pick up and or drop off. Children that are in the Infant and Toddler rooms will have Child Day Summary's in their room, parents are encouraged to check this daily. Newsletters will be emailed out monthly to the parents. The infant and toddler rooms have

Child Day Summaries posted in each of the rooms as well as they use the See Saw App to communicate with parents daily.

## C. RECORD KEEPING

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### 1. Children's Records

The childcare centre must keep a record with respect to each child attending the facility and retain the record for a period of six years after the child ceases to attend the facility. Children's records must include the following:

- Child's name and date of birth
- The names, addresses and telephone numbers of:
  - The child's parents
  - Emergency Contacts- designated by parents
  - Medical practitioner
- Any allergy, illness or other medical condition disclosed by the child's parents or medical practitioner
- Child's immunization status
- Any medication authorization provided by child's parent and any record of medication administered
- Any report of unusual or unexpected occurrence involving the child
- The agreement for services entered into by the licensee and the child's parent
- Child Release form
- Media form
- Child's Health resume
- Excursion and Transport Consent Forms
- Child's Social Resume
- Email Consent Form

Parents are responsible for updating information with the childcare centre as it changes. Children's records are seen by and discussed with only those staff who need the information in order to provide services. Children's records are stored in a locked cabinet or drawer.

### 2. Attendance Records

The childcare centre will keep complete and accurate monthly attendance records. At the end of the month the childcare centre will obtain the signature of the parent of a child attending the facility to verify:

- The hours and days of child's attendance
- The fees charged with respect to the child's attendance

The childcare centre then will forward this information to department when requested. The childcare centre will submit required hours to subsidy. Copies of this attendance record are maintained on facility files for a period of six years.

## D. OPERATING POLICIES

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### 1. Hours of Operation

The childcare centre will be open Monday- Friday from 7am- 6pm. . Earlier care can be provided based on the discretion of the Director.

### 2. Statutory Holidays

The childcare centre will be closed on all statutory holidays. If the stat. holiday is on a Saturday the Centre will close on the Friday before and if the stat. is on Sunday the Centre will close on the Monday. During holiday season the Director may survey the parents for childcare needs so he/she can staff properly. If centre does close it will pay for alternate care. Statuary holidays that fall on a Saturday, the centre will be closed on the Friday and for Statutory holidays that fall on a Sunday the centre will be closed on the Monday after.

### 3. Services Offered and Age Range

The childcare centre offers care for children aged 6 weeks- 6 years.

### 4. Specialized Services

The Warman Childcare Centre is committed to providing developmentally appropriate early learning and development experiences that support full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

When registering on the wait list, parents must disclose all allergies, sensitivities, medical conditions, behaviour concerns, and any developmental delays (including speech) in order to ensure the appropriate resources are available for the child when they start at the centre. If any of these arise when on the wait list, parents should inform the Centre immediately.

Acceptance of a child with diverse needs into the Warman Childcare Centre will be considered by the Director with the support of the Board of Directors. Factors that will be considered will include, although are not limited to the following:

- Severity

- Resources currently available
- Required resources

Upon enrollment at WCC, staff along with the child's parents/guardians will develop an Individual Care Plan (ICP) for children requiring specialized services. The goal of the ICP is to ensure that children at risk are identified, strategies are in place to minimize that potential for accidental exposure, and staff are trained to respond in an emergency situation. The ICP will include the following:

- Roles and responsibilities of the WCC staff and parents/guardians
- Current medical/behaviour conditions
- Current treatment regimen
- Avoidance strategies in the case of an allergy; triggers
- Required training
- Emergency protocol eg: Anaphylaxis Emergency Plan
- Review schedule indicating how often ICP is to be reviews by both parents/guardians and staff

Any changes to the ICP will be reviewed by staff and individual needs will be accommodated to the best of the WCC's ability.

Although WCC is an allergy-safe facility, it is not guaranteed to be allergy free.

## E. FINANCIAL CONTROL

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### 1. Fee Structure

The Full time fees are currently as follows and will be reviewed and updated by the Board on an annual basis.

- Infant: \$925
- Toddler: \$765
- Preschooler: \$695
- Kindergarten: \$695
- School Age: \$495
- School Age: \$695  
*\*July & August*

### 2. Deposits

There will be a \$200 per child up to \$500 per family deposit taken at registration to hold your spot. Deposits will be used on your last month fee at the centre.

