KIDZ IN THE PARK
DAYCARE & OSC

2051 Sherwood Drive
Sherwood Park, AB T8A 3W9
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(780) 464-2637

ADMINISTRATION OF MEDICINE POLICY

Policy: Staff are to follow the proper steps when administrating medications. Medications are always to be stored in the proper areas except when being administered.

Procedure:

1. Staff must ensure that when a child has a medication, parents are to fill out a “Medication Sheet”. A medication sheet includes:
• The child’s name
• Time to be administered
• Name of medication
• Amount

The staff are required to fill out the administer section which includes the name of the medicine, the amount, the time, and the staff signature.

2. Emergency medications are to be kept in the child’s room in the emergency medication box. This box is to be kept out of children’s reach. If the child goes off-site, the emergency medications are to be kept with the teacher in the off-site backpack. Staff are to ensure they are aware of how to properly administer medication. Parents are responsible of explaining this to staff.

3. Other medications should be kept in the lockbox with the cook in the kitchen cupboard, refrigerated medications go in the fridge lockbox. When time to administer medication an available staff or the cook will get the medication for the child.

4. The 7 Rights of Medication Administration:

RIGHT Child - Confirm the medication is being given to the correct child.

RIGHT Time - Ensure the medication is administered at the prescribed time.

RIGHT Medication - Verify the medication matches the prescription or authorization.

RIGHT Amount (Dose) - Confirm the correct dosage is being administered.

RIGHT Route - Ensure the medication is given using the correct method (oral, topical, inhalation, etc.).

RIGHT Documentation - Record the medication administration accurately, including the date and time.

RIGHT Response - Monitor the child for the expected effect or any adverse reactions.

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ADMINISTRATIVE RECORDS POLICY

Policy:

All records of children and staff are kept up to date and filed in individual files. These files are in the office. Any missing information is immediately addressed and updated.

Procedure:

1. Attendance of each child is recorded in the staff's room binder and Sandbox app. Staff are provided with a monthly check in/out list with the names of full time children, they are to record the time of arrival and departure of each child every day. If a drop-in child arrives, staff are required to put the child's name on the check in/out list and sign that child in. In the case of a child moving to a different room (if ratio is out, no permission for field trip, etc.), that staff is to sign them OUT and the staff of the new room is to sign them IN.
2. Parents are to sign their child in and out using the Sandbox app when dropping off and picking up their children. In the event that this is not possible (ie. phone left at home or child taking the bus to school), the room staff will sign the child in or out.
3. Staff are to sign in and out (including breaks) using the Sandbox app.
4. Staff are also provided with an AWE sheet, to keep track of hours they are providing childcare. This is to be done when beginning their shift, lunch break, and finishing their shift.
5. Staff qualifications can be found on our "Staff Wall". This shows the level of certification of each staff member as well as First Aid certificates. The facilities license and Food Handling permit are also displayed. Staff certificates are also kept in their staff file. Each staff has a Criminal Record check, as well as a Child Intervention check, these are kept in their files.

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ATTENDENCE POLICY

Policy:

Regular attendance at the Daycare Centre is extremely important for your child to settle in well. Routine becomes part of your child's day. You are welcome to visit your child in the daycare at any time.

Procedure:

Parents will:

- Notify the daycare staff by 9:00AM if your child is not coming in.
- Upon arrival, parents must:
  - Sign your child in using the Sandbox app
  - Give all supplies to a staff member or your child
  - Talk to a staff member and relate how your child's night and morning went
  - Take time to settle your child and say goodbye
- Upon departure, parents must:
  - Sign your child out using the Sandbox app
  - Make personal contact with a staff member
- Daycare staff will:
  - Phone parents or guardians when a daycare child is unexpectedly not at daycare

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CHILD GUIDANCE POLICY

Policy:

Dealing effectively with behaviour management is a prime responsibility of a Kidz In The Park caregiver. The goal of behaviour management is: To enhance children's self esteem by helping them recognize they are responsible for their own life experiences. We want children to learn how to develop self-control and self-discipline. Both of these traits are needed to have success in life. The role of the staff is to teach appropriate behaviour, not to punish behaviour.

