

West Ridge Childcare Centre

Parent Manual

Last Revised August 2020



West Ridge Childcare Centre Parent Manual

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Welcome to West Ridge Childcare Centre

Welcome to “*Our Family*” at West Ridge Childcare Centre for Early Learning! We are glad you have decided to enroll your child in our program. The following is a handbook which will give you information regarding our Centre and Program. We ask that all parents read this handbook thoroughly as it is a condition of enrollment for childcare services. If you have any questions or concerns about this handbook or about anything else regarding your child’s care, please don’t hesitate to contact the Executive Director or Assistant Director. We and the Centre Educators are here to help make this new transition as smooth as possible for you and your child.

Please keep this handbook for your reference.

Changes in Policy

This employee manual supersedes all previous employee manuals that it may have been issued from time to time on subjects covered in this manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice any or all part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. changes will be effective on the dates determined by West Ridge Childcare Centre, and after those dates all superseded policies will be null.

If you are uncertain about any policy or procedure, speak with your Director.

Mission Statement

We believe in treating children equally. We do so by meeting their individual needs, not necessarily by treating them all the same.

We strive to remain innovative and ethical in advocating for the holistic caring of families, the development of high-quality childcare programs, and by creating a loving and empowering environment.

Our Philosophy, Goals and Objectives of West Ridge Childcare Centre

West Ridge Childcare Centre believes in working closely with parents. In this way we can establish, maintain, and operate a high-quality childcare service in a happy, safe and supportive environment where uniqueness is encouraged and thus a sense of security is established.

We trust our high-quality childcare service will encourage and facilitate children’s development in all areas, in an atmosphere of non-violence, courtesy, respect and nurturing.

We hope to encourage expression of children’s ideas, needs and emotions in a way that will develop patience and respect and will build self-confidence and self-esteem.

We at West Ride Childcare Centre, know these are the most important years of your children’s lives. We want to help them by ensuring the best care we can provide.

West Ridge Childcare Centre Believes:

- That childcare in a group setting is best achieved when the Centre meets and exceeds the requirement established in the Childcare Regulations as developed by the Ministry of Education
- That quality childcare is best achieved when parents are involved in establishing and maintaining the goals and objectives of the Centre
- In providing a sense of community by making childcare available on-site West Ridge Village
- That holistic and natural learning enhances all areas of growth and development
- That a healthy, secure, and inviting setting, with a balance of experiences that encourage freedom, will foster optimum growth and development and enhance the uniqueness of the individual child.
- That quality programming is best achieved when the care providers have academic preparation and experience in the childcare field.
- That children deserve respect and dignity from their peers and caregivers. Children at West Ridge Childcare Centre are encouraged to make their own decisions and feel responsible for the choices they have made. We believe our largest responsibility is to teach children the fundamental skills they require to become strong, healthy and happy individuals.

Our Organization

Board Governance Guiding Principles

1. The Board of Directors will demonstrate our commitment to early learning and childcare excellence.
2. The Board of Directors assesses growth and sustainability within the institution's management, human resource and financial capacity.
3. Actively seek partnerships that reduce the risk and capital expenditures for the organization.

Board of Directors

West Ridge Childcare Centre is a voluntary organization which is owned and operated by our members, the parents, on the principle of mutual self-help for mutual benefits. The Centre is overseen by a Board of Directors which is comprised of ten (10) members including a President, Vice-President, Secretary, Treasurer and five (5) Members-at-Large. The Executive Director works under the direction of the Board and is responsible for the operation of the Centre. Active participation by ALL members is required. Members help by combining their skills and resources to provide childcare services we can all be proud of. The Centre is facilitated by a board of Directors which is made up of current parents, past parents and community members.

The Board of Directors is vested with the authority to make decisions within the limits of all pertinent laws, regulations and standards, and in keeping with the objectives and policies established by the membership. Board Members are required to act ethically and in the best interests of West Ridge Childcare Centre. Board Members must put the good of the organization ahead of personal wishes or preferences. This may be especially challenging in instances such as fee increase or a change to the basic program that will directly affect Board Members' Children. Bylaws outline the general parameters that the Board operates by in overseeing the affairs of the Centre. A copy of the bylaws is available from the Executive Director.

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

Responsibilities of the Board

- Plan and ensure implementation of Centre policies and programs
- Monitor, control and evaluate the operations of the Centre
- Approve the annual budget and maintain control over financial resources
- Ensure the preparation and retention of adequate financial and other records
- Employ and be responsible for the on-going evaluation of a Centre Director
- Provide leadership, recommendations and the information necessary for members to make informed decisions
- Encourage active involvement of all members
- Report to the membership at annual meetings or other such meetings as required on the conduct of the Centre's business
- Ensure that costs of child care are reasonable.

Organizational Structure / The Chain of Authority

Parent Board <--> Director <--> Educators <--> Parents <--> Child(ren).

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

Board Meetings

Meetings of the Board of Directors are held monthly during the last week to discuss all major decisions regarding financial, personnel and operational policies of the Centre. Changes and additions to existing policies must be adopted by a majority of board members. A list of current board members can be obtained from the Executive Director. Board meetings are open to all members. The dates of these meetings are posted on the parent board and in the monthly newsletter/calendar or may be obtained from the Executive Director. The minutes of these meetings can also be obtained from the Executive Director.

Electronic Voting Process

The Chairperson of the Board or designate, shall determine the necessity for an electronic vote (a vote by email) in between meetings of the Board. The Chairperson or designate shall consider the following prior to determining the requirement for an electronic vote:

- (i) How soon a decision is required
- (ii) Whether the decision would be better made after further discussion and/or whether alternatives should be considered
- (iii) Whether the action is a routine action that a committee can take in lieu of the Board
- (iv) Whether a conference call can be scheduled and held (either just for discussion or if a quorum is obtained, to take a vote)
- (v) Whether all Members have indicated they are in favour of the action and will be able to sign an electronic vote

If after considering the above, the chairperson determines it would be best to take action by unanimous written consent, The chairperson may have the Board secretary draft the proposed action and email it as an attachment to all Directors at their respective email addresses.

(a) All Members must respond to an electronic vote in the form of FOR, AGAINST, WITHHELD. Those persons not responding will have no vote counted and will be considered absent from the vote. A “Withheld” or “Against” vote will nullify an electronic vote and call the question to the next regularly constituted Board meeting for discussion.

(b) An electronic vote shall remain open for five (5) calendar days from the date of transmission. In the event the number of votes received after the five (5) calendar days does not constitute a quorum, the vote may be extended in 24-hour time periods until a quorum has been reached, or the question is brought forward to the next regularly constituted Board Meeting for a vote.

(c) Members may respond with a signed and scanned motion form or a printed and signed form dropped off at the Centre. Each electronic vote received must be entered in the records of the Board. Upon the Board Secretary`s/CEO`s receipt and verification of all written consents approving the item, the action is duly approved. Regardless of whether the action is approved or not, the Board Secretary/CEO will confirm whether the action has passed or failed by email to all Members upon receipt of all the individual consents.

(d) The outcome of an electronic vote shall be ratified by the Board at the next regularly constituted Board Meeting. The minutes of this meeting will record the ratification.

Annual General Meeting (AGM)

The Annual General Meeting (AGM) is held in March each year to allow the Board to address the entire membership in regards to the finances of the Centre for the past year, plans for the coming year and to allow for the election of new board members. **All members must attend the annual general meeting.** Any active Educator currently employed or previously employed at the Centre may not be elected to serve on the Board of Directors. The AGM also allows parents the opportunity to address the Board in regards to issues and concerns arising in the past year and to be involved in voting on decisions regarding the Centre for the coming year.

Early Learning & Child Care Consultant's Role

All child care Centres and licensed child care homes receive the support of an Early Learning and Child Care (ELCC) Consultant. The role of an ELCC Consultant is to promote quality child care services and enforce The Child Care Act and The Child Care Regulations, 2001. These pieces of legislation set the standards for licensed care in Saskatchewan.

What does an ELCC Consultant do?

ELCC Consultants provide a variety of supports to your child's Centre or child care home.

Consultants support child care home providers, Centre Educators, Directors, and boards of child care Centres to implement best practices in the care and education of your child.

Consultants also:

- Complete a licence review annually to ensure that a basic standard of care is in place;
- Conduct a minimum of two unscheduled monitoring visits per year to ensure licensing requirements are maintained;
- Attend two board meetings per year for parent operated child care Centres, and one parent advisory committee meeting and one board meeting per year at other Centres;
- Address non-compliance when observed or when reports are received; and
- Facilitate grants.

When should I contact the ELCC Consultant for my child care facility?

You may contact your ELCC Consultant for any question you have, or to share information about your child's program.

Some examples of when you may contact your ELCC Consultant include:

- You would like to share strengths and successes you have observed about your child's program.
- You have a concern about the quality of care your child is receiving.
- You would like further clarification about The Child Care Act and The Child Care Regulations, 2001.
- You have a question about the services offered by Saskatchewan's early learning and child care program, or would like additional information.

Who is the ELCC Consultant for my child care facility?

Heather Hersberger

ELCC Consultant

Early Years Branch

Ministry of Education

8th Floor 122 - 3rd Avenue North

Saskatoon SK S7K 2H6

Phone: 306-933-7786

Fax: 306-933-7782

E-mail: heather.hersberger@gov.sk.ca

Our Centre

Our History

West Ridge Childcare Centre was incorporated on June 4th 1996 as a non-profit organization. Its origins began when Saskatoon Housing Authority worked together with Families First Childcare Centre and began plans to open a daycare in the community complex of West Ridge Village. Identifying the need for more infant care in Saskatoon, renovations on the community complex were undertaken to meet the licensing requirements for the six (6) space infant Centre.

