



***Learning through play in a safe and caring environment  
inspired by God's word.***

## Parent Handbook

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## **INTRODUCTION**

Thank-you for choosing McLeod Community Early Learning and Child Care Centre! We are confident in our ability to provide your child with a safe, respectful, and enjoyable program and we are dedicated to meeting the needs of our community. McLeod Community Early Learning and Child Care Centre is a vital program of Steele Heights Baptist Church. The staff and members of the church are committed to having McLeod Community Early Learning and Child Care Centre carry out its purpose of providing quality care to the children and families of the McLeod Community.

## **Philosophy**

McLeod Community Early Learning and Child Care Centre is a program of Steele Heights Baptist Church that was founded to meet a gap in services for families in the McLeod Community. In 2007, the need for safe, affordable, and quality OSC was identified and in 2018 the need for Early Learning and childcare was identified in the McLeod Community. The result is McLeod Community Early Learning and Care center; based on five components:

1. Inspiring learning, growth, and healthy development (SPICES)
2. Developing self-help and life skills
3. Building healthy relationships
4. Exploring our environment, our community, and creative arts
5. Nurturing Young Faith

We believe that children learn through play, they need to explore materials, their environment and space to make sense of their world. Play is work to a child. Our program is Reggio inspired, as we believe the environment is the third teacher. As we collaborate with the families and our community, the children will enjoy a richer and fuller experience. As a part of our journey with the children in our care we will incorporate the curriculum framework in our program: play, participation, and possibilities. We the educators are learners and researchers alongside the children.

Our programs are licensed by Alberta Children's and Family Services.

## Mission

McLeod Community Early Learning and Child Care Centre is a safe, caring, and fun place for children to learn and grow. We are a Bible-based program, emphasizing values of love, cooperation, sharing, respect, and responsibility. We give the children the freedom to choose this expression of faith for themselves. Our environment is set up to inspire learning through wonder and questioning. Our Educators provide tools for the children to build healthy relationships and materials to encourage creativity. We demonstrate developmentally appropriate self-help and life skills.

We believe that children learn through play, they need to explore materials, their environment and space to make sense of their world. Play is work to a child. Our program is Reggio inspired, as we believe the environment is the third teacher. As we collaborate with the families and our community, the children will enjoy a richer and fuller experience. As a part of our journey with the children in our care we will incorporate the curriculum framework in our program: play, participation, and possibilities. We, the educators, are learners and researchers alongside the children.

## Program Planning

We will meet the developmental needs of the children in the following manner (SPICES):

- **S**ocial need will be met by building healthy relationships. This is a key focus in our classrooms. We have learning centers set up in each of the classroom where positive interactions with the educators and the other children will be encouraged and facilitated as necessary. Problem solving skills will be taught as developmentally appropriate. The children will be encouraged to cooperate in large and small groups. Wheel of choice (posted in each room), feelings and conflict resolution charts are used to encourage the children to make good choices when their behavior and/or emotions become challenging. We encourage each child to be independent as they journey through every stage of development and celebrate their accomplishments with words of affirmation, gifts, time, acts of service, quality time, high five or a smile.
- **P**hysical needs will be met by the children having a balance of organized and unstructured recreational times in the gym, fireside room and/or playground each day. We have a variety of balls, riding toys, ribbons, hula hoops and mats to engage the children in physical activities. Nutritious snacks will be provided to enhance the physical health of the children.

- **I**ntellectual needs will be met by caring adults assisting children in exploring topics and activities of interest and equipping them with life and self-help skills, such as proper hand washing, manners, sewing, cooking, woodworking, research, and money matters. Materials and Educational games will be available for children to use daily.
- **C**reative needs will be met by providing children opportunities to explore a variety of art materials, drama, music, dance, writing and storytelling. A variety of loose parts will be available for the children to explore at each center.
- **E**motional needs will be met by developing and encouraging, healthy relationships with children and allowing them freedom to express their thoughts and feelings. Children will be encouraged to communicate respectfully to each other and to adults. "Bucket filling" will be taught and encouraged throughout the year.
- **S**piritual needs are met at meeting time through daily prayer, Bible reading, weekly time with the pastor ("Journey Kids") and music. We provide children with their own Bible to take home as a part of meeting their spiritual need. Staff will plan a daily program for the children that is fun and engaging. Planning will be based on the observed interests of the children.
  - Children are encouraged to be part of the planning and share their thoughts, ideas, and interests.
  - Staff members will have time away from the children to plan for the next week's activities.
    - This plan is always posted in the room
    - It will be updated throughout the week when spontaneous activities occur

## **PROGRAM PLAN**

### **Indoor Space**

Our indoor play space is set up with learning centers and developmentally appropriate materials and supplies: Block Centre, Dramatic Centre, Sensory Centre Art Centre, Quiet Centre, and Manipulative Centre to name a few. Bathrooms are down the hall from each room, and we have stools for the children to reach sinks and toilets as needed. We also have a change mat, bleach solution, (diaper pail when needed) and paper towel available in the room for children using diapers in the Red Sea. In the bathroom, we have potties

