

Springbank Cottage Childcare Ltd.

Parent Handbook



Welcome to Springbank Cottage Childcare!

We are proud that you have chosen our program for your child. You are encouraged to take time to review this handbook to become familiar with the philosophy, policies, and procedures of our daycare and before and after school programs. Should you have any questions about any aspect of our service, please feel free to ask for clarification or additional information. We believe that honest, open communication between parents and caregivers is an essential ingredient in our quality program.

Thank you for working in partnership with us to ensure happy, secure experiences for your child.

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About Springbank Cottage Childcare LTD.

Our Mission Statement

Springbank Cottage Childcare was established in 1994 to address the growing need for licensed, quality childcare in our community. Located beside local schools, we provide comfortable, safe transitions between home, our program, and the school experience. Our goal is to offer an inclusive program, sensitive to the unique concerns and requirements of families in our semi-rural community, based on high standards of excellence.

Our Philosophy

Springbank Cottage Childcare Ltd provides a safe, nurturing environment in a setting, which has historically been a hub of activity for the children within our community.

Our goal is to provide a program of activities, which will enhance development of the whole child, through PLAY. Certified, committed caregivers offer opportunities to create, explore, problem solve, enjoy the outdoors, interact socially, and become part of a caring community of friends. To Children at play are encouraged to make choices as they would in a healthy home environment.

Caregivers assist in making smooth transitions between home, school and the program throughout the day, escorting children to and from school as required. Our caregivers support and respond to children's individual needs, serving as positive role models.

We believe that caregivers and parents are partners in each child's care and development. We enjoy and appreciate the interest and involvement of parents in our experiences at the Cottage.

Code of Ethics

- Childcare practitioners promote the health and well being of all children.
- Childcare practitioners enable children to participate to their full potential in environments carefully planned to serve individual needs and to facilitate the child's progress in social, emotional, physical, and cognitive areas of development.
- Childcare practitioners demonstrate caring for all children in all aspects of their responsibilities to their children.
- Childcare practitioners work in partnership with parents, recognizing that parents have primary responsibility for the care of their children, valuing their commitment to the children and supporting them in meeting their responsibilities to their children.
- Childcare practitioners work in ways that enhance human dignity in trusting, caring and co-operative relationship that respect the worth and uniqueness of the individual.
- Childcare practitioners pursue, in an ongoing basis, the knowledge, skills and self-awareness needed to be professionally competent.
- Childcare practitioners demonstrate integrity in their professional relationships.

Adopted from the Occupational Standards for Childcare Practitioners and the Canadian Childcare Federation

About Our Facility

The three rooms that the children occupy are bright, spacious rooms with windows to allow for nature light to fill the rooms. We have a large area in the east end of our building that we use for our large motor activities. We offer a variety of equipment for use in this space. There are large windows in this space to allow for natural light. All children within the rooms have their own locker or cubby to keep their personal belongings in.

For safety considerations our front doors are locked between 9am and 3pm. To gain entry, into the building we have installed a doorbell just to the left of the doors. We also have a buzzer system on all the doors, which lets us know when someone has entered the building during the hours that the doors may need to be kept unlocked. There is a video recording system that records all activity in the front areas of the building 24 hours per day.

An easily accessible washroom is located within the daycare room to encourage independence and comfortable, safe toileting practices. All rooms have their own microwaves for use , We ask that each child has an Ice pack in their lunch box to keep their food chilled. We have large washrooms at the west end of the building for all children in the ECS Room as well as the School Age Room.

It is impossible not to appreciate the beauty of our scenic rural settings. Children enjoy outdoor playtimes daily or as weather permits. With no roads to cross, the fields and playgrounds at Elbow Valley Elementary and Springbank Middle Schools are safe and accessible. We truly offer a view to new experiences.

Teamwork - Parents and Caregivers are a team!

LET'S COMMUNICATE! A successful relationship between parents and caregivers depends on communication. Sharing expectations and concerns ensures a positive experience for your child. We do ongoing observations and reports of the children's behavior and experiences in the rooms, to help us with us with planning and resolve any concerns that may arise. Yearly surveys are offered to parents, to provide opportunity to share information, discuss concerns and strategize together. We also encourage you to book an appointment with the director and staff member if you deem necessary at any time.

Open Door Policy (Amended April 2023)

Our doors open at 7:00am, although we have an open door policy we do lock the doors from 9:00am-3:00pm. Please feel free to ring the doorbell located to the left of the doors or call for someone to open the door for you. We welcome parents into the building and have opened volunteering in the rooms. Please email us or text us to set up a volunteer time, if you would like to.

Parent General Meetings (Amended April 20223)

We will not be hosting an in person meeting anytime soon. In previous years we have sent out an anonymous survey to gain insight into how our community feels about our center and the care we provide. We greatly value the input of our families and larger community. All suggestions are welcome and will be taken under advisement.

Staff

Staff members at Springbank Cottage Childcare are qualified, experienced caregivers that are committed to providing consistent, quality care to your children. All caregivers hold valid First Aid and CPR certification as well as security clearances and Child Intervention Checks. All staff members attend countless workshops, conferences and on-site services to further their knowledge. Staff are encouraged to obtain higher level of education to further their certification and knowledge.

The license holder requires any staff or volunteer with unsupervised access to the children to complete a criminal record check, including a vulnerable sector search, dated not earlier than 6 months prior to the date of commencement within 8 weeks of starting their job and every 3 years after that date.

The license holder must maintain on the program premises up-to-date administrative records containing the following information:

- The daily attendance of each primary staff member, including arrival and departure times, and hours spent providing childcare with respect to each primary staff member.
- Evidence of the program supervisor's or member's childcare certification
- Current first aid certificates for the program supervisor and each primary staff member as required.
- Verification of a criminal record check, including a vulnerable sector search, is required, and updated every 3 years.

Government Regulations

Daycare and Out of School Care programs are a government regulated industry, it is important that all the employees at the Cottage are aware of the staff child ratios and to alert the director immediately if a room is out of ratio. All government regulations can be found in the Licensing Manual, if you should choose to review any.

Age	Staff	Child
19 months to 35 months	1	6
3 years to 4 ½ years	1	8
4 ½ years to 5 years	1	10
5 years to 12 years	1	15

General Program Policies

Hours of Operation (Amended April 2023)

The center is open from 7:00am-5:45pm Monday through Friday except on specified closure dates. The daycare program runs all day while the Kindergarten and Before and After School Program applies to the timing in and around School hours and full days on scheduled PD days. A list of closure dates is posted on the parent information board and it is also posted online under Schedule (www.springbankcottage.ca). Late fees are in effect as of 5:45 pm.

