

Cathedral Area Cooperative Daycare



Parent Handbook

Contact: Sooyeon Son, Executive Director

Main Centre: 2051 Cameron Street, Regina, SK, S4T 2V4 / (306) 522-7533

B&A Centre: 3025 13th Ave, Regina, SK, S4T 1P1 / (306) 570-7539

Welcome!

Welcome to the Cathedral Area Cooperative Daycare! We are a non-profit licensed daycare centre that has been in operation in the heart of the Cathedral neighbourhood for over 40 years! We take pride in the service we provide, and are excited that you have chosen to join our community, and entrust us with the care of your child.

Please read through this handbook as it will help you understand the policies and procedures of our daycare, and. It will also clarify all our roles and responsibilities in the care of our children.

Mission Statement

The Cathedral Area Cooperative Daycare's objectives are:

- To provide high quality, non-profit, licensed childcare.
- To provide a positive early childhood experience that is child-centered, represents cooperative values, and forms the basis for healthy development and lifelong learning
- To follow a "learning through play" philosophy. Through play, children learn cognitive, language, physical and social skills. We believe it is important to look at the child's stage of development. Keeping track of the child's development helps us guiding children to learn appropriate skills and behaviours while they are busy playing. Our job is to make sure that each child has numerous positive experiences throughout the day.
- To recognize and respect each child's special part in our world.

Our Organization

Non-Profit - A non-profit organization (NPO) is dedicated to furthering a particular social cause or advocating for a shared point of view. In economic terms, it is an organization that uses its surplus of the revenues to further achieve its ultimate objective, rather than distributing its income to the organization's shareholders, leaders, or members. Non-profits are tax exempt or **charitable**, meaning they do not pay income tax on the money that they receive for their organization.

The key aspects of non-profits are accountability, trustworthiness, honesty, and openness to every person who has invested time, money, and faith into the organization. Non-profit organizations are accountable to the donors, funders, volunteers, program recipients, and the public community.

Cooperative - A cooperative (also known as co-operative, co-op, or coop) is "an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise"
Cooperatives may include:

- non-profit community organizations; or,
- businesses owned and managed by the people who use their services.

Benefits of a Cooperative:

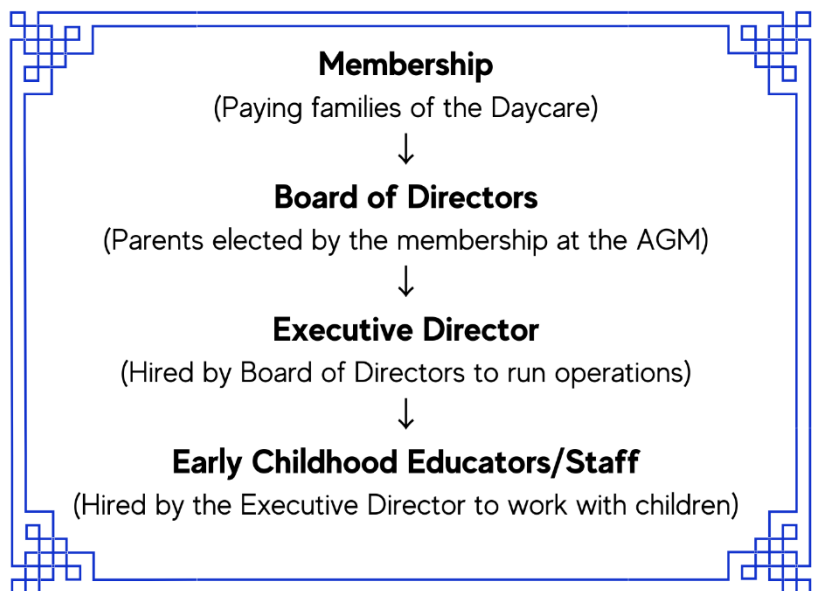
- High culture of parent engagement in daycare community.
 - Our parents tend to be present at the daycare more than the typical centre and therefore develop a keen interest in daily operations, programming and the welfare of all children.
- Opportunity for parents to become part of a community and share talents and knowledge to assist in operations.
- A cooperative works to meet the needs of all children through consultation and participation of its members.

Membership – By joining the Cathedral Daycare you automatically become a member of the cooperative. Cooperatives are structured to meet the common needs and expectations of their members, in addition to being controlled by members. A board of directors is made up of representatives from the membership and works to ensure that the best interest of the cooperative is maintained.

Daycare Structure

- *The Board of Directors* is comprised of parent volunteers with a keen interest in how the Daycare is run. The board is elected each year by the membership at the AGM. The Board of Directors is responsible for making policy decisions, hiring an Executive Director and dealing with parent concerns if necessary.

The Executive Director manages the daily operation of the daycare;



- including hiring and supervising staff, meeting all regulations and handling parent inquiries.

- The Main Daycare Centre is licensed and monitored by an Early Learning and Child Care consultant on behalf of the Ministry of Education. We are also governed by various pieces of provincial legislation.

Role of the Board of Directors

- To be responsible to the membership for ensuring that the goals of the child daycare centre are achieved and that the cooperative is effectively managed.
- To ensure that the cooperative is able to carry out the needed responsibilities.
- To develop and approve the budget, monitor expenditures, and assume fiscal accountability for the cooperative.
- To review the financial statements monthly.
- To ensure appropriate and responsible utilization of parent fees, government grants and other revenue.
- To develop fundraising objectives and strategies and ensure the implementation of the strategies.
- To provide information to members.
- To organize general meetings.