To further meet the growing needs for childcare service in our area, West Ridge Childcare Centre set out to offer quality care for children of all ages. The Centre provides licensed and subsidized childcare for 6 infants, 10 toddlers, and 18 preschoolers. The organization of the main Centre permits a separate play area for the infants from the toddlers and preschoolers.

As the community grew, we found that more families needed care for school aged children. Therefore, West Ridge Childcare Centre was able to add 10 unlicensed school aged spaces in December 1st 2014 for before and after school care during the school year and all day care during July and August.

Location and Contact Information

109 - 3144 Laurier Drive
Saskatoon, Saskatchewan
S7L 5S7

Phone: (306) 382-3223

Fax: (306) 952-3223

E-Mail: westridgecc@gmail.com

Hours of Operation

We are open Monday – Friday from 7:00am – 6:00pm.

Statutory Holidays

West Ridge Childcare Centre observes the following statutory holidays per year and our Centre is closed on the following days:

- New Year's Day (January 1st)
- Family Day (Third Monday of February)
- Good Friday (Changes yearly)
- Victoria Day (May 18th)
- Canada Day (July 1st)
- Saskatchewan Day (First Monday in August)
- Labour Day (First Monday in September)
- Thanksgiving Day (Second Monday of October)
- Remembrance Day (November 11th)
- Christmas Eve (December 24th) **Our operating hours are from 7am-4pm this day*
- Christmas Day (December 25th)
- Boxing Day (December 26th)
- New Year's Eve (December 31st) **Our operating hours are from 7am-4pm this day*

If the statutory holiday is on a Saturday, the Centre will close on the Friday before and if the statutory holiday is on Sunday, the Centre will close on the Monday.

During holiday season the Executive Director will survey the parents for childcare needs. This gives the Centre the opportunity to give the Educators extra days off at this time to spend with their families. If you have posted that your child will not be in attendance, your child will not be able to attend. West Ridge Childcare encourages all families to only use the Centre at this time if you are working. Christmas holidays are a great time to spend with family.

Notices will be posted 1 week prior to closures.

Parking

Parking is not permitted in the tenant parking stalls, only in the designated childcare drop off area. Spaces are limited, therefore please drop off and pick up your child in a timely fashion.

Admission and Enrollment

Ages and Care Schedule

West Ridge Childcare Centre can accept children between the ages of 6 weeks old and 12 years old. We have full-time, part-time and casual care spots but do ask that parents keep the Centre informed of their child's schedule and let the Educators know of any changes or absences which may occur.

Program Admittance

West Ridge Childcare Centre currently holds a waiting list of all families interested in enrolling children in our Centre. Families interested in being added to our waiting list are asked to provide their name, phone number and child's date of birth. Once this information has been given to the Executive Director or management, it will be dated and placed in the following priority sequence:

1. Educators members employed at West Ridge Childcare Centre
2. Families that already have children enrolled
3. Families that live in West Ridge Village
4. Previous parents in good standing
5. According to their position on the waiting list

If you have an account in arrears with West Ridge Childcare Centre, you may not return until you have settled your outstanding debt and have a \$0.00 balance with the Centre. Afterwards, a deposit may be required to reactive childcare services.

Summer Spaces

West Ridge Childcare Centre will only hold your childcare space over the summer holidays if you are willing to pay the full fee for your child(ren). In the event you do give proper notice, you will be placed back on the waiting list and given priority as stated previously for returning parents. This policy applies to any leave from the Centre.

Enrollment Forms

West Ridge Childcare Centre requires all parents to complete a number of forms prior to their child's attendance at the Centre in accordance with the Ministry of Early Learning and per Childcare Regulations. West Ridge Childcare Centre must keep a record with respect to each child attending the facility and retain the record for a period of two years after the child ceases to attend the facility.

This information helps to inform the Educators of care information or any special instructions which will help in creating a smooth transition for your child. It also provides the Centre will all information needed in case of an emergency. Children's records must include the following:

- Agreement for Childcare Services Contract
- Child's Emergency Information Card
- Child's Health Resume

- Infant/Toddler/Preschooler/School-Age Social Resume
- Excursion and Transportation Consent Form
- E-mail Consent Form
- Media Release Consent Form
- Subsidy Application (if applicable).
- Speech Language Pathology General Consent Form
- Behavioural General Consent Form
- Any medication authorization provided by child's parent and any record of medication administered
- Any report of unusual or unexpected occurrence involving the child

Please notify the Executive Director of any changes of telephone number, address, marital status, place of employment, people authorized to remove your child from the Centre, allergy changes and other information pertinent to your child's care.

Attendance Reports

Parents are responsible for signing their child(ren) in/out of the Centre each day. The attendance sheets are located in each of the rooms. Children's daily attendance sheets are listed alphabetically and parents are asked to round the time to the nearest 5 minutes.

Parents are also responsible for verifying the hours their children attended and their childcare fee by signing the monthly attendance report at the beginning each month for the previous month required by the subsidy unit of the Child Day Care Branch of the Department of Community Resources and Employment and the financial auditor.

Orientation

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

Probationary Period

The Centre has a one (1) month probationary period for each family. During this time, the Centre or family may choose to withdraw the child with one week notice. This may be for any number of reasons including if the Centre or family fee that the Centre cannot meet the needs of the child.

Termination of Services and Written Notice

Termination of Services – Childcare to Parent Policy: West Ridge Childcare Centre reserves the right to terminate child care service with a one month written notice to the parent or signee of the Child Care Agreement with the exception of Section 7c.

Termination of Services – Parent to Childcare Policy: A parent or signee of the Child Care Agreement reserves the right to terminate their contract with a one month written notice to West Ridge Childcare Centre

Notice must be given in writing on the first day of the last month of care and submitted to the Executive Director. If you fail to give notice on the 1st business day of the last month the child will be attending, you will be responsible to pay full fees for the following month.

Diverse Needs Children

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

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

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

- Severity
- Resources currently available
- Required resources

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

- Roles and responsibilities of the West Ridge Childcare Centre Educators and parents/guardians
- Current medical/behaviour conditions
- Current treatment regimen
- Avoidance strategies in the case of an allergy; triggers
- Required training
- Emergency protocol (*e.g. Anaphylaxis Emergency Plan*)
- Review schedule indicating how often ICP is to be reviews by both parents/guardians and Educators

Any changes to the ICP will be reviewed by Educators and individual needs will be accommodated to the best of the West Ridge Childcare Centre's ability.

We realize that our Centre setting may not be beneficial for every child and that there are limitations in what can be provided. Our intention is to support each family as best as we can, recognizing that sometimes we are not able to provide special care. On other occasions providing special care may interfere with our responsibilities to other children in the Centre. It would be equally wrong to jeopardize the safety, health and well-being of other children entrusted to our care or to promise a service that we cannot adequately provide.

Finances

Parent Fees

All full-time and part-time fees are paid in advance of the month. Parent fees are due on the 1st business day of the month. You have until the 5th business days to pay your childcare fees or are subject to *late payment of fees* of \$50.00 per month on overdue fees. ([See Late Payment of Fees](#))

Casual fees will be invoiced at the end of each month and are due upon receipt.

Parents are responsible for the full childcare fee stated on their agreement for childcare services. Even if they qualify for subsidy. It is your responsibility to keep your subsidy up to date, not the Centre. All Families will be required to sign a new “Agreement for Child Care Services” reflecting their new fee each time it changes.

Accepted Forms of Payment

West Ridge Childcare Centre is currently able to take cash, cheques, electronic funds transfer (EFTs), interact debit, Mastercard and Visa.

Electronic Fees Transfer (EFTs)

West Ridge Childcare Centre accepts EFTs. There is no security question required as it is auto deposited. Our e-mail address is: westridgecc@gmail.com for EFTs.

Fee Structure

Infant Fees (6 weeks old to 1 ½ years old)

Full-time - \$970.00 per month (attends the Centre 90+ hours a month)

Part-time – *Not applicable*

Casual/Drop in - \$20.00 per hour to a maximum of \$100.00 per day (attends Centre less than 45 hours per month)

Toddler Fees (1 ½ years old to 2 ½ years old)

Full-time - \$750.00 per month (attends the Centre 90+ hours a month)

Part-time - *Not applicable*

Casual/Drop in - \$15.00 per hour to a maximum of \$75.00 per day (attends Centre less than 45 hours per month)

Preschooler Fees (2 ½ years old to 6 years old)

Full-time - \$695.00 per month (attends the Centre 90+ hours a month)

Part-time - \$375.00 per month (attends the Centre 45-89 hours a month)

Casual/Drop in - \$10.00 per hour to a maximum of \$50.00 per day (attends Centre less than 45 hours per month)

School-Age Fees (6 years or older)

Full-time - \$375.00 per month (attends the Centre 90+ hours a month)

Part-time – *Not applicable as per childcare regulation*

Casual/Drop in - \$10.00 per hour to a maximum of \$50.00 per day (attends Centre less than 45 hours per month)

Summer Fees for School agers (6 years old or older)

Full-time - \$550.00 per month (attends the Centre 90+ hours a month)

Part-time – Not applicable as we are full in the summer

Casual/Drop in - \$10.00 per hour to a maximum of \$50.00 per day (attends Centre less than 45 hours per month)

Please Note:

- For all part-time in casual spots, if a child attend the Centre in excess of the hour stipulated more than 2 times per six month, the childcare fee will automatically increase to the fee reflected in the actual hours attended effective of the following month of the third violation
- For part time families, the Centre will draw up a contract based on the availability of spaces that calendar year. Part time families are not allowed access to the Centre on no school days, no PD days, and school holidays (December holiday break, February break, and Easter break) and will be in effect from September to June ONLY.

