

Spadina Early Learning & Childcare



a caring place to be

Parent Manual 2015

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Introduction

Spadina Early Learning and Childcare Cooperative Limited (Spadina ELCC) provides services at four locations in Saskatoon.

Our St. Paul's Hospital location cares for children aged 6 weeks to 6 years. Our École Victoria School location has a preschool program for children 3 and 4 years old, a before-and-after-school program for kids up to age 12, and an extended day program that runs on an as-needed basis for children in grades 1 to 6. Both our Princess Alexandra Community School location and our Lester B. Pearson location care for children aged 6 weeks to 6 years, and offer before-and-after-school programs for children up to 12 years.

Spadina ELCC is a registered co-operative. As a co-operative, we are able to offer high quality childcare at a reasonable cost. We require all parents to become members of the co-operative and to be actively involved in the operation of the organization. Parental involvement can take many forms. You can serve on our board of directors, volunteer on a fundraising campaign, join staff and children on a field trip excursion, or share a special skill or talent with our children by teaching a lesson or two on a language other than English, a sport, art or craft, or music. Please talk to your centre's director for more information.

At Spadina ELCC we strive to provide safe, healthy, and fun environments for children. We encourage children to develop confidence, compassion, generosity, and creativity. Through age-appropriate programming and supervised play, we provide children with opportunities to learn about the world.

History

Spadina ELCC opened in the basement of Knox United Church on Spadina Crescent in 1972, and was licensed in 1974. In 1977, we began offering a program for children with diverse abilities, which continues today. In cooperation with the Saskatoon School Board, we opened a kindergarten and a before-and-after-school program at École Victoria School in 1979.

In 1991, the School Board asked us to help set up a preschool at Victoria. After a year of operation, we turned it over to a co-operative of parents, but we resumed its operation following the dissolution of the co-operative a few years later. In 1993 we moved our first facility from the church to St. Paul's Hospital, in the basement of the old nurses' residence (C-wing). In 1999 we celebrated 25 years of continuous licensed operation by opening 6 infant care spaces at our St. Paul's location.

In partnership with the School Board, in 2009 Spadina ELCC opened a third location in a beautiful, newly built facility in Lester B. Pearson School. In December 2011, again in partnership with the School Board, we opened a fourth location in a newly renovated space at Princess Alexandra Community School.

Spadina Early Learning and Childcare Cooperative Philosophy

Mission Statement

Spadina Early Learning and Childcare Cooperative (Spadina ELCC) will provide a safe, flexible, stimulating, and inclusive environment focused on the development of the whole child: social, emotional, physical, spiritual, and intellectual growth.

Guiding Principles

Spadina ELCC operates an inclusive environment in which children are recognized as competent and capable learners. We challenge all children to grow to the best of their abilities. We meet the physical needs of all children and respect the family values they carry with them.

Spadina ELCC is committed to creating learning environments that are places of wonder and excitement, reflecting the strengths and interests of our children.

Spadina ELCC acknowledges family strengths and individuality by recognizing differences in histories, cultures, family compositions, and methods of coping.

Spadina ELCC recognizes that family is the constant in each child's life, while the service systems and personnel within those systems change.

Spadina ELCC believes that families have the responsibility to make healthy and safe choices for their children.

Spadina ELCC promotes and facilitates collaboration between parents, early childhood educators, and professionals in child development and program planning.

Spadina ELCC will always communicate with parents in an honest, supportive, unbiased, and confidential manner.

Spadina ELCC is committed to providing childcare services to children from all cultural, ethnic, religious, and socio-economic backgrounds.

Discipline and Safety

Spadina ELCC encourages children to explore co-operation as an alternative to competition in the achievement of many goals. We attempt to resolve disagreements and to encourage compliance with necessary rules first by clarification, followed by persuasion, distraction, separating, and, if necessary, temporary loss of privileges. This system of “natural consequences” encourages children to become responsible for their own actions and behavior.

We strive to provide and maintain an environment that is safe and healthy for everyone, putting the wellbeing of our children first. We realize that our childcare settings may not be beneficial for every child, and that there are limitations to what we can provide. Our intention is to support each family as best as we can. Sometimes we are not capable of providing the necessary care for children with particular needs. On other occasions, providing that care may interfere with our responsibilities for other children in the centre. In these cases, we may have to request that the parent(s) make other arrangements for the care of a particular child.

