



Parent Handbook

Six Street Location 306-981-5333

King George 306-930-7511

St. Michael 306-981-3714

St. John

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1. GENERAL INFORMATION

A) INTRODUCTION

Welcome to the Prince Albert Child Care Co-operative Association.

This handbook is to provide you with an overview of our Child Care Centre's programs and policies.

The organization is a non-profit organization governed by a board of directors who are elected by the membership of the co-operative association. The board is elected each year at the annual general meeting (AGM).

We are a 153 space Licensed Child Care Organization. We abide by The Child Care Act and The Child Care Regulation, 2015. We receive support from an Early Learning and Child Care Consultant who is provided to us through the Ministry of Education. If you ever have any questions or concerns, please do not hesitate to contact her.

Crystal Meier
306-953-3612
crystal.meier@gov.sk.ca

Our goal at Prince Albert Child Care Co-operative is to provide quality care and early learning for the children in attendance.

We welcome all parents' input, suggestions and ideas to enhance our program.

We encourage all parents to get to know each of the educators who are working with your child/ren. By working together, we will achieve the goal of providing a quality childhood experiences for the children.

Feel free to contact me anytime.

Sincerely,

Jodene Demorest

Jodene Demorest
Executive Director
306-922-5352
306-960-2292
admin@princealbertchildcare.ca

B) PHILOSOPHY

The Prince Albert Child Care Co-operative Association strives to be warm and welcoming to all that are a part of our centres.

Our goal is to provide a healthy, safe, and inclusive environment where children can enhance their holistic learning and well-being.

Our program will offer developmentally appropriate, play based experiences that will increase independence to expand children's abilities.

We believe children are competent learners.

We acknowledge the dignity, uniqueness, and worth of each child with respect to their family, culture, and society.

Organization Chart

Board of Directors
(Parents)

Executive Director

Site Directors

Educators and Support Staff

Vision:

Every family has access to safe, affordable, quality care that meets the needs of the community and allows children to freely express themselves in a play-based, caring environment.

Values:

Transparency	Holistic Development	Inclusivity	Community Involvement
Growth	Mutual Respect	Sustainability	Healthy Practices

Mission:

We are a community-based organization with a focus on high-quality Early Learning programs and services.

C) ENROLMENT PROCEDURES

The following forms are available at the centre and must be completed in full prior to the child commencing attendance at the centre:

- Agreement for Child Care Services
- Health and Social Resume
- Emergency Information
- Permission for Off-Premises Excursions
- Media Consent Form
- Subsidy Application, if applicable
- Membership Application – We are a Membership based Co-operative. There is a onetime fee of \$2.00. This gives you voting rights at our Annual General Meeting and the opportunity to be a part of our Board of Directors

❖ **It is important that these forms be kept up to date. Please notify the Site Director of any changes.**

PARENT ORIENTATION

When a space becomes available, parents will be asked to visit the centre with their child/ren to familiarize them with the daycare setting to which they will be attending.

ARTICLES SUPPLIED BY PARENT

Please provide the following items:

- A complete change of clothing to be kept at the daycare in case of need
- SHOES (preferably running shoes). Children must wear shoes at all times in the centre, as required to comply with Fire Regulations.
- Special skin lotions, if required
- Diapers, pull-ups – The Centre provides baby wipes
- Hat or cap
- Outdoor winter wear (jacket, ski pants, toque, mitts)
- Bathing suit and towel during summer months

Please ensure that the clothing fits the season. Children must have boots, ski-pants, hat and mitts during the winter, as we love to play in the snow.

❖ **PLEASE REMEMBER TO LABEL EACH ITEM OF CLOTHING, INCLUDING FOOTWEAR AND OUTDOOR GEAR, WITH YOUR CHILD'S NAME. THANK YOU.**

PARENT RESPONSIBILITIES

Arrivals and Departures: All children must be accompanied into the centre upon arrival by their parent/guardian and be presented to an educator. The parent/guardian must come into the centre to pick up the child and must inform an educator that they are leaving. Children need to arrive at the Centre **before lunch/nap time** to benefit the most from our program and to respect the other children. It is very disruptive for children to arrive during lunch or while children are sleeping.

Children must arrive before 10:30a.m. each day.

If a later drop off is required, please call the Site Director for approval.

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Attendance Records: To follow Child Care Regulations we must keep attendance records of every child's hours at the center. Your signature is required monthly.

Picking up Children by an Alternate: Parents must give the centre written notice when an alternate person will be picking up their children unless that person's name is on the child's Health and Social Resume.

Transportation To and From School: Unfortunately, Prince Albert Child Care does not provide transportation. It is the responsibility of the parent to set up or provide transportation and supervision to and from school.

