



GRANDE
prairie



resourceful spirit
GRANDE
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growing opportunity

The Kid's Place

Making a difference, one child at a time!

Parent Handbook
2017-18



GRANDE
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OUR PROGRAMS

We strive to create an environment that promotes development through play, giving children the opportunity to demonstrate confidence in their own emotional, social, creative, cognitive and physical abilities. The individual needs of each child is recognized in child directed play.

The main goals for The Kid's Place programs are:

- Help the children adjust to new situations and follow classroom rules
- Teach children to show respect for their own and others' belongings
- Large muscle development (running, hopping, jumping)
- Teach the children ways to express their needs and to listen to the ideas of their peers
- Teach the children how to share, take turns, negotiate and compromise and to express feelings in a positive manner

All of our programs will provide:

Active and passive games

- Outdoor play and dry floor time
- Books and memory games

Fine motor skills

- Free play centres (i.e. painting, weaving)

Music education

- Dancing and singing
- Instruments

Dramatic arts

- Role playing
- Puppetry

Art and crafts

- Open ended art opportunities such as painting and collaging
- Holiday or special event crafts

Sensory Activities

- Goop, flubber
- Water activities

Language arts

- Phonics
- Printing

Science and exploration

- Nature walks
- Experiments

Circle time

- Songs and stories
- Show and share

Community studies

- Field trips
- Guest speakers

Every classroom has the following centres:

- Dramatic play & Instruments
- Quiet area
- Manipulative toys (For a table)
- Block centre
- Science centre
- Floor play toys
- Art centre
- Gross motor activities
- Water and sand centre
- Sensory centre or activities
- Multiculturalism

PRE- K PROGRAM

WRITE TO READ

Offered:

Monday / Wednesday mornings from 9:00 a.m. - 12:00 p.m.

Tuesday / Thursdays mornings from 9:00 a.m. - 12:00 p.m.

Tuesday / Thursdays afternoons from 1:00 p.m. - 4:00 p.m.

Is your child into tracing letters and numbers? Is your child interested in books and pretending to read? Then this is the right program for your child. Pre-writing skills are the fundamental skills that children need to develop before they are able to write and read. We will work on fine motor strength, pincer grasp, eye-hand coordination, "word families", phonics and "dolch words". The most important aspect about this program is that your child will learn the basics of reading and writing without pressure and stress so that they are ready for the next step!

FRIDAYS

We want your child to look forward to coming to our programs and enjoy every day like it was the first day of classes! This is why we do not have any programs running on Fridays. Our staff will spend Fridays sanitizing their rooms, bringing new toys in the room, rearranging their centres and working on their written weekly plan so that we can provide excellent service to your child.

DAYCARE PROGRAMS

Kid's Place Daycare planned activities will be open-ended and planning sheets will be based on children's interests as per AELCS accreditation regulations.

POLICIES AND PROCEDURES

Approved by Northwest Alberta Child and Family Services Authority (Licensing)

We look forward to being a part of your child's early learning journey! If you ever have any concerns, suggestions or comments please feel free to communicate them to The Kid's Place Educators or to our administrative staff:

- Dave Barr Community Centre Manager, **Michelle LaRoche** 780-538-0469
- Kid's Place Programs and Youth Supervisor, **Cate Amaro** 780-830-7073

Educators Requirements

We are proud of our Educators at The Kid's Place. Along with a wide variety of experience and a love of teaching children, each of our Educators also have:

- A Childcare Educators Qualification Certificate
- First Aid in Child Care & CPR training
- Police Information Check
- Vulnerable Sector Search
- At least 2 years of experience in a Pre-Kindergarten or daycare setting

What is Licensing?

WE ARE A LICENSED PROGRAM! Every child care centre in Alberta is regulated by the Child Care Licensing Act. Centres are required to meet the mandatory regulations and are visited regularly by a Licensing Officer to ensure they are in compliance. Reports from these visits are posted in our centre and are available for parents to view. Recommendations from these reports are used as an opportunity to improve the centre. Alberta Licensing approves and guides our policies and procedures before they are implemented.

What is Accreditation?

WE ARE ACCREDITED by AELCS (Accreditation of Early Learning and Care Services). The purpose of accreditation in Alberta is to raise the standard of child care in the province and improve best practices in early learning and child care services. Accreditation is a voluntary process, and involves great dedication on the part of the educators and the centre. Our educators are continually building their knowledge in the area of early learning and child care. To support them in their efforts The Kid's Place may be closed for up to 4 days per year for professional development.



The benefits of an accredited centre:

- Attracts families who are looking for a high quality centre
- Attracts educators who are looking to work in a quality centre
- The centre receives Quality Support Grants
- The educators receive support funding

FEES AND CHARGES

Absences will not result in any reduction in fees unless the absence is for medical reasons and a doctor's note is provided.

To retain a space during a prolonged absence (E.g. over summer or holidays) the full fee for each month will need to be paid.

Day Care Fees

Upon registering, the first full month of daycare fees will be required unless proof of subsidy coverage is provided. For subsidized clients, the payment amount will be the amount not covered by subsidy.

You will be asked to complete a Monthly Registration Plan Form and provide a VOID cheque or bank authorization letter. Monthly payments will be withdrawn from your bank account automatically on the 1st day of every month.

Daycare schedules (hours of care required) must be repeated weekly throughout the month. Drop in and hourly rates are not available.