The Co-operative

Spadina ELCC is governed by a volunteer board of directors. Board members are parent-members elected by other parent-members at the annual general meeting, held each fall. All parent-members are encouraged to attend general meetings to stand for positions on the board. Parent-members are also welcome to attend regular board meetings and to participate in discussions, although they are unable to vote on board decisions. Policies are established by board motion or by motion of a majority of members at in attendance at meetings, and all policy decisions are recorded in the minutes.

Spadina ELCC requires all parents to be actively involved in its operation. Members are invited to use their individual strengths to benefit the centre. This can be done in many different ways. You can serve on our board of directors, assist on a board committee (finance, social, governance, personnel, or building, etc.), volunteer in fundraising activities, join staff and children on excursions, help with general maintenance such as cleaning, or share a special skill or talent by teaching our children a lesson. Please note that all parent-members working directly with our children, including joining staff and children on field trips, are required by the Province of Saskatchewan to undergo a “Criminal Record Check with the Vulnerable Sector.” This is free of charge to volunteers who have a letter from their organization, and must be submitted at the Criminal Record Check at the Saskatoon Police headquarters at 76-25th St. East. For more details, talk to your centre’s director or visit: <http://police.saskatoon.sk.ca/recordcheck/>

Board of Directors

Roles and Responsibilities of Officers of the Board

- To establish and promote the objectives of the co-operative.
- To plan and implement policies and program management.
- To monitor and control the operations of Spadina ELCC.
- To provide leadership, information, and recommendations for employees and members, promoting their ability to make good decisions for the organization.
- To prepare and retain all policy, employee, financial and other official records.
- To interpret the needs, services, and achievements of the organization as related to government, communities, and others.
- To hire the Executive Director for overall management of all centres, and to hold the Executive Director to account.
- To build and maintain an effective and supportive relationship with personnel of Spadina ELCC.
- To seek out any training necessary to make the board more efficient in their role.
- To serve on committees.
- To orientate new Board members.
- To attend and participate in regular board meetings.

Regular board meetings are held once a month during the school year. There is an additional annual general meeting each fall (typically November) and a general meeting in May.

There shall be a monthly financial report to the board, presented by the board's treasurer. Financial summaries with an individual overview of each centre are provided monthly prior to board meetings.

Regular board meetings and general meetings are open to all members. Please check a centre directors for information on dates, time, and location. Occasionally, meetings will be closed to all except the board executive and directors to discuss confidential matters related to particular parents, children, or staff.

Membership

At the time of registration, all parents are required to pay a non-refundable, \$5 membership fee to Spadina ELCC. This is because Spadina ELCC is a co-operative early learning organizations.

Co-operatives, or “co-ops”, are autonomous associations of people who voluntarily co-operate for their mutual social, economic, and cultural benefit. Because we are a co-op, no individuals profit from our operations. Instead, all the money we earn is directed towards continuing and improving our operations and keeping the fees as low as possible for members. Because we are a co-op, it is the parent-members who run the organization and who are responsible for raising funds beyond the collection of fees.

Spadina ELCC holds regular fundraising activities to support our high-quality programs and to keep parent fees maintained at reasonable rates. Parents are expected to contribute to our fundraising by volunteering their time on a regular basis. This need only be a few hours each year, or it could be a few hours a month, as best as schedules allow.

Bingos are our main source of revenue, and there are several chances to work a bingo each year. Because we appreciate the efforts of bingo volunteers, a portion of bingo volunteer time is applied as a credit towards the volunteer’s fees. All the money from our bingos goes towards improving room environments, purchasing art supplies, paying for excursions, and supplying play spaces and room resources.

Communication

Spadina ELCC has an Open Door Policy, which means parents are welcome to drop in and observe the program any time. It also means:

- Telephone communication is encouraged. Please check with your child's educator for mutually convenient times.
- Parents can expect consistent communication about their child's development, program activities, and centre operations.
- Parents can request individual parent/caregiver meetings.
- Parents can expect to find information on community resources at the centre.
- Parents are asked to make themselves familiar with the Parent Manual, which outlines the centre’s policies and general operations, along with our childcare procedures and programs.
- Any parents who have concerns about the care of their child or any incidents are urged to speak with the child’s educator or any of the centre directors. If satisfaction is not forthcoming, please refer to our Parental Grievance Procedure.
- Staff welcomes the interest and concerns of parents on any topic.

Our Program

Our program reflects our belief that children develop independence, confidence, and competence when they are given opportunities to choose. Children initiate their own play activities and our educators encourage children to explore the wide range of options we make available at numerous “interest centres”. Children choose their companions, and whether to play alone or with others. At all four of our locations, we strive to provide age-appropriate and stimulating play environments for our children through multi-age groupings.