Procedure:

1. We establish clear and realistic expectations, with input from the children when appropriate.
2. We establish clear and realistic boundaries, with input from the children when appropriate.
3. We establish natural and logical consequences, with input from the children when appropriate. For example:
    - If a child wrecks another child's creation, the child will be asked how he/she can help to make the other child feel better and encouraged to follow through.
    - We will teach infants and toddlers about soft touches by taking their hand and showing them what a soft touch feels like.
    - When children hurt other children, they will be encouraged to be part of the "healing" process, i.e. holding the cold cloth on the injured child.
4. We will use redirection as a means of stopping inappropriate behaviour and will use time out only as our last option. Time out will be used as an opportunity to sit with the child and talk about the behaviour in question and how we can help the child to change the behaviour. In the case of infants and toddlers, where redirection is not working, staff will take that child as a "buddy" staying close to him/her so that they may intervene when necessary.

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5. We work with children not only to stop or curtail inappropriate behaviour, but also to enhance the child's self-esteem and problem-solving skills. Once the inappropriate behaviour has been identified, staff will work with the child to identify why the action was inappropriate and what other options the child may have had and will have in the future.
6. We will seek out positive behaviour and reinforce this as much as possible through praise.
7. We work closely with parents when necessary to help children develop self-control and their own behaviour management skills. This may include inviting parents into the center to discuss and brainstorm strategies specific to their child.
8. We prohibit corporal punishment and any form of punishment that involves striking or belittling a child. Failure to adhere to this policy is grounds for immediate dismissal of the staff involved.

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CHILD INVOLVMENT POLICY

Policy:

Our staff plan activities with input from the children.

Procedure:

1. We keep children involved through co-operative and competitive games and through special activities and learning experiences related to chosen topics.
2. Staff observe and guide children, so no one feels left out. They plan and encourage group participation and co-operation to help build the children's sense of community within the center.
3. Field trips and experiences are planned with children's input as much as possible. We try to expand the children horizons through recreation and learning new information about people and places and the broader world around them.

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Children's Rights

1. Children have the right to feel safe.
2. Children have the right to have their physical needs met (for example, having nutritious food, having access to a washroom, and having access to hand washing)
3. Children have the right to feel respected by staff and peers.
4. Children have the right to feel appreciated and valued for the unique and special qualities that make them who they are.
5. Children have the right to feel loved for who they are.
6. Children have the right to feel accepted and included by their peers and staff.
7. Children have the right to be heard for their ideas, opinions, and concerns as well as their joys.
8. Children have the right to express their emotions, whatever they be, in socially acceptable ways that do not take away the rights of others.

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CHILDRENS RECORDS POLICY

Policy:

Records of the children are kept on file in the office. Certain records are copied and kept in room binders.

Procedure:

1. Parents are to complete a registration form for their child(s) before attending daycare. This includes the following:
    - Child's name
    - Birthday
    - Contact information and names for each parent
    - Home address
    - Emergency contacts (including numbers and addresses)
    - Pick-up authorization
    - Allergies & medications
    - Alberta Heath Care Number
    - Toilet training, siblings, and questions to further know the child
2. A copy of registration forms is kept in the proper room binder for staff. Staff are to keep these with them always in case of an emergency or for any information they may need (i.e.- contact parent, pick up info, etc.)
3. Any further information is kept in the office in the child's file (other permission forms, etc.)
4. If any information is to be changed parents are to notify the staff and the proper information is to be updated immediately. If for any reason a child is put into a different room, that staff is responsible for transferring over the child's information.

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COMMUNICATION POLICY

Policy:

This policy will help ensure good communication regarding expectations, between the staff, parent/guardian and Director. This policy also aids Management in fulfilling its responsibilities to ensure effective operations of the daycare. Conversely, failure to follow this policy may result in a breakdown of communication or less than effective monitoring of the organization.

Procedure:

1. When any staff or Director are to take messages, they are to promptly walk this message over to the individual to whom the message was meant for, however, if for some reason that staff cannot leave the room they can use the phone to intercom the other room and deliver the message.
2. We communicate with families in several ways:
    - We have an open-door policy which invites families to come in and talk with us at any time.
    - Through messages send on the Sandbox app.
    - Through phone calls between parents/guardians, staff, and management
    - Parent Board and foyer postings regarding daycare closure days or special events (i.e.-PJ day)
    - Individual notices to each family regarding fee increases, Family Christmas Party, Family BBQ, Field Trips, etc.
3. Communication with our children's schools is open and friendly. We have a school file with school phone numbers and names of children attending them for a quick reference. We access the Public and Catholic School Board's information web sites to obtain yearly school calendars with closure dates and PD days. If any questions or concerns regarding a specific child or closure date our schools and office staff are friendly and helpful.