Fees effective September 2017

Part-time care (0 - 99 hours per month) \$555.00 per month

Full-time care (100 hours or more per month) \$825.00 per month

Pre-Kindergarten Fees

The Pre-Kindergarten program runs from September – June. Fees are program based and will be charged in full at the time of registration. Pre-Kindergarten fees for the 2017-18 year will be \$2,090.00.

Parents have the option of paying the fees in full or take advantage of a monthly payment option. If the monthly payment option is requested, you will be asked to complete our Monthly Registration Plan Form and provide a VOID cheque or bank authorization letter. At the time of registration, we will collect the equivalent of one month's fees (\$209.00) as a deposit for the month of June 2018. The remainder of the payments will be withdrawn from your bank account automatically on the 1st day of every month from September 2017 until May 2018. There will be no payment withdrawn in the month of June 2018.

Rate Changes and Due Dates

Fees are due on the first day of every month. Advance payments by Visa, MasterCard, American Express, Debit Card, Cheque (payable to City of Grande Prairie), Money Order or Cash may be made at least one week prior to payment due date to enable cancellation of the upcoming automated withdrawal.

Fees are subject to change. Parents/Guardians will receive one month advanced written notice of any upcoming rate increases.

Changes and Withdrawals

Change

- \$50.00 fee for changing to a different program or reduction of daycare hours with less than 30 days' notice.
- no fee will be charged when a completed Withdrawal or Change Form is received at the Dave Barr office at least 30 days prior to the change date

Withdrawal

- \$100.00 fee for withdrawing from the Kid's Place programs with less than 30 days' notice
- no fee will be charged if the withdrawal is initiated by the Kid's Place
- no fee will be charged when a completed Withdrawal or Change Form is received at the Dave Barr office at least 30 days prior to the change / withdraw date

Refunds (if any) for Pre-Kindergarten are based on the prorated cost of Pre-Kindergarten programs as of the date withdrawn less any withdrawal fee (if applicable).

Charges for the last month of daycare are based on the number of hours the child was scheduled to attend daycare from the first of the month to the withdrawal date. If the number of hours exceeds 99 hours, full-time monthly fees will apply, plus any applicable withdrawal fees. If the number of hours is 99 hours or less, part-time monthly fees will apply, plus any applicable withdrawal fees.

Late fees and NSF Charges

A \$40.00 fee will be charged on all NSF / returned cheques and automated payments.

Failure to keep an account up to date may result in withdrawal from the programs. It is the client's responsibility to ensure payment dates are met and banking information is kept current.

Late Pick Up Fees

While we understand that unforeseen circumstances do occur from time to time, we request that you make our staff aware immediately if you are going to be late picking up your child. Repeated late pickups may result in removal from the program.

If your child is registered in Pre-Kindergarten \$1.00 late fee per minute will be charged starting from the end of class until the child is picked up.

If your child is registered in Day Care \$1.00 per minute will be charged after your child's scheduled pick up time. Our license coverage ends at 5:30 p.m. Pick-ups after 5:30 p.m. will incur a late fee of \$10.00 per 5 minute increment.

Government Subsidy

Our programs qualify for Government of Alberta Human Services subsidies as follows. Day care is covered by the *Child Care Subsidy* and Pre-Kindergarten programs are covered by the *Stay at Home Parent Subsidy*.

Clients must apply to Alberta Human Services directly. Confirmation of subsidy must be provided within 5 days of commencement date to be eligible for a reduced registration fee.

Clients must keep their subsidy claims up to date and renewed as required by Alberta Human Services.

Claim Expenses

The Kid's Place programs are eligible to be claimed as child care expenses as per Canada Revenue Agency guidelines. Please keep your monthly receipts for tax purposes.

HEALTH, WELLNESS AND SAFETY POLICIES

Supervision Policy

All staff, including staff covering breaks and casual staff have a responsibility to follow these supervision policies.

What is a transition time? Transition times are usually the most difficult parts of the day in child care. This is when a group of children is being asked to shift from one activity to another or move from one task to another in a relatively short period of time.

The Kid's Place staff will observe the children's indoor and outdoor play and behavior by closely monitoring children at all times especially during high risk activities, transition times, group times and free play.

Staff will watch and participate in children's play to ensure that children are playing in a safe manner and that play meets the development needs of the children.

Staff will position themselves in a way that provides optimal opportunity for supervision, allowing them to see the children in their care. This includes positioning staff in various areas around the room and outdoors. Staff will face their backs against walls or other barriers providing the opportunity to keep all children in their line of sight. When a staff member is providing one on one attention to a child, the other staff member is to be in a standing or mobile position.

When staff are attending a child who is in need of one-on-one interaction, (first aid, bathroom support, or any other reason) the second staff member who is not with that child will position her/himself to allow for the supervision of the entire group of children. Staff can call always for extra support when needed, but the above policy should be followed even when additional assistance arrives in the room.

Staff will direct and closely monitor children when carrying out activities that may involve some risk, such as playing near water, near doorways, or during transition times when children may gather in larger groups.

Staff will observe play and will anticipate what may happen next in order to assist children and quickly intervene in the event of potential danger.

Staff will listen closely to children, even those who are not in the educator's direct line of sight, such as those in outdoor play spaces or areas where children nap.

Staff will monitor children's health and will identify early signs of fever, illness, or unusual behavior.

Staff will always be aware of where emergency medications, first aid kits, and emergency contact numbers are kept.

Staff will not have their phones on them except when going outside (for emergencies only). The north side classroom has a telephone and the daycare room has one too, so the front desk can transfer a call to them if needed.