These fees are in effect as of July 1st 2020 and are subject to change with 3 months notice from the Board of Directors.

Subsidized Fees

The Department of Community Resources and Employment provides the subsidy for parents using government licensed childcare services. The subsidy is based on the parents' income, the number of children in the family and the Centre fee. For more information regarding childcare subsidy you may check in with the Director or call the toll-free number for subsidy unit in Regina at 1 800-667-7155.

Although the subsidies are paid directly to the Centre, it is the parent's responsibility to supply ALL information required by the Subsidy Unit. Parents receiving subsidy are responsible to the Centre for ensuring full payment of fees, either by themselves or the Subsidy Unit. If a subsidy is not approved within the first two months of application, parents will be expected to pay full fees until subsidy is approved; or if failure to provide information to the Subsidy Unit results in suspension of subsidy payment to the Centre, parents will be liable for the fees.

Your child must attend the Centre a minimum of 36 hours per month / 20 hours per month for school aged children in order to qualify and receive subsidy.

No Interest Deposit

West Ridge Childcare Centre does not do deposits at this time. This may change in the future.

Late Payment of Fees

West Ridge Childcare Centre requires consistency of revenue to meet its financial commitments, including payroll. You have 5 business days to pay your fee. After the 5th business day, a \$50.00 late fee will be added to your account. If your fees have not been paid by the last business day of the month, childcare services may be suspended or terminated.

Collections

Parents with an outstanding debt when they choose to leave the Centre will have 30 days to pay their account in full. It is your responsibility to make payment arrangements with the Director within 30 days. If the Executive Director has not heard from you after the 30 days, or if you fail to make your payments, or miss a payment, your account will be sent to collections.

Receipts / Tax Printout

Receipts are issued once fees have been received and will be taped to their child's cubby. Once issued, it is the parent's responsibility to keep on to them for taxes. Replacement receipts will be issued at a cost of \$25.00 per receipt.

If you require a print-out of your account, you may put in a request to the Executive Director. If your account is in arrears, there will be a fee of \$35.00 per calendar year (*e.g. 2020, 2019, 2018, etc.*) which must be paid before you receive your print-out. If you require any additional receipts and/or prints out, it will be \$35.00/per hour of looking for said receipts.

Returned Cheque Policy

If a cheque is returned to the Centre marked NSF, the Executive Director will notify the parent/guardian in writing and payment will need to be made by either cash, certified cheque, debit, EFT, Visa, or Mastercard. A charge of \$35.00 will be applied to next month's fees to cover any charges the Centre incurs for the process.

Fundraising

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

Families can choose to opt out of the fundraising requirements. If they so choose not to participate in fundraising events, a payment of \$20.00 will be required per child attending the Centre. The family will be invoiced for the buy out amount defined above by the Executive Director on your next month's invoice.

Programming

Daily Routine

<u>Infant Room Schedule</u>	<u>Toddler Room Schedule</u>	<u>Preschool (Group A/ Group B) Room Schedule</u>
<p>7:00-7:45 Free Play in the main Centre 7:45-9:30 Organize / Transition to infant room 8:30-9:00 Change Diapers / Snack 9:00-11:00 Activities (Open Ended) & Free Play / Outside Play (<i>weather permitted</i>)!/ Morning Naps 11:15-12:15 Wash Hands / Put Bibs On / <u>Lunch</u> / Free Play (when done eating) 12:15-12:30 Change Diapers / Get Ready for Nap 12:30-3:00 Nap 3:00-3:30 Change Diapers / Snack 3:30-5:30 Outside Play (<i>weather permitted</i>)!</p> <p>Note: *Remember times may vary by a few minutes and activities may change due to weather *Depending on age of infant they may be on their own eating / sleeping schedule.</p>	<p>7:00-8:45 Free Play in the main Centre 8:45-9:00 Organize Room / Change Diapers 9:00-9:30 Snack Time 9:30-10:30 Outside Play (<i>weather permitted</i>)! 10:30-11:00 Craft / Activities 11:00-11:30 Organize Room and; <i>Group A</i> - Nap room (Songs, Stories, Games) <i>Group B</i> - Toddler room (Songs, Stories, Games) 11:30-12:00 Lunch 12:00-12:30 Nap Room Free Play 12:30-12:45 Organize Room / One Staff Put Out Beds / One Staff Sings Songs 12:45-3:00 Nap 3:00-3:30 Change Diapers / Snack 3:30-6:00 Outside Play (<i>weather permitted</i>)!</p> <p>Note: *Remember times may vary by a few minutes and activities may change due to weather</p>	<p>7:00-8:30 Free Play in the main Centre 8:30-9:30 Organize / Transition to other Preschool Room Free Play / Snack (When child is done snack have child wash their Hands and Face) 9:30-10:30 Organize / Outside Play (<i>weather permitted</i>)! 10:30-11:30 <i>Group A</i> - circle / craft / activity <i>Group B</i> - craft / activity / circle 11:30-12:00 Organize / Lunch 12:00-12:30 Free Play / Bathrooms 12:30-1:00 Organize / Stories 1:00-3:00 Rest Time 3:00-3:30 Snack 3:30-6:00 Outside Play (<i>weather permitted</i>)!</p> <p>Note: *Times may vary by a few minutes and activities may change due to weather. *Morning snack is a come and go snack. It is the child's choice if they want snack. At 9:15 ask any children who have not had snack if they would like snack before it is put away. *Have children organize a center they are leaving before exploring a new center. *When child in this group has rested for 45 minutes they can get up and explore a quiet center put out by Educator.</p>

Following a schedule allows for children to know what comes next.

Program Components

Our early learning program is guided by the Play and Exploration Model set by the Ministry of Early Years, and the goals of the programs vary from room to room. Educators aim to enhance the following opportunities throughout the child's day:

- Children as competent learners,
- Ability to be self expressive and creative,
- Ability to problem solve,
- Feel safe, confident and comfortable in their environment,
- Increase awareness of self and others,
- Increase independence,
- Open-ended exploration,
- Holistic Development and learning – socially, cognitively, emotionally, spiritually and physically
- Build strong positive relationships,
- Stimulating and dynamic environments,

Free Play – During free play time, the children are provided with a variety of activities or Centres to choose from for quiet and active play including books to read and look at, art activities, dramatic play, toys and games. Those children who have school homework are allowed time to complete this during free play if they so choose

For more information on your child's daily programming you may consult your facilities Executive Director and Educators.

Infant Program

Infants are fed in accordance with their parent's request and on their own schedules until 16 months of age approximately. Table food and whole milk (3%) are provided by the Centre. Parents are responsible for supplying jarred baby food, pabulum, formula, and sterilized water.

The parent communicates when their child usually sleeps/naps and the procedure used to help them fall asleep. Your Educator will follow these individualized instructions. Infants will not be put in their crib with a bottle.

If your child requires a soother, ensure it is fastened to their clothing to prevent any mix-ups or sharing of soothers.

Educators will document all feedings, sleep times and diaper changes, which occur throughout the day, so the parent is able to be informed and prepared for the evening at home. The Educators will post a picture of the child's day that they documented on Seesaw.

Educators Qualifications

West Ridge Childcare Centre including the Executive Director, Assistant Director, Full-time/ Part-time Educators, Casual Educators, Contract Educators and Volunteers are required by the Centre to have the following prior to the commencement of their employment (*if applicable*):

1. A clear Criminal Records Check (C-PIC) and a clear Vulnerable Person Check
2. Valid First Aid and CPR certification
3. Level I, II, or III Certification in Early Childhood Education through the Ministry of Education in Saskatchewan

Excursions Policy

To help our children expand their learning and interests, our Educators will plan excursions from time to time. The Educators will post a notice in the Centre and on Seesaw to notify the parents at least one week prior to the excursion via the parent boards and on Seesaw.

Each parent is responsible for bringing all items needed for the outing (*e.g. proper footwear, appropriate clothing if necessary, hats, etc.*). If a child is missing an item, they will not be able to participate and will have to stay at the Centre.

Parents are responsible for bringing their children to the Centre at the time posted on the notice. If the child is late for the outing, they will not be able to attend the outing and will remain at the Centre. Parents are not permitted to drop off their children on an outing, because of child to Educator's ratios.

Some guidelines which are followed for excursions are:

1. All excursions must be approved by the Executive Director or Assistant Director before they are booked.
2. All new excursion locations must be assessed by the Executive Director or Assistant Director for safety hazards etc. before the trip can be approved.
3. Arrangements for transportation will be made and confirmed by the Executive Director or Assistant Director
4. Arrangements by the Executive Director or Assistant Director must be made to ensure that transportation is available in case of emergency.
5. At least 24 hours in advance of a planned excursion, a notice to parents will be posted which includes the following information:
 - a. location of the trip.
 - b. time of departure and return.
 - c. method of transportation
 - d. if special materials or appropriate dress are required.
6. Prior to all excursions, children should be adequately prepared for the upcoming fieldtrip (*possible dangers, rules, what to expect etc.*).
7. The Educator to child ratio will be doubled for any high-risk excursions such as swimming pools, crowded locales, areas with natural hazards etc. Ratios must be maintained at all times. ([See Active Supervision on Excursions/Outings Policy](#))
8. Identification including the Centre name, address and phone number is to be worn by all children.
9. When crossing the street, entering or exiting the bus, going for a walk the children are to have one Staff member at the front and back of the group.
10. Each Educator must know exactly how many children are in their sub-groupings at all times. Regular head counts must be made at arrivals, departures, getting on or off the bus, going to the washrooms, shift changes etc.
11. A designated Educator maintains a list of all children on the excursion.
12. At no time are students, volunteers or parents assigned sole responsibility for the children.
13. Parents may pick a child up at an excursion site but must advise the Educator that they are doing so. A child's leaving must be noted on the list of children present and communicated to other Educators.
14. The portable emergency backpacks are to be taken on all excursions. All Educators are responsible for a backpack.