### 3. Accounts Receivables

Fees are due on the first (1<sup>st</sup>) of the month for that month. The childcare centre will be able to take cash, cheques and EFT's. Receipts will be issued for all forms of payment. Families that haven't paid their fee by the 15th of the current month will have services put on hold until payment is received. Non-payment of fees may result in termination of services. Families who chose not to pay their fees will be sent to small claims court. A collection agency may be used once a settlement has been made if parent fails to pay their bill. All NSF cheques will result in a \$25 administration fee in addition to any applicable banking charges.

There will be an interest charge of \$20 per month added on all accounts that are 30 days overdue.

#### 4. Subsidy

It is the parent/guardian's responsibility to supply all information required by the Subsidy Office. Parents receiving subsidy are responsible to the Centre for ensuring full payment of fees, either by themselves or the Subsidy Office. Parents will be expected to pay full fees until subsidy is approved. If parents fail to provide information to the Subsidy Office resulting in suspension of subsidy payment to the Centre, parents are liable for the fees, and childcare may be terminated.

#### 5. Fundraising

The Centre is a non-profit organization and will do fundraisers throughout the year to supplement the operational costs of the facility and lower the overall cost of the childcare fees. All Families are required to participate in the fundraising events planned by the fundraising committee.

Families can choose to opt out of the fundraising requirements at the start of their children services and annually at the start of every fiscal year. If they so choose not to participate in fundraising events, an annual payment of \$350.00 will be required per child attending the Centre. If the start date of childcare services is mid-way through out the fiscal year, that year will be prorated by the number of months remaining in the year.

If families choose to participate in the fundraising at the beginning of their childcare or start of the fiscal year, however do not participate in the fundraising events, they will be invoiced for the annual payment/buy out amount defined above at the discretion of the Director and/or Board of Directors.

## F. PERSONNEL POLICIES

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#### 1. Smoking Restrictions

There will be no smoking on the Childcare Centre property, whether inside or outside the building, fenced areas, or parking lot. Employees and Parents are also asked not to smoke on the sidewalk in front of the Childcare centre since Children may pass by on their way to the Childcare Centre.

## G. CHILD RELATED PROCEDURES

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### 1. Enrolment of Children

There are number of forms that are required by law to be completed before a Child is admitted to the Childcare centre.

If a prospective Parent visits the Childcare centre and request that their Child stay at Childcare centre that day, employees must inform the Parent that the Childcare Centre is required by law to have the proper enrolment papers completed before accepting a new child at the Childcare Centre. The Director (or designate) must review and approve the forms before care begins.

### 2. Orientation

The Director will tour all prospective parents the centre. Tours need to be booked with the Director. Once a family has been accepted into the centre the Director will go over the day to day operations, forms, parent manual with each parent before the child's first day.

### 3. Termination

Once the Childcare centre has given parents notice that they are in breach of their service agreement with the Childcare Centre, the service agreement will be null and voided, and the family will not be considered a client of the Childcare Centre.

If a child of this family arrives at the Childcare Centre once the contract has been nullified, the Childcare Centre will make every attempt to contact the parent, followed by any emergency contacts previously provided by parent, to remove the child immediately. If this action fails to result in prompt removal of the child, the child will be considered abandoned and proper authorities will be notified.

Any costs incurred by the childcare centre for administration fees and care of the child will be the responsibility of the parent.

If a parent terminates care mid-month, the Board will decide if they will collect the fees for failure to provide one month's written notice

### 4. Verbal Abuse Policy

There will be no forms of abuse tolerated at the Childcare Centre. Any forms of abuse may result in immediate termination of job (if an Employee) or Agreement for Child Care Services (if a Parent or Child). Types of abuse may include, but are not limited to: physical, mental, verbal and emotional.

### 5. Strike

In the event of a labour strike or employer lock-out directly affect a parent and their child's care schedule, an emergency Board meeting will be called to determine a plan to minimize hardship on the family involved, as which will also not undermine the financial viability of the Childcare Centre.

### 6. Emergency Contacts

The people listed by the parent on the child's emergency cards will only be used by the Childcare Centre in case of emergency. It is the responsibility of the parent to inform the Childcare Centre immediately and in writing of any changes in the information provided on the emergency cards.