Drop-off and Pick-up (Amended April 2023)

We are open from 7am- 5:45pm, children can arrive and depart at those times. If your child/ren attend school please arrive before 8:10am. (See late pickup policy below)

Attendance Records and Security

Licensed childcare programs are required to keep accurate and current attendance records. Parents are required to sign their child in and out each day, and to sign for the week each Friday.

When your child arrives for the day, please leave him/her in the care of a staff member and take a few minutes to share information. Parents are required to call by 9:00am if their child will not be attending that day. To help us with planning and staffing, please advise us of dates that your child will be away or on vacation. ***** Please note we will not release your child to any person without parental consent*****

Fees

Childcare fees are due on the first working day of each month. Parents may find it most convenient to leave a series of post -dated cheques on file at the cottage. E-transfers may also be set up for your convenience. Please note that there is no refund in for absences due to illness, vacation, or bad weather. If your child will be absent for a long period of time, please discuss the circumstances with the program director so that mutually acceptable arrangements can be made to secure the space. There is a \$20 fee for all NSF cheques. Note on **Summer Fees**: Please note that the increase in fees over the summer reflects the inclusive field trip costs as well as the increase in hours the children are at the center.

****Registration Deposits are \$50 per single child families and \$100.00 per family with two or more children – this is non- refundable****

Late Pick-Up (Amended April 2023)

Late Pick-Up (Amended January 2023) A late pick-up fee will apply to any child remaining at the center after 5:45PM. There will be a charge of \$5.00 per minute as of 5:45pm paid directly to the staff members on duty at the time of pick up or arrangements can be made with that staff. Please do not add this extra fee to your monthly fees. To avoid late pick-up fees, we urge you to make alternate arrangements whenever necessary. Whenever possible please advise us that you will be arriving late, however, a late fee will still be applied. Please see “child left on premise” policy for steps required if no notification is given.

Termination due to Late pickup:

Springbank Cottage Childcare LTD closes at 5:45pm. Parents are asked to plan their day ahead to allow sufficient time to gather their child (s) from the center. If the parent/guardian is aware that they are going to be late, they should call the center to advise staff of this and of their plans to pick up their child/ren. Due to operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged.

When a child is not picked up by 5:45pm, two staff are required to remain at the center until the child/ren are picked up.

- The daycare clock is the time that will be used to determine the late payment fee.
- First time a Late pick up fee will be \$5.00 per minute past 5:45pm
- Second time late will be \$6.00 per minute.
- Third time late will be \$7.00 per minute.
- After the 3rd time the family faces removal from the center.

No longer require care for your child.

We require one month’s written notice to withdraw any child from the program. In lieu of one month’s notice, one month’s payment is required.

Information Changes

Please notify us promptly in writing of any changes in address, telephone numbers, health information, emergency contacts, or authorized pick-up contacts. For your child’s sake we ask that all information on your file be kept current. Further, it is a licensing requirement that parents provide specific pertinent up to date information.

Handbook Review

Parent will be notified of all new policies pertaining to the Parent Handbook. Parents will be asked to review the handbook yearly and are asked to offer suggestions and opinions concerning current and or new policies and procedures.

Clothing Shoes and Personal Belongings (Amended April 2023)

Children attending the Cottage will be involved in active play indoors and outdoors. Please ensure that your child/children have appropriate attire as we do not know what activities we will become involved in each day. During the winter months we ask that the children come well prepared for all types of weather, as we do go outside regularly, (extra layers, winter coat, snow pants, hat, gloves, boots, extra socks etc.). In the summer months a staff member will advise you of what clothing will be required at Cottage.

Younger children should be dressed to promote their independence during toileting times. Sweatpants and elastic waistbands are ideal. Please supply an extra change of clothing in case of accidents.

Please send your child to daycare with only their necessary items; appropriate outdoor attire, backpack, change of clothes, lunch kit, water bottle and indoor shoes. **All other personal items are to remain at home during this time.**

Each child will have a designated space for personal belongings such as a coat, backpack, shoes, etc. Your child's space will be clearly marked for easy identification.

** All children require a pair of indoor shoes (Rubber soled is preferred) **

Diapering (Daycare)

It is the policy of Springbank Cottage Childcare Ltd. that all children registering in our program must be **completely** potty trained. We **do not** provide diapering or portable potty chairs.

Snack and Lunches (Amended April 2023)

Parents are required to send a bagged lunch each day for all children attending cottage. We advise adding additional items to include a small snack for the morning and a snack for the afternoon. A microwave is available to heat up lunches, as well as a variety of cooking and eating utensils. Please use an ice pack to keep lunches cool.

Nutrition

Please prepare a balanced, nutritious lunch, avoiding pop, candy, and other sweets. We are required by regulations to ensure that each child's nutritional needs are met during the day. Children will be encouraged to eat their "growing food" (main food item) before any sweets or treats from their lunch bag. Please provide a variety of different fruits, vegetables, dairy products, and any other healthy snacks for your child. Staff members will monitor your child's appetite and keep you informed of any concerns. Water is available throughout the day.

Allergies and/or Pre-existing Conditions and Diet Restrictions (Updated March 2022)

It is the responsibility of the parent to advise us of any Pre-existing conditions/Allergies or dietary restrictions that apply. Weekly snacks are posted, and parents feeling uncomfortable with the snack options may be asked to provide an acceptable alternative for their child.

WE ARE A NUT FREE FACILITY!

Snacks and lunches are served with several children seated at the table. While care is taken to ensure that children do not share food, Springbank Cottage Childcare is not responsible for any child consuming food that has not been specifically prepared for him/her.

For our protection, we require a list of all allergies along with a note from the doctor stating recommended treatment. Children requiring Epi-pen treatment must provide this to be kept on the premises.

A consent form is provided acknowledging Springbank Cottage Childcare Pre-existing Conditions and/or Allergy Policy and accepting the terms and liability within. A copy enclosed at the back of this handbook for your convenience.

Religious and/or Cultural Food Restrictions

A parent concerned about dietary, cultural, or religious food restrictions may send a letter to the child's Caregiver notifying them of food restrictions. This should be done at the time when you meet with staff for your intake into the program. The center snack pattern currently allows for flexibility and menu management if personal preferences are given in advance. We will make every effort to comply with the restrictions once we are made aware of them.