West Ridge Childcare Centre has portable emergency backpacks for every room. The backpacks will be taken on each excursion or neighbourhood walk. The backpack will include the following:

- First aid kit

- Emergency cards for all children and Educators attending
- Child release forms
- Emergency medical telephone numbers including the poison control Centre
- Ice bag or chemical pack
- Emergency blanket for shock or to use as a splint
- Pencil and pad of paper
- Thermometer
- Appropriate means for communication relative to the nature of the excursion, i.e. A cell phone or coins/phone card for pay phone
- First aid manual
- Emergency related medications (e.g. EpiPen's, inhalers)

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

- Sunscreen
- Insect repellent
- Calamine lotion

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

Transportation

All Transportation will need to be approved by the Executive Director and parents. The parents will fill out a *Special Excursion Form* to give permission for Educators to transport the children on the bus during outings.

If a child misses the school bus, the Executive Director will then call the parent to pick up the child from the Centre to transport the child to school.

Nap Time Policy

Individual cribs, cots and mats (including sheet and blanket) are provided for all children that nap at the Centre. Cots and bedding are sanitized weekly or as needed. Children that do not require a nap, must have a 45 minute rest time minimally. During rest time, the children lie on a mat, listen to calm music and rest their bodies. After 45 minutes the children play with quiet toys until rest time is over. Rest time is 1:00pm - 3:00pm.

As per childcare regulations, we cannot deny children sleep, therefore if they fall asleep naturally on their own, they will be allowed to nap for the 45 minute time allotted, or until nap time is over.

Developmental Screeners

At West Ridge Childcare Centre, we strive to provide children with experiences which promote the development of the child's whole self (physical, socio-emotional, intellectual and spiritual). To support our Educators with this, we often use assessment tools such as developmental screeners (*i.e. Ages and stages questionnaires, brigance*). The results are used to support program development and to ensure we are meeting the needs of the children in our care. If at any time you wish to discuss your child's development or if you prefer your child not participate in such screenings, please don't hesitate to speak with your child's Educator or management. We are here to support your child in any way we can!

Outdoor Policy

Fresh air and exercise are essential to growing, healthy minds and bodies. Therefore, **all** children shall have a minimum of a half-hour free outdoor play each day. Exceptions include:

- Outdoor temperatures in excess of +30°C and below -30°C including wind-chills respectively.
- Caution is advised in temperatures above 25°C. Children will be outside for short periods of time only, as a precaution against heat stroke, heat exhaustion and sunburn.
- Children will not be taken outdoors when the temperature rises above 30°C and/or when ultraviolet rays are 6 or above on sunny days.
- Caution is advised in temperatures below 25°C. Children will be outside for short periods of time only, as a precaution against frostbite.
- Conditions where the children's safety will be in question.
- Educators will ensure all children are wearing a sun block and bug spray when necessary prior to going outside.
- All children should be supplied with their own mitts, hat, ski pants, boots and jacket for winter conditions
- All children should be supplied with their own hats and/or sunglasses for summer conditions
- The months of April to October - three-quarters of an hour free outdoor play, every morning and afternoon must be provided.
- School holidays and vacations - three-quarters of an hour free outdoor play, every morning and afternoon, at the School age Centre.

Sunscreen and Insect Repellent Policy and Procedure

Sunscreen and Insect Repellent Policy:

Sunscreen and insect repellent will be applied by the Educators daily as needed.

Sunscreen will be applied 30 minutes prior to going outdoors and after water play.

At the beginning of summer parents must provide 1 bottle of sunscreen (*Banana Boat brand will not be accepted*) and 1 bottle insect repellent (family insect repellent only) per year and must be given directly

to an Educator. This will be put into a community basket and will be used on all children throughout the summer.

Sunscreen and Insect Repellent Procedure:

Sunscreen with a SPF of 45 is used on infants and toddlers and a SPF of 30 is used on children 6 months old – 12 years old.

Insect Repellent will be applied as needed during outdoor play.

Insect repellent with a deet concentration of 10% or less will be used on children ages 2 years and up. (maximum of 2x a day)

Insect repellent with a deet concentration of 7% or less will be used on children 6 months – two (2) years. (maximum of 1x a day)

Parent and/or Guardian Responsibilities

Parental Involvement

Parental involvement is crucial in maintaining high-quality child care at reasonable costs. As a non-profit organization, we collectively have the responsibility to:

- Provide adequate funding for the operation of the Centre;
- Be aware of and adhere to the rules and guidelines for operation of the Centre;
- Provide assistance with projects, repairs and renovations, socials, fundraising etc. as is required.

The combination of Government subsidies and our payment of fees must be sufficient to provide a quality of care consistent with our Centre philosophy. We cannot expect however, to pay fees sufficient for the Centre to retain substantial savings. We are a non-profit and self-supporting organization through our own contributions.

It is important for parents to realize that they play an important role in success of the Centre. There is not a lot of work to be done but it is important that parents realize that this is OUR Centre and that we are responsible for it. We recognize that parents work outside the home and that time can sometimes be at a premium. Being an active parent in the Centre does not require a large commitment but when there is something to be done it makes lighter work for all if there are more people involved. We owe it to our Board of Directors, to our Educators, to ourselves and most important, to our children, to find the time and make the personal effort to guarantee our success.

Educators – Parent Relations

Educators welcome the interest and concern of parents on any topic. Parents are encouraged to question Educators if they are unclear about the handling of an incident within the Centre. As partners guiding

your child through key developmental years, it is desirable that Educators and parents work closely and honestly together. Educators will be pleased to discuss any questions you may have about any aspect of your child's care.

Communication

Daily communication with your child's room Educator is important. This communication assists the Educators in providing appropriate care necessary for that day while at the same time can address any areas of concern you may have about your child. Things you may want to discuss with the Educators may include: *sleeping and/or eating habits, changes in family and/or home situations and health*. Educators in return will inform you of highlights from your child's day in person, and/or on the Seesaw app.

Formal communication should be used when a concern you have expressed with your child's Educator and/or Executive Director has not been addressed satisfactorily. In this instance the action you may take is to speak with your Executive Director to request the matter be taken to the Board of Directors.

Once you have spoken with the Executive Director and a satisfactory result has been achieved the information will be shared with all involved parties. In the event that your concern continues to be unresolved it is then that you may request the issue be taken to the Board of Directors.

West Ridge Childcare Centre regards all information about children and their families as confidential.

Parental Grievances

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

The following steps shall be followed:

1. A parent must fill out a parent complaint/concern form and hand it into the Executive Director, who then will make a copy for the child's file, Educator and parent.
2. A parent shall talk to the Educator regarding child's care and if not satisfied or if it's a sensitive issue they can further discuss it with the Executive Director.
3. If the parent is not satisfied with the resolution of the grievance and informs the Executive Director to that effect, the Executive Director shall bring the matter before the Board of Directors.
4. A final appeal may be made directly to the Board of Directors. All such appeals shall be made in writing.

Annual General Meeting

Your attendance at the annual general meeting is mandatory. Notification of the meeting will be posted. This will be scheduled in March. ([See Board Meetings; Annual General Meetings](#))

Clothing

You are responsible for providing appropriate indoor and outdoor clothing based on your child's age and current weather conditions. Children who are in an infant, toddler or preschool program are required to have a change of clothing (shirt, pants, underwear and socks) available at the Centre. Facilities have a limited supply of extra clothing to be used in emergencies. Parents must launder and return the articles of clothing immediately. (See [Check List for New Parents](#) & [Diapering and Toilet Training](#))

Please label all clothing, West Ridge Childcare Centre is not liable for missing articles of clothing.

Subsidy

Is available for qualified parents through Saskatchewan Social Services. You are responsible for filling out and submitting your forms and keeping them up to date. For more information please see [Subsidized Fees](#).

Child Absence

In the event your child will be absent from the Centre it is required that you contact your child's daycare Centre to notify of the absence by 10:00am.

Please phone or inform the Educators if your child will be absent for all or part of the day. This saves the Educators time looking for your child and allows us not to have to bother you at work to check if your child will be attending the Centre that day. Letting us know of your child's absence also allows us to accommodate our part-time and casual families who may require unexpected care for their children.

The Centre is equipped with an answering machine for those times when the Staff may not be able to answer the phone and to allow parents to leave messages in regards to their child's absences outside of Centre hours of operations.

Diapering and Toilet Training

Diapering:

Parents are required to provide diapers for their child(ren) who requires them. You must supply the Centre with a minimum of 2 days worth of diapers. Diapers must be the appropriate size/weight for the child. In the event that a child runs out of parent-provided diapers, the Centre will temporarily use some of its own or borrow from another family. Parents are expected to replenish their supply of diapers quickly, and some of these will be used to resupply the Centre of its stock.

At the discretion of the Executive Director, a family may be billed for the use of Centre diapers if a parent consistently fail to provide adequate diapers for their child.

The Centre provides wipes and non-prescription rash cream. If your child requires different diaper creams, wipes or diapering procedures, please communicate this with your child's Educators. Parents are

asked to provide these items and others if they have a particular brand preference other than what the Centre uses.

