

Sunny South Day Care Centre
1238 -3rd Avenue. S. Lethbridge, AB, T1J 1J9, Phone 328-5057

Parent Handbook

Name of Day Care Centre: Sunny South Day Care Centre

Address of Day Care Centre: 1238 3rd Ave. South
Lethbridge, Alberta
T1J 0J9

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Ltd.
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Dear Family

Welcome! We would like to extend an open invitation to you to drop in often for informal visits. This will give us the opportunity to become acquainted with your entire family, and will allow us to provide optimum learning opportunities for your child.

Informality is the keynote. We place great value on freedom to be oneself- for adults and children alike. We offer a relaxed and casual setting geared to the needs and interests of each child and each parent who is a part of our centre. We try to take into consideration individual differences and special abilities as well as family cultural patterns.

Visit us often, even for five minutes. Be confident that while your child is at Sunny South Day Care Centre, they are in a safe and educational environment, because you have been there and have seen it firsthand.

We thank you for allowing us to join with you in providing for the care, loving, and nurturing of your developing child. We look forward with eagerness to the year ahead.

Sincerely,

Tobi Horon
Director, Sunny South Day Care Centre

Daily Schedule

7:00 am to 5:30 pm Monday through Friday
(Schedule is flexible & meets the demands of the children that day)

7:00 am – 8:00 amchild chosen play at various centres

(Children gradually separate into groups)

8:00 am – 8:15 amdifferent rooms open

Infants to 2 years old

9:00 am – 9:30 am Snack time and bathroom (Children will have hands washed)

9:30 am – 10:30 am Outside time
(weather permitting)

10:30 am – 11:00 am quiet activities and bathroom time

11:15 am – 11:45 am lunch (children will have hands washed before and after)

11:45 am – 2:00 pm Nap (children wake up on their own)

2 years old to 3 years old

9:00 am – 9:30 am Snack time and bathroom (hands washed before and after)

9:30 am – 10:30 am Centre time

10:30 am – 11:30 am Outside time
(weather permitting)

11:30 am – 12:00 pm lunch (children will have hands washed before and after)

12:15 pm – 2:00 pm Nap (children wake up on their own)

3 years old to 5 years old

9:00 am – 9:30 amOpen Snack time (children will wash hands)

9:30 am – 11:00 am Centre time or Outside time
offsite

10:30 am – 11:00 am quiet activities and bathroom time

11:45 am – 12:30 pm lunch (children will have hands washed before and after)

12:30 pm – 2:00 pmchild chosen quiet activities or rest time (children who sleep wake on their own)

Centre are opened again in the afternoon (each group)

2:00 pm – 3:00 pmquiet activities as children wake up they will use the bathroom and wash hands

3:00 pm – 3:30 pm snack (children wash hands before and after)

3:30 pm - 4:45 pmoutdoor play or child chosen play at various centres (weather dependent)

4:45 pm – 5:00 pm ... gradual closing of centres and rooms

5:00 to 5:30quiet activities until home time

Enrollment

Infant room – 4 children

Young toddler's room – 12 to 14 children depending on ages of children

Older toddler (side) room – 12 to 14 children depending on ages of children

Front room – 22-26 children depending on ages of children

Average number of children at any one time between 55 and 64

- ❖ The schedule is flexible and depends upon the interests of the children that day. Mornings the older children may go to the Library for story time or other planned field trips (weather dependent)

Learning through Play

Philosophy

The purpose of Sunny South Day Care Centre Ltd. is to provide care for children as a complementary extension to the family. Sunny South Day Care Centre Ltd. supports a child's emotional, social, intellectual and physical well-being. Our program is designed to meet the individual child's basic needs. While all children have the same basic needs, each child is unique and develops at his or her own pace. To meet these needs, Sunny South Day Care Centre Ltd. promotes a child oriented program where children are encouraged to make choices while learning through play.

- ❖ We accept and value the uniqueness of the individual child with regards to their background, culture, language, and religion.
- ❖ We accept and value the uniqueness of the individual child with concerns for their interests, special needs, and talents, and individual style and pace of learning.
- ❖ We accept and value and will enhance the dignity and worth of the child as an

- individual.
- ❖ We accept and value the child's method of learning.
 - ❖ We accept parental involvement as being integral to the child's growth process.
 - ❖ We endeavor to work with community agencies in the delivery of services to young children by serving as a resource to persons seeking information and developing skills regarding the development of young children.
 - ❖ We accept and value the right of every child to a safe, healthy, and nurturing environment.

We accept and value the uniqueness of the individual child with regards to their background, culture, language, and religion by...

- ❖ Talking to parents
- ❖ Observing and interacting with the child
- ❖ Obtaining required child related information through the registration process
- ❖ Being aware of a variety of cultures
- ❖ Having basic/working knowledge and understanding of a variety of cultures
- ❖ Obtaining a basic vocabulary (as applicable)
- ❖ Providing opportunities for the child to make presentation of cultural highlights
- ❖ Recognizing differences if the child requires different foods and making substitutions whenever possible

We accept and value the uniqueness of the individual child with concerns for their interests, special needs and talents and individual style and pace of learning by...

- ❖ Talking with the child's parents
- ❖ Observing and interacting with the child on an ongoing basis
- ❖ Providing play areas with a variety of interesting activities easily accessible, allowing children to complete tasks and activities appropriate to their level of functioning
- ❖ Making available alternate activities in order to accommodate for different abilities
- ❖ Incorporating children's interests into activities and daily routines throughout the day
- ❖ Providing opportunities throughout the day allowing children to make choices as activities allow
- ❖ Making accommodation for children's special needs (i.e. handicapping conditions) as identified and if feasible
- ❖ Providing a balance between active and quiet play, group and individual play
- ❖ Providing opportunities for fun
- ❖ Allowing children to use their imagination
- ❖ Using materials in more than one way
- ❖ Providing more than one response to a given situation

We accept, value and will enhance the dignity and worth of the child as an individual by...

Encouraging a healthy self-image by:

- ❖ Speaking to the child by using his/her name
- ❖ Speaking with the child at his/her eye level
- ❖ Not yelling across a room to attract the child's attention
- ❖ Responding to the child's questions
- ❖ Attending to the child when he/she is speaking
- ❖ Allowing the child to sit on the adult's lap for comfort
- ❖ Speaking to the child with respect without belittling or humiliating him/her
- ❖ Acknowledging the child's feelings with empathy, understanding and reassurance
- ❖ Allowing him/her to accept and manage failure
- ❖ Encouraging him/her to behave as an individual
- ❖ Encouraging him/her to accept responsibility for his/her behavior

Allowing the child, when possible to:

- ❖ Accept responsibility for their own behavior
- ❖ Make decisions for themselves and resolve conflict

Encouraging positive attitudes and feelings by:

- ❖ Allowing the child to respond to stressful situation without hurting themselves, others or damaging property
- ❖ Recognizing each child's abilities without comparing him/her to another child
- ❖ Turning negative statements into positive statements
- ❖ Keeping conversations as interactive rather than "talking at" the child
- ❖ Ensuring that consequences are appropriate to the child's action and age
- ❖ Ensuring that expectations and consequences of behavior are consistent
- ❖ To make decisions
- ❖ To direct their own play
- ❖ To give and receive affection
- ❖ To express anger and joy in an acceptable manner
- ❖ To develop a healthy feeling about themselves
- ❖ To have others accept their feelings
- ❖ To participate as members of a group
- ❖ To develop healthy relationships with adults and peers

We accept and value that play is the child's method of learning:

- ❖ Providing a variety of toys and equipment appropriate to all ages and levels of development
- ❖ Allowing children to be creative and imaginative in their play
- ❖ Planning for blocks of time encouraging opportunities for children to make choices regarding their activities
- ❖ Exploration of their environment
- ❖ Communication using works, sounds and language
- ❖ To hear, listen, respond to, retell, and remember the spoken word

- ❖ To communicate their ideas in a variety of forms
- ❖ Being exposed to language which is at their skill level
- ❖ To sort, classify, match, weigh, measure, predict outcomes, solve problems, position object, organize and describe
- ❖ Arrange the environment in response to the children's interests
- ❖ Encourage the children to take the lead role in their play
- ❖ Plan, initiate and evaluate the program and interact with the children in order to guide their behavior and provide opportunities for the children's play

We accept parental involvement as being integral to the child's growth process by:

- ❖ Communicating with the children's parents to both obtain and convey information
- ❖ Welcoming parents into the centre
- ❖ Informing parents of daily and upcoming events
- ❖ Responding to parents' questions and concerns
- ❖ Acknowledging parents' feelings with empathy, understanding and reassurance
- ❖ Supporting parents in their role as parents
- ❖ Understanding and accepting the uniqueness of each parent without imposing ideas and judgments