Health and Safety Policies

Health

- The program will ensure that opportunities are available for children to learn about the benefits of good nutrition, hydration, hand washing practices, and hygiene.
- The program will ensure that the staff provides opportunities for children to learn about the benefits of regular exercise.
- Staff will ensure that they are teaching children about the importance of nutrition and will demonstrate it by posters and meetings with the children.
- All staff must ensure that children are washing hands before and after meals/snacks, after they sneeze, blow their nose, or cough. (Hand washing posters are posted in the bathrooms)
- Staff must ensure that children understand the importance of washing hands, and daily hygiene.
- All medication is locked up and out of reach of the children and if needed it will be refrigerated.
- Only qualified staff (Child Development Assistant and higher) can administer any medication to children, a signed authorization must be provided from the parent or guardian is kept in children's file after the medication has finished.
- The program will provide accessible water and will allow children the opportunity to provide their own water bottles to ensure that adequate hydration is occurring at the center. The staff will also ensure that children understand the importance of regular hydration.
- The staff will ensure that all children leaving the building for an offsite excursion or to play outside will have on adequate protection. For example: Sunscreen, Bug

Spray, Hats, Long sleeved t-shirts, proper shoes. (the staff in the program will put on the sunscreen and bug spray to ensure that all children are all protected)

- The staff will ensure that regular exercise and recreational activities take place for example gym time, outside games (soccer, kick ball) and other healthy activities take place every day.
- Regular outdoor activity takes place and if not due to weather, activities, safety issues the gym space is available.
- When a new child starts at the center staff will ensure that their allergy list is updated if there are any known allergies.
- In case of an emergency concerning children, the parents will be notified immediately if the accident or illness requires immediate attention. The staff will notify parents by phone call to all available numbers. If the accident or illness is not an emergency the parents will be notified at time of pick up. The parents will be notified all accident or illnesses the same day of incident.

In the case of Accident or Illness

For serious accidents/illnesses requiring emergency first aid:

1. Staff will go immediately to the injured/sick child to assess situation.
2. Depending on the nature of the accident, the injured child will be brought to the office or management would be called to the scene of the accident immediately.
 - a. Illnesses are assessed, and signs/symptoms are recorded.
3. Required emergency first aid would initiate by a person holding a valid first aid certificate.
4. Management would then decide to either call an ambulance or paramedics.
(Parents/Guardians agree to this procedure during intake)
5. Parents would then be notified of the situation by a director, supervisor, or other designated staff member.
 - a. If the parent/guardian is not able to be on scene by the arrival of the ambulance, a staff member will accompany the child in the ambulance and remain with the child until the parent/guardian arrives.
6. An accident/incident report will be filled out immediately by the staff involved, signed by the director, and signed by the parent/guardian at next meeting.

For minor accidents/ illness (small scrapes, bumps, bruises, small falls, stomach cramps, low grade fever)

1. Staff must go to the immediate aid of the child, assess the injury, or illness and comfort the child.
2. Staff will administer first aid appropriate for the injury or illness.
3. Staff will notify management of the accident or illness.
4. Staff completes an accident report form, or a signs and symptoms form as accurately as possible.
5. Forms are given to management for review, additional information and to sign as acknowledgment of accuracy.
6. Management will use their discretion in calling the child's parent to report the accident or illness.
7. Upon picking up the child, the parent is required to read/sign the accident report.

All reports are kept on file for a minimum of three years.

If a pattern of accidents/illness is detected. Management will investigate cause and take necessary steps to reduce re-occurrence.

Safety

- A daily safety inspection of the indoor environment is conducted to ensure that potential hazards are addressed which will be noted on a daily checklist.
- The program will ensure that the outdoor area is inspected daily.
- In case of an emergency and the center is evacuated all children will leave center and cross the parking lot to the middle area where they will wait until the staff of the middle school or fire men say it is safe.
- If the children are evacuated parents will be notified and must pick up their children immediately and if unable the emergency contact will be notified.
- If there are any family issues such as restraining orders, custody issues, etc. we must be notified to ensure the safety of the child.
 - If at any point there is a concern, we will be contacting the authorities as we are not qualified to deal with any situations such as fights, family violence, abuse, neglect, etc. and we will not hesitate in doing so.
- If a different person is picking up your child/ren please ensure that staff members have a signed sheet with a description, or they have been added to the permanent pick-up list that is kept in each child's file.
- All children will be transported to and from offsite excursions by a registered bus service.
- If at any time, there is a medical emergency concerning your child/ren we will not hesitate to, contact you immediately and all so we will contact emergency medical services. We will not transport any child to a hospital, clinic, or doctor's office, as we do not have the coverage on our own personal vehicles. This will include both dental and medical emergencies.
- If we are unable to contact you, we will then contact the emergency contact.
- The program and center will ensure that the rooms are clean, and any concerns are dealt with immediately.
- All Health and Safety Information will be posted on the parent information board and will be updated regularly as we receive new information.
- Children will be taught about safety in gym, outside, in rooms to ensure they understand the importance of their safety and of their peer's safety.
- The license holder may provide or allow for the provision of health care to a child only if the written consent of the child's parent has been obtained, or the health care provided as in the nature of first-aid.
- Where developmentally appropriate the staff will teach and inform the children of emergency evacuation procedures. Two to three times a month fire drills are performed where the children are escorted out the specific door with staff supervision to the meeting area in the middle of the parking lot grass area. The staff will do a final sweep before leaving the building as well as take any portable information that is required for each child, once outside staff will do a head count and will compare information with portable forms to ensure that everyone is accounted for.

Evacuation Procedures

In accordance with guidelines set up by Rockyview School Division we follow their “Hour Zero Emergency Response Plan” All staff have access to the guidelines provided and in the event of an **emergency evacuation** will follow the procedure as described.

- Visually scan adjacent hallway for hazards and select an appropriate exit route.
- Instruct children to exit the room in a calm and orderly fashion, using single file.
- Bring emergency backpack, cell phone and sign-in sheet.
- Leave everything else behind
- One staff member should lead the line while the other stays at the end of the room. Other staff disperse throughout the line. If a staff member is alone, the children should exit first (if the hallway is clear) and the staff should be the last one out of the room to ensure everyone is out safely.
- Count children as students exit the room.
- Safely proceed to our safe meeting place (grassy field with the flagpole in front of building)
- Take attendance.
- Do not return to the building until the Director or Acting Director issues “All Clear”.

Natural Disaster Protocol

In the event of a tornado, lightning storm, or flash flood

- Direct all persons into designated areas bring emergency kits, as necessary.
- Take attendance.
- Close windows and doors
- Await further information from the director.

Tornado Alert

Head down to the storage area on the west side of the building

- We will alert all parents once we are all safely in the storage area.

Lightning

Stay in the building away from the windows. If you are outside bringing all children in immediately if safe to do so. If it is not safe to bring the children in have them sit in a low- lying ditch or against the building walls

Flooding

Stay in your classroom and await further instruction.