Spadina ELCC follows the Government of Saskatchewan’s Play and Exploration: Early Learning Program Guide. This guide promotes high quality, age-appropriate, play-based learning for all children. Children see themselves reflected in flexible environments that stimulate communication, invite questions, encourage investigation, and promote open-ended exploration. Children sense that they and their families belong in our settings. For more information, please see:

<http://publications.gov.sk.ca/documents/11/82946-ELPG Complete document.pdf>

Inclusion Program

All of our centres share a philosophy of inclusion. However, Spadina ELCC at St. Paul’s Hospital and at Lester B. Pearson are set up to support children with diverse needs through special government grants for enhanced supervision, adapted equipment, and training. These two centres also have trained Inclusion Coordinators to oversee inclusion programs and the provision of a safe, caring and developmentally appropriate early learning environment for children with diverse needs.

The purpose of the inclusion program is to enhance the learning of children with the support of parents and integrated services such as speech/language/behaviour consultants. Inclusion Coordinators are able to support and enhance learning by implementing program plans created by support services with the child’s parents. Inclusion coordinators devote time to carrying out each program plan and they provide extra support to all the rooms. All inclusion services are available at no extra cost to families. There are no Inclusion Coordinators at our Princess Alexandra or École Victoria School locations, but Princess Alexandra has the support of a behavioural consultant and has some inclusion grants, while École Victoria School is eligible to apply for inclusion funding.

Enrolment

When a child enters the centre, a three-month assessment begins. We feel this assessment time is necessary to ensure that our program is beneficial for the child. Not all children do well in a child care environment, and some children have needs that cannot be met through our programs.

Parents are required to complete a number of forms prior to their child's attendance at the centre. These forms include:

- Health and Social Resume
- Medical Certificate
- Application for Membership
- Agreement for Services
- Emergency Treatment Form
- Media Release
- Permission for Excursions
- Subsidy Application (optional)

Parents are responsible to notify the centre of any changes of telephone numbers, address, place of employment, and people authorized to pick their children up from the centre.

Photography Consent

Upon enrolment of the child, parents will be asked to sign a consent form to allow the child's photograph to be taken in the event of media coverage of the centre's activities. If staff are aware that members of the media are coming they are to post a sign in advance, informing the parents of the event. If names of the children are to be used, staff must notify parents.

The consent form is also required for the centre to be able to document all the fun and exciting activities the children do throughout their day. You will see many pictures of the children hard at work in each room.

Finally, the media consent form also covers our posting of children's pictures in newsletters and on our website. We do not include children's names in the newsletter or on our website.

Payment of Fees

Fees are due and payable on the first of every month. Date exceptions, with strict limitations, can be made by request. For instance, parents with more than one child in our care may pay in two installments.

Fees will be paid by automatic withdrawal. This is set up upon enrolment. The first payment is due on the first day of the first month of the child's enrolment.

If for any reason fees have not been paid by the 15th of the month, child care services are withheld until payment is made.

If payment is not made by the last day of the month, the childcare contract is terminated and membership in the co-op is cancelled.

If alternate payment arrangements have been made (e.g., to pay on the 20th of the month) and the payment is not received on the agreed date, child care services are withheld until payment is made. If payment is not made by the last day of the month, the childcare contract is terminated and membership in the co-op is cancelled.

"Held spaces" without attendance are charged the full fee.

Withdrawal from Program

In the event that a parent wishes to withdraw his/her child, one month's written notice must be given to the centre's director, and any outstanding fees must be paid by the last day of attendance. In the event that fees are not paid in full by this date, arrangements must be made with the director to settle the account within 10 days, or the account will be turned over to a collection agency.

In the event that a parent is asked by the Board to withdraw his/her child, fees must be paid to the date of withdrawal. Parents who are asked to withdraw for non-payment or unacceptable behaviour will have their memberships terminated.

Upon retirement from the co-operative, the membership fee will not be refunded. Members in good standing will be retired one year from the date of their withdrawal.

Subsidy

Saskatchewan Social Services provides a subsidy for some parents using government-licensed child care services. The amount of subsidy is based on the parents' income, the number of children in the family, and the child care fee. Parents are responsible for fulfilling all the requirements necessary to obtain the subsidy, which is sent directly to the child care centre. If the child care centre does not receive the subsidy for any month, the parents are responsible for the full fee.

For information regarding child care subsidies, please speak with a Spadina ELCC director, or call the Child Care Subsidy office toll free: 1-800-667-7155.

The parents' portion of the fee must be paid on the first day of each month.