When a group of children is in transition from one activity area to another, staff must retain close visual supervision of the children at all times.

Staff will establish simple rules for children to keep children safe. (E.g. Children should not run ahead of the group or staff member.)

Attendance, Pick Up and Drop Off Procedure

We ask that children be dropped off and picked up promptly at the class times outlined. If an unavoidable delay should occur please advise The Kid's Place educators of the delay at 780-538-0469 as soon as possible. Late pick up fees may be applicable. (See [Fees and Charges](#) section.)

We require that you or another authorized adult drop off or pick up your child each scheduled day. The educators **must be notified in advance** if someone other than the people listed on the [Authorized Pick Up Form](#) is picking up the child. Photo identification will be requested by the educators from anyone picking up the child.

Upon arrival, each child must be marked IN on the daily attendance sheet, including the time the child is released from the parent/guardian to the receiving staff.

Upon departure, each child must be marked OUT on the daily attendance sheet, including the time the child is released from the supervising staff to the parent/guardian.

Daily attendance sheets must also record all children that are absent, on vacation, or absent due to illness.

Staff will take note of when children arrive and leave the program ensuring that both arrival and departure times are accurately recorded including during outside play and/or off site activities or field trips. Please ensure the staff are aware of your child's arrival or departure before you leave.

Head Counting

Staff will always know how many children are in their care. The staff will use whiteboards/chalkboards to record how many children are in the room. These boards located in each room by the door and will be updated every time a child enters or leaves the room. Head counts are to be checked against the attendance clipboard and number on whiteboard or chalkboard.

When beginning a shift, staff **must** verbally confirm with the staff on duty the number of children in attendance and check this against the attendance clipboard, whiteboard or chalkboard. This same procedure must be completed when leaving or returning from any breaks.

Head counts of children are to be completed:

- when a staff member goes into ratio
- on a frequent basis throughout the day, at minimum every 3 to 5 minutes depending on the environment and what is happening in the classroom
- Constantly:
 - When children are attending a field trip or going outside
 - before and after a transition
 - when a group of children moves from one activity area to another (E.g. playroom to playground)
 - when an emergency occurs in the classroom
 - when fire or lock-down drills occur

Handwashing

As recommended by Alberta Public Health we have provided hand sanitizer for all children to sanitize before entering the classroom. We have also changed our soap dispensers to be automatic, so that children get the right amount of soap on their hands before washing them.

If you choose not to use the provided sanitizer, please assist your child to wash his/her hands in the classroom bathroom before starting class. Our educators will recommend that children clean their hands before leaving and as needed during the program.

We are committed to sending your child home with a clean face, hands and clothes! (We will do our best to do so when we are outside as well.)

Safe Indoor and Outdoor Spaces

Staff will conduct regular safety checks of the program premises and equipment to remove hazards; position equipment and arrange the environment to allow caregivers to supervise the children's play.

No shelves or equipment in the room should be taller than the children as they can interfere with the staff's line of sight.

Staff will conduct regular safety checks indoors and outdoors to make sure that the space is safe for the children.

Please don't let your child run in our hallways, lobby or stairs. It is a safety hazard for them and for other children and parents who access the classrooms and the building.

Cancellation of Classes Due to Weather

Classes will be held during the winter time. We recommend that when the temperatures are low, children are kept home in a warm, safe environment rather than being brought into the cold to attend our programs.

Children will not go outside when the weather is -20°C or colder, or if the wind-chill is -20°C or colder. During summer, children will not go outside when the weather is 35°C or warmer unless the child has a water bottle, hat and shade.

Rest Time

Each child will be given the opportunity to rest, as needed, in the daycare programming. Each child enrolled in the daycare program can bring a blanket and sheet or a small sleeping bag (pillows are optional).

These items should be washed and returned to The Kid's Place at the beginning of each week. Rest time begins at 1:00 p.m. and ends at 2:00 p.m.

Child Abuse Policy

The law requires that any suspected child abuse must be reported. Educators will record suspicions if unsure, and will consult with the program supervisor and coordinator. Northwest Alberta Child and Family Services Authority will be notified. When responding to child abuse we follow the Alberta Child Abuse protocol.

http://www.solgps.alberta.ca/safe_communities/community_awareness/family_violence/Publications/Responding%20to%20child%20abuse%20handbook.pdf

Pets Policy

No pets (dogs, rodents, rabbits, cats, birds, etc.) except for fish and service dogs, will be allowed on the premises of the Dave Barr Community Centre as there is a concession in our building.

Smoking Policy

The City of Grande Prairie complies with legislation that states:

"Smoking is prohibited in a public place, in a workplace, in a public vehicle, work vehicle or within a prescribed distance of a doorway, window, or air intake of a public place or workplace."

Smoking is prohibited at and around the Kid's Place. Smoking is prohibited at all times and locations while child care is being provided. This restriction includes all off-site excursions.

Nutrition / Snack and Lunch Policy

Parents must provide lunches and snacks. Parents must provide a sufficient quantity of food for their children for the hours they are in care. Lunch bags must include an ice pack for perishable items. We will encourage the children to have a healthy snack before less-healthy snacks, according to the Canada Food Guide. If parents are providing snacks for the entire class for sharing, it must be **store bought** and not homemade as we are an allergy aware program and we need to see the label with the ingredients.