Outdoor Policy

We aim to take each program outside for play every day. A safety check is completed before play. Severe weather conditions preventing outdoor play sometimes occur – timing and duration of outdoor play is at the discretion of the staff. All accessible and utilized outdoor play structures comply with the standards outlined in the current editions of a guideline on children’s play spaces and equipment, CSA standards. We abide by all playground guidelines (i.e., age restrictions) posted at play areas. All play areas are checked for safety as well as for toxic plants before use. On occasion, we utilize an indoor sand table to ensure the sand remains clean. Wading pools are brought indoors to be stored at the end of each use as well as being sanitized after each use.

Sick Children (amended April 2023)

Sick children, particularly those with contagious illness, cannot be cared for at the Cottage. A child who is too sick to attend school should be considered too sick to attend Cottage. Parents are also advised that if your child becomes sick at school, we are unable to offer care at the Cottage during the day. Children who are not well are generally more comfortable at home rather than in a busy playroom setting. We will call you immediately should your child fall ill while at Cottage – arrangements will need to be made to pick up your child immediately.

We are currently following all Alberta Health Service recommendations. Sick children are not to attend Cottage until symptoms reside. If your child has any of the following symptoms they are to stay home:

- Fever
- Cough
- Shortness of breath
- Loss of sense of smell or taste
- Nausea, vomiting or diarrhea.
- Sore throat
- Runny nose

A child who has been put on antibiotics by a doctor cannot return to the Cottage until they have been treated for 48 hours. This also includes over the counter medications such as cough medicine or Tylenol. If your child requires Tylenol to control a fever, please keep them home as Tylenol wears off and your child's fever will return. We are unable to administer over the counter medications – please see [administration of medication](#) for more information.

Please note: if your child arrives at Cottage with an illness, we have the right to refuse care to your child if we feel that other children are at risk of contracting the illness, or if the staff themselves feel vulnerable.

Illness Policy and Potential Health Risks

Your child will not be accepted into the program and/or sent home when any or all symptoms listed below are present:

- Vomiting
- Diarrhea
- Unexplained rash or cough
- Fever (temperature greater than 38°C or 100.4°F
 - if a staff feels that the child may have a fever, an ear thermometer will be used, and the temperature will be recorded on our illness form. The child's

temperature will be taken every 30 minutes or sooner if the staff feels that there may be a change in the child's temperature, until the child is picked up by the parent.

Your child will also not be admitted or sent home if your child requires greater attention than can be provided without compromising the care of the other children in the program or displays any other illness or symptom that the center believes may indicate that your child poses a health risk to the other children and or the center.

If your child becomes ill while in the care at the center, you will be contacted and will be required to pick up your child from the center immediately.

Your child can only return to the program with a note from your physician indicating that your child does not pose a health risk to the center or is symptom free for 24 hours. (This means if we send your child home with a fever they will not be permitted back at the center the next day)

Supervised Care for Sick Children

If your child becomes sick while at the center the child will be given a quiet area with which to rest until their parent can pick them up. We have a few different areas that can be used for this purpose also we have mats, sheets, and blankets on sight for this reason. A first aide certified staff will accompany the child and stay with the child until their parent arrives.

Communicable Diseases

If it is believed by the staff and the Director that a child may have a communicable disease, the parent of said child will be called and asked to pick their child up or make alternative arrangements to have their child picked up **immediately**. The child will be taken to an area away from the other children and supervised by a staff with first aide certificate until the child is picked up. Parents are encouraged to report if their child has been in contact with someone with a communicable disease. ***The local Health Authority will be notified of the communicable disease***

Head Lice Policy

Head Lice always causes concern and frustration for parents, staff, and children. This childcare policy is intended to outline roles, responsibilities, and expectations of the childcare community to assist with treating and controlling head lice in a consistent and coordinated manner.

While parents have the primary responsibility for the detection and treatment of head lice our childcare center will work in cooperative and collaborative manner to assist all families to manage head lice effectively.

If a child has **Live** head lice present, they are to be excluded from the center until treatment has commenced and all live lice and eggs have been removed (the most important part of the treatment is the removal of the eggs with a comb, treatment alone does not remove the lice and eggs). The procedure should be repeated in 7 days to ensure that any live eggs that were not removed in the first course of treatment are killed off before hatching into lice.

Role of Parents-Precaution you can undertake to prevent the spread of Head Lice.

- Inspect hair and scalp weekly (Daily during an outbreak). The best thing is to be proactive check every time you wash and/or brush your child's hair. A breakout can happen any time of year.
- Regularly inspect all household members and treat if necessary.
- Parents will notify the program if their child is found to have live lice and advise when appropriate treatment was commenced.
- Use safe and recommended practices to treat head lice. You can consult your Doctor or your local Pharmacy. We have compiled a Head lice book for each room that maybe helpful to you.
- Notify the parents of your child's friends and the school so they can also send home a notice.
- limit shampooing of your child's hair, (head lice love clean hair)
- Keep long hair tied back in a braid, ponytail or up in a bun.
- Do not share combs, brushes, or hats. Wash combs, brushes, and hats regularly.

Health Care

1. The parent must give written consent before health care can be given to a child. Health care may include the administering of medication or First aid.
2. Said Health care will only be administered by a designated staff that holds a valid First Aide Certificate.

Medication Procedures

Should it be necessary for a child to receive **prescription medication** while he/she is at the center, procedures to be followed are:

- The parent will present the medication to the Program Coordinator or designated person in charge.
- The parent will be required to give written permission for the program to administer the medication. Springbank Cottage Childcare Ltd. will provide a form for this purpose.
- The medication will be stored in its original container.
- The medication will be stored in a locked container. In the case of emergency medication ie. (asthma inhaler) this shall be stored on a shelf conveniently located for easy and quick access when needed by staff with a valid first aid certificate and child requiring said medication.
- The medication will be administered by the program coordinator or designated person in charge, as per the Doctor's instructions (as on the label). Please provide an applicator for dispensing medication.
- The program coordinator (or designate) will note that the medication was in fact administered by indicating the time and their signature on the medication administration form.
- In the case of self-administration of medication with regards to an older child, a permission form must be filled out and signed by the parent and kept in the child's file. This form must be renewed yearly or when medication or the amount to be given changes.

****We are unable to administer any over the counter medication without explicit Doctor consent. This includes Tylenol, cough medicine or allergy medications****

Administration of Medication to a Sick Child

Medication will only be administered when:

- Medication is in the original labeled container.
- Medication is administered according to the labeled directions.
- Where medication must be administered to a child, the license holder must ensure that the medication, time of administration, amount administered, and the initials of the person administered the medication is recorded.
- All medication, except medication that may be needed in an emergency, is stored in a locked container that is inaccessible to children.

**** Please note that we require a signed authorization before we will administer any medication to children. ****

Child Guidance Policy

Our goal is to help the children learn how to manage themselves in all situations, either positive or negative.