Parents receiving subsidies must ensure that their child(ren) are in attendance for the minimum of required hours each month. Parents who do not meet the requirement are responsible for prompt payment of full fees.

Late Pick-Up Policy

Parents who arrive to pick up their children after the centre is closed will be fined \$20.00 for the first fifteen minutes (or part thereof) and, thereafter, \$1.00 for each additional minute. This policy applies to all of our spaces, including infant centres, which may close earlier than the other spaces.

Parents must sign a "late" form verifying the time that the family leaves the centre. This form will be given to the director.

Late fees are payable immediately by cash to the attendant educator. Parents who do not have cash at that time must pay their late fee by the first Friday following the occurrence. If late fees are not paid at that time, childcare services are withheld until the payment is made.

In the event that a child is not picked up by closing time, and the parent has not contacted the centre in advance, staff will attempt to contact the parent. If this is unsuccessful, staff will attempt to contact all emergency contacts.

If none of the child's emergency contacts are able to pick up the child, and the parents have still not contacted the centre after half an hour, the staff will call the Mobile Crisis Unit, which may pick up the child or may instruct the staff to deliver the child to the Crisis Nursery (presently at 1020 Victoria Avenue). A note will be posted on the outside door of the centre indicating the whereabouts of the child. The centre's director will be informed of the situation. The parents will be responsible for all costs incurred.

Dropping Off and Picking Up Children

Upon drop-off, parents need to ensure that a staff member is made aware of their child's arrival. The centre does not accept legal responsibility for a child until parents have made an educator and signed the child in.

We recommend that new members spend some time with their child(ren) at the centre, to make the transition as smooth as possible. Please talk to a centre director for more information.

Parents must ensure they sign their child in and out each day. Parents must also ensure that they confirm and sign the monthly attendance summary required for subsidy.

Staff must be made aware of each child's departure. Parents should try to allow extra time in their schedules to allow children to put away any toys or projects they are working with, and to get dressed in their outdoor gear.

Children will be released to authorized persons only. Parents must alert staff in advance if there will be other people picking up their child, especially if the individual is not listed on the child's file. It is the parents' responsibility to inform centre staff of any changes made to the contact information listed in the child's file.

Excursions

Several times during the year, and more frequently in the summer, the children are taken on trips either within the immediate community or out into the country to enjoy different experiences. Sometimes parents will be asked to assist with supervising the children on these outings.

The following policies apply to excursions:

- All field trips must be approved by the director or designate before they are booked.
- All new field trip locations must be assessed by the director or designate for safety hazards, etc., before a trip can be approved.
- Arrangements for transportation will be made and confirmed by the director.
- Arrangements by the director or designate must be made to ensure that transportation is available in case of an emergency.

At least 24 hours in advance of a planned excursion, a notice to parents is posted which includes the following information:

- Names/Group of children involved.
- Names of staff involved.
- Location of trip.
- Time of departure and return.
- Method of transportation.
- Special materials to be supplied by parents.
- Any requests for parent volunteers to assist with supervision.

The following ratios will be maintained on all outings, including high risk excursions to crowded locales, areas with natural hazards, paddling pools or beaches,

- Toddlers: 1 Adult to 3 Children
- Preschool: 1 Adult to 5 Children
- School Age: 1 Adult to 10 Children
- A minimum of two staff will accompany the children on all outings away from the centre. This does not include daily trips to and from kindergarten at schools.
- Ratios must be maintained at all times including shift changes and breaks.
- On walks and when crossing the street, there must a staff person at the front and rear of the children to ensure their maximum safety.
- A designated staff member maintains a list of all the children on the excursion.
- All the children on all outings wear bibs/buttons. This identification will include the centre's name, address, and phone number. Staff and volunteers must also have centre identification.
- Children will be prepared for each outing by staff reviewing outing plan at circle time.
- Staff will ensure that all children are properly dressed for each outing.
- At no time are students, volunteers or parents assigned sole responsibility for the children.
- Parents may drop their children at the field site if ratios of adults and children have been checked first and approved by the daycare. Parents are responsible for handing their children directly to a staff person.
- Parents may pick a child up at a field site but must inform staff in advance of their plans.
- First aid supplies will be taken on trips, including phones and emergency taxi money. Emergency cards for each child will also be taken.

Outdoor Activity Policy

Daily outdoor activity is important for the health and the wellbeing of children. Of particular importance are fresh air and large muscle activities. It is the centre's policy that children are dressed in weather-appropriate clothing at all times, and that children well enough to attend the program are well enough to go outdoors.