The Childcare Centre will provide the parent with new cards to be completed for updates annually.

### 7. Arriving and Departing

#### *a. Signing In*

Parents are responsible for signing their children in and out for the day. The sign in/out book is located in the front entrance by the parent board.

#### *b. Late Pick-Up*

We ask that all parents are out of the centre by 6:00 pm. This allows the staff to do the final closing duties and lock up. Parents who are not out of the centre by 6:00 pm or arrive after 6:00pm to pick up their child will be charged \$1/ minute. This charge is applied regardless of whether the late pick-up was scheduled or unscheduled. The Director will consider the cause of Parents being late, and use his/her discretion when charging parents. Multiple late incidents will result in termination of care.

When a child is not picked up by 6:30pm, and Staff has not been able to contact the parent or any emergency contacts, the mobile crisis unit will be called and the Child will be placed in their care. The Director must be notified and give permission before employees contact the mobile crisis unit. Appropriate information on the child's whereabouts will be posted on the outside of the Childcare Centre door for the Parent.

### 8. Custody and Access

It is the responsibility of the parent to accurately complete all forms required by the Childcare Centre. It is also the responsibility of the parent to provide the Childcare Centre in writing any changes to the information given at the time of registration. It is the responsibility of the parent to provide the Childcare Centre with any legal documents required to provide a safe environment for the child which pertain to custody and access by non-custodial parents. The Childcare Centre must follow instructions on the forms or legal documents provided regarding custody and access. Parents cannot change custody and access arrangements with verbal instructions alone, and must provide written legal documentation of any changes. Even if the custodial parent disagrees with the documents provided, the Childcare Centre is legally obligated to follow the documents.



### 9. Child Release Form

Children will only be released without question from the Childcare Centre to people listed on the Child Release Form. Parents may give verbal consent for someone not on the form to pick up their child for a given day. If other persons not on the Child Release Form arrive at the Childcare Centre to remove a child, employees will call the parent to seek consent to release child in that person's care. If the parent cannot be contacted, the child will not be released. Other emergency contacts or relatives of the child will not be called because they cannot legally give consent.

If any person insists on removing a Child from the Childcare centre without Parental consent, the RCMP will be immediately contacted, regardless of whether Employees are aware of a relationship to the Child. Employees will, without putting themselves or Children in harm's way, work to prevent Children being taken from the Childcare centre.

### 10. Visitation

Court-appointed "In-Childcare centre" visitations are at the discretion of the Director. The time and length of the visitation is to be determined by the Director before the visitations are to begin. Copies of the visitation agreements issued by the court will be kept in the Child's files and will be strictly adhered to by the Childcare centre. If no legal visitation order has been provided to the Childcare centre, visitation will be at the discretion of the Director. The Director will consider the previous visitation arrangements, instructions by Parents, as well as the safety and well-being of all Children attending the Childcare centre, when making any decisions.

### 11. Intoxicated Parents

If Employees have reason to believe that the person who is here to pick up any Child at the Childcare centre is under the influence of any controlled or uncontrolled substance, Employees will ask that a different person come to pick up Child. If the person removes the Child from the Childcare centre building, the Employees will immediately contact the RCMP and report it to Family Services.

### 12. Items from Home

#### *a. Toys*

The Childcare centre discourages any Child bringing toys from home since there is a reasonable risk of the toy being lost, damaged, or destroyed, and because it may cause conflict between Children. The Childcare centre provides a wide variety of activities and toys for Children to enjoy and share. On occasion, the Childcare centre will allow toys from home be brought (e.g. show and tell days, no school days), and Parents will be informed of this in advance. All toys brought to the Childcare centre will be shared with other Children and are brought at the owners' risk. Staff are not responsible for looking after toys from home, or policing who plays with them. Toys which promote violence will not be allowed.

### *b. Nap-Time Items*

Parents are encouraged to provide items that help their Child nap easily. This may include a stuffed animal or doll, blanket, or pillow. These items will be kept in the Child's cubby and only brought out during nap time. Staff are not responsible for nap-time items being damaged or broken. Staff will not change a Child into pajamas for nap time.