Role of Board Members

- To support and participate in fundraising activities.
- To actively participate and provide leadership on committees of the Daycare board.
- To be aware of the roles and responsibilities of Board of Directors and centre staff.
- To acquire a clear understanding of the Daycare, and thus participate in decision making relating to the finances of the Daycare.
- To be informed about the background issues, and able to, discuss them responsibly at Board meetings and when representing the Daycare in the community.

Requirements of Board Members

A person is not eligible to be a director where he/she:

- I. Is less than 18 years of age.
- II. Is of unsound mind and has been found so by a court in Saskatchewan or elsewhere.
- III. Is not an individual.
- IV. Is not a member of the cooperative.
- V. Has the status of bankrupt.
- VI. Is an employee of the cooperative.

What is not the work of the Daycare Board Membership?

- Manage daycare operations.
- Discuss personal, confidential information regarding children, employees or other parents/families.
- Matters involving personnel or pertaining to specific children or families.
- Matters which are the responsibility of the Daycare Director as outlined in their Job Description.

Six Basic Guiding Principles for Board Members

1. **The duty of diligence** – to act reasonable, prudently and in good faith and with the best interests of the organization and its members.
2. **The duty of loyalty** – to place the interests of the organization first, and to not use one's position as board member to further private interests. **Conflict of Interest** – A board member may occasionally find him/herself in conflict of interest position in terms of some issue under consideration by the board. When this happens, the Member should declare that he/she is in conflict of interest situation and leave the room for the portion of the meeting, thus refraining from participating in the discussion. The Member should not vote on any decision made on the issue.
3. **The duty of obedience** – to act within the scope of other laws, rules and regulations that apply to the organization.
4. **The duty of maintaining proper balance** – The board needs to ensure that they do not over manage or under manage the organization.
5. **The duty of ensuring family friendly practices** – The goal should be that parents feel comfortable entrusting their children in the care of the centre. The centre policies and procedures should be reflective of a family friendly environment.
6. **Confidentiality** – The Board members need to ensure that discussion and decision making, unless otherwise decided upon, stays confidential.

Board of Director/Member Terms

- President – 2 year term
- Vice President – 1 year term
- Treasurer – 2 year term
- Board Members – 2 year term (no more than 3 consecutive terms unless there is a need.)

After a term has ended, individuals have the right to let their name stand again for another term at the Annual General Meeting or may step down at that time. In the case of multiple individuals expressing interest in board positions a formal vote will occur with membership to determine winner.

Annual General Meeting (AGM)

One parent or guardian representative from each family is required to attend the AGM. Attendance at the yearly AGM will count towards the family's monthly volunteer hours.

The AGM is held once a year and it is an important opportunity to direct Board policy, give essential input into the daycare's operation and be informed of new policies and procedures. Notice of meetings is posted at the daycare, and childcare is provided for all meetings.

Cooperative Volunteer Policy

All members of the Daycare (meaning each family represented at the Daycare that pays monthly fees) are required to perform two (2) hours of volunteer work monthly. Monthly volunteering allows the daycare to keep operational costs low and devote more resources to programming and maintaining accessible childcare fees.

Volunteer hours are tracked on a quarterly (three month) basis. A total of six (6) hours of volunteering is required in each quarter (January-March, April-June, July-September, October-December), and any extra hours worked carry over to the next quarter. Volunteer hours are self-reported by parents and are tracked on the volunteer log inside the child's locker.

Typical volunteer tasks include snow shoveling, laundry, odd jobs, recycling, field trip attendance, etc. Volunteering for fundraising or other daycare events (e.g., holiday party set up or clean up, bake sale baking, etc.) are also fun and meaningful ways to contribute to the daycare and build community. Volunteering on the Board of Directors or on committees of the Board is another way to contribute volunteer hours. Please speak to the Daycare Director about volunteer opportunities and watch the parent board for notices.

Near the end of each quarter hours are tallied, and parents are billed for any hours not completed. Billing will occur on January 1, April 1, July 1, and October 1 for the previous quarter, at a rate of:

- \$15.00/hour
- \$90 for 3 months (parents can choose to pay this outright if they prefer not to volunteer)
- \$350 for the full year (parents can choose to pay this outright if they prefer not to volunteer)

Criminal Record Checks

Parents who wish to volunteer to attend field trips or work directly with children inside the daycare are required to complete a criminal record check. **This criminal record check must be renewed every three years.** For more information, please speak to the daycare Director.

Fundraising Committee

Fundraising for the daycare is organized by a Fundraising Committee that meets approximately once per month to plan a variety of initiatives. Fundraising is a crucial component of the overall functioning of the daycare, as it provides extra funds necessary for renovations/maintenance and the purchase of materials above and beyond what the existing operating budget allows. Daycare families are encouraged to get involved with the Fundraising Committee, and to volunteer their time towards fundraising initiatives throughout the year.

Maintenance Committee

Caring for our buildings requires ongoing planning and investment. A Maintenance Committee provides support to the daycare Director as needed, by completing maintenance tasks when the skills are available, or by sourcing appropriate contractors as needed. Daycare families are encouraged to get involved with the Maintenance Committee, and to volunteer time and skills towards the maintenance of the daycare.

Administrative Procedures

Admission Policy

Licensed Childcare Program (Toddler to Kindergarten)

Our daycare offers licensed childcare to children between 18 months old the completion of their kindergarten year. This care takes place at 2051 Cameron St.

Before & After School Program (Grade one and higher)

Our daycare offers **Unlicensed** Before & After School care to children attending grade one or higher (up to age 12) at Ecole Connaught Community School. This care takes place at Westminster United Church, 3025 13th Ave. (Cameron St. entrance).