Pre-Kindergarten Snack times: We have an open snack policy, but each child will be encouraged to have a snack with his/her peers at **10:00 a.m.**

Daycare Lunch and snack times: We have an open snack policy, but each child will be encouraged to have a snack with his/her peers at **9:30 a.m.** and **3:30 p.m.** Lunch time will be from: **12:00 - 12:30 p.m.**

Children must remain sitting while eating and drinking. No beverages are provided to children while napping

We are also responsible for:

- Encouraging the child to eat when he/she is hungry
- Inviting the child to come to the snack table to have snack at least once during the program.

We cannot, by any means, force the child to eat if he or she doesn't want to.

Food Handling Policy

Staff ensure that hot foods are kept hot; cold foods are kept cold at all times. Staff who are responsible for food storage and preparation have completed a food-handling course.

Food preparation and serving utensils and surfaces are sanitized after each use.

Staff will check to ensure that all lunch kits have an ice pack and if it doesn't, the staff will put the lunch kit in the fridge. A note will be sent home at the end of the day to communicate that the ice pack was not in the lunch kit.

Cross Contamination policy

Regular disinfecting of furnishings, equipment and play materials occurs and is noted on a checklist.

Each child uses his or her own personal grooming items, bed linens, and bottles. Each child uses his or her own blanket or sleeping bag, pillow brought from their home. These items go home on Friday to be washed and return to The Kid's Place at the beginning of each week.

Towels are discarded after each use. There are no soiled diapers or linen that requires being stored in a closed container. All garbage is stored in a closed container.

POTENTIAL HEALTH RISK POLICY

When children become ill, their health must be taken seriously and treated as a priority. What may seem like a minor ailment could be the start of something more serious or highly contagious. It is imperative that parents be alerted to their child's condition immediately so that appropriate action can be taken to ensure their child's comfort and recovery. Educators have a legal responsibility to follow municipal health regulations, which stipulates that children should not be permitted to participate in programs when a contagious illness poses health risks to others.

The Child Care Licensing Regulation (AR) 143/2008) sections 8 (1) and (2) states that if a child exhibits the signs and symptoms of illness, the child must be removed from the program.

Signs and symptoms of illness:

- Fever (Over 100°F / 37.8°C)
- A new or unexplained rash or cough
- Diarrhea / vomiting
- Communicable disease (other than the common cold)
- Obviously infected discharge (thick and colored i.e. especially green, red-brown)
- Lethargy, irritability, drowsy with other symptoms, persistent pain
- Breathing difficulty – breathing faster than 40 breaths per minute
- Having or displaying any other illness or symptom that the staff member knows (or believes) may indicate the child poses a health risk to persons on the program premises
- The child requires greater care and attention than can be provided without compromising the care of the other children in the program

When an Educator knows or has reason to believe a child is exhibiting the signs or symptoms of illness, the license holder must ensure that the child's parent arranges for the immediate removal of the child from the program's premises.

If the child is not able to participate **fully** in our program (walk on his own, eat, use the washroom, get dressed by him or herself, etc.) and requires greater care from the staff, the child's parent must arrange for the immediate removal of the child from the program's premises. Parents will sign a form that describes the reasons why the child had to be removed from the program, and when the child can return.

The Kid's Place will record and document on an Illness Report children who are ill including:

- 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
- the date the child returned to the program

A child may return to a program if the Kid's Place Supervisor is satisfied that the child does not pose a health risk to other children or Educators.

A parent may provide a physician note or a parent can report to the Kid's Place supervisor that the child has been symptom-free for a period of not less than 24 hours.

SUPERVISED CARE FOR SICK CHILDREN POLICY

Should a child show symptoms of illness while participating in the children's programs, instructors will ensure that the ill child receives the proper care. Instructors will do their best to protect the other children from getting ill through the spread of contagious germs.

Instructors follow procedures to help the child receive proper care. These include:

- Direct supervision of the child in a designated sick room or quiet rest area located away from the other children by a primary staff member
- Contacting the parents for immediate pick-up of the child to recover and rest by phone
- Contacting emergency medical services if the symptoms appear to require such response

In the event a parent fails to arrange for the immediate removal of their child, the staff member will:

- Make several attempts to get a hold of the parent (staff will attempt for 15 minutes from the first initial call before phoning the emergency contact number)
- The parent will be informed (by voice mail if they have one) that the emergency contact will be notified for the immediate removal of their child from the program

ACCIDENT OR ILLNESS POLICY

- In an accident or illness situation, parents are notified immediately by phone or if it's not an emergency, parents will receive an Incident Report describing the accident or incident.
- If the primary contact (parent/guardian) cannot be reached, the emergency contact information on the Registration Form provides an alternate contact. The first person to be reached will be informed of the accident or serious illness. The child will receive medical attention if necessary in the case of an accident or serious illness.
- The educators will administer first-aid when required. Parents/guardians will be asked to arrange pick-up if necessary. The parent or guardian will sign an Incident Report prior to taking the child.
- Emergency situations may occur very suddenly and require urgent treatment. In some instances it may be in the child's best interest to be transported to hospital or treated prior to contact being made with a parent/guardian as per the emergency contact information. Payment for any costs associated with the medical emergency will be the responsibility of the parent/guardian. The Emergency Transportation release initiated on the Registration Form is to enable us to have children transported to hospital by ambulance and treated by any licensed physician, surgeon, clinic or hospital to secure proper treatment at the parents' expense.
- When there is a serious illness or injury to a child that occurs while the child is attending the program or when any other incident that occurs while a child is attending the program that may seriously affect the health or safety of the child an Incident Report must be completed by the Educator and the Program Supervisor is informed of the situation. Licensing must also be notified immediately.