We endeavor to work with community agencies in the delivery of services to young children by serving as a resource to persons seeking information and developing skills regarding the development of young children by:

- ❖ Encouraging parents to contact community agencies when concerns arise regarding the child's development
- ❖ Keeping informed and in contact with community resources and guiding parents accordingly
- ❖ Incorporating community resources (e.g. Public Health Nurse, Fire Prevention Officer, Police) into the day care program
- ❖ Responding to identified community needs and inquiries from Social Services, Education Institutions, Therapists, and individuals

We accept and value the right of every child to a safe, healthy and nurturing environment by:

- ❖ Ensuring at all times throughout each day that the health and safety of each child is of prime importance
- ❖ Having a nutritious meal and snacks on a daily basis
- ❖ Playing in an environment where they are supervised
- ❖ Playing with toys and equipment which are safe and are in good repair
- ❖ Having a rest on a daily basis
- ❖ Manipulating a variety of toys
- ❖ Involving children in a variety of activities which encourage motor skills
- ❖ Involving children in a variety of activities which allows them to practice motor skills

Delivery of Program

What is “Developmentally Appropriate Practice”?

You probably have noticed that our classroom has a lot of bustle and noise that children are up doing things, talking, playing, and exploring. Such a classroom environment differs from the old grad-school images of a teacher doing a lot of talking at a black board while children sit and listen quietly at their desks.

Research and experience tell us that to be effective with young children, teaching practices need to be “developmentally appropriate”. What this means is simply that educators need to think first about what young children are like and then create an environment and experiences that are in tune with children’s characteristics.

Early childhood, after all is a time of life quite different from adulthood, and even from the later years. Children 3-6 learn far better through direct interactive experiences than through just listening to someone talk. They learn extraordinary amounts through play and exploration.

Based on such knowledge about what children of this age are like, we design our program to fit them. It works a lot better than trying to redesign children!

A developmentally appropriate program like ours is age-appropriate. But that’s not all. To make the program a good place for every child, we gear our classroom environment and activities to this community and the families involved. We’re eager to learn as much as we can about each child’s family, cultural background, past experience, and current circumstances. With this knowledge we work to create a program that fits the children and the family we serve.

Goals and Objectives

We accept and value the physical needs of each child:

- ❖ Outdoor and indoor activities
- ❖ Large and small motor materials for fine motor skills such as puzzles, crayons, scissors, building blocks, etc. These promote finger/hand dexterity through manipulation of small materials
- ❖ Exercises and games (balls)
- ❖ Balance beam
- ❖ Creative movement
- ❖ Large playground equipment (i.e. monkey bars, slide, teeter-totter, tricycles, hoola hoops, etc.)

- ❖ Themes include things based on the five senses: seeing, tasting, hearing, touching, and smelling
- ❖ Body awareness
- ❖ Time for rest

We accept and value the social needs of each child:

- ❖ A balance between solitary play and social play
- ❖ Play kits to encourage social play
- ❖ Centres such as dramatic play, water play, sand play, blocks, etc.
- ❖ Encourage children to problem solve on their own
- ❖ Encourage children to resolve personal conflicts
- ❖ Staff are polite and model an appropriate behavior

We accept and value the intellectual needs of each child:

- ❖ Planned program and themes daily
- ❖ Balance between teacher initiated and child initiated activities
- ❖ Variety of choices
- ❖ Self-help activities
- ❖ Have materials and equipment that will enhance language and listening skills (i.e. books, tapes, etc.)

We accept and value the creative needs of each child:

- ❖ Have materials such as paste, colored paper, paints, magazines
- ❖ Have open ended art activities
- ❖ Story telling
- ❖ Problem solving
- ❖ Allowing the children to express themselves
- ❖ Use past experiences to generate new ideas, storytelling, and housekeeping
- ❖ Allow children to experiment and discover through different materials and activities

We accept and value the emotional needs of each child:

- ❖ Understand and accept their feelings with empathy, understanding and reassurance
- ❖ Open ended activities (no right or wrong solution)
- ❖ Allow children to express themselves through play
- ❖ give and receive affection from the child
- ❖ Awareness and respect for feelings of others
- ❖ Allow children to express anger appropriately and cope with frustration and failure
- ❖ Allow children to feel respected and secure (i.e. by having the same caregiver, by getting to know the daily activities)
- ❖ Acknowledge the child as an individual

We accept and value a child's self-concept and will enhance the dignity and worth of each child as an individual:

- ❖ Acknowledge them as an individual
- ❖ Accepting differences
- ❖ Not comparing them to other children acknowledge difficulties and achievements
- ❖ circle time activities multicultural materials, as well as allowing children to accept and value differences
- ❖ open ended activities (they don't set children up for failure)
- ❖ allowing time for children to achieve different goals
- ❖ children can make choices which are age appropriate and self-directed. These learning opportunities will allow them to experience success.
- ❖ Speaking to a child using his/her name
- ❖ Speaking to a child at his/her level
- ❖ Attending to a child when he/she is talking and answering their question
- ❖ Allowing a child to be comforted when needed
- ❖ By acting as role models we will speak to the children with respect without belittling or humiliating him/her
- ❖ Allow a child, when possible, to accept responsibility for their own behaviors and make decisions for themselves
- ❖ Encouraging positive attitudes and feelings by allowing the child to respond to stressful situations without hurting themselves, others or damaging property
- ❖ Keeping conversation as interactive
- ❖ Turning negative statements into positive
- ❖ Ensuring that consequences are appropriate to the child's action and age
- ❖ Ensuring that expectations and consequences of behavior are consistent

We accept and value the uniqueness of the individual child with regards to their background, culture, religion, and language:

- ❖ Talking to parents
- ❖ Observe child and interact
- ❖ Having parts of their culture in the day care, such as pictures, dolls, tapes, foods, different colors of paints and paper, puzzles, clothing (dress-up), felt board
- ❖ Having a basic working knowledge and understanding of a variety of cultures
- ❖ Obtain required child related information
- ❖ Obtaining a basic vocabulary
- ❖ Show and tell, which provides the child with an opportunity to make presentations on cultural highlights
- ❖ Recognizing differences if the child requires different foods and making substitutions whenever possible

We accept and value the uniqueness of the individual child with concerns for their interests, special needs, talents, individual style and pace of learning:

- ❖ Talking to parents
- ❖ Making available alternative activities in order to accommodate different abilities
- ❖ Taking a child's lead

- ❖ Incorporating children's interest into activities and daily routines throughout the day
- ❖ Allowing children to bring in different items that interest them
- ❖ Being flexible
- ❖ Being able to express their talents by allowing them to share their experiences

We accept and value the balance of indoor and outdoor play areas:

- ❖ Children go outside every day for fresh air unless weather is not suitable
- ❖ Children are dressed appropriately, i.e. (winter: snow pants, boots, gloves, warm coats, jackets, hats; summer: hats and sunscreen) when provided by parent/guardian
- ❖ Outdoor activities include field trips
- ❖ Indoor activities focus on both gross and small motor (variety of different centres)
- ❖ Outdoor activities focus on both gross and small motor (variety of different centres)
- ❖ Outdoor play is fenced, soft surface and sand areas

We accept and value that through play we will meet the child's developmental needs as well as value play as the child's method of learning:

- ❖ Prop boxes, hands on
- ❖ From the community, i.e. hospital, grocery store, camping, etc.
- ❖ Acting on a child's interests through play
- ❖ Age appropriate materials
- ❖ Centres
- ❖ Freedom of choice
- ❖ Large variety of materials

We accept and value that children will be offered many choices throughout the day:

- ❖ Having everything accessible to the children
- ❖ Large variety of materials and equipment
- ❖ By being flexible and following the child's lead
- ❖ Allowing long periods of uninterrupted time

We accept and value that there will be a balance between staff initiated and child initiated activities.