Cloth Diapers

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

Toilet Training:

It is necessary for you to talk with your child's room Educators and inform them of when you are ready to begin toilet training with your child. You must bring sufficient changes of clothing during the toilet training process (a minimum of 3 sets of clothing including shirts, pants, underwear, socks and shoes).

Confidentiality Policy

All information relating to or concerning children, their families and/or our colleagues is to be kept in confidence by all Educators. Information is to be shared concerning children, families and colleagues only within the context of providing care for the children unless failure to disclose would put children at risk. With the exception of the Board of Directors, information will not be discussed in the presence of children, parents, or non-employees of West Ridge Childcare Centre. Confidential information has been defined as personal facts and conditions pertaining to the client's life which has been communicated to me and/or the childcare facility for the definite purpose related to the service she or he is receiving or requested from the childcare facility. It is a client's right and expectation that such information will be respected and safeguarded by the childcare facility and all its personnel, professionals, substitutes, students, board members and volunteers.

Any information regarding the operation of the facility whether it is related to the business, special program, Staff, parents and/or children will be considered confidential. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Financial information
- Parent information
- Children's information

Information may be shared by Educators and other helping professionals as required for the care and support of children, or as required by law. As well, all Educators have a duty to protect the confidentiality of any information received from parents and the Board to ensure that all such confidential information will only be used as authorized.

Information Disclosure

At no time will any personal information pertaining to any child be released or shared without the written consent of the parent/guardian who has custody of the child. The exception to this policy is in The Child Care Regulations, 2001 Part III Standards for Facilities, Division 4 Administration, Section 40.b.(i) and 40.b.(ii) which deals with confidentiality.

Smoking Restrictions

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

Personal Effects

West Ridge Childcare Center assumes no risk for any loss or damage to personal property which may include: any money, jewellery, clothing or any other item brought into the Centre. Parents are encouraged to label all children's belongings (such as clothing) and to leave toys at home.

Health and Safety

Reducing the Spread of Infectious Diseases

In the event your child becomes ill with a communicable disease (*capable of being spread from one person to another*) you are requested to contact the Centre and inform them of the illness. Your child will then need to remain at home for the duration of the infectious period. Infectious periods are determined by the community health unit.

Sick Child Policy

Our policy is to protect the health of all Educators and children enrolled at West Ridge Childcare Centre. The Executive Director will contact Public Health regarding any illnesses we are unsure of.

A child, who is running a fever (*over 101F/38°C*), is vomiting, has diarrhea, and/or is showing other symptoms of acute illness or requires one-on-one care must be kept at home for a minimum of 24 hours.

If you feel that your child is too sick to play outside at the childcare Centre, then your child is likely too sick to be at the childcare Centre. We do not always have enough Educators to allow for one child to stay inside, so your child may be required to go outside. If your child is unable to participate in regular programming, you should keep them home. If your child is too sick to go to Preschool or Kindergarten then your child is too sick to attend the childcare Centre. The child may be refused care for that day for being too ill to participate in the daily routine of the childcare Centre.

If your child shows any of these symptoms while at the Centre, we will contact you (*or one of the emergency contacts*) and ask that the child be picked up within one hour.

A parent who does not comply with this policy will receive two written warnings. A final notice of termination with one month's notice will be given for their childcare space.

Major Injury

West Ridge Childcare Centre requires all children to be able to participate in the day to day activities. If a child sustains an injury that allows them not to be able to fully participate, the Executive Director may ask parents to find alternate care until the child can participate. The Executive Director will use their discretion considering the following: type of injury, extent of healing period, age of child and level of care needed.

Surgery

We ask that parents keep their child home for the complete day of surgery, children that have been put under general anesthetic are asked to stay with a parent or guardian for a minimum of 24 hours after. All surgeries should be communicated with Educators and or Executive Director, so they can watch for any signs/symptoms once their child returns to our care.

Communicable disease policy

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

By law, a child who has contacted a communicable disease must be excluded from the childcare Centre until the infectious period, as described by public health, is over and the condition has been cleared up.

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

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

Incurable Illness

If a child is diagnosed with an incurable infection which may be contagious, the Executive Director will use their discretion to decide on a course of action. This will include calling public health, looking up the infection in the infection control manual and possibly consulting the board. Children may be excluded from center until a course of action and all information can be collected and a decision has been made.

Care may be withdrawn if a child has an incurable illness and poses a sufficient risk of infecting Educators or other children. This decision will only be made by the board and after consultation with public health or other authorities.

Administering Medication

If your child requires medication throughout the day, you must inform the Educators, and fill out a medication form. Educators are only permitted to administer prescription medication. The medication must be current and in its original pharmacist's container. West Ridge Childcare Centre will not accept over the counter medication without a prescription. This is to protect our Educators and your child(ren). The medication needs to be in the original container, labeled with your child's name and the prescription and presented to an Educator. Only medication prescribed for that child will be given and not shared with a sibling. The Educator will place the medication in a locked medicine cupboard or lock box in the fridge if it needs to be refrigerated.

Children and parents are not allowed access to the cupboard and/or lock box. Educators are responsible for writing a note about the medication in the communication book. Educators must record each time the medication is administered. Upon completion of the medication you must sign off on the medication form and take any unused medication home.

The only medication that can stay in a child's cubby and/or bag is a rescue inhaler and/or an epi pen.

All medications must be provided by the parents. The Centre does not have any medications on site.

Hand Washing Policy

Hand washing with soap and water is the best defence against the spread of infectious disease. It must be practiced by employees, children, parents and volunteers.

Employees are expected to wash their hands

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

Children are expected to wash their hands

- Upon arrival for the day
- Before eating or touching food

- After nose blowing, sneezing, coughing, vomiting or touching their anal, genital, mouth or nose areas, and
- After using the toilet

Hand washing procedures

1. Use warm running water and soap
2. Get hands wet under running water
3. Place a small amount of soap on hand
4. Wash hands thoroughly for approximately 30 seconds
5. Rinse hands well under running water
6. Turn off water
7. Dry hands with paper towel

Injuries and First Aid

Each West Ridge Childcare Centre Educators is required to obtain and maintain a current First Aid/CPR certification. Documentation for both minor and major injuries will be completed and addressed with each family in accordance with the current Child Care Regulations Act.

Unusual Occurrences Policy

Unusual Occurrence Policy: West Ridge Childcare Centre must report any unusual occurrence to the Department of Early Learning and Care and family.

Unusual Occurrence Procedure: Where a child attending the facility sustains an injury requiring medical treatment or is involved in an unusual occurrence the daycare will do the following:

- Immediately notify the parent or emergency designate
- Within 24 hours after the occurrence will notify Child Care Consultant
- A plan will be developed to ensure prevention of like incidents
- Within 7 days after the occurrence will complete a report on form supplied and submit to the Department of Early Learning and Care

West Ridge Childcare Centre will use information provided by the Child Care Regulations Act.

Head Lice Policy

Children who have been found to have head lice and/or nits will be sent home. Educators will contact a parent to remove the child from Centre. All children found to have head lice or louse nits (eggs) in their hair will need to undergo treatment and will not allowed back at the Centre for 24 hours until treatment is received and the risk of infecting other children is sufficiently reduced.

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

Once your child has been brought back to the Centre after treatment has occurred an Educator will check the child for nits/lice before the parent leaves. If any nits/lice are found the child will be sent home for another 24 hours to pick any remaining nits/lice. Upon returning to the Centre the Staff will again check your child for any nits/lice. This process will be in effect until no nits/lice are found.

If you would like more information regarding Head Lice, please ask Management for more information.

Fire Drills

Fire Drill Policy: It is required that each facility practice and record fire drills once per month.

Fire Drill Procedure: Once per month a fire alarm will be simulated, and children will be evacuated from the building. All rooms will be checked and roll call will be taken outside the facility. Educators will ensure they take children's emergency information and the daily sign in sheets with them on each fire drill.

Fire Emergency: In the event there is a real fire, children will be evacuated out of the building to the following designated locations: The Cosmo Civic Centre

Parents or emergency contacts will be telephoned to pick up children immediately

Evacuation Procedure

In the event that West Ridge Childcare Centre must be evacuated, they will relocate Cosmo Civic Centre located at 3130 Laurier Dr, Saskatoon, SK S7L 5J7. Their number is: 306-975-3344.

Tornado Procedure

A "tornado watch" is issued by Environment Canada when weather conditions are favourable for the formation of funnel clouds, but no tornados have been sighted in the area. In the event of a tornado watch being announced, children will not be allowed to play outdoors and any field trips will be cancelled. Children will continue to be supervised in their regular rooms. The Executive Director or Assistant Director will periodically monitor weather bulletins and check the weather outside the Centre by leaving the building for a better vantage point.

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

Lock-Down Procedure

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

In the event a lock-down is issued for West Ridge Childcare Centre, or surrounding area, the Executive Director or Assistant Director must immediately determine whether the Centre should also be placed on lock-down. In such an event, any children playing outside will immediately be brought indoors and will return to their rooms for programming. Programming should be designed to minimize noise from children, and children should be kept away from exterior windows or doors. All exterior doors will be closed and locked, and curtains will be drawn on all windows. Interior doors will be shut and, if possible, locked from the inside. At the discretion of the Executive Director, Educators and children may be relocated to the back hallway.

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

The Executive Director or Assistant Director must immediately inform any Educators on outings or on lunch to not return to the Centre until the lock-down has been lifted. Any children with Educators on an outing should remain with the Educators at the location of the outing until further instructions are received.