Hygiene: Parents are responsible for the personal hygiene of their children (i.e. bathed, clean fingernails, hair, etc.)

Notices: Notices for parent information purposes are posted on the bulletin boards in the front entrance.

Lost and Found: There is a lost and found box located upstairs. If your child is missing something, check the box and ask a staff for assistance, if needed.

Toys: Toys are best left at home. If they do come to the centre, they are subject to the same rules as the center's toys – We Share, we take turns. The staff will not be responsible if the toy becomes broken or lost.

No toy weapons are allowed in the centre.

Custody and Visitation: Please inform the centre of any Custody and Visitation Court Orders and changes to the Orders. A copy of the Order is to be placed in the child's personal file.

Fundraising: As a non-profit organization, often our budget is limited. Fundraising helps fund new equipment, enhancement to our environment, and consumable materials needed for your child's program. From time to time, we do ask for parent's participation in fundraising events.

TERMINATION

As per the Child Care Agreement for Service, one month's written notice is required when you are no longer in need of our service. In the event our educators cannot meet the needs of your child, the Director will provide you with one month's written notice.

COMMUNICATION AND CONCERNS

Communication is key for us to provide the ultimate care for your child. Communication will be in form of email, text message, newsletters and verbally.

If there is ever any concern, please never hesitate to contact the Site Director.

D) HOURS OF OPERATION

The centre is open from 7:30am to 6:00pm, Monday to Friday except Statutory Holidays (Christmas Day, New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, and Remembrance Day). Should a Statutory Holiday occur on a Saturday, the previous Friday will be taken as the holiday and if it is a Sunday, the following Monday will be taken as the holiday.

CLOSING TIME

The daycare centre closes at 6:00pm each day. Parents who leave their children in the centre past 6:00pm will be charged a penalty of \$10.00 per child on the first occurrence, \$20.00 per child on the second occurrence as well as a warning letter. On the third occurrence, the child will have to be withdrawn from the daycare centre immediately.

If you have not picked up your child/ren by 6:30pm and have not made other arrangements for an alternate caregiver to pick them up, the Mobile Crisis Unit will be contacted to come for the child/ren.

E) NUMBER OF LICENSED SPACES

The Prince Albert Child Care Co-operative is licensed for 153 children ranging in ages from 6 weeks to 12 years. The 6th Street location license provides space for 6 infants, 10 toddlers, 25 preschoolers, and 1 school-age child. The King George location provides space for 10 toddlers, 18 preschoolers, and 5 school-age children. The St. Michael location provides space for 12 infants, 10 toddler and 15 preschoolers. The St. John location provides space for 6 infants, 10 toddler and 24 preschoolers.

F) CHILD-STAFF RATIO

Saskatchewan Child Care Regulations state that the child-staff ratio will be a minimum of 1:3 infants, 1:5 toddlers, 1:10 preschoolers and 1:15 for school-age children.

G) STAFF AND PROGRAMMING

Our staff have specialized training in the Orientation to Day Care program, the Early Childhood Education Level I, II or III, or other related fields. Every staff member is also trained in First Aid/CPR.

Professional development opportunities are also provided for staff throughout the year. These workshops assist with staff learning and development on specific educational topics related to early childhood education, advocacy, mental health, and self-care.

Prince Albert Child Care Co-operative's programming is designed to give children a variety of age-appropriate activities to encourage children's natural curiosity and broaden their emotional, physical, social, creative and intellectual development. Each day the different groups of children experience the following activities:

Large Group: These activities encourage children to work together and take turns. Large group activities take place at Circle Time, during which children play cooperative games, share in storytelling and sharing of information.

Small Group: Less structured activities are the basis for small group work. The children can choose to do things of their own interest as well as explore their interests with one or two others. Examples of small group activities include Lego, giant floor puzzles, play dough or water/sand play.

Individual Play: Throughout the day, children are allowed time to engage in individual activities specific to their personal interests.

Throughout the year, our programming incorporates special times and events such as Halloween, Christmas, Valentine's Day, Mother's Day, Father's Day, Easter, etc. Suggestions for other events to celebrate or new and fresh ways to learn and play are always welcome.