Staff expectations:

1. Staff are to ensure that all communications with children is positive and respectful.
2. Staff find all opportunities to engage in activities, conversations, etc. with children.
3. Staff seek children's opinions and demonstrate interest in their perspectives (example asking children to bring in items from home, learning how to make weaving looms)
4. Staff support children in expressing their feelings with each other in respectful ways.
5. Staff will demonstrate developmentally appropriate conflict resolution skills with other staff and children.
 - Staff will ensure that children use conflict resolution techniques to remedy any issues that arise during play experiences.
 - Children will also use the count to 10 technique and return to the area and will then discuss their concerns with peers.
6. Staff will ensure that rules and expectations are developmentally appropriate.
7. Staff facilitate opportunities for children to work cooperatively with each other.
8. Staff will help children verbalize feelings and work through hostilities and frustrations with soothing activities that will help him/her regain control.
9. All children will be accepted no matter their age or their ability into any of the programs (See Inclusion/Diversity Policy for further clarification)
10. Ensure that all staff speak to children at their levels without raising their voice and speaking to them in a respectful and positive manner.

Procedures for Informing Parents of Our Guidance Policy

1. A discussion of the policy during the initial intake interview between the prospective client and staff
2. Providing parents with a written statement of our Guidance Policy within the orientation package.

Bullying

The staff members will handle all bullying in a timely manner to ensure that all children feel safe and comfortable in the program. Every and all incidences will be documented and discussed in a mediation style sit down with both parties (children involved) if this does not remedy issue then a formal meeting will be set up with the parents.

Disciplinary Actions and Policy

Discipline must be carried out in a manner that does not damage the child's self-esteem. Talk to the child in a calm tone of voice, as yelling across the playroom is not helpful, nor is threatening. Threats should not be made; consequences can be offered to children for their inappropriate actions. To prevent discipline issues, we need to provide the children with clear, simple limits, model appropriate behavior and reinforce desired behavior. Any disciplinary action taken must be reasonable under the circumstances – the consequences must fit the action and be fair and consistent.

Program and staff will not:

- Deny or threaten to deny any child's basic need.
- Use or permit the use of a form of physical restraint, confinement, or isolation.
- Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation.

Time outs are to be used as a last resort, as some children do not understand the meaning of time outs. If a child is going to be sat on a time out the staff must specify to the child how he/she will be on the time out (Child's age = time to sit out of activity).

Staff is expected to talk to the children about their actions, and it is encouraged that staff and child decide on discipline together. (Example child agrees that they do not play in floor toys for the remainder of the day). Staff utilizes preventative behavior to mitigate the need for further action.

Examples of Preventative Behavior:

- Reinforcing positive, desired behavior. "Mat and Justin, you have done a great job building that castle, thank you for sharing it with the other children."
- Setting simple, clear limits and helping the children follow them. This will allow the children to understand the limits without the constant need to test how far they can go.
- Helping children acknowledge negative feelings and providing acceptable means of expressing themselves.
- Arranging the playroom to promote play that is self-directed and allows children to be self-regulated.
- Providing enough toys and equipment that sharing/waiting times are minimal.
- Providing a program that has comfortable routines, planned transitions (announced ahead of time so children can prepare for change), and considers needs of individual children.

Communication Policy

Staff Expectations

- Staff will communicate with children and parents in a positive and respectful manner.
- Staff and parents will communicate by email, newsletters, posted signs or bulletin board, and all will be done so in a respectful and positive manner.
- If any situation arises regarding a child, the parent will be contacted immediately or will be informed when they arrive at the center.
- A Staff will be available if parents choose to discuss their child or certain situations that have happened during the day.
- Staff as well as parents are expected to be sensitive to the work pressures that they both experience throughout their day.
- Staff will not criticize parents on their relationships with their children but will give positive advice when asked.
- Staff will set good examples and will role model respect to promote respect.
- Staff will find opportunities to become engaged in the children's activities.
- Staff will demonstrate interest and seek children's opinions.
- The relationship between staff and parents will be based on mutual respect and courtesy.
- The relationship between all staff members will be based on mutual respect and courtesy.
- Staff will make conscious effort to engage with the children.
- Staff will recognize when a child is upset and react with sympathy and compassion and help to resolve the situation as soon as possible.
- Staff will do everything possible to ensure the child has ample opportunity to become familiar with staff and program when arriving as a new family.
- If a child is uncomfortable with a staff or program another staff member will help the child discuss what the problem is and discuss what can be done to resolve the situation
- Staff will allow children to provide ideas for planning, themes, and any upcoming events.
- Staff will respond in a positive manner when given new ideas to improve the program.
- Staff will keep records of all planned and scheduled meetings.
- Staff will ensure that children are given the opportunity to speak without being interrupted and will model this behavior with other staff members and children.
- Staff will speak to children at their level, in a calm voice, and will not minimize their issues or problems.
- Staff is encouraged to share ideas for meetings, field trips, upcoming events, etc.
- Staff will review roles and responsibilities at staff meetings.
- Staff work together as a team and share knowledge to improve program performance.

Program and Centre Expectations

- A monthly newsletter will be available and will be sent out to all parents by email and will be posted on the website as well as by the parent board.
- The notice board will be kept up to date with important information for the child and parents.
- The center will recognize that the children and their families are all different and will implement programs with diverse interests for the children.
- The center will establish, and support relationships with all children and families.
- The center will have an orientation and introduction to the center for all new families.
- The center will communicate with the schools in a positive, open, and respectful manner and ensure that communication is open, and all information is handled in a timely manner.
- If any situation arises regarding the school, they will be contacted immediately.
- Center will contact school to discuss best way of receiving monthly newsletter.
- The center will encourage and support relationships between the school and program to ensure that information regarding programming, upcoming events, and special events are shared between the two centers.
- The center will establish and support relationships with other community agencies.
- The center will provide opportunities to children and families to become involved in the surrounding communities.
- The center will provide special events and recreational activities to get children involved in the community.
- Centre and program will provide outside resources (for example: Scholastic Orders)
- The program provides families with opportunity to share information and discuss their culture and heritage as the program has an open- door policy.
- Program will display pictures and event information each month for children parents and families.
- Centre and program will ensure that all closure dates are handed out to all parents via email and will be posted on parent board for future reference.
- School phone numbers will be posted to ensure all staff are able to access for professional use and parents use.
- The program will ensure that all information from parents regarding children will be filed after use or immediately after, children's files will be kept up to date.