### *c. Additional Clothing*

Parents are strongly encouraged to provide additional clothing for their Child. These may be used by Staff if the clothes a Child is wearing become overly stained, dirtied, wet, or damaged, or if a change in the weather required the child wear different clothing for outdoor play

If a Child does not have an appropriate change of clothes, the Childcare centre may temporarily lend the Child clothing. Lent clothing may not perfectly fit the Child, and will likely not match or colour coordinate. Children may wear lent clothing home, at the discretion of Staff or the Director, and lent clothing must be returned to the Childcare centre within 48 hours.

If the Childcare centre does not have clothing to lend a Child, the Child may not be able to take part in a given activity requiring the clothes.

### *d. Diapering*

Parents are required to provide diapers for Children who require them. Diapers must be the appropriate size/weight for the Child. In the event that a Child runs out of Parent-provided diapers, the Childcare centre will temporarily use some of its own or borrow from another family. Parents are expected to replenish their supply of diapers quickly, and some of these will be used to resupply the Childcare centre of its stock.

At the discretion of the Director, a Family may be billed for the use of Childcare centre diapers if a Parent consistently fail to provide adequate diapers for their Child.

The Childcare centre provides wipes and non-prescription rash cream. Parents are asked to provide these items and others if they have a particular brand preference other than what the Childcare centre uses.

## 13. Infection Control

### *a. Sick Child*

A Child, who is running a fever, is vomiting, has diarrhea, or is showing other symptoms of acute illness or requires one-on-one care must be kept at home for a minimum of 24 hours.

As a rule of thumb, Children who are too sick to play outside are too sick to be at the Childcare centre. When a Parent requests a Child not to play outside, it is at the discretion of the Director (or designate) as to whether the Child will be accepted at the Childcare centre that day. The Child may be refused care for that day.

### *b. Communicable Disease Policy*

Parents are required to inform the Childcare centre of a positive medical diagnosis of any communicable disease within 24 hours in order that other Childcare centre Parents may be notified of the introduction of the particular disease.

By law, a Child who has contacted a communicable disease must be excluded from the Childcare centre until the infectious period, as described by Public Health, is over and the condition has been cleared up.

Employees will post a sign to inform other Parents that an infectious disease has been introduced. The sign will include the name of the disease, the last date it was introduced, the particular symptoms and the number of days an infected Child must be excluded from the Childcare centre. The sign will not, under any circumstances, include identifying information, like the Child's name, age, room, etc.

Parents must be prepared to provide alternate care in the event their Child becomes too ill to be at the Childcare centre. The sick Child will not be accepted at the Childcare centre, even if Parents must work and cannot find alternate care.

### *c. Incurable Illness*

If a Child is diagnosed with an incurable infection which may be contagious, the Director will use their discretion to decide on a course of action. This will include calling Public Health, looking up the infection in the Infection Control Manual and possibly consulting the Board. Children may be excluded from center until a course of action and all information can be collected and a decision has been made.

Care may be withdrawn if a Child has an incurable illness and poses a sufficient risk of infecting Employees or other Children. This decision will only be made by the Board and after consultation with Public Health or other authorities.

### *d. Head Lice*

Children who have been found to have head lice will be sent home. A Staff member will contact a Parent to remove the Child from Childcare centre. All Children found to have head lice or louse nits (eggs) in their hair will need to undergo treatment and will not be allowed back at the Childcare centre until treatment is received and the risk of infecting other Children is sufficiently reduced.

To minimize the risk of infection, it is recommended that Children do not share hats, combs, brushes, hair clips, head bands, hair elastics, clothing, bike helmets, toques or back packs.

### *e. Medication*

Medication can be administered at the Childcare centre if a medication form has been completed and signed by the Parent. All medication must be in its original container and clearly labeled with the Child's name and presented to a Staff member who will place it in a locked medicine box.

Children and Parents are not allowed access this box. Employees are responsible for writing a note about the medication in the communication book. Employees must record each time the medication is administered.

If an Employee finds medication in a Child's bag, or a Child hands medication to an Employee, the Employee or Director will contact the Parents and follow the medication policy. Medication will not be given in excess of the pharmaceutical and medical recommendations. Any over-the-counter medications not designated as age appropriate must be accompanied by a doctor's note. (Ex. Tylenol meant for 6-12 year olds sent for a toddler will not be accepted without a doctor's note.)

All medications must be provided by the Parents. The Childcare centre does not have any medications on site.