Staff will use the following guidelines when assessing the weather to determine the suitability of outdoor activities:

Summer:

- At temperatures above 25 degrees Celsius children will only be allowed to spend short periods of time in the sun and precautions will be taken to prevent sun / heat stroke and sunburn.
- At 35 degrees Celsius and higher the children will not be taken outdoors unless they will be in the shade.

Winter:

- At temperatures below -20 degrees Celsius children will only be allowed to spend short periods of time outdoors. Precautions are taken to ensure the warmth of each child through suitable clothing.
- At -22 degrees Celsius and/or a wind chill factor of 1700 or higher the children will not be taken outdoors.

Excursions:

Planned trips to other locations may be re-scheduled or cancelled due to climate conditions. The director or designate will assess the weather as well as the trip facility and mode of transportation. Is there adequate shelter/shade? How long will the children be outdoors? Are they walking or catching the bus? How far is it from the bus stop to the facility?

Notice of any changes will be posted for parents as soon as decisions have been made. If parents are unsure whether the activity will take place, they are asked to call the centre for confirmation.

Sunscreen:

A consent form needs to be filled out before children can be given sunscreen. The centre supplies the sunscreen. If parents wish they can also bring sunscreen for their child to use.

Mosquito Repellent:

The application of mosquito repellent can only be done when a consent form is filled out. Repellent will be applied as recommended by the Department of Health. Parents who are concerned about skin reactions need to supply their own repellent.

Meals

Spadina ELCC is committed to providing children with nutritious meals in a positive atmosphere. While eating together, children can learn a variety of social and self-help skills. Children are gently encouraged to try all foods served at meal times. Food is never used as a reward or punishment.

All our locations provide lunch and two healthy snacks daily. Parents must supply all bottle feedings for infants.

Spadina ELCC menus provide well-balanced, nutritious meals and snacks which follow the province's Child Care Regulations. High sugar and high salt foods are avoided as much as possible. Candy and gum are not allowed in our centres, except on special holidays such as Halloween. Our snacks consist of a fruit or vegetable and an additional food group.

Staff eat meals with the children to model good eating habits and pleasant table manners. Children are given the opportunity to serve themselves when age-appropriate. All meals are eaten in a "family setting".

The ability of each child to master table manners and self-serving varies greatly with age and length of time at our program. Staff use discretion and seek to encourage rather than enforce.

Parents need to inform staff of any food allergies or food prohibitions. Parents may be asked to bring their own food in if the centre cannot accommodate a special diet. Allergies should also be noted on the medical certificate and enrolment form.

Any food brought in from outside must not contain nuts, and must not be high-sugar or high-salt.

Quiet time

After a morning of stimulating and vigorous activities, a child's body needs both physical and mental rest. In accordance with our philosophy, we attempt to have the child adequately rested. Provisions are made for the older children who do not sleep to have a quiet time. The staff may rub the backs of children to help settle them and soft music is played.

Clothing

All parents are asked to provide their children with adequate clothing, including a complete change of clothing, which can be stored in his/her cubby.

We suggest the following as proper apparel for outdoor play:

For winter:

- Warm boots with waterproof soles – rubber has better traction than vinyl
- Snowsuit – generally a two-piece is more serviceable than a one-piece
- Toque or other hat (if the coat or snowsuit has a hood, please ensure that it is strangulation-proof, which means that it does not tie around the neck)
- Non-skid shoes (indoor)

For summer:

- Hat
- Shorts
- Light jacket or sweater
- Walking shoes
- Swimsuit and towel
- Sunscreen and insect repellent

For spring and autumn:

- Splash suit is useful for the slushy seasons, but not essential
- Layers of sweaters or jackets that can easily be put on or taken off as the weather requires
- Mittens
- Waterproof boots

Fire Drills

Fire drills are scheduled by each centre's director. A fire evacuation plan is posted in the centre. In the event of a fire drill the staff will lead the children out of the building, not stopping for coats or footwear.

In the Event of a Fire

In the event of a fire, children will be moved to the secondary location. See each location's evacuation plan for more information. Parents will be notified immediately. Staff will have daily enrolment and emergency information so parents can be contacted.

Lock Down

In the event of a Perimeter Lock Down all perimeter doors will be locked and no one will be permitted in the centre until clear by authorities. Centre operations continue as normal.

In the event of a General Lock Down all doors in the centre and facility are locked. Children are to remain as quiet as possible and no one is allowed in or out of the building. Daily operations can only resume after the Police and Principal or designated officer have notified the centre.