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4. Staff are available daily to listen and help the children when they have a problem or concern. Staff in each room have clear expectations of the children and explain and explain when a child bends the rules that they could get hurt or hurt others.
5. We maintain communication with various local community facilities to help with the program planning, or as references to families as a support system. Local facilities we use for field trips are the Library, Gymnastics, Movie Theatres, Veterinary Clinics, and Seniors Home to sing and visit.

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FAMILY/VOLUNTEER INVOLVMENT POLICY

Policy:

We welcome volunteers and authorized family members to help with the daycare program in their child's group either at the daycare or off site on field trips.

Procedure:

1. The family member/volunteer is to inform any of the staff or Director when they are interested in wanting to join us in the daycare or off site. The staff will then plan to include these volunteers in the programmed activities.
2. Volunteers, whether family members or summer students, may help supervise a group of children but will not be left alone with a group. Family/volunteers will always be accompanied by an authorized staff from the program.
3. All volunteers are expected to use appropriate language and treat all children with respect.
4. Volunteers/family members are to be aware that although their child is there, staff are in charge and children are to still follow rules and routines.

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FAMILY ORIENTATION POLICY

Policy:

Families are made aware of our open-door policy. Families are always welcome and encouraged to join our program as they see fit to experience our program.

Procedure:

1. Families are given a tour of the center.
2. Families are given a "Parent Package" which includes forms that must be completed by the time the child starts. These forms include:
    - Emergency information (contact numbers for parents, AHC numbers, allergy and ongoing medication information, alternate emergency contact person, authorized pick up people and whether the child immunized)
    - Parent agreement, which is a binding contract between the daycare and parents. This agreement explains fees, acceptable methods of payment, hours of operation, termination requirements, etc. Parents/guardians are asked to sign, and they receive a copy.
    - Field trip permission for authorizing the daycare to take children off site.
    - Parent Handbook for parents' information about our program philosophy, mission statement, daycare and parent responsibility, illness policy, open door policy.
    - Families are invited to bring their child (especially infants and toddlers) in for a visit once or twice before their children start date. This helps the child with transitioning into the program.
    - Room staff and management are observant and ready to answer parents' questions, hear concerns and give support and time (Open Door Policy)

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Contents of Backpack to Go on Field Trips

- First Aid Kit
- Any meds. needed during time away from centre
- Wet Wipes (for cleaning wounds and hands before eating)
- Hand sanitizer
- Kleenex for noses
- Plastic bag to dispose of garbage
- Emergency Binder (which contains emergency numbers)
- Diapers, Wipes, Plastic bags for diaper disposal and a change of clothes for any untrained children
- Cell Phone
- Drinking Water & Drinking cups

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EMERGANCY EVACUATION/ FIRE DRILL POLICY

Policy:
Teddy Bears will proceed to back door. Up to 6 infants will be transported in fire drill cribs. The cook will assist Teddy Bear staff. Monkeys will proceed to front door. Ladybugs will proceed to front door, they will evacuate immediately behind Monkeys. Pandas will proceed to back door, they will evacuate immediately behind Teddy Bears. Panthers will proceed to front door, they will evacuate immediately behind Ladybugs.

Procedure:

1. First staff will lead the children. Last staff will make a visual sweep of the room for any child left behind. Last staff will also bring enrollment binder with them.

2. Once outside staff will use binder and do a roll call to make sure every child is accounted for.

3. Management will do a clean sweep of entire daycare for any children left behind. As children may be hiding this will include in, around, under, and behind everything.

4. In the event of a real evacuation everyone will proceed next door to Tim Hortons. From there parents will be called.

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HANDWASHING POLICY

Policy:

All staff are expected to be consistent in sanitizing their hands or washing with soap and water. All staff are expected to oversee (and assist) the washing of children's hands.

Procedure:

1. Staff are to ensure they properly wash their hands in the following instances:
    - Before serving children food or drinks
    - Before and after administering medication
    - Before and after diapering
    - Before and after wiping noses
    - Before and after administering first aid (rubber gloves should also be used whenever there is blood or body fluids present or an open sore or wound)
    - After using the washroom
    - Before and after eating
    - After using any cleaning products.
2. The only times hand sanitizer can be used is if there is no soap and water available. As soon as soap and water are available, staff are to wash their hands immediately.
3. Children are required to wash their hands in the following instances:
    - After being diapered
    - After using the washroom
    - Before and after eating
    - After coming into the centre (from home, school, or outside)

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HEALTH CARE POLICY

Policy:

Staff are expected to follow these steps when a child is requiring health care.