### *f. Hand Washing*

Hand washing with soap and water is the best defence against the spread of infectious disease. It must be practiced by Employees, Children, Parents and volunteers.

Employees are expected to wash their hands

- upon arrival for the day,
- before eating, feeding or handling food,
- after using the toilet,
- after handling bodily fluids (mucus, vomit, blood) and after wiping noses, bottoms, mouths, sores etc.,
- after cleaning equipment,
- before and after giving medication,
- after removing disposable gloves, and
- before and after taking a Child's temperature.

Children are expected to wash their hands

- upon arrival for the day,
- before eating or touching food,
- after nose blowing, sneezing, coughing, vomiting or touching their anal, genital, mouth or nose areas, and
- after using the toilet.

Hand washing procedures

1. use warm running water and soap;
2. get hands wet under running water;
3. place a small amount of soap on hand;
4. wash hands thoroughly for approximately 30 seconds;
5. rinse hands well under running water;
6. turn off water;
7. dry hands with paper towel;

### 14. Diapering

#### *a. Cloth Diapers*

Families that use cloth diapers will be expected to provide a wet bag where all the soiled diapers will go. Staff at WCC will not be responsible for laundering the cloth diapers, this includes rinsing any liners or diapers when soiled. Parents must take wet bag home at the end of each day, failure to do so may result in termination of the usage of cloth diapers for that family at WCC.

### 15. Potty / Toilet Training

The Centre understands how difficult potty/ toilet training is. We are also prepared to help with the training process. We suggest that parent begin training their child at home for approximately four (4) weeks before starting at the Centre to make their child more comfortable with our efforts to help.

#### *a. How to tell if a child is ready*

Some signs that show a child is ready for training is if he/she tells an ECE he/she needs to go without being taken by the hand or prompted by any ECEs and if the child can, on his/her own, pull clothing up and down.

A child may not be ready if he/she cannot be accurate about body functions, cries or has tantrums when on or going to the toilet and/or has more than one accident a day.

#### *b. Training*

Once a child starts training, we ask that parents provide several pairs of underwear, socks and pants. (If you use pull-ups they must be Velcro style to aid in quick changes). We will keep a few diapers or pull-ups of your child's in the Centre in the case that your child does not succeed the first time.

In training children, we encourage them to "try" to use the toilet. They will not be forced to sit on it. When they succeed they will receive a positive response (stickers, stamps, clapping hands).

There is no punishment for not using the toilet or not making it to the toilet. Children who are not ready but show interest will be encouraged to sit on the toilet.

If a child is not trained after approximately a month, we will return the child to Velcro style diapers or pull-ups. When the child shows signs of interest, we will try again.

### 16. Equipment and Materials:

The Childcare centre will provide sufficient quantities of equipment and materials for indoor and outdoor activities. The equipment and materials will be appropriate for the developmental capabilities of the children attending the facility and adequate in quality.

Equipment creates an environment where children:

- Are able to explore freely

- Can exercise independent choices
- Have opportunity to use materials in individual and unique ways

The childcare centre will have indoor and outdoor play material and equipment for a variety of activities including:

- Dramatic Play
- Fine motor
- Block
- Creative /art
- Reading/ language
- Relaxation/ quiet play
- Math/ numbers
- Large muscle/ gross motor
- Sand and water
- Music/ movement
- Science/ nature

17. Universal Precautions

The childcare centre will make sure all equipment and materials are cleaned and sanitized in accordance with Health Standards. All staff will be responsible for cleaning and sanitizing. The Director will be responsible to make an organizational chart to organize the cleaning. This will be a guideline:

<b>More Than Once A Day</b>	<b>Once A Day</b>	<b>Once A Week</b>	<b>Once a Month</b>	<b>Once A Year</b>
Bathroom surfaces (e.g., faucet and toilet handles, toilet seats) after every use	Crib rails	Low shelves, door knobs and other surfaces likely to be touched by infants and toddlers	Vaporizers and humidifiers	Walls, ceilings, ceiling fans and light fixtures
Non-dedicated face cloths and towels after every use	Mattress and bed linens if children do not use the same ones each day	Mattress covers, blankets and bed linens if children use the same ones every day	Carpets in infant and toddler rooms cleaned (every three months in preschool and school-age rooms)	