All accidents and illnesses are recorded and analyzed at The Kid's Place educators meetings to identify trends and issues.

INCIDENT REPORTING POLICY

Incidents must be reported immediately to licensing staff by telephone, fax or email. The Government Incident Report must be completed and submitted to the local Child and Family Services Authority's licensing office within two days of the incident.

All incidents are analyzed annually and a report is submitted to the regional licensing office using the prescribed government form.

The following are considered reportable incidents:

- an emergency evacuation
- unexpected program closure
- an intruder on the program premises
- an illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight
- an error in the administration of medication by a program educators or volunteer resulting in the child becoming seriously injured or ill and requiring first aid or emergency health care and/or requires the child to remain in hospital overnight
- the death of a child
- unexpected absence of a child from the program (i.e. lost child)
- a child removed from the program by a non-custodial parent or guardian
- an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program Educators or volunteer
- the commission by a child of an offence under an Act of Canada or Alberta
- a child left on the premises outside of the program's operating hours

All emergency situations, whether life threatening or not, are reported to a Kid's Place supervisor verbally. In addition to Government reporting, the Kid's Place Incident Report must be completed within 12 hours of the incident. Details shall include:

- A description of what occurred, including date and time of occurrence
- Who was supervising
- Who was present, including names of witnesses if possible
- What actions were taken and by whom
- The name and signature of the person completing the report

Supervisors and program instructors require complete information as soon as possible after an emergency occurs in order to assist in managing the situation. It is imperative to have accurate facts documented immediately following an incident. Documentation will aid any external authorities or third parties that may be involved in an investigation or legal action. Reports will also provide the organization with a history of past incidents and a basis upon which to take proactive measures to protect children and prevent a recurrence of similar situations.

ADMINISTRATION OF MEDICATION

Administering medication can either help a child or seriously harm a child if mishandled. Given the serious implications, medications should not be administered by educators unless several precautions are taken. Given the possibility of side effects, allergic reaction or overdose, educators are not permitted to administer non-prescription medications or herbal remedies. To protect children from being given medication that could have detrimental effects on their health and well-being, when medication is administered, the following procedures will be followed:

- Under no circumstance are educators or volunteers to administer prescription medication to a child without a completed Individual Record of Medication Form signed by the parent/guardian. This is kept on file with the child's records.
- When the medication is delivered to the Educator by the parent/guardian, it must be in the original labeled container. The label must be cross referenced with the Individual Record of Medication Form completed by parent/guardian to ensure that it is correct and the medication is administered according to the labeled directions.
- The label must be examined for the date it was dispensed and the expiry date to verify that the medication is a current prescription.
- Medication must be stored in a locked box, out of the reach of children, and kept at the temperature recommended on the label. Medication that may be needed in an emergency is stored in a place that is inaccessible to children.
- When the unit of measurement is prescribed for dosages, the parent/guardian must supply a dosage implement with the medication. The implement is to be labeled with the child's name and stored in the locked medication box.

EACH time medication is administered, Educators must:

- Observe proper hygiene and safety.
- Clean the measurement implement and return it with the medication to the locked storage box.
- Complete and sign the Individual Record of Medication Form including the name of medication, time of administration, dosage administered, and initials of the Educator who administered the medication.
- Observe the child for unexpected side effects or allergic reactions. If side effects occur, the parent/guardian should be notified immediately. Information regarding the side effects should be recorded on the Individual Record of Medication Form and the program supervisor should be notified.
- Educators will return medications to the parent/guardian when the authorization period has ended and the parent/guardian must sign the bottom of the Individual Record of Medication Form.
- In medical emergencies where time is critical, the medication must be administered and emergency transportation arranged immediately. Parent/guardian will be notified as soon as possible of the emergency situation.

CHILDREN'S RECORD POLICY

It is imperative that all records for the children attending the Kid's Place be up-to-date and kept current. It is the responsibility of the parent / guardian to notify staff of **any** updates to a child's records. A child will not be accepted for registration at The Kid's Place until all necessary documentation has been completed and signed by the parent/guardian.

Staff must be responsible to keep on the program premises an up-to-date record in good condition, including the following information:

- A completed Registration Form
- The child's name, date of birth, and home address
- The parent's name, home address and telephone numbers
- The name, address and telephone number of a person who can be contacted in case of emergency
- When medication is administered, the written consent of the parent on the Individual Record of Medication Form which includes: child's name, name of the medication, the time of administration, the amount administered and the initials of the person who administered the medication
- The particulars of any health care provided including the written consent of the child's parent
- Any other relevant health information about the child provided by the child's parent including immunizations and allergies

ADMINISTRATIVE RECORDS POLICY

The information provided to the City of Grande Prairie and The Kid's Place is collected under the Authority of Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act and may be used for registration or administration purposes of the City of Grande Prairie's childcare programs. Your personal information is protected by the privacy provisions of FOIP. We will only share information regarding the account and your child with Parent 2 if he/she is listed on the registration form as a parent and authorization has been given from Parent 1 to share the information.

If you have any questions about the collection, use and disclosure of your personal information, visit www.cityofgp.com or phone the Citizen Contact Centre at 780-538-0300.