Acceptance to either program is based on the availability of space and appropriate staffing for each specific age group. A waiting list is maintained, with children accepted on a “first come, first served” basis. Consideration is also given to the siblings of children already attending the daycare. Registration Procedures

Prior to your start date, a registration package must be completed and returned to the daycare. The package contains a number of enrollment forms, including:

Basic contact information

Emergency contact information/Emergency Card

- Custody information and related Court Order (if applicable)
- Health Resume
- Social Resume

- Excursion and Transport Consent
- Child Emergency Information
- Consent & Release Form
- Co-op Membership Application (with fee, if applicable)
- Agreement for Services
- Subsidy Application (if applicable)
- Immunization Consent Form
- Child Media Release
- Custody Form (as needed)
- Medication Form (as needed)
- PAD (Pre-authorized Debit Form)

It is highly recommended that new daycare families visit the daycare for orientation, and to meet the daycare staff and other children. Prior to the child's first day, parents are expected to have fully read this handbook.

Emergency Contacts

Emergency contacts will only be used by the staff in the case of emergency. It is the parents' responsibility to provide immediate written notice if emergency contact information changes.

Child Endangerment

The daycare must report any suspected child abuse to the correct authorities.

Communication

Parents have an ongoing responsibility to communicate information about their child to Daycare staff. For discussions longer than a few minutes, please arrange with staff to discuss the matter at a time when they are able to give you their undivided attention. Having discussions about a child in front of them and/or other children or parents is discouraged. Staff take the time to communicate in a variety of ways what your child(ren) have been engaged in at the daycare – please take a moment when provided information, to discuss and celebrate your child and what they have learned.

Absence

Parents must notify the Daycare if their child will not be attending due to illness or holidays. Messages can be left on the Daycare's voice mail (306-522-7533 (main)/306-570-7539 (BA)

Parent Board

General information (e.g., meal plans, illness notices, daycare closure dates, field trip notices, volunteer opportunities, etc.) is posted on the parent bulletin board at the daycare entrance. Information for specific parents will be left in envelopes in each child's locker or backpack.

Respectful Environment

Our Daycare maintains high standards for positive interaction, communication and role-modeling for children. Harassment and discrimination are not tolerated from any party. If at any point a parent/guardian, childcare provider or other staff member feels uncomfortable, threatened, abused or belittled, they may immediately end the conversation and report the situation to the Executive Director or Board President.

Conflict Resolution

If a parent/guardian has a concern about the care provided at the daycare, we encourage you to follow our conflict management procedure;

1. Speak with Daycare staff
2. Speak with the Daycare Director
3. Contact the Board President
4. Consult Ministry of Early Childhood Education Consultant

Information Disclosure

Personal information pertaining to any child will not be released or shared without written consent of the parent. Exceptions to this are when information must be given pursuant to *The Child Care Regulations, 2015* or any other legislative or legal obligation, or in an emergency situation.

Custody and Access

Parents must accurately complete all required forms and provide written notice of any changes. Parents must also provide copies of all legal documents pertaining to custody/access that will impact the Daycare.

If no legal documentation exists and there is a custody/access issue between the parents, the Daycare will continue with the previous arrangements until legal documents are provided. If a person insists on removing a child contrary to the registration forms, police will be contacted.

Visitation

Without a legal visitation order, in-daycare visitation (including timing and length) is at the discretion of the Daycare Director. The Director will consider any previous visitation arrangements, as well as the safety and well-being of all children in the Daycare, when making this decision. Copies of all Court visitation orders relating to a child's visitation will be kept on the child's file and strictly adhered to.

Smoking

Smoking cigarettes, marijuana, E-cigarettes or Vaping is not permitted anywhere on Daycare property.

Use of Drugs and Alcohol

- Cathedral Area Co-op Daycare is committed to providing a safe, drug- and alcohol-free centre for all our children.
- To help ensure a safe and healthy workplace, the Daycare strictly prohibits the use or possession of drugs or alcohol on Daycare property.
- All employees must report to work free from the influence of any drugs or alcohol.
- If Daycare staff suspects that a child is being transported to or from daycare by an intoxicated person, they will contact the police and child protection. The staff will provide license plate and vehicle information, along with any other pertinent information, to the authorities. Child safety is paramount in this situation. As a preventative measure, staff may suggest calling a taxi or friend for a ride.

Daily Operation Policies & Procedures

Hours of Operation & Late Pickup

Licensed Childcare Program (Toddler to Kindergarten)

Opens: 7:30 am Closes: 5:30 pm. The Daycare operates Monday to Friday and is closed on weekends and statutory/civic holidays.

Before & After School Program (Grade one & higher)

School Days: Before school: 7:15 am to 9:00 am (simple breakfast provided) After school: 3:35 pm to 5:45 pm (snack provided) NOTE: Due to provincial regulations, no one child may stay longer than a total of three (3) hours per day during these operating periods. The B&A Program operates Monday to Friday and is closed on weekends and statutory/civic holidays.

School Holidays/PD Days: Opens: 7:15 am Closes: 5:45 pm NOTE: A simple breakfast and snack will be provided. Children must supply their own lunches on these days.

Summer Camp: Opens: 7:30 am Closes: 5:45 pm

Child Drop Off & Pick Up Policy

Drop Off

- Children MUST be signed in upon arrival and parents must ensure that a staff member is aware that the child has arrived by walking them to the appropriate space and ensuring the caregiver is there. If there are any messages, please talk to your child's caregiver.
- Parents are asked to assist their child with removal of outerwear and putting on indoor shoes.