More Than Once A Day	Once A Day	Once A Week	Once a Month	Once A Year
Surfaces of high chairs after every use	Water play equipment	Dress-up clothes and stuffed toys laundered	Shelving, window and door ledges	
Toys and other objects mouthed by infants and toddlers after every use (see specified sanitizing solution)	Floors - sweep or vacuum, then sanitize	All toys (can be washed on a rotating schedule)		
Potty chairs after every use	Diaper pails	Sofas and chairs vacuumed		
Spills cleaned up immediately	Door knobs, light switches, telephones	All face cloths and towels		
		Garbage containers		

### 18. Excursions / Outdoor Play

#### *a. Playground Safety*

Staff should be moving around and watching the Children play at all times while outside. Staff can engage with Children in games and activities outside. Staff are expected to have their clipboards outside, always knowing what Children and how many they have outside.

#### *b. Supervision*

On all excursions, the Staff-Child ratios must be met. There will always be a Staff at the front of the group and one at the back.

If a Parent drops off a Child while on an outing, the Parent is responsible for handing the Child directly to the Staff. If a Parent is picking up a Child while on an outing, the Child must be signed out on the group list. This information must be communicated to the rest of the Staff.

On all neighborhood walks and excursions, the Childcare centre will follow the regulations that are set out by the Ministry (see appendices in Licensee Manual). The Director must be made aware of all neighborhood walks.

### *c. Weather Guidelines*

The following guidelines will be used for the winter season:

- Children will not be taken outside when the temperature (including wind chill) is colder than -20oC.
- All Children should be supplied with mitts, hat, ski pants, boots and jacket by the Parents. The Childcare centre has a limited supplies to lend out but will for when parents forget

### *d. Transportation*

All Transportation will be approved by the Director and parents will fill out a Special Excursion Form to give permission for staff to transport the children.

### *e. Portable Emergency Information*

Warman Childcare Centre will have two portable emergency back packs. One of the backpacks will be taken on each excursion or neighbourhood walk. The backpack will include the following:

- First Aid Kit
- Emergency cards for all children and staff attending
- Child Release Forms
- emergency medical telephone numbers including the poison control centre
- ice bag or chemical pack
- emergency blanket for shock or to use as a splint
- pencil and pad of paper
- thermometer
- appropriate means for communication relative to the nature of the excursion, i.e. a cell phone or coins/phone card for pay phone
- first aid manual
- emergency related medications (e.g. EpiPens, inhalers)

If children participate in summer outings or on outings to isolated places, the following supplies are included:

- sun screen
- calamine lotion
- insect repellent

Quantities of all of the items should reflect the number of children included on the excursion.



### 19. Child Endangerment

#### *a. Child Abuse Policy*

Any indication of Child abuse or neglect by Parents or Staff will be reported immediately to the Director. If suspected abuse is by the Director, a Board member should be contacted instead.

If there are reasonable grounds to believe that a Child is in need of protection because of suspected or disclosed physical, emotional or psychological abuses, the Daycare is required by law report this instance the Department of Social Services – Child Protection Division. Failure to do so can result in our prosecution under the Family and Child Services Act.

Our responsibility is to report suspicion and disclosures, not to determine if abuse has occurred. Reporting procedures are designed to protect the Child, and the Parents will not be contacted in these instances.

For more information on the Child Abuse Protocol, see appendix 2.

#### *b. Car Seat Safety*

The employees have a duty to report to Family Services if Children are being picked up and transported in an unsafe way, such as having young Children in a vehicle without car seats or too many Children in a vehicle for the number of seat belts. The Daycare asks all Parents to arrange safe transportation for their Children. The employees will remind Parents of this if they see a Child getting transported in an unsafe way.

Any transportation arranged by the Childcare Centre will require all children to be transported within the car seat regulations/laws of the Government of Saskatchewan. All car seats to be provided by the parents.

### 20. Off Premises and Transportation

Parents are responsible for their child(ren)'s transportation to and from the Centre. The Childcare Centre will provide transportation for field trips as the opportunities arise and as approved. The Centre complies with all Government laws that pertain to motor vehicles as well as transporting children. Parents may also be called upon to help with transportation and/or supervision. As a driver on behalf of Warman Childcare Centre Inc., you will be covered a minimum of \$2,000,000 of liability insurance in the event of an accident. Parents require a police record check when assisting with field trips. Any driver on behalf of Warman Childcare Centre Inc. is required to comply with all Saskatchewan Government laws that pertain to motor vehicles as well as transporting children.