We accept and value parental involvement as being integral to the child's growth process:

- ❖ Open door policy
- ❖ We ask parents to bring in different items for crafts and play areas
- ❖ Monthly calendars to prepare for the month
- ❖ Posting notices for parents to read and monthly newsletters

We accept and value the right of every child to a safe, healthy, and nurturing environment:

- ❖ Safe: follow regulations
- ❖ Nurturing: caring and loving staff
- ❖ Nutrition: following Canadian Food Guide

We accept and value community agencies in the delivery of services to young children by serving as a resource to persons seeking information and developing skills regarding the development of young children:

- ❖ Knowledge of what is available
- ❖ Having a resource file box which includes numbers, addresses and services
- ❖ Having pamphlets and books
- ❖ Notices on parents board

Program Planning

It shall be the responsibility of all staff to ensure that:

1. Weekly programs for their individual groups following the interests of the children in their group are prepared.
2. Programs will, first, be reviewed by the Director on a monthly basis.
3. Programs shall be posted on the 1st working day of each week.
4. Program activities will be age appropriate.
5. These activities shall be involved in the weekly activities,
 - games
 - science experimentation
 - cooking
 - dramatic
 - language activities
 - music
 - art
 - social
6. Activities shall be flexible enough to meet the needs of the children in the centre
7. Group areas and times may be changed to accommodate special activities and climatic changes.
8. All field trips will be approved by the Director or Assistant Director.
9. A copy of the weekly program will be put in the individual file boxes.
10. Rules and guidelines for field trips will be adhered to as stated in policy.
11. Cooking activities will be discussed with the Director to make sure all ingredients are on hand.
12. No child/children shall be in the kitchen at any time.
13. The emphasis is on fun and variety, we are here to guide and introduce new experience to pre-school children.

Cultural Diversity Policy

- ❖ The culture that each child brings to our programs is worth preserving and enriching.
- ❖ Cultural differences in children and families are viewed as positive. Differences are not perceived as making a child inferior to those from the dominant culture.
- ❖ The child's ethnic identity is an integral part of each child's developing self-esteem.
- ❖ All children from **all cultures** benefit when their understanding, appreciation and respect for cultural diversity expands and enhances their view of the world and the people in it.
- ❖ When a child is encouraged to respect his/her own culture, the resulting self-respect and self-knowledge will enable the child to honor and respect the cultures of others.
- ❖ Attitudes, knowledge and skills which a child develops during those critical formative years will serve to combat intolerance, bigotry, prejudice and racism in later life.

Physical Literacy Policy

We encourage the children to develop the fundamental movement skills that all children need such as running, hopping, throwing, catching and jumping.

The educators at Sunny South promote physical activity as we believe it helps children grow in many ways. In particular, regular activity leads to improved strength, endurance, ease of movement, flexibility, coordination and balance. The benefits are endless but are children are able to calm themselves, better eating and sleep habits.

Children build a sense of identity and their self-confidence when they have opportunities to express themselves through movement. They learn to cooperate with others when they practice physical activities in a group.

Children are allowed time to be active on a regular basis and a safe environment in which to practice. We show them skills and encourage their efforts. Toddlers have 90 minutes a day of active play and preschoolers 2 hours.

OUTDOOR SAFETY STANDARDS

1. All outdoor play structures comply with the standards outlined in the current edition of *A Guide line on Children's Play spaces and Equipment*, CSA Standards.
2. Outdoor equipment will be properly maintained with staff checking daily.
3. A member of the staff checks that the gate is securely locked daily and that the outdoor play area is free from hazardous objects. The playground area is completely enclosed by either buildings or an eight foot fence.
4. There are no poisonous plants, shrubs, or trees in the outdoor play area.
5. The grounds are maintained on a regular basis and are free of debris, grass is mowed, and broken equipment removed.
6. All play equipment is placed sufficiently far apart to allow a smooth flow of traffic and adequate supervision.
7. Children will not be allowed outside without adequate supervision.
8. Outdoor sand box is raked in the morning before children go outside, at noon and at closing time.
9. Children's wading pools are drained and stored up-ended when not in use.

Outdoor Play Policy

Outside play experiences allow children to develop the child's physical skills in a variety of areas. Sunny South Day Care makes sure that children have scheduled daily opportunities for outdoor play in a safe, stimulating and developmentally appropriate environment.

To provide a safe and secure outdoor play area, fence and gates are securely fastened so children may not exit by themselves. Children are always supervised by proper staff ratio. Playground is fenced on all sides. Play space is provided with shaded area. Equipment is checked regularly and kept in good condition. Playground area is checked every morning for debris and faulty equipment or any other problem areas.

Program Activities

Activities such as crawling, climbing and running develop gross motor skills. By providing a wide assortment of play equipment the children develop fundamental movement abilities.

These areas include throwing balls, riding tricycles, pulling wagons, climbing on structures, sliding on slides, using hoops, sand boxes, etc.

Sunny South Day Care Sun Policy

Recognizing that healthy sun behavior can have a positive impact on the overall health of children, Sunny South Day Care Centre will provide a safer environment by reducing sun exposure during our activities.

By adopting this policy Sunny South Day Care Centre aims to reduce sun exposure by introducing and supporting appropriate strategies for sun protection.

Information packages for parents will always include information on the sun safety policy and will mention the sun safety supplies children will be required to bring to activities.

Where possible, activities will be carried out in shaded in areas.

When possible, outdoor activities will be scheduled before 11 am and after 4 pm. If activities are scheduled during these hours, other precautions will be taken to ensure healthy sun behavior.

Staff, volunteers, and children who are outdoors are encouraged to wear a wide brimmed or legionnaire style hat, appropriate clothing, a broad spectrum SPF 15 + sunscreen

Sunny South Day Care Centre will include safe sun behaviors and considerations in future strategic plans and in the training of staff and volunteers and information for parents and children.

Sunny South Day Care Centre's new staff and volunteers will be provided with sun safety training during staff orientation, and will be given a copy of the sun safety policy.

Each year, staff and volunteers with duties outdoors will be required to complete a risk assessment in order to determine if healthy sun behaviors are being adopted.

Parents will apply sunscreen before their child comes to the centre to save the staff time in the morning. The children each need to have their own bottle of suntan lotion to be left at the centre.

Infants & Toddlers: Goals & Objectives

Physical Needs

- ❖ Have adequate nutrition and sleep according to their individual schedules
- ❖ Given small objects to hold such as spoons, rattles, texture toys, blocks, etc
- ❖ Encourage crawling, climbing, going under and through objects
- ❖ Give opportunities for them to feed themselves
- ❖ Equipment that is age appropriate, such equipment would encourage them to pull themselves up and walk around
- ❖ Rooms are bright, airy and well-ventilated

Social Needs of Each Child

- ❖ Interaction with caregivers during diapering, feeding, and playtime
- ❖ Interaction with all age groups
- ❖ Acknowledging their smiles
- ❖ Talking to infant using adult language in a positive, comforting tone
- ❖ Simple song and game time
- ❖ Treating the child as an individual
- ❖ Have activities and equipment that encourage social development, such as telephones
- ❖ Encourage cooperative play and sharing, to be an appropriate role model

Intellectual Needs

- ❖ Allowing children to have choices and following their lead
- ❖ Having cause and effect toys such as wind-up and pop-up toys
- ❖ Self help activities
- ❖ Have equipment that will enhance language and listening skills
- ❖ A large variety of materials and equipment
- ❖ Include activities and materials which stimulate intellectual development, i.e. housecleaning, prop boxes
- ❖ Simple verbal directions
- ❖ Having materials that will enhance their observation skills such as different textures as well as things that make different sounds

Creative Needs

- ❖ Allow children to have choices
- ❖ Allow children to problem solve
- ❖ Letting children use their imagination and giving more than one answer to questions
- ❖ Open ended activities
- ❖ Allow children to express themselves in all different ways
- ❖ Letting them explore, experience and observe on their own with a large variety of age appropriate materials

Emotional Needs

- ❖ Infant and toddlers are loved, cuddled and talked to
- ❖ Each child is treated as a unique individual
- ❖ Staff provides lots of one-on-one interaction at the child's eye level
- ❖ Staff members are to use a soft voice
- ❖ Children can express anger appropriately
- ❖ Children can give and receive hugs
- ❖ Have one primary caregiver that is present at all times
- ❖ Feelings are expressed and acknowledged as well as expressed by caregivers
- ❖ Child is encouraged to solve some of their problems on their own
- ❖ Staff show patience and tolerance when dealing with disruptive children
- ❖ Children receive attention on an individual basis
- ❖ Children receive help when they request it
- ❖ Staff members approach within a reasonable distance of the child before addressing them
- ❖ Staff comfort children promptly when they become hurt

A Child's Self Concept

- ❖ Receive individual attention during diapering, feeding, and throughout the day
- ❖ Calling children by name
- ❖ Describing a child's actions to encourage children to build their own self esteem (self help skills)
- ❖ Setting up activities that do not lead to failure
- ❖ Infants are held while being fed a bottle
- ❖ Children are given the opportunity to amuse themselves
- ❖ Having materials which encourage the development of a child's self-concept (building blocks)
- ❖ Having pictures of children and families

Please Note: The rest of the objectives for the philosophy based on the infants and toddlers are the same as the three (3), four (4), and five (5) year olds.