The following records of the **participants** must be maintained on the program premises at all times:

- Daily attendance of each child in the sign in out book outlining arrival and departure times with the parent/guardian initials. Parent/guardian may sign with a signature at the end of each week
- Daily attendance of each primary staff member including arrival and departure times and hours spent providing child care

The following records of the **staff** must be maintained on the program premises at all times:

- Evidence of the Child Care Certification of the each staff member
- Evidence of current First-Aid Certification of each staff member. Updated every 3 years
- Evidence and verification of a current Criminal Records Check. Updated every 3 years
- Evidence and verification of a Vulnerable Sector Search. Updated every 3 years
- Evidence and verification of an Intervention Records Check. Updated every 3 years

All of the records that are previously mentioned must be available for inspection by the director at all times. The Child Care Certificate must be available for inspection by any child's parent at reasonable times.

All old documents will be submitted to the supervisor (sign in / out book, emergency contact information, field trip permission slips etc.) Records are maintained while the child is attending The Kid's Place and are stored on-site for the current year plus one year. Older documentation is sent to City Hall for proper storage, disposal, or shredding.

PORTABLE RECORDS POLICY

The Kid's Place staff will have the sign in / out binder with them at all times which contains the child's Registration Form and all important information. The binder contains:

- The telephone numbers of local emergency response service and poison control centre (Emergency Contact List)
- The child's name, date of birth, and home address
- The parent's name, home address and telephone numbers
- The name, address and telephone number of emergency contacts
- Any other relevant health information including immunizations and allergies

EVACUATION AND EMERGENCY PROCEDURES

In the event of an evacuation or emergency, all Educators must be prepared with:

- Portable records "in respect of each child."
- First-aid kit / individual emergency medication
- Facility radios, charged and on proper channel
- Cell phone

Educators must follow evacuation/emergency plans as outlined at each entrance and as stated in Safe Work Procedures and must meet at the Muster Point. Upon arrival at the Muster Point an "All Clear" signal must be relayed on radios to supervising Educators. If required, (dependent on situation, weather, etc.) Educators will move the children to the Lion's Learning Centre. Licensing educators must be notified of the evacuation incident.

We adhere to the City of Grande Prairie and Alberta Provincial safety guidelines. A minimum of one fire drill with complete evacuation of the premises will be held per month. These fire and evacuation drills will be monitored to comply with City of Grande Prairie's Health and Safety requirements and will be documented and filed in Health and Safety binder.

In addition to other policies noted here, our facility also has an on-site AED (Automated Electronic Defibrillator).

CHILD GUIDANCE POLICY

Disciplinary Policy

The Kid's Place respects and recognizes the individual differences in each child in our programs. We will use the Behavior Guidance Plan after other appropriate guidance techniques have been used and when any behavior may cause risk of harm to the emotional well-being, physical well-being, health or safety of other children or educators; or the child's continuous inability to conform to the rules and guidelines of our program. Our child and guidance policy is communicated to the parents and staff in this handbook which is shared with all staff and parents.

The Kid's Place will use the following behavior guidance procedures:

1. In order to help guide a child toward positive behavior, they will be given freedom to make mistakes and experience disagreements, but will also be given the opportunity to resolve these difficulties. Helping encourage a child to handle their emotions and the emotions of other children will help to build their emotional intelligence and provide them with the ability to be socially and emotionally developed for years to come. Physical punishment, verbal or physical degradation or emotional deprivation is not allowed. Educators must not deny or threaten to deny any basic necessity and must not use or permit the use of any form of physical restraint, confinement or isolation. Not all forms of punishment are permitted and a disciplinary action taken must be reasonable in the circumstances.
2. We will observe and record the child's inappropriate behavior by using the Issue/Inappropriate Behavior/Concerns Form. If another child is injured as a result of inappropriate behavior, an Incident Report will be prepared and signed by educators. It will be reviewed and signed by supervisor and presented to the parent at the end of the day for a signature.
3. The Program Supervisor will phone the parents/guardians if their child performs two acts of aggression resulting in the injury of another person or destruction of property in one day.
4. If inappropriate behavior continues, or if there are multiple aggressive acts in one week, the parents/guardians will be asked to pick their child up for the day and may be asked to keep the child home for a longer time period.
5. Parents will be asked to participate in a parent-teacher meeting with the room's Educators, The Kid's Place Supervisor and the Dave Barr Community Centre's Manager. Outside resources (i.e. Inclusive Childcare Program) will be offered to parents and we will work with the outside resource for further guidance in responding to the child's behavior.
6. If the inappropriate behavior persists after the child has gone through the Behavior Guidance Plan once, we reserve the right to withdraw the child when the safety of the child, other children or the educators of The Kid's Place is considered to be threatened at the discretion of the Dave Barr Community Centre Manager.

OFF-SITE ACTIVITIES

Transportation Policy

All off-site activities require parental consent as outlined below. In the case of an activity being held off program premises, a staff member will take the portable record in respect of each child with them off the program premises.

Specific Sites within Walking Distance

The following locations are authorized by a parent/guardian initialing the "Outings and Transportation" consent on the Registration Form:

- St. Pat's School Playground – children will walk across the green space located on the south side of the Dave Barr Community Centre to the playground area on the north side of St. Patrick's School
- Dave Barr Community Centre Park – located directly to the south of the arena building, accessed through the south doors of the Dave Barr Community Centre
- Dave Barr Community Centre's dry pad – over the spring and summer, the children will use the dry pad area where the children will play with gross motor equipment.

Other Sites within Walking Distance

- Staff will occasionally take children to other locations within walking distance from Dave Barr Community Centre. Staff will provide details of the outing in advance and will ask parents to sign an Authorization Form giving permission for the child to participate in the outing. If the child is not authorized to go, he/she will not be able to attend The Kid's Place that day, as we will need all staff with the group at all times to keep our ratios. Supervision and transportation arrangements will be included on the off-site activities Authorization Form.