Transportation to and from school (Warman Elementary School) will only be considered for Kindergarten students on a case by case basis. Transportation will only be provided if approved by the director.

### 21. Injury Reporting Procedures

#### *a. Minor Injury Reports*

A minor injury report will be filled out for all children who incur minor injuries that happen at the Daycare. Staff will fill out a similar form and it will be placed in their file.

#### *b. Injury/Unusual Occurrence Report*

An injury/unusual occurrence report must be completed when a Child at the facility sustains an injury requiring medical treatment or is involved in an unusual or unexpected occurrence. The form is filled out once the Parent or emergency contact has been notified. The Director must notify the Ministry Program Consultant within 24 hours and send the completed report within seven days.

### 22. Child Management

Warman Childcare Centre strives to provide a supportive environment to encourage positive interactions among adults and children, realistic expectation of children's capabilities and natural consequences for behaviour.

The goal of discipline is to help children develop their own self-control. Reasonable approaches to discipline for children include:

- Setting reasonable limits
- Gentle reminders
- Providing explanations
- Offering appropriate choices
- Assisting children in making choices
- Anticipating children's needs
- Helping children see consequences to their actions and words
- Recognizing child differences in age, temperament and experience
- Ignoring behaviour where appropriate
- Encouraging appropriate behaviour
- Distracting children from potential problems
- Removing children from the situation where appropriate
- Child management differs depending on the age of the child, the individuality of the child and the type of behaviour the child is exhibiting. Caregivers are flexible in their practices using a progression from preventative techniques to discipline.

Preventative techniques include:

- Providing good supervision
- Providing enough activities to keep children involved and not bored
- Providing multiples of toys, especially favorites
- 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
- Providing a very close presence when children are having a rough day

Removing the child from the action is always a last resort, with a brief “time out” to give the child time to settle down and think about what happened, then a short discussion of how better to deal with the situation.

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

Child management that is appropriate for Infants and Toddlers:

- Direct and close supervision
- Child proofing home/centre
- Praising more than saying No
- Giving simple explanations
- Anticipating and responding to needs
- Distracting with something else

The following practices are not permitted methods of child management:

- Corporal punishment includes striking a child with or without an object, shaking, shoving, spanking and other forms of aggressive contact.
- Physical, emotional or verbal abuse includes intimidation and humiliation, threats of withdrawal of love or acceptance, threats of God’s punishment, belittling actions undermining a child’s self-respect, requiring the child to maintain an uncomfortable position for any length of time, forcing the repetition of physical movements, and forcing the child to consume unwanted food.
- Denial of necessities includes withholding of food or water from a child, preventing the child from utilizing washroom facilities, denying the child access to sleeping facilities or bedding, and denying the child access to adequate clothing.
- Isolation includes confinement of a child in a room or structure within the facility which a child is unable to exit on his or her own accord, excluding cribs or playpens where age appropriate.
- Inappropriate physical or mechanical restraint includes holding a child so tightly that they bruise, grabbing or dragging a child, using excessive force, using tape, rope or other devices to restrain or hold down a child and restraining a child in a chair, excluding high chairs where age appropriate.

### 23. Safety Policies

#### *a. Evacuation Procedure*

In the event that the Childcare Centre must be evacuated, they will relocate to the Warman Mennonite Church located at 112 6<sup>th</sup> Ave north.

#### *b. Tornado Procedure*

A “tornado watch” is issued by Environment Canada when weather conditions are favourable for the formation of funnel clouds, but no tornados have been sighted in the area. In the event of a tornado watch being announced, Children will not be allowed to play outdoors and any field trips will be cancelled. Children will continue to be supervised in their regular rooms. The Director (or designate) will periodically monitor weather bulletins

and check the weather outside the Daycare by leaving the building for a better vantage point.

A “tornado warning” is issued by Environment Canada when a tornado has been sighted in the general area, but does not pose an immediate threat. In the event of a tornado warning being announced, Staff will remove Children to the back hallway. Staff must continue to offer some form of entertainment or programming to Children in order to keep Children from panicking. The Director (or designate) will regularly monitor weather bulletins and check the weather outside the Daycare, either by leaving the building for a better vantage point or, if unsafe to do so, by checking through windows in each of the rooms. Children will not be permitted to return to their rooms, even briefly, until the warning has been lifted.