Goals of Infant Program

RIE's goal is to help raise authentic infants who are:

Competent	Confident
Focused	Aware
Peaceful	Secure
Involved	Curious
Cheerful	Exploring
Cooperative	Interested
Resourceful	Attentive
Initiating	Inner-Directed

RIE Procedures for Transporting Infants

Staff will:

1. Go to infant's level
2. Speak gently (greeting)
3. Make eye contact
4. Accommodate your body to his/her
5. Move slowly and wait for infant's response
6. Cross and touch infant's upper trunk (touching and soothing)
7. Place left hand over left shoulder of infant
8. Right hand supports back
9. Left hand under neck and head
10. Move right hand to mid-back
11. Cradle infant

Role of Staff

Position Description – Child Care Worker

- The Sunny South Day Care Centre Ltd. Child Care Worker will be responsible for the general well-being and supervision of the children while they are in care. All individuals hired by Sunny South have been interviewed and thoroughly screened (police checks, reference checks etc.) before they begin to work with children.

Personal Qualities of Each Staff Member

1. Sensitivity – to the child’s needs and desires, perhaps the most important attribute needed.
2. Friendliness – maintains a positive attitude towards others, acknowledges the presence of others with a greeting, and is alert to the moods and needs of others.
3. Honesty – is truthful about hours, sick, and personal leave, and other institutional matters. Takes responsibility for own errors, is trustworthy and respects the property of others.
4. Voice modulation – refrains from use of an abusive, sarcastic, or controlled tone of voice.
5. Punctuality – arrives at work at the agreed-to specified time, and honors the time limits of relief and lunch periods, knowing that others are dependent on one’s promptness.
6. Dependability – performs responsibilities as promised. Does not require constant reminders. Utilizes working hours to do actual work for the day care centre, seeking out tasks to be done if necessary rather than using a lax period to take care of personal obligations.
7. Integrity – cooperates in the maintenance of wholesome interpersonal relationships, free of gossip about one another or about other families. If there are questions about the actions of a particular staff member, talks directly with that person or discusses the matter, in confidence, with the Director.
8. Positive Attitudes – refrains from complaining attitudes. Brings complaints to the Director or Designate.

Demonstrates Professionalism

1. Personal growth – is committed to the idea of continued personal and professional growth as an educator.

2. Realism – is able to look at self-behavior as a possible cause of problem when things do not always go smoothly.
3. Confidentiality – avoids malicious gossip at all times; respects confidentiality of written, oral, and observed information.
4. Cooperation – is committed to the concept of team spirit, recognizing the institution as one total group rather than a series of separate groups. Generously shares ideas, materials, time and services, thereby other persons achieve their very best.

Training Standards

There are three levels of certification:

Child Development Supervisor is issued to:

- ❖ A person who has completed a two year ECE diploma program offered by an Alberta public college, or an equivalent level of training.

Child Development Worker is issued to:

- ❖ A person who has completed a one year ECE diploma program offered by an Alberta public college, or an equivalent level of training.

Child Development Assistant is issued to:

- ❖ A person who has completed the Government's Orientation Course or equivalent course work of 50 hours or more that is related to the field of ECE.

Training Requirements

- ❖ All **program directors** must have Child Development Supervisor
- ❖ One of every four **primary staff** must have Child Development Worker
- ❖ All **other primary staff** must have Child Development Assistant

Provincial regulations state that all new day care staff, practicum students and volunteers must submit a criminal records check, and must submit documentation of such to the day care.

All staff must obtain the First Aid Emergency Child Care Certificate.

Staff are expected to attend staff planning sessions and also to do planning on their own. Staff are expected, as professionals in the field of ECE, to attend workshops, seminars and classes to keep current in their chosen profession.

Management and staff stay current with emerging best practices in health and safety as recommended by licensing and health authorities.

Policies and Procedures

Hours of Operation & Attendance

- ❖ Sunny South Day Care Centre Ltd. operates from 7:00 am to 5:30 pm, Monday through Friday, closed Saturday, Sunday and all posted Statutory Holidays. If a Statutory Holiday falls on a weekend, the day care will be closed in lieu of.

Approved Holidays for Closure

New Year's Day	Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
Heritage Day	Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day

- ❖ Children must arrive before 9:30AM. If children are arriving later than 9:30 due to appointment or other reason, parents must phone the daycare and have their late arrival approved with staff.
- ❖ Please sign the time-in/time-out sheet at the front door upon arrival and departure. Please call if you will be late or absent. If the parent is late due to an emergency, immediate notification of the day care is necessary.
- ❖ If anyone besides yourself is to pick up your child, please inform the staff in writing. Your child will not be released to any unauthorized person. The staff will ask said person for proof of identification.
- ❖ Late fees of \$50.00 per 15 minutes or any part thereof is charged on any time after 5:30 pm. In the event of an emergency the late fee may be waived by the Director.

Children Coming to the Centre

- ❖ Please bring a complete change of clothing including socks and underwear. Adequate clothing must be sent for all children for both indoor and outdoor play.
- ❖ Please label both the extra set of clothing and all outer clothing including hats, scarves, mitts, boots, and jackets.
- ❖ The children do go outside everyday so it is the parent's responsibility to ensure their children are appropriately dressed for all kinds of weather.

Fees

Fee rates are set each year in October for both full-time, and part-time.

Fees are due by the 1st day of the month of use. Payment is to be made by cash or cheques. As of May 1, 2014 any fees not paid by the first of the month will be subject to a \$10 per day late fee.

In order for your child to attend the centre, at the first of the month all outstanding balances must be paid, and advance payment must be in place for the following month.

If part-time please calculate the hours for the month, and pay this on the first day of each month. To qualify for part-time care, your child must attend the centre 80 hours or less per month.

The Centre is open from 7:00am to 5:30 pm. A late fee of \$50 per 15 minutes or part thereof will be charged to the parent if your child remains in the centre after 5:30 pm. There are no exceptions to this rule, as our insurance ends at 5:30 pm.

There will be a \$25 charge for NSF cheques.
Fees are non-negotiable.

Subsidy

Parent's applying for subsidy may obtain an application at the subsidy office:

Southwest CFSA
343 200 5th Ave. South
Lethbridge, Alberta
T1J 4L1

Telephone: (403) 382-4275
Fax: (403) 381-5245

Subsidy is provided by Children's Services according to family income. It is the parents' responsibility to ensure that their subsidy is approved and renewed when required. Failure to maintain subsidy approval will result in parents being billed for any fees not covered by subsidy.

Please note that your subsidy will cover those occasional months when attendance will be less than 100 hours. As long as reduced hours do not extend past two consecutive months, parents will not be penalized.

Fees will not be refunded for absences due to illness or casual absenteeism.

This ensures that a space in the program is available to each child. The Centre cannot fit an extra child into a space that may be vacant due to illness.

Notice of Withdrawal

Parents are required to provide 1 month notice in writing of their intent to withdraw their child from Sunny South Day Care Centre. Parents will be charged the monthly rate whether their child is in attendance or not for this period.

Parents who **fail to contact the Centre** notifying absences for **three days** consecutively are considered as having withdrawn from the program, and will be charged at the daily rate whether their child is in attendance or not. Their spot will be given to the next available person on the waiting list.

Increase in Fees

The fees for services may be raised as deemed necessary. Parents will receive a written notice within 30 days.

Medical Administration Policy

The following medicines and medical procedures **will not** be administered or performed:

- | | |
|-----------------------------|------------------------|
| Urine and Stool Samples | Anesthetic Medications |
| Antihistamine* | Gravol |
| *(Doctor prescription ONLY) | |

Children **will not** be admitted to day care following minor surgery or administration of an anesthetic medication.

With regard to the administration of medication, the following applies:

- ❖ Medication **cannot** be administered on an “**as needed**” basis
- ❖ The exact time (and date) of administration must be indicated in the parent instructions on the medication form, for each day the medication is to be administered.

- ❖ The time must be the exact time of day (e.g. 10:00 am and 3:00 pm)
- ❖ The (parent) instructions must be consistent with the labeled directions (for patent and prescription meds) or physician’s note instructing otherwise.
- ❖ The medication must actually be administered at the time indicated by the parent.
- ❖ If the medication is not administered the reason must be noted on the medication form and the parent notified (under section 19).
- ❖ **ONLY** emergency medications related to allergies and asthma (e.g. Ventolin, Adrenaline) may be administered **“when needed”** but **only** if the parent is notified under section 19 and as soon as possible (the Individual Medication Record (or similar form) must be completed for this type of medication).
- ❖ It is up to the parent to make arrangements with the day care to ensure that the day care has staff available to the child who know how to recognize the emergency symptoms and who are instructed in administering the emergency medication, whether by injection or by inhaler or other means.