Active Supervision Policy

Active supervision is an effective way to ensure children's safety and prevent the occurrence of injuries in childcare settings. It is also an essential component of quality programs by ensuring all children are supervised while allowing opportunities for Educators to be engaged with individual or smaller groups of children.

Active supervision always requires focused attention and intentional observation of children, so they are free to learn and explore in their environment safely. There are many components that contribute to active supervision: The environment, Staff positioning, engagement with children, planning, anticipating children's behaviour, counting, transitions, excursions, Staff communication and interactions.

Children may never be out-of-sight or left alone for even the smallest amount of time. Staff to child ratio must be met at all time (*Please refer to Child Care Regulations, 2015 – Part IV – Standards for Centres: Section 49 – Duty to supervise, 50 - Groups, 51 – Maximum Group Size, and 52 – Supervision at Centres*)

- Infants 1 Educator to 3 children
- Toddler 1 Educator to 5 children
- Preschool 1 Educator to 10 children
- School age 1 Educator to 15 children

Educators must always be aware of the arrival and departure of all children in the childcare Centre at all times. It is the parent's and/or guardian's responsibility to ensure they bring the child directly to a Staff member. Inform the Executive Director and/or Management if a family does not comply with the drop-off/pick-up procedure promptly.

Active Supervision on Excursions/Outings Policy

Children may never be out-of-sight, or left alone for even the smallest amount of time. Excursion does not include a walk in the neighbourhood of a Centre. There must be at least 2 Educators, or 1 Educator and 1 volunteer present to care for the group of children on the excursion. Educators must never go alone with a group of children. Staff to child ratio must be met at all time (*Please refer to Child Care Regulations, 2015 – Part IV – Standards for Centres: Section 54.5 – Supervision on excursions*)

- Infants 1 Educator to 2 children
- Toddler 1 Educator to 3 children
- Preschool 1 Educator to 5 children
- School age 1 Educator to 10 children

Lost Child Policy

In case of a lost child, Educators will immediately alert the Executive Director or Assistant Director. The Executive Director or Assistant Director will immediately notify the parent (*or other designated emergency contact if the parent cannot be reached*) and call 911. The Executive Director or Assistant Director will then assign Educators (*amount depending on ratio*) to stay with the rest of the children and will direct each remaining Educator to start looking in a different direction to do a sweep of the Centre and community. The Educators will communicate with the Executive Director or Assistant Director with their radios and/or cell phones as to where they have looked and any information from bystanders they receive. Once the police and parent arrive, the Executive Director or Assistant Director will be the only one that will communicate and give out information to the police. The Educators will then follow the orders of the police until the situation is resolved. It is the Executive Director's or Assistant Director's responsibility to inform the Centre's child care consultant immediately following the incident. Within seven days of the occurrence a serious occurrence form must be filled out by the Executive Director or Assistant Director, which must be read and signed by the parent. Reprimand or termination of employment may or may not be given depending on the circumstances surrounding the serious occurrence. The severity of the reprimand will depend on the severity of the occurrence.

The Executive Director, and Board members, will investigate all serious occurrences and develop a plan of action to ensure that such an incident does not happen again.

Harassment, Including Sexual Harassment

West Ridge Childcare Centre is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, and/or comments based on the individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of any other person who has, report it immediately. Parents can raise concerns to make reports without fear of reprisal.

Any person who becomes aware of possible harassment should advise the Executive Director who will handle the matter in a timely and confidential manner.

West Ridge Child Care Centre believes in the prevention of violence and harassment and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals. Any act of violence or harassment committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated.

We are committed to:

- Investigating reported incidents of violence and harassment in an objective and timely manner;
- Taking necessary action; and
- Providing appropriate support for victims.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

No parent or any other individual affiliated with this company shall subject any other person to violence or harassment.

General:

Acts of violence and harassment can take the form of physical contact or non-physical behaviours. Abuse in any form is an insidious practice that erodes mutual trust and confidence that are essential to West Ridge's operational effectiveness. Acts of violence and harassment destroy individual dignity, lower morale, engender fear, and break down work unit cohesiveness.

Managers at every level must be knowledgeable about and sensitive to the many forms that violence and harassment can take. These may involve unwarranted or inappropriate comments, gestures, physical contact or assault, or the display of offensive material. It may or may not be deliberate. It may be in fact unintended; the test is whether a reasonable person knows or ought to have known that the behaviour would be considered unwanted by the recipient.

Acts of violence and harassment may occur as a single event or may involve a continuing series of incidents. They may involve the abuse of authority or position, or may involve relation among peers, visitors and external stakeholders. Abuse can victimize both men and women and may be directed by or towards West Ridge's workers, visitors, or members of the public. Sexual harassment is a form of discrimination prohibited by law; that is, harassment of a sexual nature, has sexual purpose or might reasonably be perceived as placing a condition of a sexual nature on any term or condition of employment.

Personal Harassment differs from Sexual Harassment

Personal harassment includes, but is not limited to:

- Verbal abuse or threats
- Unwelcome remarks, jokes or innuendoes or taunting about a person's body attire, age, marital status, ethnic or national origin, religion, etc.
- Displaying pornographic, racist or other offensive or derogatory pictures
- Practical jokes that cause awkwardness or embarrassment

- Unwelcome invitations or requests, whether indirect or explicit, or intimidation leering or other gestures
- Condescension or paternalism which undermines self-respect
- Unnecessary physical contact such as touching, patting or pinching, or punching
- Physical assault

Sexual harassment is defined as any unwanted sexual advance, requests for sexual favours, or other verbal or physical conduct of a sexual nature which is demeaning to a person because of his or her gender. These actions are considered harassment when submission to or acceptance of the conduct is made explicitly or implicitly a person, or when the conduct created intimidating, hostile or offensive environment.

Examples of sexual harassing behaviour include, but are not limited to:

- Displays of sexually suggestive posters, graffiti or objects
- Unwanted comments about a person's body, sexuality, sexual orientation or sexual conducts
- Unwanted flirtation, sexual propositions or advances
- Unwanted touching, pinching or fondling
- Sexually suggestive obscene gestures
- Persistent unwanted attention or requests of a sexual nature after a consensual relationship ended
- Sexist jokes or anecdotes or comments that are insulting, demeaning or derogatory toward a person because of gender which are either obviously offensive or continue after the speaker is informed that those comments have caused offence.

The behaviour need not be intentional in order to be considered sexual harassment. It is offensive and, in many cases, intimidates others.

Behavioural Management

Saskatoon Health Region Services

Our Centre works in partnership with Saskatoon Health Region Services. We are able to provide access to Speech Pathologist Services and Behavioural Consultations. The Speech and Language professionals and Behavioural Consultants visit our Centre on an ongoing basis to assess children. The professionals and Educators will work together to develop a plan to help your child wherever they need it, and referrals for other services can be made if necessary. If you would like your child to be seen by the Speech and Language Pathologist or Behavioural Consultant, please talk to your Educator or Executive Director. Parents must sign a consent form prior to assessment. Assessments are done at the Centre. Parents are welcomed to attend but are not required if you are unable to make it.

Child Behaviour Management Policy

The goal of behaviour management is to encourage respect, self-discipline and self-control on the part of the child. Children are encouraged to be responsible for their own actions and handle their own problems through verbalization. Emphasis is placed on prevention of misbehaviour through positive reinforcement and appropriate programming.

The Following methods of child management are not permitted:

Corporal Punishment - includes striking a child, shaking, shoving, spanking and other forms of aggressive contact.

Physical, Emotional Or Verbal Abuse - includes intimidation and humiliation, threats of withdrawal of love or acceptance, threats of God's punishment, belittlement, undermining of child's self-respect, requiring the child to maintain an uncomfortable position for any length of time, forcing the repetition of physical movement, and forcing a child to consume unwanted food.

Denial of Necessities - include withholding food or water from a child, preventing a child from utilizing washroom facilities, denying a child access to sleeping facilities or bedding, and denying a child access to adequate clothing.

Isolation - includes confinement of a child in a room or structure within the facility from which a child is unable to exit on his or her own accord.

Inappropriate Physical or Mechanical Restrain - includes holding a child so tightly that they bruise, grabbing or dragging a child, using excessive force, restraining or holding down a child, restraining a child in a chair.

Removing the child from the action is always a last resort, with a brief "time away" to give the child time to settle down and then a short discussion of how better to deal with the situation.

The goal of discipline is to help children develop their own self-control.

Discipline focuses on unacceptable behaviour, not on the child. Positive reinforcement of positive behaviour is encouraged. The Staff members are taught and encouraged to give children reasonable choices, which allow children to have dignity and respect, as well as having a reasonable say in what they wish to do.

Behaviour that is disruptive or harmful to the children and or the program will be considered inappropriate and as soon as possible the Executive Director shall meet with the parent(s) or child to discuss the inappropriate behaviour and attempt to solve the problem. If the behaviour problem continues the Board may present a letter to the parent describing the unacceptable behaviour requesting attention to the problem. When a child's behaviour is so extreme that the Executive Director is in the opinion that the well-being of the child or others may be jeopardized, the Board shall be notified and may agree to terminate the agreement for childcare services.

In 2014, the Saskatchewan Child Abuse Protocol was developed and signed by the Government of Saskatchewan and Police Services to ensure all efforts to protect children from abuse and neglect. The

Child and Family Services Act state that every person who has reasonable suspicion to believe that a child may be in need of protection has a duty to report the information to the appropriate authorities. This applies to everyone in spite of any claim of confidentiality or professional privilege. Further information with regards to this protocol and the duty to report can be found on our parent board. ([See Child Abuse Policy and Procedure](#))

Discipline and Guidance Policy and Procedure

Discipline and Guidance Policy: All discipline and guidance measures will be developmentally appropriate. The children are encouraged to be responsible for their actions and to learn skills to resolve problems. No Educators will use corporal punishment or punitive actions to discipline a child.