### *c. Lock-Down Procedure*

A lock-down typically occurs when there is an outside threat to the safety of Staff and Children.

In the event a lock-down is issued for Warman Elementary school, Warman Middle School, Warman High school or Great Plains College, the Director (or designate) must immediately determine whether the Daycare should also be placed on lock-down. In such an event, any Children playing outside will immediately be brought indoors and will return to their rooms for programming. Programming should be designed to minimize noise from Children, and Children should be kept away from exterior windows or doors. All exterior doors will be closed and locked, and curtains will be drawn on all windows. Interior doors will be shut and, if possible, locked from the inside. At the discretion of the Director, Staff and Children may be relocated to the back hallway.

With as much notice as possible, the Director (or designate) should inform any parents who are scheduled to pick up Children during the lock-down that they will not be allowed to do so until the lock-down has been lifted.

The Director (or designate) must immediately inform any Staff on outings or on lunch to not return to the Daycare until the lock-down has been lifted. Any Children with Staff on an outing should remain with the Staff at the location of the outing until further instructions are received.

### *d. Fire Drills*

Fire Drills will be completed monthly and are practiced from all exit locations, at varied times of the day and during varied activities, including nap time.

A daily attendance record is kept in an easily accessible location and is removed from the facility when an evacuation occurs.

A safe meeting place outside and away from the facility building (Brian King Centre) is established and children practice meeting there. Our Safe Place is the Warman Mennonite Church located at 112 6<sup>th</sup> Avenue North.

All adults, including casual staff and volunteers are instructed with respect to their duties in the event of an emergency.

*e. No Services*

In the event that the Childcare's utilities not working for longer than 20 minutes, the Director will call the local authorities. If utilities cannot be restored shortly, Employees will ask Parents to pick up their Children

### 24. Nutrition

*a. Menu Planning*

The Director and cook will create a six week rotating menu. The menu will follow the guidelines set by the Ministry of Education. The menu will be posted on the parent board. The menu will consist of breakfast, 2 snacks and lunch. A meal or snack will be served every 3 hours of operation. Snacks and meals will include a variety of color, flavours, textures, sizes, shapes and temperatures.

*b. Allergies/ Dietary Restrictions*

The Centre will be conscious of all allergies and will be a nut aware centre. Parents of children with allergies and or dietary restrictions are asked to supplement when we are serving a meal or snack that their child cannot have.

## H. PARENTAL INVOLVEMENT

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### 1. Fundraising

The Centre is a non- profit organization and will do fundraisers throughout the year to supplement the operational costs of the facility and lower the overall cost of the childcare fees. All Families are required to participate in the fundraising events planned by the fundraising committee.

Families can choose to opt out of the fundraising requirements at the start of their children services and annually at the start of every fiscal year. If they so choose not to participate in fundraising events, an annual payment of \$350.00 will be required per child attending the Centre. If the start date of childcare services is mid-way through out the fiscal year, that year will be prorated by the number of months remaining in the year.

If Families choose to participate in the fundraising at the beginning of their childcare or start of the fiscal year, however do not participate in the fundraising events, they will be invoiced for the annual payment/buy out amount defined above at the discretion of the Director and/or Board of Directors.

### 2. AGM Attendance

All parents are asked to attend the Annual General Meeting. This will be scheduled in March. Ten regular members personally present at the opening of a meeting shall constitute a quorum.

### 3. Work Bees

From time to time the childcare centre may hold a work bee. Parents are asked to help out if they can.

## I. BOARD of DIRECTORS

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### 1. Ethical Conduct

Board Members are required to act ethically and in the best interests of the Childcare centre. Board Members must put the good of the organization ahead of personal wishes or preferences. This may be especially challenging in instances such as fee increase or a change to the basic program that will directly affect Board Members' Children.

Individual concerns of Board Members are handled with the same procedures as other Parent concerns, and are not afforded special treatment. Individual concerns are defined as those that mainly affect the Board Member's Child, not overall concerns with Childcare centre operations.

Role of the Consultant- See Appendix 2