Supervision Policy

Safety is a primary concern at Springbank Cottage Childcare Ltd. as such the following supervision actions will be followed:

- To provide effective supervision, staff continuously conducts a count of the number of children throughout the day.
- Observations are made of children's play, anticipating what may happen next so caregivers, have the opportunity, to assist children and intervene in the event of possible danger. Written observations are also made of each child and kept in their file.
- Caregivers will monitor children when carrying out activities that may involve some risk such as playing near water, near doorways or during transition times.
- Caregivers will monitor children's health to identify early signs of fever, illness, or unusual behavior.
- Caregivers are positioned throughout the environment the children are playing in to allow for supervision of the entire group. When we take the children outdoors, extra staff is supplied for more effective supervision.
- Caregivers complete a daily physical safety check of areas, indoors and outdoors to ensure the environment, including equipment and play area of free of hazards. The physical environment is positioned so staff can supervise children's play, rest and toilet areas.
- There is a safety checklist for indoors and outdoors.
- Caregivers are engaged to play with children, watching and participating in children's play to ensure that children are playing in a safe manner. Caregivers will respond respectfully to children's needs, listening closely to children, even those who are not in the caregiver's direct line of sight, such as napping children.
- We refer to these observations for developmental needs, interests and abilities when completing our weekly planning. An emergent curriculum is used, all activities are based on the children's interests, needs and abilities. We provide a developmentally appropriate program where children are social/emotional, cognitive and physical development is supported through activities they are interested in.
- Caregivers are familiar with individuals who pick children up.
- Caregivers notice when children arrive and leave the program, ensuring that both arrival and departure times are accurately recorded. Children are signed in and out of our care by parents and staff (when necessary).
- Caregivers remember where emergency medications, first-aid kits and emergency contact numbers are kept.

When Leaving the Premise to Pick Children Up from School

1. Messages are checked to see if there is a change in who is attending Cottage.
2. Attendance lists at Cottage are used to update pick up list.
3. Take an attendance list for pick up.
4. Children are checked off on list as they arrive.
5. Staff ensure children are dressed appropriately for weather conditions.
6. If a child is not checked off or does not show, we phone Cottage, check school office, and then call parents.
7. Backpack with emergency contact information and first-aid kit accompanies staff.
8. Head count is taken and compared to check list.
9. Staff are dispersed as beginning, middle and end of the group of children.
10. Four check points are established for walk to and from school.
11. Children are signed into room.

Developmentally Appropriate Practices

Staff has been extensively trained and is certified to be knowledgeable in early childhood development. This knowledge is used to create a program that is suitable for the age and stage of development for the children in each program. At their same time, staff will consider the needs of the individual child.

Each program is:

- Age appropriate - information about typical development within a specific age span is used to plan a learning environment and experiences.
- Individually appropriate - each child is unique with his or her own pattern and timing of development. Curriculum is planned to respond to individual differences.
- Child-guided and teacher- guided - there are times for children to select their own activities from the many experiences that have prepared. There is also selective planning in place to encourage small group and large group activities.
- Culturally and socially responsive – respect is given the social and cultural context in which the children live.
- Based on Play – through play children have the opportunity, to learn many life skills

Each room layout is safe and well planned with many centers of age-appropriate interests. All furniture, shelving and accessories intended for children’s use is at a level child can reach while standing on the floor.

Photo and Social Media Policy (amended April 2023)

From time to time we like to take and display photos of the children at play for the enjoyment of the families. Under no circumstances will children’s photos be shared on any social media site such as Twitter, Facebook, Instagram, texting or blogging or any other social Media sites. Due to privacy laws, we must have written permission to take and use photos of your child within our center.

As we are unable to let our parents into the building to see everything that we have been up to, we proposed to allow group photos to be shared through our individual weekly newsletters. A separate consent form has been sent out to reflect this change.

Inclusion/Diversity Policy

We believe that **all** children will develop to the best of their ability if they have a positive, nurturing, secure developmental environment that promotes physical, social, emotional, and cognitive growth.

We are committed to responding to the needs of the community and children with special requirements who may physically, developmentally, or socially require access to a range of services that will assist them in *maximizing their learning opportunities*:

- The program ensures that there are a variety of cultural and inclusive activities and materials are provided.
- The program and staff ensure that activities are modified to accommodate different abilities.
- Program planning will involve cultural heritage, as it is an integral part of programming. (Bringing in show and share items from their home)
- Staff provides resources and materials to support awareness and understanding of the diversity of children's needs, abilities, backgrounds, and interests.
- A variety of cultural and inclusive childcare materials and literature are available and accessible to both the children and the staff.
- Staff will plan for opportunities to incorporate and celebrate the cultural heritage of the community of families.
- Staff will provide the children with opportunities to be sensitive to and celebrate individual differences and unique qualities.
- The program is responsive to the diverse needs of the children and families.

Springbank Cottage Childcare Ltd. offers **all** children and their families an opportunity to participate in quality early learning and childcare. Children with special needs, can maximize their learning opportunities through individualized programs, supports and services through contacts listed.

Child Involvement Policy

- Our program provides opportunities for children to become involved in community projects, recreational activities, and special events.
- Staff encourages understanding of, and involvement in the broader community.
- Children are to be included in the planning process which includes:
 - Weekly themes
 - Offsite excursions
 - Activities and crafts
 - Games, puzzles, and toys
 - Wish lists.
- Children and families are encouraged to share cultural information and items.
- Staff will engage in activities such as games, storytelling/reading, homework help, etc. and will allow children to choose activity that interests them.
- Staff will ensure that children are able to eat in a respectful manner, and will ensure that staff sit with them each day (non -school days)
- Children are involved in wish list (to pick out new toys, or equipment in the room)
- Open ended activities will be offered to children to allow for their own creativity.
- Child will assist staff in deciding what their punishment or discipline will be if necessary (for example leaving the floor toys for the remainder of the day, no house center, etc.)
- Children will be encouraged to problem solve and use appropriate conflict resolution skills.
- Children are encouraged to bring in items from home that are either from the theme, or cultural items from their heritage.