Other Sites – Travel by Bus

An Authorization Form **must** be signed by the parent/guardian to allow a child to travel by bus. This form will be included with a letter detailing specifics of the field trip including supervision and transportation arrangements and drop off/pick up arrangements for that specific trip.

All educators and / or parents are obligated to:

- Provide a signed Authorization Form if travel by bus is arranged for the field trip
- Have a backpack with:
 - First-aid kit / Individual emergency medication
 - Facility radios, charged and on proper channel
 - Cell phone
 - Portable records in respect of each child (including a sign in / out sheet present with the Educators at the off-site location. Parents must provide signature)
 - Phone number of transportation agency

Methods of communication with parents:

- Parents may be made aware of these excursions upon registration
- Parents may be made aware by notices posted on the bulletin board outside of the classrooms
- Parents may be informed via letter sent home close to the date of the excursion
- Events may be posted on our facebook page
- Parents may be made aware via email communication from The Kid's Place Supervisor
- City of GP webpage (<http://www.cityofgp.com/index.aspx?page=2089>)

OTHER IMPORTANT INFORMATION

Recycling

You may donate your bottles, cans and recyclables to The Kid's Place by taking them to the Plus II Bottle Depot on Resources Road. All proceeds will go towards the children's fieldtrips or classroom special parties. You will need to label the bags with "The Kid's Place" and leave it near the main entrance.



Newsletters, Notes & Forms

Please take the time to read the newsletters and notes that we send home with the children. These will include important dates, times, activities or other information that will keep you advised of what is happening in your child's class. If you have signed the *Electronic Communications Waiver*, we may send them via e-mail, but we will also have printed copies in each room in case you want them printed instead.

Please read and complete (in full) the forms that we provide to you in accordance with our policies and procedures under the requirements of our license. If you have any questions about any content included in the forms, please be sure to ask for assistance from our educators.

Guest of the day

Parents are welcome to come to our rooms and be the Guest of the Day by singing songs with the children, reading stories or talking about their culture or country. Parents are not permitted to discipline a child when they are volunteering in the classroom, assisting on field trips or participating in any activity related to The Kid's Place.

Holiday Closures

We are **closed** on all statutory holidays and any days in lieu of statutory holidays that fall on the weekend.

Celebrating Special Days

We enjoy celebrating special events and occasions. When a special event is taking place, we will send a note home with your child with details about the event. Some events that we have had in the past are: Mother's Day Celebration, Father's Day Celebration, Grandparent's week, Graduation, Summer Carnival, etc.

If we have a special event planned, we may post a sign-up sheet for parent/guardian helpers. Occasionally, we may also post a snack list. Any food brought to The Kid's Place for sharing needs to be in compliance with our Nutrition / Snack and Lunch Policy.

Multiculturalism

We continually strive to embrace cultural diversity within our programming. If your family celebrates different occasions that are related to your culture or country of birth, please share them with us! If you are willing to help us add content to our programming through activities, materials, recipes etc. we are very open to having you visit our classrooms.

Policy for the use of Technology and Social Media (Computers & Tablets)

The Kid's Place understands that computer use continues to grow in today's society. Technology can have significant benefits for all stakeholders and will help to develop their computer literacy. We would like to complement home experiences and to support a child's natural curiosity for digital technologies.

The Kid's Place, has bought two tablets for the Staff to use in the rooms. Staff will be allowed to reinforce their planned activities through technology, as long as the activity is child centered and based on the children's interest.

Regulations:

- The tablet will only be used for showing children short educational videos/songs.
- The tablet will only be used for showing children photos of objects, animals, or topics that they would be interested in.
- The tablet will not be used for more than 20 minutes a day per class, keeping in mind that when the tablet is in use that adequate supervision of the children is occurring.
- The tablets will not be for the staff's personal use.

Facebook:

Like our Facebook page: <https://www.facebook.com/davebarrcc>

FREQUENTLY ASKED QUESTIONS

My child is new to the facility, can I stay to help transition him/her during this new experience?

Of course! Sometimes a new environment can be scary. Each child has a different way of dealing with separation. A parent is welcome to stay for a while, and make this a positive experience for everyone.

My child is feeling sick, what should I do?

If your child is unable to participate in the program due to illness, parents are asked to keep children at home. An Illness Policy is in place to maintain the health and safety of all children. If you expect your child to be absent for two or more consecutive classes, please notify your Educator.

Does my child have to be toilet trained?

Yes, all children entering Pre-Kindergarten or daycare, are expected to be toilet trained and need to be 3 years old before the first day of class. Pull ups or training pants are NOT permitted.

My child has lost a personal item.

Educators are not responsible for your child's personal belongings. All found items are placed in our lost and found box. Please have all items identified with your child's name.

How will I know what is going on in class?

Monthly newsletters, e-mails from Supervisor, our website and/or calendars are great communication tools for Educators to inform parents about upcoming events, monthly themes and classroom updates.

My contact information has changed, who should I contact?

If your address or phone number has changed, please contact the educators and let them know about the changes as soon as possible.

What should I bring to the Kid's Place?