Outdoor Play: Please provide your child(ren) the appropriate clothing for the season's outdoor play. We try to be outside as much as possible as our time can be limited due to Saskatchewan's extreme changes in the seasons. Our educators will follow the following guidelines for the children's safety:

- Time outside will be restricted between 11:00 and 3:00
- Sun block will be applied prior to going out in the summer
- Water will be provided unlimited
- Hats are to be worn at all times

Some extreme conditions will keep us inside such as:

- Severe weather warnings from environment Canada like wind chills, heat warnings, and air quality
- Temperatures below -20 due to a wind chill
- Temperatures above +30
- Heavy rain or blizzard like conditions

2. POLICIES AND PROCEDURES

A) ENROLLMENT OPTIONS

Full-Time Space: Any child attending the centre for 80 hours (about 3 and a half days) or more per month

Casual Space: Any child who requires less than 36 hours (about 1 and a half days) per month (Prior Directors approval needed)

B) FEE SCHEDULE

Infant:	\$232.00/month
Toddler:	\$200.00/month
Pre-School:	\$200.00/month until child's 6 th birthday
School Age:	\$375.00/month July and August: \$525.00/month
Daily rate:	\$42.00/day

The Fee Schedule is set by the Board of Directors in accordance with budgetary needs.

Fee Payment is due on the 1st day of every month.

Payment Options: Prince Albert Child Care accepts cash, cheque. Preferred method is e-transfer. Please send e-transfers to admin@princealbertchildcare.ca

C) N.S.F. CHEQUES

A \$10.00 charge will be levied on the first N.S.F. cheque. The second cheque returned as N.S.F. will result in all future fees having to be paid in cash or certified cheque.

D) LATE PAYMENTS

Late payments will result in:

- \$25.00 fee if no payment received by the 5th of the month
- If no payment received by the 7th of the month, a warning will be issued re: termination of enrollment
- Termination of enrollment if no payment received by the 15th of the month. Legal action may be taken

E) SUBSIDIES

Provincial childcare subsidies are available to parents, based on income. Subsidy applications are available at the centre and must be submitted to the Department of Social Services in Regina within 15 days from the child's enrolment date to ensure that payment is made to the centre on your behalf.

Important: If the subsidy form is not sent to Regina within the required time, the parent then becomes responsible for payment of the full fee to the daycare centre.

If you receive subsidy, your child must attend the daycare for a minimum of 36 hours per month or the government will not pay the subsidy for that month. Payment of the full fee then becomes the responsibility of the parent.

F) MENU

The Prince Albert Child Care Cooperative provides nutritious meals incorporating a variety of fruits, vegetables, salads and whole grain breads. We offer breakfast, snack and a lunch at regularly scheduled times that meet the Canada Food Guide recommendations.

Special preparation will be made to reduce choking hazards for the children (i.e... grated carrots, apples are peeled, fruit pits removed, chopped grapes, etc.).

Dining tables are sanitized before and after each meal and snack. The staff will sit with the children at all times while they are eating to ensure safety as well as to promote a family-oriented dining experience encouraging conversation and table manners.

In the case of special diets, parent may be required to bring specialty foods that we cannot supply.

Allergies: Please ensure director and staff are notified of any allergies and intolerances your child may have. These will be posted throughout the centre.

G) OUTSIDE FOOD

Children are capable and competent eaters with a curiosity to learn to eat a variety of foods. A supportive nutrition environment provides opportunities to support the four foundations of optimal learning and development which are belonging, engagement, expression, and well-being. Therefore, no outside food is to be brought into the centre.

This policy gives children the opportunity to try a variety of safe and nutritious foods to develop healthy eating behaviors.

- ✓ A variety of foods and water are offered to meet Saskatchewan Childcare Guidelines.
- ✓ Food is prepared using safe food handling practices
- ✓ Food offered is prepared in a manner to prevent adverse reactions and be developmentally appropriate

When no outside food is brought into the centre and when all children are provided the same food to eat:

- ✓ Children are more likely to feel included and engaged with their peers and educators during meal and snack times, which helps supports their learning.
- ✓ Children are supported to come to the table hungry and ready to eat nutritious food offered at meal and snack times.
- ✓ Conflicts between children may be avoided
- ✓ Parents don't feel 'pressured' to provide outside foods
- ✓ It provides safer and more inclusive eating environment for children with food hesitations, allergies, and other restrictions.
- ✓ Food safety can be ensured and monitored through the entire process of food purchasing, preparation, and serving.
- ✓ Parents/caregivers are aware of all the food being offered to their children.

Exceptions to this policy:

- ✓ Special dietary items for food allergies or intolerances
 - ✓ Infant formulas
 - ✓ Expressed breast milk
 - ✓ Bagged/packed lunched for School Age children
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LICENSING

The centre is licensed annually by the Department of Early Learning and Child Care and operates under the Saskatchewan Child Care Regulations. A copy of these regulations is available upon request from the centre director.