Procedure:

1. Staff are to have written consent from parent/guardian if child has special health care needs (i.e.- medication).
2. If a child is in danger, staff are expected to provide First Aid. (i.e.- choking, serious injury).
3. In the case of a child being seriously injured or in the matter of life or death, medical services MUST be called, followed immediately by calling the parent/guardian.

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HEALTH, SAFETY, & PHYSICAL WELLNESS POLICY

Policy:

Our Centre has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety, and nutrition. Eating nutritious food is an important part of each child's day. Food provided by the Centre will be selected in accordance with Canada's Food Guide requirements. Staff are required to keep the children hydrated, protected from the sun, avoid insect bites, assist the child in hygiene, keep a clean environment and involve exercise.

Procedure:

1. Centre staff will:
    - Offer a clean, well-maintained, safe environment with nutritious food for snacks and lunch
    - Provide opportunities for learning how to take care of their bodies and develop self-help skills
    - Opportunities for both rest and exercise with indoor and outdoor activities daily
    - Welcome mothers to breast-feed their child and provide support for breast-feeding.
    - Provide a comfortable and relaxed environment for the children & parents
    - Formula must be provided by the parent
    - Encourage children to eat a variety of foods but be sensitive to individual food preferences and cultural preferences.
    - Post children's allergies in the kitchen. (Parents must make staff aware of any food allergies)
    - Inform parents of any significant changes in the eating habits of their child.
    - Model healthy attitudes towards food and mealtimes.
    - Model healthy attitudes towards washing hands before and after meals

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- Staff will allow children time to eat and drink at their own pace.

2. We ask that parents provide a water bottle for their children in the Ladybugs, Pandas, and Panthers. For those that forget, we maintain a supply of disposable cups that children can access to get a drink of water whenever they are thirsty. Teddy Bears and Monkeys room parents/guardians are asked to supply their children with sippy cups, if unable to, we provide one for them that is kept in the room and assessable to them. When children are outside or on field trips staff take a jug of water and cups with them. Children are encouraged to bring a personal water bottle with them on field trips. If the weather is hot, staff have the children take a "water break" every 30-45 minutes to ensure they are staying hydrated.
3. Due to possible allergic reactions, parents/guardians are required to provide a non-aerosol sunscreen as well as a non-aerosol and DEET free bug repellant for their children. Wearing a hat is required when outside and it is the parent's responsibility to provide one. Staff are required to make sure these items are labelled with that child's name.
4. Children and staff are required to wash their hands before/after eating and after using the washroom. Tables used for eating are sanitized before/after use. The room is swept/vacuumed and mopped daily. Garbage is emptied daily. Children's cubbies, room shelves, audio-video equipment, computer desks, and toy bins are cleaned weekly. Toys are sterilized weekly in the kitchen sterilizer following a set schedule. Bathrooms are maintained daily.
5. On days that are weather appropriate, staff take children outside in the yard or to a nearby park, where they can run and use climbing and other equipment that encourages physical movement. We have playground rated equipment in our yard. On indoor days, staff include Gross Motor activities in their planning, as well as several options to meet the child's physical movement needs (i.e.- Freeze Dance, Musical Chairs, Yoga, etc.). many of our field trips require children to walk appropriate distances to reach them.

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HIRING POLICY

Policy:

Our staff selection process is most effective when we use a comprehensive system for recruiting, screening, and selecting staff. The hiring process accomplishes 3 goals: it allows us to hire competent staff; it screens out those individuals who might represent a risk to the children's safety and well-being; and it meets legal standards for reasonable efforts to reduce risks to children. While the courts acknowledge it is not possible to screen out all potential perpetrators of child abuse and neglect, as a daycare facility we need to take the necessary steps to minimize the possibility of such individuals being hired to care for our children.

Procedure:

1. A resume is to be handed in to the office staff to collect information about the applicant so the program can compare the individual's credentials to the job qualifications application process.
2. New staff are given a tour of the daycare and clearly written job descriptions, so applicants are aware of their responsibilities of the job
3. They are introduced to all staff in the daycare.
4. They are given a staff package which contains:
    - Staff handbook
    - Employee contract
    - Request Criminal Record and Child Intervention Check
    - Level based staff responsibilities
5. All staff are required to fill out an emergency information form. This form includes:
    - AHC number
    - Allergies, reactions, and medications used
    - Chronic health conditions and treatment (i.e.- Diabetes)
6. Personal interviews to provide a more detailed picture of the candidates personality, communication skills, knowledge of child development, problem solving skills and creativity.