Pick Up

- Only persons listed in the Child Release Form are allowed to pick up a child. Parents must provide written notice if a person not listed on the form is to pick up a child. Staff may request photo identification from persons picking up children at any time. All persons picking up a child must be over 15 years of age.
- Children are not permitted to walk home unescorted.
- A Late Pick-Up Fee will be charged anytime a child is not picked up before closing. This fee is \$15.00 for every 15 minutes (or portion thereof) past closing for each child. If a child is picked up late three times or more, the parent may be given notice to withdraw the child from the Daycare.
- If a child is not picked up within 30 minutes of the Daycare closing and the parent or emergency contacts cannot be reached, the Mobile Crisis Unit will be called and their contact number will be posted on the outside of the Daycare door.
- Persons picking children up MUST sign the child out and make sure that the staff are aware that the child is leaving.
- Once a child is signed out by a parent/guardian the Daycare is no longer responsible for them, even if they remain on Daycare property.

What (and What Not) to Send to Daycare

DO SEND

- **Shoes or slippers.** Footwear must be worn at all times in the Daycare in case of emergency evacuation and to prevent injury. Kindly keep a pair of indoor shoes or slippers at the Daycare year-round, and check occasionally to ensure that they still fit.
- **Comfortable clothing.** Footwear must be worn at all times in the Daycare in case of emergency evacuation and to prevent injury. Kindly keep a pair of indoor shoes or slippers at the Daycare year-round, and check occasionally to ensure that they still fit.
- **A change of clothes.** Footwear must be worn at all times in the Daycare in case of emergency evacuation and to prevent injury. Kindly keep a pair of indoor shoes or slippers at the Daycare year-round, and check occasionally to ensure that they still fit.

- **Seasonal clothes.** Footwear must be worn at all times in the Daycare in case of emergency evacuation and to prevent injury. Kindly keep a pair of indoor shoes or slippers at the Daycare year-round, and check occasionally to ensure that they still fit.
- **Diapers.** Parents must supply diapers, and wipes, for their child. The staff will advise when these need to be resupplied. (Diaper creams require labelling and written explanation of when to be used.)
- **Crib sheet and blanket.** These must be supplied for children that nap at the daycare.
- **Comfort objects.** Children who nap may bring a special pillow, blanket or stuffed animal.
- **Water bottle.** Every child must bring his/her own water bottle.

DO NOT SEND

1. **Toys and accessories from home.** The children are taught to share the toys, and that they all belong to the group. When children bring in personal toys, it causes an unequal playing ground, which leads to conflict. We teach the children daily how to respect each other, the toys and the daycare property. If you have concerns about the type of toys we have provided, please speak to the Supervisor or Director, and they can review the situation.
 - **Candy, gum or food** from home.
 - **Nuts/nut products.** The Daycare is a nut-free facility, this includes peanuts and all tree nuts (included almonds).

Transportation

School age children (Kindergarten and older) will be walked with a Daycare staff member to Connaught school. The children will only be dropped off during school ground supervision times. They will be escorted to school in the morning and back to the Daycare at the end of the day.

Parents are responsible for arranging transportation to and from the Daycare and to any other agency that the child must attend during Daycare hours (including all preschool and Pre-Kindergarten programs – please refer to pick-up/drop-off procedure).

When transportation is arranged, parents are responsible for notifying the Daycare in writing of:

- Arrival/departure times
- Locations
- Bus or taxi number
- Driver's name and cell number (if applicable)
- Any change in routine
- All other relevant information

Children are not allowed to walk between the Daycare and school (or other location) unescorted. If a child who must be walked to school is brought to the Daycare after the walking

group has departed, parents are responsible to walk the child to school themselves. Once Daycare staff have dropped children off at school or placed them on the designated transportation, the Daycare is not responsible for the children until they are picked up at school or returned to the Daycare.

Parents of children grade one and higher should communicate with the Before & After School Program about transportation issues by calling or texting 306-570-7539.

Parents of Kindergarten children should communicate about transportation issues by calling 306-522-7533 or texting 306-570-7541.

We ask **ALL** parents to communicate with the Daycare about any last-minute changes to transportation (e.g., sick child who has stayed home or an early school pick up by parents).

It is **required** that students participating in the Kindergarten and Before & After School Program are independent and are able to handle the responsibility of walking to and from school and preparing to leave each site. Behaviour that is disrespectful or that potentially impedes the safety of other students during transportation to and from school will not be tolerated. Students will receive a warning and parents will be notified that day. If behaviour persists, a family member will be required to meet with the director to discuss transportation plans.

Excursions/Field Trips/ Special Events

Staff will periodically take groups of children on excursions out of the Daycare. Emergency contact information and a first aid kit are taken on these outings. Excursions are generally within the neighbourhood. Ask the Director for additional details about the Daycare's excursion policy.

When attending an event as a parent volunteer:

- Please plan to arrive 30 minutes early to help staff get the children ready.
- During the field trip, ensure that you help supervise all children (not only your child).
- Please plan to stay 10-15 minutes after the field trip ends to assist staff.
- Please do not bring food for your child. The daycare provides food for children and parent volunteers during field trips. Please talk to the Director if you have special dietary requirements.

REMINDER: Parents who wish to volunteer to attend field trips/excursions are required to have a criminal record check prior to attending. This criminal record check must be renewed every three years.

Food & Nutrition

Pre-school Program (Toddler to Kindergarten)

- Breakfast: 7:30-7:50 (Kindergarten); 8:30-9:00 am (pre-school children)
- Lunch: 11:30 am-12:00 pm/12:00-12:30 pm
- Snack: 2:30-3:00 pm (Kindergarten children will receive a snack when they return to Daycare after school)

Before & After School Program (Grade 1 & higher)

- Breakfast: 7:30–7:50 am
- Snack: upon return from school
- Lunch (PD days & school holidays): provided by parents/guardians

If a child requires additional snacks or meals beyond what is provided, please discuss the child's needs and parent responsibilities with the Daycare Director. The Daycare meal plan is prepared based on the Canada Food Guide and is posted at the Daycare. Parents must provide any items for children with special diets.