Accident/First Aid Policy

Staff of the Sunny South Day Care Centre are required to have a current first aid and CPR certificate within 6 months of commencement of employment. Current employees must maintain their current status by enrolling in the relevant courses as needed.

Staff must have a valid first aid certificate to administer medication.

Staff of Sunny South Day Care who does not have a valid first aid and CPR certificate will not be alone with a group of children.

Procedure:

1. Calm the child, get help from the Director or another staff member who can assist.
2. Assess the wound/injury, if needed.
3. Administer first aid and inform the Director/Designate if not done already.
4. The Director/Designate will decide if further attention is necessary.
5. Emergency numbers are posted by the day care centre telephone.
6. If 911 is called, the staff will contact the parent/guardian. Should 911 decide to transport the child to the hospital, the parent/guardian will be responsible for any charges incurred.
7. An Accident Report will be completed by the attending staff, and signed by the parent and a copy made. The original report shall be kept in the child’s file.
8. In the event the child was taken to hospital by day care Director or staff, the Licensing officer will be informed by phone as soon as possible.

Incidents:

An incident includes anything which is not an accident that could have an adverse effect on the child. Incidents shall be reported to the Day Care Director and to the child's parent as soon as possible.

Procedure:

Incident/Accident forms are available in the filing cabinet. All incidents and accidents and actions should be recorded in it.

Health/Hygiene

Sunny South Day Care Centre Ltd. will, in consultation with the parents, develop health standards that initiate good health habits and protect and maintain the overall health of children in a day care facility.

Hand washing

- ❖ Staff, students, and volunteers of Sunny South Day Care Centre Ltd. will wash their hands with soap and water.
- ❖ Staff will encourage all children who have colds and runny noses to wash their hands frequently throughout the day. If the staff or child cannot easily go to the bathroom to wash, a commercial sanitizer may be used.

Toy Washing

Housekeeping staff, students, and volunteers of Sunny South Day Care Centre Ltd. will ensure that:

- ❖ Infant/toddler toys, bedding, cribs are washed daily
- ❖ Toys used by children are washed at least once per week
- ❖ Large, indoor equipment is washed once per week
- ❖ Extra care is given to cleaning toys used by sick children

Diapering

All staff, students, and volunteers of Sunny South Day Care Centre Ltd. will ensure that the diapering routine is a child/staff interaction; i.e. child should be spoken to in a quiet comforting manner.

- ❖ Changing diapers in a sanitary way may be the most important thing day care operators can do to prevent the spread of infectious organisms present in the stool.

Waste Containers

A tightly covered plastic container is used and the container is lined with a disposable trash bag. This container is kept away from children and soiled diapers are removed as soon as

possible throughout the day.

Beds, Cribs, Mats and Cots

All staff, students, and volunteers of Sunny South Day Care Centre Ltd. will ensure that:

- ❖ Each cot, bed or mat is washed weekly
- ❖ Each cot, bed or mat will be placed 0.5 meters apart when in use

Bedding

All staff, students, and volunteers of Sunny South Day Care Centre Ltd. will ensure that:

- ❖ Each cot or mat is furnished with bedding that will provide adequate comfort and warmth for the children using them
- ❖ Blankets are individually identified

Health Policies

- ❖ Please do not bring a sick child to the Centre. If sickness is apparent upon arrival, the child will not be admitted to the playroom and alternate care must be found by the parent. If a child becomes ill at the Centre, the parent will be notified immediately and requested to remove the child from the Centre as soon as possible.
- ❖ In case of emergency, staff will seek whatever medical attention is necessary.
- ❖ A copy of the child's immunization record will be required by the day care upon registration, up-to-date information required.
- ❖ If your child has any allergies, please bring a note from your doctor so that we have a record for our files. If your child requires a special diet, you may be required to bring his/her lunch and snacks. The Day Care Regulations state that the parents must supply the day care with a written list of foods your child can and cannot eat.
- ❖ Written permission from a parent to call the family doctor or to refer the child for medical care shall be on file in the day care centre. This permission shall be used only when the parent cannot be reached. The parent or emergency contact person of the ill or injured child is immediately notified and if available, comes directly to the Centre. If the parent is not available, the child will be taken to the hospital. If the emergency is extremely urgent, we call 911 for an ambulance.

Nutrition

The Director and staff of the Sunny South Day Care Centre are very aware that a child's nutritional status affects his/her behavior. Well-nourished children are more alert and

attentive, and are better able to benefit from physical activity and learning experiences. Poorly nourished children may be quiet and withdrawn, or hyperactive and disruptive during class activities.

Children's resistance to infection and illness is also definitely influenced by their nutritional status. Children who are well nourished are less likely to become ill; they also recover more quickly when sick. Poorly nourished children are more susceptible to infections and illnesses. Illness increases the need for some nutrients. Thus, poor nutrition creates a cycle of illness, poorer nutritional status and lowered resistance to illness.

Pre-school children do not know how to make correct food choices based on nutritional needs, Proper eating habits are a learned behavior, and children must be given opportunities to experience foods that contain essential nutrients and energy. Children gather much of their information and food preferences from adults who serve as important role models. Therefore, child care workers at Sunny South Day Care Centre will work together with parents to provide the children in their care with sound nutritional information.

The menus for meals and snacks are reviewed on a scheduled basis to ensure that they meet the challenging nutritional guidelines of research and Canada's Food Guide to support children's healthy development.

Menus will be reviewed on a regular basis determining menu favorites and adding new recipes. This will happen each September and parents and children will be asked for their input.

Meals and Snacks

- ❖ Children in care 2-4 hours shall receive at least one snack including two or more food groups.
- ❖ Children in care 4-6 shall receive one meal including all four food groups and one snack as outlined above.
- ❖ Children in care more than six hours shall receive one meal and two snacks.
- ❖ Children in care for more than nine hours may be given an additional snack.

Snacks

It will be the responsibility of the day care to provide and prepare all snacks for the children in care. It will be the responsibility of all staff, students and volunteers to ensure that:

- ❖ A nutritious snack is offered each morning and each afternoon
- ❖ Snack is to consist of two different food groups as per the Canada Food Guide

- ❖ Snack offered to children shall be of adequate portions, according to each child's age and individual needs.
- ❖ When requested by child(ren), additional servings are to be available.

******When families do provide food or drink, staff encourages them to follow the Canada Food Guide. When the snacks or meals that are brought in do not meet the Canada Food Guide Standards the program supplements the snacks or meals. No parent will be embarrassed by the food choices brought in by their children.**

Ethnic or Religious Foods

Whenever possible the Sunny South Day Care Centre will try to accommodate special requests.

- ❖ Parents may be required to provide substitutions.
- ❖ Again, the centre will warm food in the microwave but will not prepare food.

******Breakfast foods - The Centre does not serve breakfast to children. It is expected that children will have had breakfast prior to coming to the centre each morning. If a child arrives between 7:30 am and 8:30 am, and has not had time for breakfast, parents may supply something and the child may eat when they arrive**

Food Handling Policies

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

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

All staff, students and volunteers of Sunny South Day Care Centre Ltd. will ensure that all people who prepare food will:

- ❖ Wash hands with soap and water
- ❖ Wipe the surface of the counter before preparing food
- ❖ Wash fruit with skins, including those that will be peeled, before giving them to children
- ❖ Defrost food either in the refrigerator or in microwave just before use

- ❖ Keep the refrigerator at 4 degree C (40 degrees F) or below
- ❖ Hot foods should be kept at 60 degrees C
- ❖ Not leave food uncovered, standing on a counter or in the refrigerator
- ❖ Store opened packages of food in airtight containers

Dishwasher Method

All staff, students, and volunteers of Sunny South Day Care Centre Ltd. will ensure that:

- ❖ Dishes, cups and utensils are loaded into the dishwasher
- ❖ Detergent and bleach is added
- ❖ The sanitization cycle is used

Care of Infant Bottles

All staff, students, and volunteers of Sunny South Day Care Centre Ltd. will ensure that:

- ❖ The nipple is separated from the rim of the bottle
- ❖ The nipples, rims, and bottles are rinsed and washed in hot water using a bottle brush

Allergies, Special Diets, Special Programs

All staff, students, and volunteers of Sunny South Day Care Centre Ltd. will ensure that:

- ❖ Parents provide written confirmation regarding any child who has food allergies
- ❖ Dietary restrictions are authorized in writing by a parent
- ❖ A listing of allergies and dietary restrictions is posted in the eating and food serving area

- ❖ Any dietary needs that cannot be met by Sunny South Day Care Centre Ltd. are provided by the child's parent
- ❖ Rest or exercise restrictions requested by parents are to be authorized in writing by the parent
- ❖ No therapy will be implemented in the day care facility
- ❖ All staff are to be familiar with specific emergency procedures in case of an allergic reaction

Cleaning Schedule

Staff maintain a regular cleaning schedule for all toys, equipment, shelving and floors, etc.