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7. Staff are made aware of the Open-Door Policy, which invites staff to approach management any time, to ask questions, voice concerns or just talk.

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ILLNESS POLICY

Policy:

We value our clients' health as well as the health of the staff, without healthy staff we are unable to provide effective care.

Procedure:

You will need to keep your child at home, or make alternate arrangements for the following conditions:

- Fever over 38° C (100.4°F).
- Infected eyes or skin.
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox. **Immediately report to staff any contagious or communicable disease.**
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- An acute cold with fever, runny nose and eyes, a "croupy" cough or congested to the point that he/she has heavy breathing.

If a child becomes sick at daycare, the parent or guardian will be called and asked to pick up the child. If they cannot be reached, the emergency contact will be called. The staff will isolate the child from the other children and make him/her as comfortable as possible but will not administer medication. Please keep the child at home until he/she is well enough to attend. Any medicine required to treat above symptoms will mean the child is too ill to attend daycare (ex. Tylenol, Gravol).

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INCIDENT REPORTING POLICY

Policy:

An incident regarding the child will be reported and documented using a "Incident Report" form. An incident of serious matter regarding the child or the childcare facility will be reported immediately to the regional childcare office. In case of an incident where First Aid is needed, first aid kits are available in every room, as well as the shed in the backyard.

Procedure:

1. If a child injures themselves, the staff are required to fill out a "Incident Report". If it is a minor injury, they will fill out a "Band-Aid Report". This will include the following:
    - The child's name
    - Time
    - Date
    - Incident (events leading up to)
    - Injury (specific to where)
    - Steps taken to provide care and comfort to the child
    - Follow Up (if needed)
    - Signed by the group leader, director, and the parent
2. In the case of an Emergency Evacuation, staff are to follow the **Emergency Evacuation Policy. Report to regional childcare office**
3. In the case of an Unexpected Program closure, staff are to notify parents and arrange prompt pickup for children. **Report to regional childcare office**
4. In the case of an Intruder on the Premises staff are to proceed with a "lockdown". Making sure the main doors are locked, front entrance door is closed, and the back door is locked. Staff are to keep the children safe and remain calm. The staff or Director is to then notify RCMP. Followed by calling parents and informing them of the situation. **Report to regional childcare office**
5. If a child has a serious injury, staff are required to call emergency services. After emergency services are called staff are to immediately call the parent/guardian and inform them of the situation. If the parent/guardian cannot be reached staff, are to call the child's emergency contact(s). **Report to regional childcare office.**

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6. If a child is to remain in the hospital overnight due to injury, illness, or staff error the director is to report to regional childcare office.
7. If a staff and/or volunteer make an error in administrating medication to a child resulting in the child becoming ill, injured, requiring first aid, emergency services being called, or remaining in the hospital overnight a report is to be made about the incident. As well as reported to regional child are office. With any medications, a Medication Form is to be filled out completely. Staff must only follow the dosage filled out on the form. Staff must also include date, time, amount, medication, and their signature.
8. In case of fatality of a child while in the care of the facility, 911 is to be called immediately. Following this a report should include date, time, name, first aid given, and events leading up to. The staff is required to give this report to the Director and will be reported to the regional childcare office.
9. An unexpected absence of a child from the program (i.e.-lost child), staff are to notify their partner or Team Leader as soon as possible. Staff are to retrace steps (i.e.- look outside if they were just in the back yard) if child is not found or of child was lost off-site staff are required to call RCMP immediately. The child's parent/guardian will be notified as well. If the child is found, a report is to be done and the staff is to let the parent/guardian know what happened. Report to regional childcare office.
10. Staff are to follow the "pick up list" on the child's enrollment form located in each room's binder. To ensure the child's safety, staff are required to ask said person picking up for identification to confirm he/she can take the child. If a child is removed from the program by a non-custodial parent or guardian, the staff are to call RCMP. Report to regional childcare office.
11. An allegation of physical, emotional, sexual abuse and/or neglect by a staff or volunteer will be followed by an evaluation of that staff/volunteer. That staff/volunteer will not be allowed unsupervised with the children. In the case that said staff/volunteer has shown signs of the allegation, that staff/volunteer will be immediately dismissed from the program. Any allegation or signs of abuse will be reported to the regional childcare office. If a possibility of any abuse in the child's home, staff are required to report it to a caseworker. If there are no local offices open, staff are required to call and report to the Child Abuse Hotline.
12. If a child is left on the premises after daycare hours, the staff is required to call the parent/guardian. If the parent/guardian cannot be reached the staff must then call the child's emergency contact. The staff is required to continue to try to reach them. If after 7PM the parent/guardian cannot be reached, the staff must then contact Child Services followed by the director of the daycare. Report to regional childcare office.