Children are never forced to eat, but they are encouraged to try new foods. Children are required to be seated during meals and good manners and social skills are taught during this time.

Celebrations

In an attempt to be equitable, encourage healthy eating and safeguard children with allergies, no outside food or candy of any kind is permitted to be brought into the Daycare for celebrations. Daycare staff works together to provide healthy options for children to celebrate birthdays and holidays (e.g., Halloween, Valentine's Day, Easter).

Parents are welcome to offer goody bags with non-food items (e.g. stickers, pencils, stamps) for their child's group, but should not feel required to do so. Please contact the Director to let them know if you choose to do this.

Allergies

Parents must notify the staff of any allergies a child may have. Allergy information is posted in the Daycare for general staff reference. Due to severe allergies of some of our children:

PLEASE REMEMBER: Nuts, Tree Nuts and Nut products are not permitted at the Daycare!

Daily Schedule – Pre-school Program (Toddler to Kindergarten)

| Time | Activities |
|---------------|---|
| 7:30am | Daycare Opens; children arrive |
| 7:30-7:50 | Breakfast for Kindergarten group |
| 8:30 - 9:00 | Breakfast for younger groups Kindergarten children depart. |
| 9:00 - 9:30 | Transitioning to the groups (e.g. ready to go short outdoor play, washroom (checking diapers... depends on each group's schedules) |
| 9:30 – 10:00 | Children in their own group Circle Time (Weather chart, Calendar, Poems and stories) |
| 10:00 - 11:00 | Activities based on lesson plans (math, science, art and craft); Neighborhood walking |
| 11:00 -11:30 | Get ready for lunch; Hygiene |
| 11:30 - 12:00 | Toddler and Preschooler Lunch |
| 12:00 - 12:30 | Kindergarten group lunch |
| 12:00 - 2:00 | Hygiene; Naptime; Non-napping kids participate in teacher-led table activities or outdoor play |
| 2:00 – 2:30 | End of naptime; Hygiene; Get ready for snack. |
| 2:30 - 3:30 | Snack time & get ready to go outside |
| 3:30 – 4:00 | afternoon outdoor time (can be extended if weather permitted) |
| 4:00 – 5:00 | Activities based on lesson plans for Kindergarten group; Teacher assist activities and free play for other groups (can be flexible depends on outdoor time) |
| 5:00 - 5:30 | Carpet time (books and stories) / Daycare Closes |

Daily Schedule – Before & After School Program (Grade 1 & higher)

School Days, PD Days & Holidays

| Time | Activity |
|-------------------|---|
| 7:15 am | B&A Program opens; children arrive |
| 7:30 - 7:50 | Breakfast |
| 7:30 - 8:20 | Free play (variety of table top activities provided) |
| 8:20 | Leave for school |
| 3:35pm | Walk back to B&A Program |
| | |
| 7:15 am | B&A Program opens; children arrive |
| 7:30 – 8:00 | Breakfast |
| 7:30 - 8:30 | Free play (variety of table top activities provided) |
| 8:30 - 9:00 | Circle Time (Weather chart, Calendar, Poems and stories) |
| 9:00 – 9:45 | Activities based on lesson plans (math, science, art and craft) |
| 10:15 – 11:15 | Gym Time/Outside |
| 11:15 – 11:45 | Cool down, story time |
| 12:00 – 12:30: | Lunch |
| 12:40 - 2:00 | Activities based on lesson plans (math, science, art and craft) |
| 2:30 - 3:00 | Snack time |

| | |
|-------------|---|
| 3:00 – 4:00 | Gym time/ Outside |
| 4:00 – 5:00 | Table top activities/ Free Play (puzzles, coloring) |
| 5:00-5:30 | Circle time |
| 5:45 | B&A Closes |

Health and Wellness

Medications

- Medication is in the original container labeled with the child’s first and last names, the expiry date of the medication, and specific, legible instructions for administration and storage. (Note: Many pharmacists will fill prescriptions in two bottles/containers when requested, so medications do not have to go back and forth from home to day care everyday.)
- Medication that requires refrigeration is stored in a locked box in the refrigerator and is clearly labeled “medication storage”.
- Emergency related medications (e.g., epipens, inhalers) are stored in locations which are easily accessible in an emergency, to the caregiver and when appropriate to the child for whom the medication has been prescribed, and not in locked enclosures.
- Medications will not be given without parent consent and a Medication Form must be completed by parents/guardians. This requirement will only be waived in the event of an emergency, in which case the Director may obtain permission by phone and the parent will sign the form immediately upon arrival at the Daycare. The Director may also receive permission by email or fax to the Daycare. Daycare staff will record every time medication is given.

Staff will only administer prescription medication. This medication MUST be a current medication (not simply using up an old one) and in the original container with a

- pharmacist label bearing the child’s name. Expired, unlabeled, or unpackaged medications will not be given.
- Over-the-counter medication is never administered to a child already taking prescription medication without a physician’s written recommendation, as the medications may react adversely with each other.
- Over-the-counter medication is only administered in dosages as per the label instructions, unless accompanied by a physician’s written recommendation to administer a different dosage.
- Authorizations for medication required on a long-term basis are reviewed periodically (every 3-6 months) and whenever the prescription is changed.