Changing Surface

The changing surface is away from the children and is 40 inches from the floor. It will be covered with a smooth, moisture-resistant, easily cleanable material. Surface of the change table will be disinfected after each use.

Cleaning Supplies

1. Disposable clothes
2. Sanitizing chemical solution – 2 ounces of household bleach per gallon of tap water. (one part bleach to eight parts water is recommended by the Health Unit)
The sanitizing solution will be kept in spray bottles out of reach of children and changed daily.

Dress Up Clothes

All staff, students, and volunteers of Sunny South Day Care Centre Ltd. will ensure that:

- ❖ All hats and dress up clothes are washed or sanitized in a disinfectant solution weekly
- ❖ All combs and brushes are sanitized in a disinfectant solution on a daily basis

Infants/Toddlers

If any child has a toileting accident, the underwear and clothing will be rinsed out and sent home that night. We do not wash children's clothes on a regular basis.

Head Lice

When it may be that head lice are apparent, all staff, students and volunteers of Sunny South Day Care Centre Ltd. will ensure that:

- ❖ Director/Designate is informed
- ❖ The local health unit is contacted
- ❖ Then follow procedures to check for head lice (hats, wigs, clothes, brushes, combs, etc. maybe removed from use for a specific period of time.

Illness

Upon discovery of fever, diarrhea, vomiting and /or the possibility of a communicable disease:

- ❖ Director/Designate will be notified; further action may include:
- ❖ The child's parents are notified and will be asked to pick up the child from the centre; if the child's parents are unable to be contacted, the emergency contact person will be notified and will be asked to remove the child from the centre.
- ❖ The sick child will be separated from the other children until taken from the centre.
- ❖ The sick child will remain in a supervised area, and any changes in the child's well-being will be recorded.
- ❖ Linen, toys, and mat/cot will be disinfected/washed after being used by sick children.

Communicable Diseases

Where Sunny South Day Care Centre Ltd. knows or has reason to suspect that a child may be suffering from a disease as defined by the Provincial Board of Health, the day care Director/Designate shall request to remove the child from the day care facility.

Procedure

- ❖ All staff, students, and volunteers shall report immediately any suspected disease to day care Director/Designate

Temperature

If a temperature is suspected by staff, the following will take place:

- ❖ Observe the child for fever symptoms
- ❖ Report observations to director/designate
- ❖ Temperature will be taken with a sterile thermometer under the arm only
- ❖ Read the thermometer and write the temperature down in the daybook at the front desk

- ❖ Parents will be called and informed if the child has a fever of 100.4 °F, and shows symptoms of illness
- ❖ Medication administration policy must be followed if the child is required to take medication
- ❖ If fever continues, parent will be required to pick up the child

Child Guidance Policies

Staff in every day care facility shall discuss methods of child guidance with the parents of each child in attendance at the day care facility, and shall ensure that the procedures used correspond to that of a kind, firm and judicious parent.

Each new staff member shall receive a handbook which includes a copy of these policies and procedures. Staff are required to familiarize themselves with this document, and it is a condition of employment that staff follow these policies as outlined. Each new employee is paired with a more experienced staff to ensure policies are followed. The director will also make periodic checks and immediately discuss with staff any deviation from the policy.

These same policies are made known to the parents when they register their child in the day care, both verbally and in the parent handbook which is given to each parent upon registration.

Sunny South Day Care Centre Child Guidance Policy

The Day Care environment will be equipped and time structured to minimize the need for disciplinary action.

- ❖ Children will be given limits that are clearly defined and consistently maintained.
- ❖ Children will be encouraged to resolve their own problems.
- ❖ Staff may intervene by offering helpful suggestions.
- ❖ Children will not be allowed to hurt themselves, others or to damage property.
- ❖ Children will be treated with respect at all times.
- ❖ Discipline will be used as a positive approach to child guidance, which will teach children self-control and responsible self-direction.
- ❖ Behavior modification may be required for children with special needs under professional guidance. This will be discussed with the Director who may refer the parent to a professional agency.

Child Guidance Procedures for Child Care Educators

Environment

All staff, students and volunteers will ensure that children will be offered a wide variety of age appropriate activities.

The day will be designed to allow children to participate in active, quiet, creative play, both inside and outside with adequate time for rest and nourishment. Children will be given adequate advance notice of change from one activity to another.

Infants & Toddlers

Infants and toddlers are in a stage of development where they are also starting to categorize right and wrong, especially in terms of what hurts and what does not. Abstract rules mean very little so it is sometimes more practical to remove the toddler from an undesirable situation and find something more acceptable for the child to do. Toddlers are beginning to assert their independence and may be quite assertive, even aggressive. At the same time they may cling to parents at departure. Patience and understanding of child development characteristics are needed by caregivers.

Children with Special Needs

The child with identified “special needs” will be involved with the other children in the day care throughout the day. He/she will have access to activities and play will be child oriented and the expectations will be appropriate for the individual child.

Consultation will occur between the Director and Staff working directly with the child, and

the referring personnel. In addition, all staff in the day care will be made aware of the “special needs” of the child.

Infants will be involved in play and activities which are arranged and directed towards their needs. Adult-child interaction is of prime importance and staff will be responsive to infants at all times throughout the day.

Staff will:

- ❖ Discuss the differences with children with sensitivity, openness and honesty
- ❖ Ensure that the children’s physical needs (nutrition, cleanliness, sleep, touch) are met on an individual basis

- ❖ Provide opportunities for the children to explore and interact with their environment
- ❖ Provide opportunities for the children to be actively involved in play with a variety of objects
- ❖ Arrange the environment which will encourage and facilitate play
- ❖ Promote a feeling of trust and security and respond to each infant in a positive manner
- ❖ Initiate play and respond to the children’s activities and behavior

Note:

Sunny South Day Care Centre Ltd. does not have a special needs program for children who require a special needs aide. Our goal is to respond to developmental needs of children with special abilities through direct involvement and integration with other children. Staff encouraged to attend workshops and training to enable them to play an effective role with the children.

Integrated Program Policy

Sunny South Day Care Centre Ltd. has not integrated program at this time, but accepts children without an aid if we feel we can meet the needs of the child within our program. Integration of children with special needs provides an essential opportunity for mutual learning, acceptance, and awareness of each other’s needs. Sunny South Day Care Centre Ltd. is committed to provide the care to children and families of:

- ❖ The child’s special needs can be met to the fullest in order to ensure his/her overall growth and development
- ❖ The child can be integrated positively into a group setting,
- ❖ The parent’s support and cooperation

Guidelines

An interview with the parent and child will be scheduled by the Director/Designate. At that time all required forms will be filled out. All relevant information will be compiled on the registration form. We will ask parent if other involved professionals will be consulted, e.g. speech therapist.

Procedures

- ❖ The Day Care Director and staff must become familiar with the child's special needs
- ❖ Integration of the child with special needs in conjunction with the staff

- ❖ Establish effective communications channels between the parents and the Day Care Centre
- ❖ Set up a short term (varies 1-8 months) trial basis to determine if the integration will provide experiences for the child, family and other children
- ❖ Develop an individual program plan (goals, objectives, including specific activities, and resources)
- ❖ Review progress with parents and other professionals, e.g. speech. Written records will be kept.
- ❖ All of the child's records will remain on current file as long as the child is in the day care centre
- ❖ Records and data shall be released to other agencies providing that the parent/guardian has given written permission
- ❖ The parent's willingness to comply with Sunny South Day Care Centre Ltd.'s recommendations is essential to work with the child

Protocol for Handling Child Abuse and Neglect in Sunny South Day Care Centre

Children depend on others for their safety and well-being and have a right to be protected from abuse and neglect. Early childhood Educators must understand the problem so responses are better coordinated and more effective. The guiding principle is the safety and well-being of the child. The question to ask is "Are there reasonable and probable grounds

to believe a child is at risk?" Whenever there is a concern, you must discuss it with the Director, **who must report it by law to a child welfare worker**, even if there are no concrete signs or physical evidence of abuse or neglect.