Programming Policy

- The program will involve the children to ensure the activities are responsive to their interests, backgrounds, preferences, needs, and abilities.
- Staff will use a variety of planned activities and spontaneous activities.
- All toys and equipment will meet and reflect the ages, interests, and abilities of the children.
- The staff will ensure that transitions from one activity to the other are consistent and flexible for each child.
 - Giving children a 10 -minute warning before it is time to transition to new activity and remind at 5 -minute intervals.
- Staff will encourage children to try new things on their own.
- Staff and center will provide opportunities that allow children to use their own abilities, skills, and talents.
- The program will ensure that there is a balance of competitive and cooperative games and sports to suit each child's ability.
- Staff will provide the children with opportunities to celebrate individual differences and unique qualities. (example: birthday board)

- The program will ensure that the indoor space is arranged so that a variety of activities can occur simultaneously.
- The indoor space is arranged in a way that meets diverse needs as well as the number of children in the program:
 - The program ensures that the number of children per center are posted.
 - The program is flexible with the number of children in each center, provided cooperation is evident.All Interest areas are always accessible and open.
- The program ensures that the room has enough portable materials and equipment accessible to children.
- The staff must provide the materials and opportunities for children to work independently, in small or in large groups.
 - Children are given opportunity to engage individually in activities or in groups, and all children are given the choice.
- The program will ensure that the indoor environment is arranged and there are plenty of resources to support quiet, messy, and noisy activities.
- The staff will always be available to play games, to be involved in art activities, in the floor toy area, etc.
- The program will ensure that activities and materials are prepared and ready to go.
- The program will ensure that children have a quiet space available that provides opportunities to relax, read or complete homework after school.
- The program will ensure that the outdoor activities take place during all seasons with appropriate planning for the weather conditions.
- The program will ensure that the children are provided with the equipment they need to ensure their own personal safety when indoors and outdoors.
- The program will ensure that all rooms have plans posted in plain sight for the week to come.
- Staff will ensure that proper ratios are being met in all rooms.
- Allow children to use real life equipment (Such as woodworking tools, phones in house center)
- A table designated for homework is available for all children

Field Trip Policy/ Offsite Excursion Policy (amended April 2023)

From time to time we plan trips to local places of interest. Some are walking trips, such as Calaway Park. Other trips will require that we transport the children by bus. Parent's signatures will be required for each of your child's fieldtrips, knowing your knowledge of and consent to his/her participation.

Planning for fieldtrips will be well in advance and all information will be posted as well as emailed to all families.

1. The program will ensure that the off-site are planned for non-school weeks (e.g. Spring break, Christmas, and summer).
2. The program will ensure that the staff must take all necessary papers and portable first-aid kits with the children's information.
3. The staff will ensure that recreational activities are planned.
4. The program ensures that there is enough portable equipment accessible to the children.
5. An assessment must be completed each time center attends a field trip location to be filed in director's office and to be reviewed each year before booking field trips.
6. Staff will speak to children about safety and rules while out of the building to ensure both the children's safety and the staff.
7. In case of an activity off the premises or an emergency evacuation, a staff member will take the portable records located in the backpack with them.
8. On field trips additional staff are brought in above the required ratios to accompany the group, for extra assistance.

Staff Responsibilities

The first, priority for all Staff in preparing for a field trip is to ensure that all parents have signed the appropriate permission form. Fees for all field trips are non-refundable. The following points will ensure the safety and well-being of all children and staff on trips.

- Permission forms signed.
- Trip check list forms completed.
- Review bus/trip safety with children including washroom safety and getting lost.
- First-aid kit is stocked, and in the backpack.
- Medication (epi-pens, inhalers) permission and instruction forms
- Contact information binder is in the backpack.
- Sunscreen and bug spray in the backpack
- Ensure each child is appropriately dressed (hat, jacket, proper footwear etc.), and has a lunch and water bottle.

PD days (non- school days)

Non- school days are available to all full- time children in Out of School care program. The program will ensure that there are planned activities to allow children the opportunity to play and have appropriate play experiences. Non School days will have time for play, lunch, and time for regular recreational activities and room activities. In case of any off- site activities, steps will be followed as listed under the field trip policy.

Leadership Policy BAS Program

In acknowledgment of the age reflected within the program. The program will:

- Include the children in the development of program planning routines and rules.
- Include the children in decision making to increase confidence and social competencies.
- Allow children will participate in the development of leadership activities (including the Buddy Program and leadership clubs).
- Provide opportunity for teamwork activities and will encourage children in designing and implementing programs and activities
- Ask children to help lead programs, and assist in implementing in ideas, and activities.

Technology Policy (revised April 2023)

The use of technology is monitored to ensure that it is related to the program outcomes and is appropriate for the ages and abilities of the children. Use of technology is at the discretion of the staff. The use of technology is monitored to ensure that it is related to the program outcomes and is appropriate for the ages and abilities of the children.

Videos and DVD's are not to be used as part of the Centre's daily routine. They are only to be used occasionally and will adhere to the following guidelines:

- An adult has previewed the material to make sure that it contains no violence, no sexually explicit material, is unbiased, culturally sensitive and age appropriate (Rated G).
- When videos or DVD's are used, they are to centre on the children's interests and activities.
- Other age-appropriate activities are to be available for the children who do not wish to participate.
- Parents will be notified before a movie is shown to the children

Incident Reports

Reportable Incidents

All below allegations will be reported on an incident reporting forms and submitted immediately to the regional childcare office. Incident reports will be kept in an emergency binder in addition to our accident reports.

Evacuation Procedures

Our children are very familiar with our evacuation procedures. We run one to two practice runs per month. All staff members are aware that a child may not leave the premises with anyone that does not have permission to do so. Their name must be on the “persons allowed to pick up” portion of the registration form. If a parent indicates that someone new will be picking up his or her child, we must meet this person first. Upon pick up, they will be asked to present photo identification. In the case where an unauthorized person took a child off the premises, the proper authorities would be notified as well as the parents and social services immediately.

Program Closure

In the case that an emergency evacuation or emergency program closure occurs, parents, then the licensing officer will be informed immediately with a descriptive report regarding the incident, which will also be sent to the licensing officer.

Medical Emergency

As outlined in our handbook, if a medical emergency occurs and an ambulance must be called, the parents would be notified first, an accident report would be filled out and social services would be notified immediately of the incident. A copy of the accident report would be sent to social services.

An error in the administration of medication by a program staff

In the event there is an error in the administration of medication by a program staff, resulting in the child becoming seriously injured or ill, requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight: Supervisor/director will call 911, parents will be notified, accident report will be filled out, an incident report would be filed immediately with licensing officer.

Lost Child

In the case that a child is lost during an away trip, once parents are notified, police and the licensing officer will also be notified. A report on the incident would be immediately sent to said person.

Death of a child

In the event of an incident that results in the death of a child, 911 will be called immediately. Parents will be called.

Child Left on Premises After Hours

In the case that a child is left on the premises after operating hours, the proper authorities will be notified, and a detailed report will be written up and sent to the licensing officer after the officer is notified, which will be done immediately.

Intruder on the program's premises

If the stranger appears suspicious and does not want to leave when asked to do so, call 911 immediately. Children are to be locked in rooms.

Allegation of Staff Abuse or Neglect (Physical, Emotional or Sexual)

With regards to abuse/neglect by a staff/volunteer towards a child, an incident report will be completed, and staff/volunteer will be placed on suspension until an investigation by the center, licensing and other required authorities have been completed and staff/volunteer is cleared of all allegations.