Helping the Daycare with Your Child's Medication

If possible, give your child a medication they've never had before at home for 24 hours prior to having it administered at the daycare. That way you can monitor your child for any reactions. Please let Daycare staff know if you are giving a medication at home or if your child is taking a new medication so that the staff can watch for any reactions.

If possible, ask to have a prescription filled in two bottles – one for Daycare and one for home – so that medication does not have to be transported.

If two of your children are taking the same medication, please ensure they bring their own prescription. Daycare will not give medication to a child whose name is not on the label. A separate Medication Form is required for each child.

Please share any tips you have that make taking the medication easier for your child.

Illness Policy

Children who are too ill to go outside or to school are too ill to attend Daycare. Contagious illnesses spread rapidly in a daycare setting, so keeping sick children out of daycare is best for all.

Children who become ill while at Daycare will be assessed by staff and closely monitored. A child's condition is considered serious when they have experienced their third incident of diarrhea or vomiting, have a fever of 38 degrees or higher, and/or are exceptionally unwell due to some other unknown cause.

When the Director and/or supervisor deems a child's condition to be serious, parents (or emergency contacts) will be contacted and asked to pick up the child within one (1) hour.

The following guidelines will be used to determine precautions to take and when a child may return to the daycare or Before & After School Program.

| Symptoms | Could Be | Should my child attend Daycare? | Do we have to see a doctor? | When can my child return to daycare? |
|--|---|---------------------------------|---|--|
| -High temperature -Fever/Chills -38 degrees or higher | -Strep Throat (usually very painful) -Chicken Pox - Measles | No | Yes, if fever lasts longer than 3 days or cannot be controlled with acetaminophen or ibuprofen, or if Measles is suspected. | After spending 1 full day away from daycare; pending they have been fever free for 24 hours without the need of Acetaminophen or Ibuprofen. |

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| <p>-Rash</p> <p>-Rashes have many different causes and some are very contagious.</p> | <p>Allergic reaction, insect bite, heat rash</p> <p>-Fifth's Disease/Parvovirus B19</p> <hr/> <p>-Scarlet Fever/Strep Throat</p> <p>-Impetigo</p> <p>-Chicken pox/Shingles</p> <p>-Hand, Foot and Mouth virus</p> <p>-Scabies</p> <p>- Measles</p> | <p>Yes, if allergic reaction, heat rash, insect bite, fifth's disease or treated scabies.</p> <hr/> <p>No</p> | <p>-Parents will be contacted if their child develops a new rash while at daycare.</p> <p>-Parents will be asked to take child to physician to determine cause of new rash.</p> <p>-Parents are asked to communicate to daycare if child is experiencing a rash that is common and attributed to allergies.</p> | <p>-If child is diagnosed with HFM, the child will be allowed to attend daycare pending they do not have a fever or open and leaking sores on their body or in their mouth.</p> <p>-If antibiotics are prescribed for Impetigo or Strep infections, can return to daycare after 1 full day away following the start of treatment.</p> <p>Chicken pox - when feeling well enough to attend.</p> <p>Shingles - if lesions are covered.</p> |
| <p>Vomiting and/or Diarrhea</p> | <p>-Upset Stomach (caused by bacteria, virus or the toxins they produce)</p> <p>-Gastroenteritis</p> <p>-Norovirus</p> <p>-Common Flu</p> | <p>No</p> | <p>Yes, if the child :</p> <p>-is unable to keep any fluids down for 24 hours</p> <p>-is dehydrated</p> <p>- has blood in stool</p> | <p>Not until it's been at least 48 hours since the last episode of vomiting or diarrhea.</p> |

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| <p>Redness in the white part of the eye or along eye lids</p> <p>-Itching or pain in eye</p> <p>-Watering eyes (tearing)</p> <p>-Discharge from the eye</p> | <p>Conjunctivitis</p> <p>"Pink Eye"</p> | <p>No</p> | <p>Yes, if discharge is seen from the eye(s).</p> | <p>If antibiotics drops are prescribed for pinkeye, can return to daycare after 1 full day away once the antibiotic was started.</p> |
| <p>-Cough</p> <p>-Minor Cold</p> <p>-Runny Nose</p> | <p>-Seasonal cold</p> <p>-Influenza (a very contagious viral infection that attacks the nose, throat and lungs and also causes</p> | <p>Yes, if the child is eating, sleeping and playing normally, symptoms are minor and any fluid running from nose is clear.</p> | <p>Yes if there is a fever lasting longer than 24 hours or breathing</p> | <p>Children can return 48 hours after symptoms start to improve or once cleared by a doctor's note.</p> |

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| -Minor Sore Throat | fever, weakness and severe aches.) | No, if it is influenza (A very contagious viral infection that attacks the nose, throat and lungs and also causes fever, weakness and severe aches.) | becomes difficult. | |
| -Itchy scalp | Lice | No | No | -Can return after 1 full day away from daycare and with a lice treatment completed. |

Hygiene

Children are required to wash their hands before and after eating, handling food, using the bathroom, coughing or sneezing. Pre-school aged children have their faces washed and noses wiped regularly.

Naps

Naps are provided to our Toddlers and young pre-schoolers in a quiet nap room from approximately 12:00 to 2:00 pm. Older pre-schoolers who require short naps do so in their group's designated room, while non-napping children have a quiet time during this time. As children turn four years old and begin preparing for Kindergarten, Daycare staff will work with parents/guardians and the child to transition out of a nap routine. The Daycare Director will communicate with parents/guardians when it is appropriate to do so.