Discipline and Guidance Procedure: Educators will handle all disciplinary action in respectful and positive way. When discipline is required some or all of the following methods will be used:

- Positive language and verbal reminders
- Listening and reflection
- Natural and logical consequences
- Distraction and/or redirection
- Environmental changes
- Removal for a brief time from the situation (cooling down period)

Behaviors that are severely disruptive or harmful to one's self, other children, Educators, or equipment is not acceptable. This would include instances where a child is hitting, punching, slapping, biting or otherwise behaving in such a way that is deemed harmful to themselves or others and cannot be calmed by the strategies listed above.

Should this type of behavior occur, the following actions will be taken by the Centre Executive Director / or Centre Educators:

- The Centre will request the parent to pick up their child immediately for the remainder of the day.
- If necessary, a child's hands may be blocked to prevent further injury until the child stops using aggressive behavior. If this strategy is used a written incidence report will be completed by Educators involved & submitted to the parent that day for notification & a signature. The report will be reviewed by the Centre Executive Director/ Board Chair.
- A behaviour consent form must be signed by the parent for a behavioural assessment from the behavioural consultation services. The child may be placed on and inclusion grant (LI, LII, LIII or EA) provided by the Ministry of Early Years and the Centre to ensure all possible measures are taken. If a parent refuses to sign the consent form, childcare services will be terminated.

Child Abuse Policy and Procedure

Child Abuse Policy: If physical, emotional or psychological abuse is suspected or disclosed the daycare will report it to the Department Social Services – Child Protection.

Child Abuse Procedure: Determine that reasonable grounds a child is in need of protection. Report the suspicion or disclosure of abuse to Social Service.

It is the law to report any suspicion or disclosure of child abuse. Failure on our part to do so will result in prosecution under the Family and Child Services Act.

The reporting procedures are in place to protect the child. Parents will not be contacted. Social Services will investigate and make decisions if abuse has occurred and will make the necessary contact with the child's parent or guardian.

Any early childhood Educator who suspects abuse is legally bound to report it. Confidentiality does not apply to Ministry of Early Years, Ministry of Social Services, and The Police Department.

If an Educator suspects abuse which includes:

- Child physical abuse
- Child sexual abuse
- Emotional maltreatment of a child
- Parental failure to provide essential medical treatment to a child, or failure to remedy a mental, emotional or development disorder of a child
- Child neglect or abandonment

The following procedure will be taken:

- Document all injuries or concerns
- Take all concerns to the Executive Director
- Phone Family and Youth Services 306-933-5961

Note: If child abuse is suspected never discuss the situation with the child involved. If a child verbally discloses abuse to you tell the child you are glad he/she told you and that you are going to get some help for him/her.

1. Educate
2. Record
3. Support
4. Respond

*Refer to "A Guide to Prevention and Detection of Child Abuse"

Meal and Snack Times

Menu

West Ridge Childcare Centre follows the recommended guidelines of the Canada Food Guide and the Ministry of Education. The Executive Director and Cook will create a 5-week menu and the menu will be posted on the parent board. Each snack includes at least 2 food groups including a fruit or vegetable while daily lunches include all 4 food groups. The menu will consist of a morning snack, nutritional lunch and an afternoon snack will include a variety of color, flavours, textures, sizes, shapes and temperatures. Mealtimes will be served every 3 hours of operation.

All children will be encouraged to participate in mealtimes and to use age appropriate behaviours during this time. Menus are to be posted at the Centre for parents to review and are available upon request.

Food Allergies and Dietary Preferences

West Ridge Childcare Centre will be conscious of all allergies and is a nut aware Centre. The Centre also follows this guideline and do not serve items containing nuts including peanut butter. Parents are asked to refrain from bringing foods that contain or may contain nuts.

Parents of children with allergies and or dietary restrictions are asked to supplement when we are serving a meal or snack that their child cannot have but are asked to also follow this guideline. You must inform the Executive Director and Educators of any dietary restrictions or allergies. If your child requires a specialized diet for any reason it is your responsibility to provide alternative food for your child.

The Centre tries to discourage children from eating candy, gum or junk food at the Centre and instead encourage healthy choices for lunches and snacks.

Mealtime Guidelines

For preschool and school age programs:

- Educators are encouraged to eat snacks and lunch with the children.
- Children need to remain seated throughout the meal and ask to be excused from the table.
- Polite requests for food and moderate conversational tones are encouraged.
- The use of cutlery is taught and encouraged.
- Children are encouraged but not forced to try all foods being served to them.
- Morning snacks are served on a come and go basis (*the child is able to choose if they want snack or not*) for preschoolers and school aged children from 8:30am – 9:15am.
- At lunchtime all children are encouraged to serve themselves and to try all of the various foods offered.
- Preschoolers have snack at 3:00pm
- School agers have the choice and are encouraged to have snack when they return from school.

For older infants and toddlers:

Snacks are served to children who are in attendance and with guidance from parents

- Infants and toddlers have morning snack at 9:00am.
- At lunchtime children are served all the various foods offered with encouragement to try all food offered.
- Infant and toddlers have afternoon snack at 3:00pm

For infants:

- Parents must communicate with Educators on a daily basis the child's nutritional needs for the day. Including when child ate last, when expected to eat again, foods the child has not tried yet or is trying for the first time.
- Parents will provide formula and/or breast milk if required for their child.
- Parents will provide baby food until the child is able to eat meals prepared at the Centre.

These policies will be adjusted as needed during public health emergencies. In which case, an amended policy will be handed out to parents, and be in effect until further notice.

Access and Custody

Attendance

Regular attendance at the childcare Centre is extremely important to help the child settle in and become accustomed to our routines as well as to build secure relationships with Educators.

Children must attend at least 36 hours per month in order for the parent to qualify for subsidy.

Parents must call the childcare center by 10:00am if their child will not be attending that day. If your child is not at the Centre by 10:00am, the Executive Director will offer the space to a part-time, casual or drop in family for the day.

If your child is enrolled in preschool, kindergarten, or grade one (1) and above, your child must attend school. Your child will not be able to attend the Centre during their school scheduled times. This is due to our part time, casual and drop in families. Also, if your child is in grade school, they cannot attend our Centre during those times due to childcare regulations. If your child's school schedule changes for any reason you must inform the Executive Director one week prior to change.

If a child has missed two consecutive weeks without notifying the Executive Director, the parent will lose their assigned space and will be charged the childcare fee for the following month.

Breach of Contract

Once the Centre has provided the parent/guardian with written notice informing the parent/guardian they are in breach of their contract with the Centre, the contract immediately will be null and void and the family will no longer be considered a client of West Ridge Childcare Centre. If the child arrives at the Centre once the contract has been nullified, the Centre will make every attempt to contact the parent/guardian or any emergency contacts previously provided by the parent/guardian to remove the child immediately. If this action fails to result in prompt removal of the child, the child will be considered abandoned and proper authorities will be notified. Any costs incurred by the Centre for administration fees and care of the child will be the responsibility of the parent/guardian.

Child Release Form / Pick Up Policy / Safe Word Policy

When a family first starts at West Ridge Childcare Centre, an emergency information form will need to be filled out ([See Enrollment Forms](#)). On this form, a safe word and two alternate persons will be chosen by the parents for each child. In order for the Centre to release the child into the care of anyone other than the contract holder, they must be listed on the form, have government identification and know the safe word.

Contract Holders

- Contract holders do not need identification (ID) or the safe word to pick up the child.
- The exception being that the Educators on the floor have not met the contract holders prior to pick up.

Individuals Listed on the Emergency Card

- Must have government issued photo identification (ID)
- Must know the safe word

Unlisted Individuals

- Verbal confirmation of persons not listed on the emergency card must be given by the parents the day of pickup,
- Must have government issued photo identification (ID),
- Must know the safe word,
- In the event that the unlisted person does not have ID and/or the safe word, the child will not be released,
- Educators are not responsible for contacting the parent to confirm the unlisted person.

It is the responsibility of parents to keep their safe word and emergency card up to date. This policy has been implemented to ensure the safety of our children, and as such there are no exceptions to these rules.

Other emergency contacts or relatives of the child will not be called because they cannot legally give consent.

If any person insists on removing a child from the Centre without parental consent, police services will be immediately contacted, regardless of whether employees are aware of a relationship to the child. Employees will, without putting themselves or children in harm's way, work to prevent children being taken from the childcare Centre.

Arriving, Pickup and Late Pick up Policy

Daily Signing In/Out

When arriving at the childcare Centre please remove your shoes and your child's shoes at the door.

All your child's items can be stored in their designated cubbies in their room.

Parents are responsible for signing their children in and out for the day. The sign-in/out sheets are located on the pillar before entering the toddler room. Please record your time of arrival and departure and sign your initials. You may leave the Educators a note if there is anything to be aware of that day. The purpose of signing your child in and out is for the Centre to keep track of attendance. This will also ensure that Educators are aware of each child in attendance. ([See also Attendance Reports](#)).

When dropping off or picking up your children, please do so in the presence of an Educator. No child will be allowed to leave on her/his own.

Late Pick-up Policy

We ask that all parents are out of the Centre by 6:00 pm. This allows the Educators to do the final closing duties and lock up. All Educators who remain after 6:00 pm to deal with the late pick up of a child is to be paid at the rate of \$20.00 for the first 15 minutes and \$1.00 per child for every minute by the parent.