The child welfare worker can help determine whether a report is necessary. Once a report is made, child welfare workers will determine what should be done.

Anyone failing to report suspected child abuse (be it mental, physical, or emotional) by the parents/guardian is guilty of an offense and liable to a fine. The legal obligation is not fulfilled unless the report is made directly to a child welfare worker.

Staff will document all incidents.

Termination of Child Care Service Agreement

1. This agreement may be terminated by either the day care or parents upon giving one calendar month's written notice.
2. This agreement ends on the last day of the month following the month in which the notice was given.
3. If fees are 5 days in arrears, notice will be given that all outstanding and current fees must be paid in full immediately or services will be terminated immediately.
4. Sunny South Day Care Centre may terminate this agreement if a child is persistently and unduly disruptive to the program to the extent other children in the program are being adversely affected, according to the terms in the Child Guidance Policy.

Ongoing disruptive behavior: a child/ren whose behavior is disruptive to the program and/or affects other children negatively on a regular basis, (whereby staff have no choice other than to spend one-on-one time with him/her) will be dealt with in the following manner:

1. Staff will inform and discuss with the Director their concerns regarding the child's behavior.
2. Parents will be informed and a plan of action put into place based on the individual child's and the centre's needs.
3. If a situation is found to be unworkable from either the parents or the day care's perspective families may, with appropriate notification (1 month) be asked to withdraw from the centre.

Permission for Photography

As part of the program, photographs will be taken of the children participating in activities. These photographs are used as a history record of the Sunny South Day Care Centre. Video pictures may also be taken in conjunction with practicum students' requirements. These videos will not be released to the public, but are used within the classroom as teaching tools. The Lethbridge Herald or other newspapers may also upon occasion, photograph the children.

If you do not want photographs taken of your child, please make it known on your registration form, and verbally inform staff and Director or Designate.

Environmental Responsibilities

We believe that we have a responsibility to be environmentally conscious. We encourage both staff and children to protect our future by making "green" choices. Children are given an awareness of the value of nature, and how our actions can protect our valuable natural resources, such as water and the forests.

Regarding the Use of Aerosols in the Centre

The use of aerosols will be strongly discouraged. Cleaning, cooking, fragrance, and insect repellants will be in pump containers whenever possible.

Recycling

Staff will recycle all appropriated products including paper, plastic bags, milk containers, drink containers, etc.

Transportation of Children

Occasional Transportation

Prior to transporting children from the centre, authorization from the Director is required. On most occasions children will use either public transportation or will walk to their

destination. In the case of a special field trip, an appropriate sized transport vehicle with a licensed driver will be hired for that occasion. Written parental consent will be received by the Director/Designate prior to the trip. Appropriate child/staff ratios will be maintained throughout.

Field Trips: Walks & Small Trips

It shall be the responsibility of the staff to ensure that:

- ❖ All walks shall be approved by the Director
- ❖ Two adults shall accompany all trips and more if the number of children is higher than eight
- ❖ The first aid-kit shall accompany the group and it shall be checked before every trip
- ❖ Children's pick-up time shall be checked to be sure they are not to be leaving for home
- ❖ Children's and adults' names, the destination, departure and arrival back items shall be written down and posted on the staff board
- ❖ Children shall be toileted before leaving
- ❖ Children shall have proper clothing depending on the weather
- ❖ If there is a child with a medical condition, all appropriate procedures shall have been taken in case of emergency
 - E.g. A diabetic child shall have an orange,
 - A child with tubes in his/her ears shall wear a hat

- ❖ Children shall be in pairs, an adult in front and behind
- ❖ If the group is of mixed ages, the older children shall be paired with the younger ones
- ❖ Hats shall be worn in the summer time
- ❖ Jugs of water and cups can be taken at the discretion of the staff
- ❖ Sunscreen will be applied before walks, providing that children are not allergic
- ❖ A cell phone will be carried on all walks and field trips

Accident Procedures

It shall be the responsibility of the staff to ensure that injuries shall be handled as follows:

1. One staff member moves group away, sits everyone down and helps children stay calm,
2. Second staff member administers first-aid to child then takes child to nearest phone, if child is mobile,

3. That same staff member calls Sunny South Day Care Centre and follows directions given.

Authorization for Child Pick-Up from Day Care Facility

Policy

Children will not be released to any person not previously authorized in writing at the time of registration by the child's parent/guardian. The parent or guardian may up-date that permission form at any time. If a person other than a parent or guardian is given permission, picture ID will be required.

Procedure

In the event that an unauthorized person requests the release of a child from the day care facility, the following procedures will apply:

Court Order

- ❖ Should a court order be on the child's file, restricting access by the non-custodial parent, staff, students, and volunteers will ensure that the child in question is not released.
- ❖ Should the non-custodial parent become physically abusive/aggressive and insist on removing the children, the police and custodial parent will be contacted immediately.
- ❖ Staff, students, and volunteers whenever possible should note the vehicle license plate, description of the car, and physical description of the persons removing the child/ren.

No Court Order

It will be the responsibility of all staff, students, and volunteers, that:

- ❖ The non-custodial parent will not be allowed to collect the child(ren) from the day care facility, unless prior authorization and/or arrangements have been made between the Director/Designate and custodial parent.
- ❖ Identification will be required if prior arrangements have not been made.
- ❖ Contact custodial parent for direction.
- ❖ Should the non-custodial parent become physically abusive/aggressive and insist

- on removing the child(ren), the police and the custodial parent will be contacted immediately.
- ❖ Staff, students, and volunteers, whenever possible should note the vehicle license plate, description of the vehicle, and physical description of the person removing the child(ren).

Emergency Information

Policy

It shall be the policy of Sunny South Day Care Centre Ltd. to ensure that:

Current addresses and telephone numbers shall be readily available with respect to:

- ❖ Parent and alternatives to contact if parents are not available
- ❖ Staff members and substitute staff
- ❖ The Health Unit and Medical Officer of Health
- ❖ Each child's physician
- ❖ The nearest hospital emergency and poison information centre
- ❖ Ambulance and taxi services

Procedures

- ❖ All staff, students, and volunteers will be aware of the location of emergency contact information
- ❖ All staff, students, and volunteers will be aware of the purpose and use of emergency contact information
- ❖ All staff, students, and volunteers are aware of the posted emergency telephone numbers
- ❖ All adults on site are aware of the location of the telephone numbers of emergency services, e.g. plumber, electrician, etc. Only in the absence of the Director/Designate will other staff contact such services
- ❖ The Director will obtain emergency contact information regarding each staff, students and volunteers
- ❖ Each child's emergency contact information is taken when the children are taken off the premises

Emergency Plan

Depending on the location and/or type of emergency, the children would leave the day care by back or front door and walk to St. John's Ambulance located at 1254 -3rd Ave. S, (phone: 328-5344) until such time as the parents can pick up their children.

Two child care workers will be designated to lead the children out the door. A third will be required to count the children making sure all are accounted for. At this time the Day Care Director will check all the rooms to make sure no one has been left behind and closing all the doors afterwards. The Director will take with her the attendance record for the day

and emergency cards. If the Director is not on site, her alternate will fulfill the same duties and be thoroughly familiar with the emergency plan. Staff and children will each go through a monthly drill so all will be familiar with it. The emergency plan will be posted in an easily seen location at the front door.

Fire Extinguishers, Alarm Systems and Drills

- ❖ All fire extinguishers are to be located and are to operate according to the Fire Prevention Act.
- ❖ Sunny South Day Care Centre Ltd.'s Director will ensure that all recommendations made by the Fire Inspector are implemented and maintained in place.
- ❖ The Director will ensure that all fire extinguishers are checked and maintained as recommended by a fire service technician
- ❖ Staff, students and volunteers will ensure that they are aware of:
 - The location of fire extinguishers
 - The proper use of fire extinguishers

Fire Exit Procedures

It shall be the responsibility of each staff member to ensure that:

- They are familiar with the emergency procedures
- They know each emergency exit from the day care
- They will calmly and quickly walk the children out the nearest safest fire exit
- They will meet in the immediate designated area
- They know to carry any panicky, slow children
- They will know the location and how to use every fire extinguisher in the building
- They will speak to the Director about any concerns or questions they have about fire emergency procedures

**Each fire drill is to be treated as if it were a fire

**Evacuation and safety of the children and staff are of the utmost importance

It shall be the responsibility of the Director or Alternate Director (or designate) to ensure that:

- The Daily Sign-in sheet is taken from the building during fire evacuation or drill

-The Day Care Emergency Information box is taken from the building during fire evacuation or drill

-If the Director or Alternate are not in the center they shall appoint someone to take the above documents out of the building during fire evacuation or drill.