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INCLUSION & DIVERSITY POLICY

Policy:

Our program is committed to celebrating and appreciating diversity by providing equality of opportunity for all children, families, and employees. We celebrate the uniqueness of each child and staff. We find joy in learning about other cultures and try to include family values and customs in the children's daily experiences. We strive to provide a secure environment in which all children can flourish and in which all contributions are appreciated. We are constantly striving to promote equality and better appreciate diversity in our centre.

Procedure:

1. Our Program is open to all members of the community.
2. We provide an environment that includes pictures, songs, books, stories, activities, materials, and foods which are reflective of other countries and cultures.
3. We will ensure inclusion is incorporated into all activities throughout our entire program. We will provide alternative or modified activities to children if necessary.
4. We will provide positive and non-stereotyping information about gender roles, people with disabilities, diverse ethnic and cultural groups, and sexual orientations or gender identities.
5. We review and evaluate our practices to ensure we are fully implementing our policy for equality, inclusion, and diversity.
6. Our program celebrates each child's individuality.
7. Our program will supplement interest centers with multiculturally diverse materials and equipment.
8. Our Staff will develop warm and respectful relationships with each child and family through informal chatting, open discussions, and collecting relevant information about each family's unique context.
9. Applicants are welcomed from all backgrounds and employment positions are open to all.

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INTOXICATION POLICY

Policy:

If a parent/guardian or emergency contact who appears to be intoxicated arrives at the centre to pick up a child; the daycare staff will not release the child.

Procedure:

Daycare staff will:

- Offer to call a relative or friend to pick up the parent and child.
- Offer to call a cab.
- Inform the parent that if he/she chooses to drive with or without the child, the educator will inform the police immediately.
- Call The Child Abuse Hotline if they believe the child is in need of protection

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NUT FREE POLICY

Policy:

Due to severity of nut allergies, this facility is entirely nut free.

Procedure:

1. If the contents on the food item says, "May contain traces of nuts" or "has been made in a facility that makes nut products", your child will not be permitted to open or eat it.
2. Labels are to be checked before allowing your child to bring this food to daycare. If they can not have this food because of that it can cause them to become very unhappy.
3. We encourage children to share toys, not food. If parents wish to provide a treat for the whole class (birthday or other occasional special day), it must be store bought (licensing regulation) and nut free. The staff will assess any allergies and, if needed, provide an alternate treat.

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OFF-SITE EXCURSION POLICY

Policy:

We require a signed field trip permission form for all off-site excursions throughout the year. Staff-child ratios are smaller to maintain extra supervision. This is achieved partly through parent involvement. Each room has an emergency backpack which staff take on every off-site trip. Backpacks have a required list of items that must be taken.

Procedure:

1. Staff prepare children for the field trip by explaining where they are going, what they will see and who they will need to listen to.
2. Staff discuss with the children as well as any volunteers about any safety rules pertaining to the specific trip.
3. Before departure staff must make a list of the children and staff going and one staffs phone number. This is posted on the entrance wall under "Off-Site Excursions".
4. For each excursion, there is always a departure and return time.
5. During the entire excursion, staff are responsible for knowing how many children they have, who they are, and where they are, **at all times**.
6. If at any time during the field trip a serious emergency occurs, staff are expected to contact emergency services first and then the daycare.
7. All parents will be notified via field trip calendar for off-site activities.
8. All parents will sign a form for each field trip which will include:
    - The date
    - Trip location/name
    - Departure time
    - Return time
    - Method of transportation
    - Supervision ratio
    - Special items to bring

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Other Daycare Practices

Labeling of children's personal items:

The daycare requires all personal items from home to be labeled by the parents. All personal items provided by the daycare for the child's use like sippy cups, mats and cribs will be labeled by staff.

Car seats:

For any field trips requiring use of vehicles we request appropriate car seats to be provided.