Each child will have their own "cubby" for them to put their personal items –and it will be labeled with your child's name. Please bring:

- Two snacks and a lunch that are in compliance with our Nutrition / Snack and Lunch Policy.
- A water bottle with a "pop-up" top or a bottle that will not spill if tipped over
- Sunscreen, a hat and insect repellent; please apply prior to class time (spring-summer time). If your child is in an all-day program, leave containers with the staff (the child's name is required on each container), containers are required to be stored out of reach of all children. Our educators will make sure to apply sunscreen to the child before they go outside as long as the consent has been initialed by the parent on the Registration Form. NO aerosol cans are allowed.
- Personally owned toys are not allowed except if the staff has organized a "toy day". The Kid's Place will not be held responsible for any lost or damaged toys. Children who are in daycare are welcome to bring a blanket or a favorite stuffed animal for nap time if this will make the child feel comfortable.

What should I bring for my child to wear?

- We encourage the parent/guardian to dress children in clothes that they can easily manage when using the washroom and that will be comfortable for participating in activities. (i.e.: without belts, ties, difficult to manipulate buttons/zippers, etc.)
- A change of clothes is required. Please place pants, shirt, underpants, and socks in a labeled Ziploc bag which can be left in the child's backpack or cubby space provided in the classroom. Although weather and temperatures are variable, please be prepared with seasonal wear such as coats, touques, mittens, winter/rubber boots, etc.
- To encourage independence, we request a clean pair of indoor Velcro footwear to be left at school in the child's cubby. Shoes must be worn at all times while children are in the classrooms. Slippers, crocs or bare feet are **not** permitted.

SUPPORT AND RESOURCES

Special Guests & Field Trips:

We welcome special guests into the classroom environment for mini discussions and activities with the children. We are in close contact with emergency professionals, doctors of health and medicine, and community partners. We will be taking the children on free fieldtrips at least once a month (weather permitting).

Grande Prairie Regional College:

Working closely with the Grande Prairie Regional College Early Learning & Child Care department has been ongoing for many years. We welcome practicum students in both their first and second year of studies. This is ongoing throughout the school year.



Inclusive Child Care:

Agencies outside of our facility are welcomed to assist the children and their families at the request of parents. If we feel that there is a program that would benefit a child we discuss options with the family and then invite Inclusive Child Care to our play environment. Please ask for more details if you are interested in the assistance that Inclusive Child Care provides.

Alliance of Early Learning Programs Northwest Regional Board:

Being a member of and attending quarterly meetings to share and discuss current early childhood topics and concerns. This gives our playschool educators an opportunity to have a stronger voice in our region, attend training opportunities and facilitate workshops.



Newcomers to Grande Prairie:

Immigrant Settlement Services provides assistance with counseling and guidance, completing government applications, the in-school settlement support program, as well as translation and interpretation services in several languages. Please ask for more details if you are interested in the assistance that Immigrant Settlement Services provides.



Parent Link Centre:

Parent Link offers a wide variety of drop in and registered programs (e.g., Crib Talk, Toddler Talk, Come Play with Me, Infant Massage, and much more), parenting education and support groups.



City of Grande Prairie:

We communicate with many other departments within the City of Grande Prairie that may provide assistance in the support of our families and our registered children. (E.g. Protective Services, Fire Prevention, Crime Prevention, etc.)



Subsidy:

The Child Care and Stay at Home Subsidy program assists parents/guardians of Pre-Kindergarten children with the cost of Day Care or Pre-Kindergarten program. You can apply for subsidy by visiting <http://www.humanservices.alberta.ca/financial-support/15669.html>



Thanks for choosing Kid's Place! You matter to us! We have an open door policy. If you have any concerns or suggestions, please contact Cate Amaro (Program Supervisor) at 780-830-7073 or e-mail her at camaro@cityofgp.com.





Issue / Inappropriate Behavior / Concerns

Child's Name: _____

Date: _____

Issue / Behavior / Concern:

Strategies / consequences / activity plans to achieve goals / action plan:

Parent's input / assistance / suggestions:

Parent/Guardian's Signature: _____

Staff's Signature: _____

Child Illness Report Form

As per our Potential Health Risk Policy detailed in the Parent Handbook (Page 15):

Children that pose a health risk should not be brought to The Kid's Place:

- If a child arrives ill to the program, the instructors must not accept that child. The parent/guardian must take the child home for recovery and rest.

Children that pose a health risk to persons on the program premises must not attend The Kid's Place:

- If a child arrives at The Kid's Place showing signs of illness, instructors will request that the child be taken home for recovery and rest. If your child has experienced vomiting, diarrhea, fever, severe coughing, runny nose etc., please allow 24 hours of recovery and rest before returning to The Kid's Place.
- If your child has been in close contact with a person suffering from a communicable disease we request that you seek medical advice before bringing the child to the program.

Name of Child:	Program Attended:
Date Child was observed to be ill: ____ / ____ / ____ DAY MONTH YEAR	Time Child was observed to be ill: ____ : ____ AM / PM
Type of Illness:	
Does the child have a fever? If yes, what is the temperature? YES / NO _____ °F / °C	
What type of First Aid or attention was provided to the child before the parent arrived?	
Name of staff member who identified the child may be ill:	Name of staff member who notified the parent/guardian:
Time parent/guardian was initially contacted: ____ : ____ AM / PM	Time child was removed from the program: ____ : ____ AM / PM
Date & Time the child can return to The Kid's Place: ____ / ____ / ____ DAY MONTH YEAR ____ : ____ AM / PM	Date & Time the child RETURNED to The Kid's Place: ____ / ____ / ____ DAY MONTH YEAR ____ : ____ AM / PM

Parent/Guardian's Signature: _____

Staff's Signature: _____

Supervisor's Signature: _____