Extraordinary Events are as follows:

Fire, gas leak, electrical storm, tornadoes, water main break, sewer back-up, building structure failure, power failure, bomb threat, explosives/chemical, threatening acts (fire arms).

Procedure During Emergency/Disaster Situations

Community disasters will be reported on the radio; Sunny South Day Care Centre will ensure that they have a computer that is fully charged, and will watch for directions. Staff of Sunny South Day Care Centre will ensure the safety of children in care until pick-up arrangements can be made. If possible parents will be asked to come to the centre and pick up their children as soon as possible.

In the event of an emergency such as fire, fumes, etc. requiring the evacuation of children from the centre, the children will be taken to St. John's Ambulance located at 1254 -3rd Ave. S, (phone: 328-5344) until such time as the parents can pick up their children.

The children will be walked or carried from either door. Infants or non-ambulatory will be walked or carried from either door depending on the circumstances. Cribs with wheels will be used to transport infants and toddlers.

A roll call will be taken immediately as to ensure that everyone has left the building, which is why it is so important that parents have signed their children in and out at the day care.

A file with the children's registration cards will be taken in order that the parents can be notified as quickly as possible.

Our first concern must be for the safety and security of the children in our care.

When Child/Children May Appear To Be At Risk:

(i.e. parent or authorized person picking up children, suffering from illness or substance abuse)

- ❖ It will be suggested to the authorized person to use alternate means by which the child/children will be transported safely.
- ❖ If above is not successful, Director/Designate will inform the appropriate authorities

Child Left at Centre

Should a child be left at Sunny South Child Care Centre Ltd., all staff, students, volunteers will ensure that the following procedures are put into effect:

At the time of the day care closure:

- ❖ Call parent/guardian, if no response
- ❖ Call emergency contact person, if no response
- ❖ Call Day Care Director/Designate, if no response
- ❖ Wait length of time, as per day care/parent agreement
- ❖ Call the local police authority
- ❖ Wait at the day care centre for police to arrive
- ❖ Do not leave the centre with the child
- ❖ Do not leave the centre without posting a written note as to the child's whereabouts (including telephone number)

Rest/Nap Policy

The preschool child requires rest/nap time half way through the day in order to unwind, relax, and consequently function positively and constructively during the remainder of the day. To ensure that the children's physical and mental needs are met to their fullest, the following rest/nap periods are provided.

Ages	Rest/Nap Time
Infant -2 years	11:45am-2:00pm (and as required for individual needs)
2 years-3years	12:15 pm -2:00 pm –children wake on their own
3 years-5 years	1:00 pm – 2:30 pm – children wake on their own
	1:00 pm – 2:30 pm – quiet time for older children

Music or story tapes are put on at the beginning of nap time as children settle down and

staff sit in nap area. As children wake up they are taken out of the nap room, toddlers are changed, older children will be encouraged to use the bathroom, have hair combed, quiet games and activities are set out.

Parental Involvement

The Sunny South Day Care Centre expects and welcomes parental involvement. The Day Care has an open door policy; that is, parents may “drop in” and visit the child at any time, excepting lunch and nap time. If their departure is upsetting to the child, the staff may recommend that the parent stay longer in the morning or in the evening when they are picking up their child rather than have another departure upset.

Sunny South Day Care Centre has a monthly newsletter which keeps parents informed of the program themes, upcoming special events, group activities and parental reminders. There is a Parent Advisory group that all parents are invited to join. It meets twice a year, and provides an opportunity for parents to give the Day Care Director some feedback on the program, offer suggestions and/or ask for advice regarding some aspect of their child’s development.

Sunny South Day Care has two or three family outings each year so that parents and staff can become better acquainted.

Parents are made aware of the Day Care program through the Parent Handbook which they are given at the registration/orientation meeting. Additionally they are given an abbreviated copy of the policies including the child guidance policy. Parents must sign an agreement regarding the child guidance policy. This signed copy stays in their child’s file. Parents may be reminded of Day Care policies in a general manner through the newsletter, e.g. dressing their children appropriately for outdoor winter play. If the situation warrants it, the Day Care Director may speak to a parent privately. Examples of this might be to discuss late fee payments, or if their child was having a behavioral problem.

Parents are introduced to the staff and advised as to who will be their child’s primary caregiver. Parents are then advised to ask that staff person questions regarding the day to day activities of their child. If parents have more serious concerns, they may bring them to the Day Care Director. If at this point the parent is still not satisfied, he/she may take their concerns to the Day Care Licensing Officer. If the matter is deemed serious enough to be taken to the Day Care Licensing Officer, the parent needs to put their concern in writing so there is less chance of misinterpretation.

Parents will be kept up-to-date on their child’s progress through informed chats with staff at the arrival and departure times. All incidents of note are written in the “Day Book” so that even if the primary caregiver is not there, the parent will receive the information. Infants and toddlers will have a note sent home daily telling about their child’s day, e.g. what they ate at snack and lunch, if they have a bowel movements and how they slept.

Parents are welcome to share their talents, help on field trips or stay and watch their children interact. Lunch time is not the ideal time to stay, as it is a little more hectic. Parents are welcome to bring a special treat for their child's birthday, and stay and have snack with their child.

Family Involvement: The Benefits For Our Centre & Our Community

- ❖ improves quality of programs & services
- ❖ increases responsiveness of programs & policies
- ❖ keeps programs relevant and realistic
- ❖ brings fresh perspectives, creative solutions, limitless creativity
- ❖ increases visibility of and respect for program in community
- ❖ increases cohesiveness and collaboration between agencies
- ❖ helps save money, reduces waste
- ❖ improves ability to accomplish mission
- ❖ develops a constituency that can advocate for program/agency
- ❖ increases appreciation of various cultures
- ❖ contributes to the stability of the community

(Taken from LINK Handbook, 2007)

Information Resources

The following resources may be found at Sunny South Day Care Centre Ltd.:

- Child Care Education Resource Manual
 - Food Safety
 - Hygiene
 - Communicable Disease
 - Injury Prevention

- Choosing a Day Care Centre:
 - A Guide for Parents
- Contagious Diseases in Day Care:
 - A Handbook for Parents
- Day Care Licensing Policy Manual
- A Guideline on Children’s Play Spaces and Equipment
 - CSA Standard
- The Day Care Nutrition and Food Service Manual
- Canada Food Guide
- Well-Beings
 - A guide to promote the physical health, safety, and emotional well-being of children in child care centres and family day care homes
- Resource Pages from CCCF on a variety of topics
- Southwest CFSA

343 200 5 th Ave. South	Telephone: (403) 382-4275
Lethbridge, Alberta	Fax: (403) 381-5245
T1J 4L1	

Complaint Process

Any parent/guardian with concerns may speak directly with the Director, Tobi Horon. These concerns will be investigated and parents/guardians will be informed of the outcome.

Address and phone number of the Day Care Services office where concerns and complaints can be lodged is as follows:

Southwest CFSA	
343 200 5 th Ave. South	Telephone: (403) 382-4275
Lethbridge, Alberta	Fax: (403) 381-5245
T1J 4L1	

Procedure of Social Services is as follows:

1. Identity of complainant is not divulged to the license holder;
2. All complaints are investigated (anonymous);
3. WRITTEN complaints forwarded by a parent of a child enrolled in the centre will be responded to in writing by the Regional Day Care Services Licensing Office indicating whether the complaint was verified and that appropriate action has been taken.

All complaints regarding non-compliance to the regulations will be investigated.

Inspection Monitoring Report

All recent Inspection/Monitoring reports are available in the day care centre for viewing by the parents/guardian

Receipt of Parent Handbooks

A commitment to have read the parent handbook and agreed to follow its policies is in the parent/centre agreement

Appendix

My Rights as a Child in this Centre

*I have a right to be happy and to be
Treated with compassion in this room
This means that no one
Will laugh at me or hurt my feelings.*

*I have a right to be myself in this room
This means that no one will*

*Treat me unfairly because I am
Black or white
Fat or thin
Tall or short
Boy or girl.*

*I have a right to be safe in this room
This means that no one will
Hit me
Kick me
Push me
Punch me
Or hurt me.*

*I have a right to hear and be heard in this room.
This means no one will
Yell
Scream
Shout
Or make loud noise.*

*I have a right to learn about myself in this room.
This means that I will be
Free to express to my feelings
And opinions without being
Interrupted or punished.*

Perspectives for Living-Edmonton Public School Board-