Medication

Medication can be administered at the centre only if a medication form has been completed and signed by the child's parent. Medications cannot be combined unless the centre has a note from a doctor confirming the safety of the combination.

All medicine must be in its original container and clearly labelled with the child's name. Parents must give it to a staff member, who will place it in the medicine chest. Parents and children are not allowed access to the medicine chest.

The educators record each time medicine is administered. Medication cannot be given in excess of the pharmaceutical and medication recommendation.

Spadina ELCC will administer intrusive medication (needles) on the following conditions:

- The parent understands and accepts that the Director and the staff do not hold themselves as experts in the administration of medication to children.
- The parent has supplied the Director instructions from a medical doctor on the conditions necessitating the need for such medication and full and complete instructions for administration.
- The parent signed a release.

Accidents

The staff will perform simple first aid in the treatment of injuries.

All accidents are to be reported to the parent and the director the same day that the injury occurs, and a written injury report must be completed. The parent and a staff member will both sign the form.

In the unlikely event of a more serious accident or medical problem that requires medical attention, the staff will:

1. Call 911
2. Take the child to the hospital by ambulance.
3. Call the parent(s) or emergency contact person
4. Complete a serious incident report.

All accident reports are kept in the child's file (possibly sent to Social Services). The board will be notified of any serious accident or medical emergency.

Illness

When a child at one of our centres is too sick to participate in regular activities or there is suspicion of a contagious illness or disease, the parents will be contacted. If the parents cannot be reached, the emergency person will be contacted. Sick children will be isolated from the group and made comfortable until they are picked up. In the event that child is sent home due to illness, the child must stay home for 24 hours, or until the illness is non-contagious.

Fever

Fever is a rise in body temperature above normal. While a mild fever is common in childhood and is not a cause for alarm, a high fever can be serious. A high fever can cause convulsions, hallucinations, and dehydration, and immediate steps should be taken to lower it. Where there is a mild fever or no fever, the behaviour of a child tells more about the severity of the illness than the degree of the fever. Symptoms our centre staff are trained to look for include:

- Fever with a rash
- Vomiting
- Headache

- Excessive listlessness, drowsiness or sleepiness
- Irritability, inconsolable crying, screaming or weak cry
- Poor skin colour or pallor
- Rapid breathing or difficulty breathing
- Excessive drooling

When a child has a temperature of 38°C or higher we notify the parent. If the child has Tylenol (or other approved medication) and a form filled out, we ask the parent if they would like us to administer Tylenol. We administer as directed on the medication.

If the child is still active and does not show any other symptoms, the child may continue playing (with parental consent). We inform the parent that the child will be monitored for the next 30 minutes, and will update them on their child's condition.

A temperature of 38.8°C or a fever along with any additional symptoms requires the child to go home. In all instances when it is necessary to phone the parents, it is the responsibility of the centre director or designate.

There are several ways to help lower a child's temperature. These include: undressing the child to diaper or underwear; allowing the child to sweat, which cools the body as the sweat evaporates; or sponging with warm water if the fever is high.

Infectious and Contagious Diseases

Parents are required to inform the centre of a positive medical diagnosis of any communicable disease within 24 hour so that other parents can be notified. A child who has contracted a communicable disease must be excluded from the centre until the infectious period (as described by Sask Public Health) has passed, and/or the condition has cleared up. A doctor's note may be required. Information about specific symptoms and exclusion periods is available from the executive director or an inclusion coordinator.

Parents must be prepared to provide alternate care for their ill child if they are unable to stay with him or her. Spadina ELCC will not assume responsibility for children who become sick during school hours. Children too sick to attend school are too sick to attend our centres.

The centre director will post a sign to inform other parents that an infectious disease has been introduced. This sign will include the name of the disease, the date it was introduced, the particular symptoms, and the number of days an infected child must be excluded from the centre.

To control the spread of communicable disease in the classroom and at daycare, Public Health Services recommends the following:

- Children who have signs of illness such as fever, diarrhoea or rashes should not attend school until they are well and/or have been treated by a doctor. Children with the following diseases must be treated before they return to the centre: lice, ringworm, sore throat, scabies, impetigo,

scarlet fever, eye infections (including pink eye).

- Parents are encouraged to phone the Health Centre to report the following diseases: red measles, mumps, hepatitis A, German measles, whooping cough (pertussis).
- Children with chicken pox may return to daycare or school when they are feeling well. Hepatitis B and AIDS are not spread through casual contact so exclusion from the program is not usually necessary.

All communicable diseases are reported by the daycare to the provincial Department of Health.