Use of Washcloths:

In the infant and toddler room wash cloths are used by the same child for lunch and 2 snacks, hung on their cubbies and then laundered after last snack. All other rooms use paper towel which is disposed of in the garbage.

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Parking/Pickup Policy

Parking Policy:

Our facility has a smaller parking lot, please do not park in front of doors or in the fire lane.

Pick Up Policy:

If your child must be picked up from daycare for any reason, the following procedure is used:

1. Call the first Parent/Guardian listed first on the registration form, trying all numbers listed if needed,
2. Call the second Parent/Guardian listed second on the registration form, trying all numbers listed if needed,
3. Call the Authorized Person listed first on the registration form, trying all numbers listed if needed,
4. Continue through the list of Authorized Persons, trying all numbers listed if needed.
5. If it's 7PM in accordance with licensing regulation, the Emergency Care Office at the Ministry of Children and Families will be notified. They will deal with the situation accordingly.

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PHYSICAL ENVIRONMENT DESIGN POLICY

Policy:

We provide numerous opportunities for physical activity both indoors and outdoors. We ensure that the daycare is a safe place in all aspects.

Procedure:

1. Staff are required to include gross motor activities in their planning for indoors. This might include Yoga, Freeze Dance, Red Light Green Light etc.
2. We provide many opportunities for physical activity outside, including a running space, basketball, soccer, etc. Often staff take the children on field trips to the park to enhance their climbing, bouncing, balancing etc.
3. Staff also organize physical games for the children while they are outside such as Tag, What Time Is It Mr. Wolf etc.
4. Aerosols are not used when children are present, between 6:30am and 6:00pm
5. Pesticides are never used outdoors or indoors when children are present, between 6:30am and 6:00pm. If it is necessary to use them after hours, children are kept away from the area for the recommended time, specified by local health authorities.
6. For arts and crafts our facility only uses non-toxic supplies.
7. Any time swimming pools are filled and used by the children, under supervision, as soon as water play is finished staff will immediately empty pools and store them up-ended or in a shed.
8. Yard is checked for any plants that are determined as possibly being of a poisonous nature. Staff will put on a disposable glove, remove the plant and place it in covered garbage can.

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PORTABLE RECORDS POLICY

Policy:

An index of emergency numbers in case of an emergency is found in each room binder.

Procedure:

1. Staff have important information pertaining to the children in their room binder. This can be found in **Child Records Policy**
2. Staff are required to use the emergency index numbers in case of an emergency. This index can be found in the front of each room binder as well as posted in the office. This index includes:
    - Poison Control
    - RCMP
    - Ambulance
    - Fire
    - Health Link Alberta
    - Rocky Public Health
    - Child Abuse Hotline

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PROFESSIONAL DEVELOPMENT POLICY

Policy:

Staff are encouraged to use their Professional Development Grant as they see fit to further their knowledge in the child care industry.

Procedure:

1. Staff must have worked 28hrs/ month for 2 consecutive months prior to the date of the expenditure or the date the application is received.
2. Staff may use their grant money for the following:
    - Level 2 (Childcare Worker)
    - Level 3 (Childcare Supervisor)
    - Approved Workshops
    - Approved Conferences

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PLANNING/PROGRAMMING POLICY

Policy:

Staff are given an equal amount of time to complete planning, or research for planning. This allows the staff to keep up with monthly/bi-weekly planning for their rooms.

Procedure:

1. Program planning is done by the room staff during quiet time, between 12:00 and 2:00pm.
2. Daycare staff have access to an office computer for research, as well as a good library of planning resource books.
3. Staff observe the children at play and in their interactions with their peers, daily, to determine topics based on their interests. Form these observations program plans are developed to enhance children's learning and provide indoor physical activities.

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PROGRAM REVIEW POLICY

Policy:

At general meetings we encourage all staff to voice any concerns, ask questions, and offer solutions to any identified areas of concern in the program.

Procedure:

1. Daily, staff and parents are invited to raise any concerns and offer suggestions for revising the program so all parties are better served (this is outlined in out parent and staff handbooks)
2. Concerns and suggestions are brought forth to management. Management then makes the necessary changes to improve the quality of the program. Anyone who addressed concerns or made suggestions is made aware of the changes.

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Reporting Abuse Policy

Everyone who has a reason to believe that a child has been or is likely to be physically abused, sexually abused, emotionally abused, and/or neglected is legally responsible (under the Child, Family, and Community Service Act) to report the matter to a caseworker. If you are unable to reach the local office or it is after hours, call the **Child Abuse Hotline at 1-800-387-5437**. Therefore, if we have reason to believe that a child is being or is likely to be physically abused, sexually abused, emotionally abused, and/or neglected, we are obligated to report it.