Administrative Policies

Children's Records

Each child's records will be maintained on the program premises and an up-to-date record containing the following information:

- The child's name, date of birth, and home address
- A completed enrollment forms.
- The parent's name, home address and telephone number
- The name, address and telephone number of a person who can be contacted in case of an emergency.
- If medication is administered, that written consent of the parent and the name of the medication, time of administration, amount administered, and the initials of the person who administered the medication.
- The information of any health care provided to the child, including the written consent of the child's parent required.

Any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any.

Inspection Reports

Social Services Licensing Officers will be inspecting our facility to ensure that the minimum legislated and policy requirements are met. Parents should be aware that recent inspection reports are available in the daycare center for viewing. Should you wish to review any inspection report, please inform the Director.

Complaint Process

Should any parent become dissatisfied with any aspects of our service, we recommend that the following steps be taken to bring about a resolution.

1. The parent should request a private discussion with the Program Director. Honest, open communication can resolve misunderstandings and clarify expectations. We want to have happy clients who are confident in our ability to deliver a quality program. If our service is not meeting your needs or has disappointed you in any way, we want to know.
2. The Child Care Licensing Regulations sets out specific requirements for the programs such as ours. If you have reason to believe that our daycare is not meeting minimum standards and discussions with the Program Director have failed to resolve any issues, you may lodge a complaint regarding non-compliance with the Regional Daycare Services Office. Please be advised ALL complaints will be investigated. Written complaints will receive a response in writing indicating whether the complaint was verified and whether appropriate action has been taken to correct deficiencies. Complaints can be anonymous, and your identity will not be divulged to us as license holders.

Resources for Parents

Parent Link Centers

All about connecting parents to parents and resources in their community. To locate a center close to your home, visit www.parentlinkalberta.ca or call 403-310-000 toll free.

Daycare Licensing

Address: 200 – 7930 Bowness Road NW T3B 0H3

Telephone: 403-297-2600

Fax: 403-297-5524

Richmond Regional Office

Address: #140 4820 Richard Road SW Calgary Alberta T3E 6L1

Telephone: 403 297-8033

Family & Community Support Services (FCSS) Cochrane branch

This Association offers a wide variety of services that you could benefit from. They publish an E-Newsletter which provides information on ongoing parent & children workshops as well as contact information for The Crisis help Line. This branch provides information for Cochrane and the surrounding areas of Bragg Creek, Redwood Meadows, & Springbank.

Visit - www.cochrane.ca 403-851-2250

Schedules (Amended April 2023)

Please note that all schedules provided are a rough estimate of daily events. Children's interests and needs are taken into consideration and the schedule changes accordingly. Please keep an eye on weekly newsletters for any specific daily information.

Schedules reflect our current hours of operations. Also, school dismissal times have changed to allow a staggered exit. School aged children can enter the school between 8:25 am and 8:42 am and are dismissed at either 3:00pm or 3:10 pm (M-Th) and 1:45pm or 1:55pm on Fridays

BAS Daily Schedule

7:00	Center Opens – staff is at the front door to meet children as they arrive
7:00 – 7:45	Children engage in free play in the room
7:45	Children are welcomed to have their morning snack
8:20	School aged children clean up, get ready for school and walk to school
8:25 – 8:40	Relaxed entry for children into the school
8:42	School Bell Rings
	MONDAY - THURSDAY
3:00 – 3:10 pm	Staff Picks up PM Kindergarten and BAS Children
3:15 – 4:00	Outdoor Time/ Gym Time
4:00	Afternoon Snack – from own lunch
4:00 – 5:15	Art/Science/Free Play/Homework
5:00 – 5:45	Room Tidy and Shutdown
5:45	Centre is Closed
	FRIDAY
1:45 – 1:55	Staff Picks up PM Kindergarten and BAS Children
1:55 – 3:00	Outside/ Gym Time
3:00	Afternoon Snack – from own lunch
3:00 – 5:45	Art/Science/Free Play/Homework – children may play in the gym as time allows
5:45	Centre is Closed

PD Day Schedule for BAS and Kindergarten Rooms

7:00	Center Opens
8:00-9:00	Children are welcome to have a snack from their lunch
8:00 – 11:00	Free Play/ Art
11:00 – 12:00	BAS Gym Time
12:00	Lunch
1:00 – 2:30	Outside Time (weather permitting)
2:30 -5:00	Art/Science/Free Play/Table Activities
5:00 – 5:45	Tidy up and Room Shut down
5:45	Center is closed

Kindergarten Daily Schedule

7:00	Center Opens – staff is at the front door to meet children as they arrive
7:00 – 7:45	Children engage in free play in the room
7:45	Children are welcomed to have their morning snack
8:10 – 8:15	AM Kindergartens clean up and get ready for school at Elbow Valley Elementary. Remaining children continue free play
8:25 am	Craft, science and kindergarten readiness activities offered
10:45 am	PM Kindergartens and 4 1/2 year olds clean up to eat lunch
11:20 am	Lunch clean-up and children get ready to go outside or to the gym
11:20 am	AM Kindergarten Pick-Up and outdoor play (weather permitting)
12:15 pm	PM Kindergarten Drop-Off, AM Kindergartens and 4 ½ year olds walk back to center
12:20 pm	AM Kindergartens wash hands for lunch, once finished will go to reading area for book look
1:00 pm	Circle Time
12:45 pm	Free play, craft, science and table activities commence
	If the children did not have a chance to go outside in the morning, sometimes they will go outside after everyone is finished lunch
2:00 pm	Clean-up center time and go to the gym (if available)
2:30 pm	Afternoon snack and book time
2:45 pm	Bus children pack up and get ready to go home
3:30 pm	Gym time or classroom gross motor activity
4:00 pm	Free play
5:45 pm	Program is closed

Daycare Daily Schedule

7:00 - 7:45	Center opens, free play, enjoy playtime with children
7:45 – 9:00	Snack is provided by cottage for those children that want snack
9:00 – 10:00	Free Play and Art
10:00 -11:00	Outdoor play weather permitting, gym time on bad weather days
11:00 -11:30	Circle Time
11:30 – 12:30	Lunch (assist with cutting, heating, portions of food, preferred order of eating)
12:30 – 1:30	Free Play
1:30 – 2:15	Table Top Activities/ Work Sheets or Free Play depending upon the children’s interest
2:00 – 2:30	Hand Washing and Helper of the Day/ Staff put out lunch kits for snack
2:15 -2:45	Snack
2:30 – 3:00	Hand Washing and have each child put their lunch away in their cubby
3:00 -4:30	Stories, Music and free Play
4:30 -5:00	Staff and children start clean- up to go to the gym. Staff will start their end of the day clean.
5:45	Program is closed