Potty Training

When your child is undergoing potty training it is important to remember the following:

- Your child should attempt diaper/pullup free days at Daycare after having multiple consistent dry days. This sets your child up for success at Daycare and helps continue positive potty training. In the interim your child should wear pullups.
- Staff will not force the child to use the toilet/potty at daycare if the child chooses not to. Staff will provide encouragement and positive reinforcement.
- Please provide plenty of underwear and pants to Daycare during the potty training process.

Evacuation Procedure

Fire drills are performed monthly. In an emergency evacuation, Daycare staff and children gather in the recreation room at the Seniors Complex across the street at 2060 Cameron St.

Accident/Injury Procedure

Accident Reports and Serious Occurrence Forms are filled out by staff to document any injuries or incidents that occur while at the daycare. The Director, staff, and a parent of the child(ren) involved, need to sign and date each report. Reports will be kept in the child's file.

Extreme Weather Policy

As a daycare community we face extreme weather in both winter and summer. Our goal is for children to enjoy safe and comfortable outdoor play year-round. **Please refer to our Extreme Weather Handbook (available on our website or by request from the Daycare Director)** for important details about family and staff responsibilities when it comes to outdoor play and school transportation during extreme weather.

Financial Policies

Fees

The Cathedral Area Daycare provides Full-time care for families.

- Membership fee (Full and Part time families, excludes drop-ins:) \$25/family +
- Registration fee (Full and Part time families with 1 child:) \$75 or (2+ children:) \$100

| Age Group/Program | Fee |
|---|--|
| Toddler (18 – 29 months) *\$10 per day parent fee reduction grant applied | \$727.00/month (Parents portion: \$217.50) |
| Preschooler (30 months to August 31st, the day before the month they start kindergarten.) *\$10 per day parent fee reduction grant applied | \$666.00/month (Parents portion: \$217.50) |
| Kindergarten (From September 1st of the month they start kindergarten until June 30th of the month they end kindergarten) *\$10 per day parent fee reduction grant applied. If your child turns to age 6 or moves to our B&A program, your fee will be returned to the regular fee or be applied to the B&A fee. | \$625.00/month (Parents portion: \$217.50) |
| Before & After School (<u>Includes</u> all PD Days and School Holidays). | \$493.00/month |
| Before & After School ONLY (<u>Excludes</u> all PD Days and Holidays). | \$404.00/month |
| All PD Days & School Holidays ONLY | \$304.00/month |

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|---|----------------|
| Summer Rate for Children who have completed Kindergarten | \$625.00/month |
| Summer Rate for Children who grade 1 & higher (Members) | \$675.00/month |
| Summer Rate for Children who grade 1 & higher (Non-members) | \$700.00/month |
| Drop-in rates for School Age (Members) | \$45.00/day |
| Drop-in rates for School Age (Non-members) | \$50.00/day |

* School Age or Before & After refers to From July 1st of the month after they complete kindergarten until the day before their 13th birthday. Once a child has turned 13 years of age, they can no longer attend the center.

Subsidy

Parents are always responsible for the full childcare fees. Those main centre parents qualifying for government subsidy must submit the necessary information required to access it. Minimum child attendance of 36 hours per month is required for eligibility for toddler and preschool children.

The daycare will work with parents to provide any assistance needed for them to access the subsidy. However, if the subsidy is not received or is reduced, the parent is STILL RESPONSIBLE FOR THE FULL FEE. Parents are responsible for staying in contact with the subsidy program and providing all necessary information.

Signing a child in and out of Daycare is especially important if you wish to obtain subsidy. However, everyone must sign the Subsidy Attendance Report, even if you are not receiving Subsidy.

Payment Policy

Prompt payment of fees is essential. Daycare fees pay for staff, utility bills and groceries, which the Daycare cannot function without!

- Payments are required to be made by pre-authorized debit. Families receiving government subsidy or those that cannot authorize pre-authorized payments will be asked to make alternate arrangements with the Daycare Director.
- Parents must pay their full monthly fees, regardless of how many days a child has missed due to illness, holidays or other absence. The only time fees are discounted is if the Daycare has to close and is not able to provide childcare in an alternate location.
- A receipt for Daycare services will be issued at the end of the calendar year for tax purposes. Additional copies of the tax receipts can be obtained for \$10.
- In the case of late or NSF payments, there is a grace period of seven days to pay childcare fees. After this time, fees are officially overdue and you will be charged a \$25.00 late fee.
- In the case of overdue fees, the Director will provide a reminder. If fees are overdue for 15 days or more, the Director will ask for payment arrangements to be made to get

caught up on the overdue amount. Failure to make and/or honour the payment arrangement will result in a 30-day notice of termination being given. Outstanding fees will then be referred to a collection agency.

Termination of Contract

Termination by Parent

Parents must provide at least one month written notice to the Daycare in order to terminate their contract. This applies to both mid-month and end of the month terminations. If a parent does not provide one month of notice before removing a child from the Daycare, they will be charged the full month's fees. Parents may choose to pay the monthly fee in lieu of giving notice.

Termination by the Daycare

The Daycare may terminate the childcare agreement with 30 days written notice. Non-payment of fee is cause for immediate termination.

Attendance after Termination

If a child arrives at the Daycare after the contract for service has been terminated by either the parent or the Daycare, the Daycare will make efforts to contact the parents or any emergency contacts previously provided in order to have the child removed immediately. If this action fails, the child will be considered abandoned and proper authorities will be notified. Any costs incurred as a result will be charged to the parent.

Child Guidance Policy

Child Guidance

According to *The Child Care Act, 2014* and *The Child Care Regulations, 2015*, no person shall practice any form of:

- Corporal punishment (i.e., spanking, hitting, etc.)
- Physical, emotional or verbal abuse
- Denial of necessities (i.e., food, water, bathroom facility, etc.)
- Isolation

Any staff found to be practicing such actions will be suspended immediately.