The best way to control the spread of any infection is to practice proper hygiene. Children and staff are expected to wash their hands before they eat or touch food, and after they use the washroom, blow their nose, change a diaper, handle body fluids, take a child's temperature, or clean equipment, sinks, or toilets, etc.

Staff will wear disposable gloves whenever they come into contact with blood or body fluids.

Diarrhoea

A child exhibiting the first signs of diarrhoea is watched at the centre and the parent is called and informed. After the second sign of diarrhoea the parent is called and the child must be removed from the centre.

In the event that several children have diarrhoea within a period of two days the Community Health Unit will be notified.

All clothing that has been soiled resulting from a case of diarrhoea will be double bagged and sent home with the child.

AIDS and HIV

Casual everyday contact does not pose a risk for HIV transmission. It has been shown that HIV is not transmitted by saliva, tears, food, hugging, biting, kissing, sharing food, being sneezed, coughed or cried on, sharing toys, diapers or toilet seats, urine, stool, vomit, or through the air.

Children infected with HIV have the same right to attend child care facilities as other children. HIV is considered a disability, and the law does not allow discrimination on the basis of disability.

Children with HIV/AIDS are at greater risk than others of contracting infections in the school or daycare centre setting. The personal physician and medical health officer will provide ongoing assessment regarding the appropriateness of a child with HIV/AIDS remaining in a school or daycare setting. A child's educational needs are of primary importance and therefore a child shall not be isolated from educational institutions except on the advice of the medical health officer.

Early learning plays an important role in the lives of children infected with HIV, offering them peers, stimulation, stability and a chance to learn new skills. The circulation of information regarding the infected child or adult will be restricted to only those who need to know. All team members will maintain absolute confidentiality.

Visitation Rights

It is the centre's policy not to be involved in custodial disputes. The centre will not act as a third party agency to supervise visitation rights by the non-custodial parent.

If both parents enter into a contract for child care while living together, and then separate, the centre will ask the custodial parent to enter into a new contract with Spadina ELCC.

Nothing in this policy will affect the right of the contracting parent to authorize any person to pick up or drop off his/her child.

Child Abuse

When we have reasonable grounds to believe a child is in need of protection because of suspected or disclosed physical or psychological abuse, we are by law required to report the instance to the Department of Social Services – Child Protection.

Our responsibility is to report suspicion and disclosure, not to determine if abuse has occurred. Reporting procedures are designed to protect the child, and parents will not be contacted in these instances.

It is the responsibility of Social Services to investigate and decide if abuse has occurred and to make any necessary contact with the child's parent or guardian.

Conduct by Parents, Guardians, and Staff

All adults, including parents, guardians and staff, will conduct themselves in a respectful and courteous manner while on daycare property or in conjunction with any daycare activity.

The use of language deemed to be profane, obscene or abusive, and abusive behaviour are unacceptable and will not be tolerated.

Parents violating this policy will receive one written warning from the board of directors. Further violation of this policy will result in the withdrawal of childcare services, with one month's written notice provided by the centre.

Child Guidance

Our educators keep limit-setting to a minimum, and their expectations are realistic and clearly communicated. We will protect children from themselves and from others when necessary. We try to tailor discipline to be meaningful to children on their own terms, being mindful of temperament, developmental stage, and ability.

The following practices are not permitted methods of child management in our facilities:

- Corporal punishment
- Physical, emotional or verbal abuse
- Denial of necessities
- Isolation
- Inappropriate physical or mechanical restraint.

The goal of discipline is to help children develop their own self-control. We use number of techniques to encourage appropriate behaviour including:

- Setting reasonable limits
- Gentle reminders
- Providing explanations
- Offering appropriate choices
- Assisting children in making choices
- Anticipating the child's needs
- Helping children see the consequences of their actions and words
- Recognizing child differences in age, temperament and experience
- Ignoring behaviour where appropriate
- Encouraging appropriate behaviour
- Distracting children from potential problems
- Removing children from the situation where appropriate.

Preventative techniques include:

- Providing good supervision
- Providing enough activities to keep children involved and not bored
- Providing multiples of toys, especially favourites
- Allowing enough time for activities to keep children from feeling rushed
- Preparing children for transitions
- Giving children responsibility and letting them help
- Respecting children's feelings
- Expressing pride, interest and pleasure
- Providing a very close presence when children are having a rough day

Intervention Strategies are used to stop or redirect undesirable behaviour when it occurs. Staff will:

- Stay calm
- Get down to the child's level
- Acknowledge the child's feelings
- Focus on the behaviour as unacceptable, not the child
- Reassure the child that s/he is valued and cared about in spite of the behaviour
- Redirect or distract a younger child with a new toy or activity
- Offer a choice of appropriate alternative activities to an older child, and help them get interested and settled into a new activity.