H) FIRE DRILLS

Fire drills are held monthly to familiarize the children with emergency procedures. The children must leave the building. THEREFORE, IT IS IMPERATIVE THAT YOUR CHILD HAS **SHOES** AT THE CENTRE AT ALL TIMES.

In the case of a real emergency and we cannot re-enter our building, we will be at evacuation point until all children have been picked up. 6th street evacuation point is Hopes Home. King George evacuation point is East Hill rink. St. Michael evacuation point is West View School. St John evacuation point is Holly Cross School.

I) CHILD MANAGEMENT

Children have a need and a right to have consistent behavioral expectations established. They need to know what the expectations are, why those expectations have been set and the consequences for not complying with them. Good child management is consistent, and it stresses appropriate behavior. A well-balanced childcare program promotes and rewards desirable behavior.

The following outlines the child management principles and procedures at the Prince Albert Child Care Cooperative:

- A belief that children need and want limits and that to be gentle and consistent is to love children
- Helping the child to meet his/her own needs in an acceptable manner will help achieve the goal of self-discipline, inner control and the development of moral character.
- The safety of the children is paramount. We will help protect you from yourself and from others when needed.
- Staff focus on keeping limits few and clearly communicating realistic expectations, taking into consideration "leeway for learners."
- Discipline is tailored to be meaningful to the child in his/her own terms according to their developmental stage and abilities.
- The focus is to address the behavior – separate from the child – ensuring that children are respected and not subjected to sarcasm, name-calling, belittlement, shaming, etc.
- Physical punishment as a form of discipline is not acceptable, as it is viewed as disrespectful of the person and non-productive in the long term.

Methods Used:

1) Preventative Action:

- **Use of positive reinforcement** – providing verbal approval for desirable behaviors, stating limits positively
- **Persuasion** - using humor or verbal expression of confidence in the child's ability to solve their own problem

- **Conflict avoidance** - ensure that expectations are communicated clearly
 - Re-phrasing the limit firmly and expressively (i.e... “Maybe they didn’t hear me, I better say it again.”)
 - Giving the child the benefit of the doubt
 - Interceding in potential conflict between children
- **Distraction** – with activity, physical presence or contact
- **Defined play procedures** – Define rules and procedures of activity in advance (i.e... time limits for taking turns with a toy)
- **Limited duration of transition times** – Activity planning and time management to prevent waiting and unstructured activity during transitions i.e... meal & snack times, nap time, going outside, etc.
- **Choice** – providing choices for alternative activities or behaviors
- **Validate feelings** – Acknowledge all feelings as legitimate verbally demonstrating empathy, clarifying the child’s feelings and verbally reflecting back to the child understanding of their feelings

2) Responses to Inappropriate Behavior (Social, Aggressive, Destructive):

- **Planned Ignoring** – Ignoring negative behaviors when recognized as attention-getting tactic
- **Clear communication** – Clear expression of disapproval is briefly communicated either verbally or non-verbally
- **Reminders** – Reminding the child of a limit as briefly as possible using the following format in successive stages, becoming more empathic as needed and giving children the opportunity to respond appropriately before proceeding to the next step:
 - Clearly state that what is seen, heard, etc. is unacceptable
 - Re-state the problem and feelings about it
 - Re-state the problem, feelings and add expectations (i.e... what needs to be done, changed, etc.)
 - Provide physical assistance, if necessary, toward affecting the desired change (communicate expectations in terms of “need” rather than “want”)
 - Loss of privilege as a logical consequence (i.e... not permitted to go outside when not complying with safety rules)
 - Physical restraint to prevent injury (child held until calm)
 - “Conference” time out for 2 or more children to resolve conflicts independently
 - Removal to a different play area to play alone with child-selected toys when the child’s frustration tolerance is low (i.e... You’re telling me by how you act that you’re not happy playing with the group. Maybe you’ll be happier playing alone until you feel better.”)
 - Separation to cool off and reflect on the situation without toys, activity, etc.
- **Adult and Child Discussion** – following a break, have a discussion to:
 - Help the child identify what he/she needs
 - Review the events and the consequences (“What happened? Did you get what you needed?”)
 - Help provide acceptable alternatives (“How could you get what you need?”)
 - Help the child assume responsibility for his own behavior by emphasizing how his/her choices resulted in the consequences (“What you do affects what you get.”)
 - **Communicate understanding** of the child’s struggle to achieve self-control and offer our support and confidence in his/her ability to succeed. (Children could always try again)

J) MEDICATION

NO medication can be administered to a child unless the parent/guardian fills out and SIGNS the required Medication Form provided by the Ministry. ALL medications, exact amounts and times to administer must be listed on the form. All medication must be in the original packaging.