It is important for all parents to understand and accept this policy. Questions, concerns or problems should be addressed to the Director. Our focus is on building self-esteem and independence.

We set the following limits:

- We do not hurt other people
- We do not tease or bother other people
- We do not run or yell unless an adult permits it
- We take turns and share
- We take care of our things
- We are polite
- We listen to adults because they want us to be safe
- We do not use threats, shame or humiliation
- Bullying is NOT allowed
- Children must respect each other, Daycare staff and their environment

When limits are not met, staff will:

- Remind the child of the limit
- Use alternative methods (i.e., humour, praise and compliment, offer encouragement, offer choices, distract to positive role model, clarify messages, practice planned ignoring, point out natural consequences, etc.)
- Encourage listening, respect and independence
- Teach children to solve problems with minimal adult intervention
- Teach children to use their words.

In addition, staff members are expected to:

- Remain calm at all times
- Ask for assistance if necessary
- Teach children appropriate ways of expression feelings
- Be consistent in their discipline.

Staff may occasionally use 1-2-3 Magic. This method gives children three chances to correct their behavior. If inappropriate behavior does not stop, the child may be given time away from the group to refocus and maintain a sense of control.

In some rare and extreme cases, a staff member may have to restrain a child who is having a tantrum in order to prevent injury to the child and others. This is done by holding the child in the adult's lap. The adult holds the child's hands in their own and crosses their arms in front of the body. The adult also crosses their legs over the child's and speaks to the child in a calm voice to help them regain control. If this ever occurs, the parent will be informed.

Behavioral reports are written to inform parents of unacceptable behavior. These are used for serious incidents and on-going behavior problems. They are kept in the child's file. When a behaviour problem continues or becomes worse, there will be a consultation between the Director, staff and parents. A program may be developed, or parents may be referred to other professionals. The Daycare will make every possible effort to assist the child through their

problems. If an agreeable solution cannot be reached, the parents may be asked to withdraw their child.

Ongoing communication between staff and parents is essential. Parents will be kept up-to-date on their child's behavior and parents are encouraged to keep staff informed of anything that may affect a child's behavior (i.e., illness, medication, family difficulties, change in routine, etc.).

Curriculum & Our Community

What your child learns during the Early Years is influenced by the philosophies held by the adults surrounding them. At the Cathedral Area Cooperative Daycare we are inspired by the Reggio Emilia schools along with "Play & Exploration: Early Learning Program Guide" published by the Government of Saskatchewan. Our approach to curriculum is emergent, play-based and focuses on children's natural inquiries. We believe in the competencies of all children. We view every child as a being full of potential and believe that all children have a natural desire to learn and make meaning of their world. In addition, we are committed to engaging our children in thoughtful and meaningful education and discussion of various cultures, genders, and lived experiences by those in our city, province, and country and around the world.

Our Daycare is made up of a diverse groups of families and staff members. It is therefore important to us that our community is reflected in the programming and materials we have at our daycare. We believe this is critical in early development because when children are able to see themselves positively portrayed in their community they are more likely to gain a positive self-identity.

We are excited that you have chosen to be a part of our community! The Cathedral Area Cooperative Daycare has a long history of providing quality early childhood education and strives to create a safe, caring and welcoming environment for all children. The continued success of our Daycare relies on the participation and engagement of all daycare families. We are stronger when we work together to support Daycare initiatives and give of our time and expertise. We are stronger together when we build relationships with other families and Daycare staff. We are stronger together.

When you Enter this Loving daycare Consider yourself One of the special Members of an Extraordinary community!

Appendix

1. Child Abuse and Neglect

Child protection services are available from the Ministry of Social Services for children who are believed to be in need of protection. It is the goal of the Ministry of Social Services to keep children in their family home whenever possible and, if a child must be removed for their protection, to reunite families as soon as possible. As a member of the community and a licenced childcare center, if we believe a child may be neglected or abused, we have a legal responsibility to immediately report our concerns.

More information can be found at <https://www.saskatchewan.ca/residents/justice-crime-and-the-law/child-protection/child-abuse-and-neglect> regarding the ministry of Social Services and individuals *Duty to Report*.

2. Role of the Consultant

The primary responsibility of Early Learning and Child Care Program Consultants is to enforce The Child Care Act, 2014 and The Child Care Regulations, 2015 and to promote the high quality care of children. More information regarding the *Role of the Consultant* can be found here <https://publications.saskatchewan.ca/#/products/100779>.

Information for Parents of Children Attending Licensed Child Care Facilities Role of the Early Learning and Child Care Consultant

All childcare centres and licensed childcare homes receive the support of an Early Learning and Child Care (ELCC) Consultant. The role of an ELCC Consultant is to promote quality childcare services and enforce *The Child Care Act 2014* and *The Child Care Regulations, 2015*. 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 childcare home.

Consultants support childcare home providers, centre staff, directors, and boards of childcare centres to implement best practices in the care and education of your child.



ELCC Consultants support licensed childcare centres and homes to implement quality programs.

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 childcare 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;
- facilitate grants.

When should I contact the ELCC Consultant for my childcare 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, 2015*.
- You have a question about the services offered by Saskatchewan's early learning and childcare program or would like additional information.

Who is the ELCC Consultant for my childcare facility?

Lora Vaughan
ELCC Consultant
Early Years Branch
Ministry of Education

2220 College Avenue
Regina, SK S4P 4V9 / Bus: 306-787-3674
Lora.vaughan@gov.sk.ca