Child management for infants and toddlers is somewhat different than for older children, and includes:

- Direct and close supervision
- Child proofing the centre
- Praising more than saying No
- Giving simple explanations
- Anticipating and responding to needs
- Distracting with something else.

Staff members are encouraged to use a variety of methods of behaviour management depending on the child and the situation. In some situations it may be necessary to use several different methods before a situation can be resolved satisfactorily.

Behaviour that is disruptive or harmful to children and/or the program will be considered unacceptable and the following will result:

1. The director and/or designate will meet with parent and/or child to discuss the unacceptable behaviour. She will:

- Identify the unacceptable behaviour and support with observations and documentation.
- With the parents, develop a plan incorporating preventive and intervention strategies, which can be implemented at home and at daycare.
- Determine the goals to be met during the period of intervention. The intervention period will be at the discretion of the director or designate.
- Provide parents with information on outside support if requested.
- Parent will be notified that if the goals are not met the child care services will be terminated.

2. The director's next steps will be to:

- Arrange a follow-up meeting with parents and/or child.

- Discuss progress through observations and documentation provided by early learning staff and parents.
- Determine if the goals have been successfully achieved or sufficient progress warrants extending the intervention period.
- If prevention and intervention strategies are not resulting in progress, determine whether the child's behaviour is so extreme that it is jeopardizing the wellbeing of others. In this case, board will be notified and the agreement for services will be terminated.

Parental Grievance Procedure

A parental grievance shall be defined as any difference arising out of interpretation, application or administration of our child care policy, or where the director or board of directors is thought to have acted unjustly or improperly. Grievances are dealt with in the following manner:

- Parent(s) must first discuss their concern with their centre's director.
- If the parent(s) are not satisfied with the resolution of the grievance, and inform the director to that effect, the director shall bring the matter to the executive director and/or the board of directors.
- If parents feel they cannot approach the director because of a personal conflict, they have the right to bring their grievance to the board of directors. Such grievance will be in writing and a copy given to the director before the next Board meeting.
- A grievance committee will consist of at least three board members, one of whom is the president or her/his designate, and another a member of the co-operative who may be nominated by the griever.
- The grievance committee will set a date for a hearing and give notice of the date to the griever and to the executive director. The executive director and all members of the co-operative involved with the grievance will be present at the meeting.
- The grievance committee will establish the procedures to be followed at the hearing and will endeavour to provide the griever a full, fair, timely, and impartial hearing.
- At the meeting, the griever may present his/her grievance in person or in writing or through a presentation.
- The grievance committee will advise the griever and the director, in writing, of its decision as soon as possible after the hearing.
- The griever or the director may appeal the decision to the board. The decision of the board shall be final.

We look forward to working with you and your child!

If you have any questions or concerns about the information contained in this manual, please speak to the director at one of our four locations.

Additional Resources

Saskatchewan Environment, Public Health, and Safety:

<http://www.saskatchewan.ca/residents/environment-public-health-and-safety>

Canada Food Guide:

http://www.hc-sc.gc.ca/fn-an/alt_formats/hpfb-dgpsa/pdf/food-guide-aliment/view_eatwell_vue_bienmang-eng.pdf

Play and Exploration Guide:

<http://publications.gov.sk.ca/documents/11/82946-ELPG Complete document.pdf>

Play and Exploration for Infants and Toddlers:

<http://publications.gov.sk.ca/documents/11/82949-Final Infant Toddler Companion Booklet.pdf>

Leading for Change:

<http://publications.gov.sk.ca/documents/11/82952-Leading for Change.pdf>

Spaces for Exploring:

<http://publications.gov.sk.ca/documents/11/86008-spaces-exploring-growing.pdf>

Creating Outdoor Learning Environments:

<http://publications.gov.sk.ca/documents/11/86146-Outdoor Learning Environments Resource Booklet.pdf>

Saskatchewan's Early Years Plan:

<http://publications.gov.sk.ca/documents/11/89572-Early-Years-Plan-Final-2016-2020.pdf>

Childcare Subsidy Information:

<http://www.saskatchewan.ca/residents/family-and-social-support/child-care/paying-for-child-care>

Childcare Subsidy Application form

<http://www.publications.gov.sk.ca/documents/17/143-CCS-Application - 7781.pdf>