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Safe Food Handling, Cross Contamination Control, and Foods from Home

Safe Temperature of Foods Policy:

Hot foods are always served hot. After the food is cooked, it is either served within 30 minutes, or it is kept hot in the oven or on the stove at no less than 150 F. until it is served. Any uneaten hot food, left over after lunch time, is discarded. It is not served to the children a second day. Foods that require refrigeration are kept in the refrigerator at the safe temperature of 38 F. Frozen foods are kept below 0 F. We have a valid thermometer in both the refrigerator and the freezer which are checked on a regular basis.

Cross Contamination Control:

All surfaces, cutting boards, dishes, and utensils used in food preparation are washed and sanitized after each use. Utensils used in meat preparation are kept separated from other foods. There is a separate cutting board for meat.

Food from Home Policy:

We provide lunch and 2 snacks each day. Our meals are based on the Canada Food Guide and balanced with items from several food groups. We supplement the meals with milk or juice (only milk for infants).
If your child has special food requirements or does not like what is on the menu, feel free to supply a healthy substitute that can be served as is or warmed quickly in the microwave. We will also offer your child what we are having for that day, ensuring they have a full opportunity to have a balanced meal.
We try to teach children to value healthy foods, we ask that you do not send candy or pop or any other junk food as a meal item. Due to allergies we do not permit children to share their food from home. Remember to provide food items that are NUT FREE. Any treat intended for the entire class (on a Birthday or occasional special day), must be store bought and NUT FREE.

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SMOKING POLICY

Policy:

Smoking and the use of smokeless tobacco or marijuana is prohibited on all Kidz in the Park property.

Procedure:

Anyone wishing to smoke must do so outside of Kidz in the Park's property

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SUPERVISION POLICY AND PRACTICES

Policy:

The safety of the children is Kidz In The Park's primary goal. Children are to always be in sight of staff and accounted for. Staff are required to know numbers of their rooms always.

Procedure:

1. Children are always under supervision to ensure their safety and well being. If a child puts themselves or others in harms way or showing signs of misbehaviour, staff are required to follow the Child Guidance Policy.
2. Staff are required to always make sure of a safe play environment. Opening/Closing shift is to check all rooms before/after closing to make sure everything is put away and the room is clean and safe for when the children arrive. Before going outside on premises staff at to fill out a checklist for the backyard. This list is to make sure the yard is safe, and nothing is in the yard that could harm the children. The yard is fenced, and the gate remind closed while children are at play.
3. When going off site, one staff is to check the area in which the children will be entering to make sure it is safe for the children. This includes a thorough walk around of the area and anything unsafe/harmful is to be removed and disposed of properly.
4. All toys are inspected daily of anything that may be dangerous. Any toys that are no longer intact or safe are immediately removed from the premises.
5. On and offsite staff are to keep track of children in and out by recording their check in/out in their binder. Staff are always to know the number of children in their care and to understand their ratios. When going to a different location on/off site, staff are to make sure to do a head count before leaving, and when arriving always.
6. Each staff is given "Nippissing" sheets to keep track of the child's appropriate development. Staff are to keep these with the child's observations. This will help the staff encourage and assist the child in anything he/she may be struggling with. Staff arrange their planning according to the proper age and development of the children.

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7. When any transportation is involved, parents/guardians are given early notice and information including times of departure and time of arrival. A sign/schedule is posted in the entrance or parent board for parents to see, and staff also remind parents prior to (i.e.-night before, written on day sheet, etc.). If a child is not at the arranged pickup spot, the staff is required to try to contact the parent/guardian. If they cannot be reached staff is to leave a message with that staff's contact information and continue with pickup schedule for other children.
8. A copy of this policy is available in the policies and procedures binder, which parent/guardians are welcome to reviewing.

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TECHNOLOGY POLICY

Policy:

In the facility, we have a variety of technical resources which the children take turns on.

Procedure:

1. Alexa: available for children to play music for listening, dancing to, and background to their instruments.
2. TV with VCR and DVD: used for weekly movie days.
3. Our Panda and Panthers rooms have computers, on which the children can play games while supervised.
4. We have occasional "Electronics Days" where children are permitted to bring in a personal device (like a tablet or laptop). Children will be supervised.