Non-prescription medication, (i.e.: Tylenol, Benadryl), may be given to your child with verbal consent. A Medication form will be filled out and signed as soon as possible after.

PLEASE DO NOT KEEP ANY MEDICATION IN YOUR CHILD'S DIAPERBAG OR BACKPACK. All medications must be stored in a locked cabinet for the safety of your child. If you need to bring medications to the centre, please give to one of our Educators.

SICK POLICY

When your child(ren) become ill while in the centre, you will be asked to pick up ASAP due to the following reasons:

- Fever of 38.0 or higher
- Diarrhea three times over a short time period
- Vomiting and/or lethargic
- Body rash with fever and/or drainage
- Eye or other obvious infection with redness, crusting, or drainage
- Live lice found on head

For the well-being of all the children attending Prince Albert Child Care, we ask to keep you child(ren) home for the following time periods:

- 24 hours fever free without the use of medication
- Free from vomiting for 2 solid meals
- Free from diarrhea for 24 hours
- Rash has been evaluated by a doctor and deemed not contagious
- 24 hours of medication prescribed by a doctor for infections
- Treatment of head lice and no live lice

A courtesy call may be placed if the director and educators feel your child may not be him/herself.

K) INJURY REPORTING

If your child happens to have a minor injury at our centre, a report will be filled out by an educator detailing the injury, how and where it happened, first aid administered and by whom, and how corrective action can be put in place. You will be required to sign this report indicating you have read it. Please feel free to ask more questions about the injury.

If the injury requires medical treatment or a child is involved in an unusual or unexpected occurrence we must notify you immediately, notify our Early Learning Child Care Consultant, and fill out the required form provided by the Ministry of Education detailing the event.

L) CHILD ABUSE PROTOCOL AND “DUTY TO REPORT”

The Saskatchewan Child Abuse Protocol (2017) defines child abuse under the law, describes the responsibilities of service providers and describes the process by which service providers must respond. This document confirms that all citizens have a “**Duty to Report**” all suspicions of child abuse.

According to *The Child and Family Services Act*, all forms of abuse are open to intervention, including:

- Physical Abuse
- Sexual Abuse and Exploitation
- Physical Neglect
- Emotional Maltreatment
- Exposure to Domestic Violence or Severe Domestic Disharmony
- Failure to Provide Essential Medical Treatment

The Child and Family Services Act (Section 12, Subsections 1 and 4) states that **every** person who has reasonable suspicion to believe that a child may be in need of protection shall report the information to a **Child Protection Worker** with the Ministry of Social Services or with First Nations Child and Family Services or to a **Police Officer**. The suspected abuse, observations of suspected abuse and/or disclosure of abuse is to be reported **immediately**. Further report must be made if there is additional reasonable suspicion that the child is or may be at risk of abuse. (**Note: The “Duty to Report” is a personal duty and cannot be delegated to another individual**). It is the responsibility of the authorities to notify the parent/caregiver that a report has been made.

Licensed Child Care Facilities: The role of licensed childcare centre staff, including board members, directors, supervisors, early childhood educators, childcare workers, assistants, alternates, cooks, and volunteers, is to:

- Understand definitions of child abuse as outlined in the Child Abuse Protocol (2014) and “Duty to Report” responsibilities.
- Report suspected cases of child abuse.
- Notify the centre director that a report has been made to the appropriate authorities.
- Ensure that all childcare centre staff are aware of policies and procedures regarding reporting suspected cases of child abuse and neglect.
- Co-operate with other professionals involved in the investigation of child abuse – this includes providing police and child protection workers access to the child who may be abused or neglected (**NOTE: This does not require the knowledge or consent of the parents**); and
- Provide social and emotional support to the child.

Child Endangerment

As part of our commitment to our **Duty to Report**, it will be reported when a situation that is dangerous, unhealthy, or inappropriate for a child is observed. This can include situations like the suspicion of a parent or caregiver that is under the influence of drugs or alcohol.

Early Childhood Educators

Code of Ethics

- *Early childhood educators promote the health and well-being of all children*
- *Early childhood educators use developmentally appropriate practices when working with all children*
- *Early childhood educators demonstrate caring for all children in all aspects of their practice*
- *Early childhood educators work in partnership with colleagues and other service providers in the community to support the well-being of families*
- *Early childhood educators work in partnership with parents, supporting them in meeting their responsibilities*
- *Early childhood educators work in ways that enhance human dignity*
- *Early childhood educators pursue, on an ongoing basis, the knowledge, skill and self-awareness needed to be professionally competent*
- *Early childhood educators demonstrate integrity in all their professional relationships*