If the child or children are not picked up by 7:00pm the child will be sent to Crisis Nursery (1020 Victoria Ave, Saskatoon, SK S7N 0Z8) by cab. After you call the Crisis Nursery, call in and inform the Executive Director as well. Educators are not allowed to leave West Ridge Childcare Centre with a child. The parent must come to the Centre. The Educators will post a notice on the front entrance if the child is sent to Crisis Nursery. If the parent comes before the cab arrives, make sure to phone Crisis Nursery to inform them the child has been picked up.

If you have more than 5 late pick-ups per calendar year, it will result in termination of care.

Emergency Contacts

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

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

Strike

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

Transportation

Parents are responsible for their child(ren)'s transportation to and from the Centre. The Childcare Centre will provide transportation for field trips as the opportunities arise and as approved. Parents require a police record check when assisting with field trips.

All Transportation will be approved by the Executive Director and parents will fill out a Special Excursion Form ([See Enrollment Forms](#)) to give permission for Educators to transport the children via bus for excursions ([See Excursion Policy](#)).

School Bus Transportation

West Ridge Childcare Centre is only responsible for dropping off or picking up children at the corner of Bennett Drive and Confederation Drive. All other locations will be the responsibility of the parent. Communication must be kept with the bus driver and the Executive Director of any changes to bussing schedules. Parents must inform the Centre and bus driver if their child is absent.

School-age children (grade 1 and above) will be allowed to walk back to Centre on their own only if the parent/guardian has signed the "*Permission to walk alone from the bus stop to the Centre*" form provided by the Centre. Verbal consent may be given on special occasion when authorized by the Executive Director. The Executive Director may insist that the child be picked up in certain situations such as darkness, cold weather, and any other situation which may risk the safety of the child. The Board of Directors will support the Executive Director's decision.

If the parent does not notify the Centre that their child will not be on the bus at the end of the school day after 5 times, the Centre will discontinue bus pick ups for that family until the following school year. Parents will be notified in writing if this happens. The documentation will be placed in the child's file.

Car Seat Safety

All Educators of West Ridge Childcare Centre have a duty to report to family services if children are being picked up and transported in an unsafe way, such as having young children in a vehicle without car seats or too many children in a vehicle for the number of seat belts. West Ridge Childcare Centre asks all parents to arrange safe transportation for their children. The Educators will remind parents of this if they see a child getting transported in an unsafe way.

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

Custody and Access

It is the responsibility of the parent to accurately complete all forms required by West Ridge Childcare Centre. It is also the responsibility of the parent to provide West Ridge Childcare Centre in writing any changes to the information given at the time of registration. It is the responsibility of the parent to provide West Ridge Childcare Centre with any legal documents required to provide a safe environment for the child which pertain to custody and access by non-custodial parents. West Ridge Childcare Centre must follow instructions on the forms or legal documents provided regarding custody and access. Parents cannot change custody and access arrangements with verbal instructions alone, and must provide written legal documentation of any changes. Even if the custodial parent disagrees with the documents provided, West Ridge Childcare Centre is legally obligated to follow the documents. If no legal documentation is provided, we cannot deny access to the parent in question if they are one of the biological parents.

Visitation

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

Inclement Weather and Emergency Closings

At times, emergencies such as severe weather, flood or power failures can disrupt company operations. The decision to close the Centre will be made by the Executive Director and Board Chair.

When the decision is made to close the Centre employees will receive official notification.

Time off from scheduled work due to emergency closing will be paid for all employees.

In the event of severe weather such as:

- Severe thunderstorm and/or lightening storm
- Tornadoes
- Severe hailstorms
- Earthquake
- Children will be brought to the basement of the building with proper provisions:
- Battery operated radio
- Flashlight
- Food and water
- Toys if able

A sign will be posted on the front entrance door directing parents to the basement area.

In the event of a power/water failure, the Executive Director will inform the proper companies to report the incident. If power/water does not return to normal within 2 hours (*1 hour in winter*) the Executive Director will contact parents for pick up. If any parents or emergency contacts cannot be reached, Staff will take remaining children to the Saskatoon Travel Lodge by Bus. A sign will be posted on the front entrance informing parents of our whereabouts and why.

Intoxication / Driving While Under the Influence Policy and Procedure

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

Driving While Under the Influence Policy: a parent or designate come to pick up a child while under the influence of drugs or alcohol will not be tolerated under any circumstances.

Driving While Under the Influence Procedure: In the event that a parent or designate is suspected of driving while under the influence of drugs or alcohol Educators and/or Executive Director will take the following actions:

1. Ask parent or designate if they are driving
2. If the answer is yes, suggestions to have someone else pick up the child, to call a taxi or take the bus will be offered.
3. If parent or designate leaves the Centre, Educators/ Executive Director will report the driver as impaired to the Saskatoon City Police.

What to Expect

Adjustments

It is normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advanced as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too. If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. A cheerful good-bye kiss, a smile and a reassuring word that you will be back after work or school is all you need to do. Usually the child will settle down shortly after you leave.

The Centre and its Educators are willing to help in anyway possible to make the transition a smooth one for both you and your child. We welcome if parents would like to stay with their children for a few times or only drop them off for an hour or two to help with the transition. Please don't hesitate to ask us for our help or suggestions.

What to Bring / Keep at the Centre

Some things which you may want to bring for your child are:

- Indoor shoes (a must for muddy days or in the winter)
- Change of clothes (in case of an accident or spill)
- Blanket from home for rest/nap time
- Appropriate outdoor clothing (be prepared for all types of weather)

Appropriate and Additional Clothing

West Ridge Childcare Centre requests that all parents dress their children appropriately for the current season for outdoor play. We go outside everyday unless the weather is not permitting. The Centre is unable to provide sufficient supervision for children needing to stay indoors while the majority of children are outdoors.

Parents are strongly encouraged to provide additional clothing (*an extra jacket/sweater, t-shirt, pants, socks and underwear*) for their child to stay here at the Centre in the event of the clothes a child is wearing become overly stained, dirtied, wet, or damaged, or if a change in the weather required the child wear different clothing for outdoor play.

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

If the childcare Centre does not have clothing to lend a child, the child may not be able to take part in a given activity requiring the clothes.

Parents and children may check for misplaced items in the lost and found box located across the main parent board in the main Centre. Please label all articles of clothing in order that lost items may be returned.

If you do not want an article of clothing stained, lost, or etc. **DO NOT SEND IT TO THE CENTRE!** Although we do our best to keep items from getting stained or lost, this does occur. We encourage the children to explore their environment in safe, fun and educational ways.

Toys from Home

The Centre discourages any child bringing toys from home since there is a reasonable risk of the toy being lost, damaged, or destroyed, and because it may cause conflict between children.

The childcare Centre provides a wide variety of activities and toys for children to enjoy and share. On occasion, the childcare Centre will allow toys from home be brought (*e.g. Show and tell days, no school days*), and parents will be informed of this in advance. All toys brought to the childcare Centre will be shared with other children and are brought at the owners' risk. Toys which promote violence and any electronics will not be allowed.

Educators are not responsible for looking after toys from home, or policing who plays with them.

Nap-Time Items

Parents are encouraged to bring a blanket from home that help their child nap easily. The blanket will be kept on the child's sleep mat/cot and only brought out during nap time. It will be washed weekly or sooner if needed. Educators are not responsible for nap-time items being damaged or broken. Educators will not change a Child into pajamas for nap time.

Visitations

We have an "open door" policy. Parents have free access at all times to all areas used by children and are encouraged to visit. Please keep in mind that some times of the day are quite hectic (before school, lunch, after school) and the Staff may not have time to provide you their full attention.

Check list for new parents:

Infant

- Your child's complete file
- Diapers
- Pre-mixed bottles of formula
- Jar baby food (*if applicable*)
- Extra change of clothes
- Specific instruction on your child's eating habits and sleeping habits
- Soother (*if necessary*)
- Anything you think your child might need

Toddler and Preschooler

- Your child's complete file
- An extra set of clothing: underwear, pants, shirt, and socks
- A pair of indoor shoes (*to remain at the Centre*)
- Diapers
- An item your child feels comfortable sleeping with (*if necessary*)
- Weather appropriate clothing

Spring

- Light mittens
- Light coat
- Rubber boots
- Splash Pants
- Coats with Hood

Summer

- Hat
- Sunglasses
- Shorts
- Swimming suit and towel

Fall

- Light mittens
- Light coat
- Rubber boots
- Splash Pants

Winter

- Mittens
- Toque
- Scarf
- Ski-Pants
- Boots

Remember to label everything you bring to the Centre.

West Ridge Childcare Centre is **not** responsible for lost or stolen articles.

Amended: June 2020

I have read, understand and will comply with the policies laid out in the parent manual.

Parent Print Name: _____

Parent Signature: _____

Date: _____

Director's Signature : _____

Date: _____

OR

COPY AND PASTE AFTER THIS LINE:

To whom it may concern,

By replying to the previous westridgecc@gmail.com e-mail containing the parent manual, I acknowledge that I have received the parent manual that is attached to the previous e-mail.

I (***Insert first and last name here***), have read, understand the policies set forth by West Ridge Childcare Centre and have been provided a digital copy of the employee manual.

Management will print out a copy this e-mail and put it into my child's personnel file indicating that I will uphold and comply with the policies of the parent manual of West Ridge Childcare Centre.

Parent Signature: _____

Date: _____

Director's Signature : _____

Date: _____