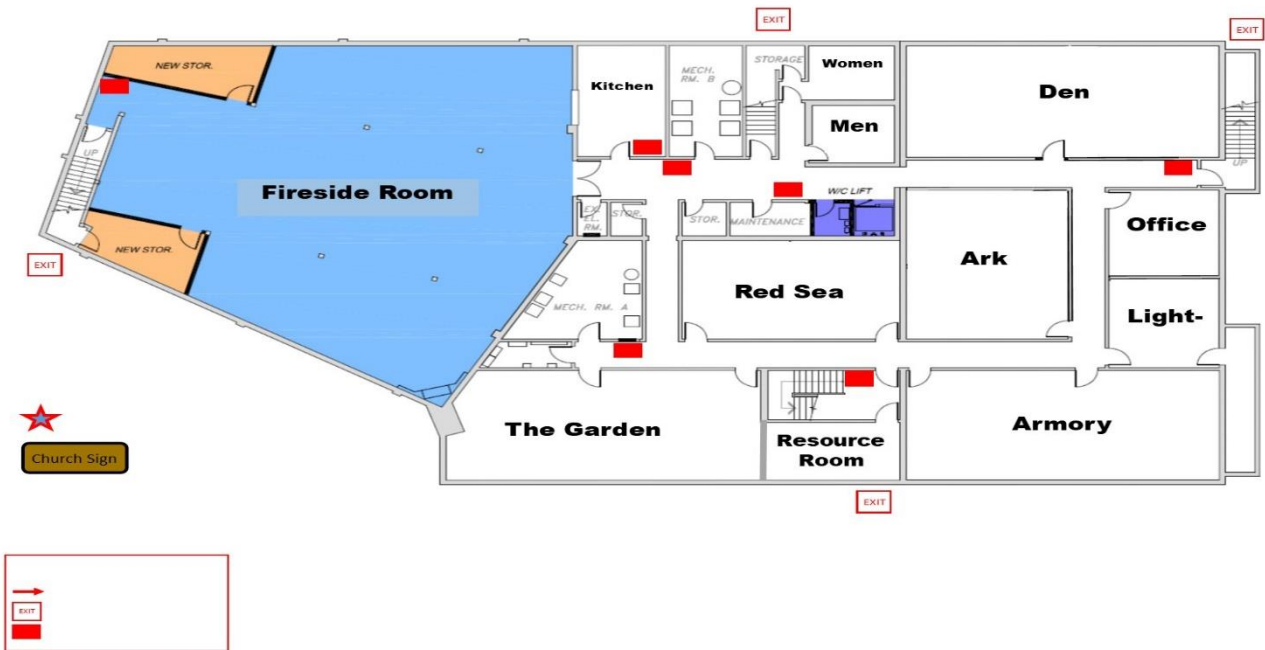
and toilet seats to support with toilet training, as well as dish soap, bleach solution and paper towel for cleaning and sanitizing seats and potties. We have access to the gym upstairs and the fireside room, which is a large, carpeted room next to our kitchen.

Bathrooms are down the hall from each room. We have access to the gym upstairs and the fireside room, which is a large, carpeted room next to our kitchen.

All children have storage areas for indoor shoes and a hook for their backpacks.

We have an office space for administrative and staff purposes as well as an area for staff to have their breaks and do planning. There is a computer in the staff room for our educators to do research as needed. (The Lighthouse)

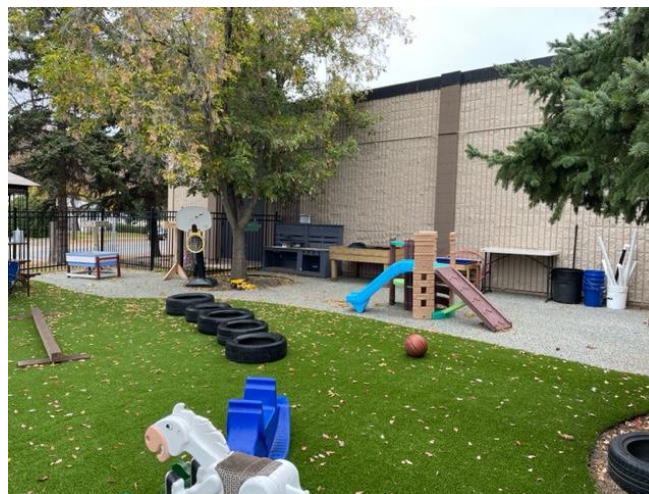
### Diagram of Indoor space





## Outdoor space

Our outdoor play space for Early Learning is located at the front of the building and is a fenced off area. It can accommodate up to 28 children at a time, as there are 4.5 square meters per child. The area has shade from the trees and building as well as a covered sandbox, a shed and picnic table. We have several structures: a schoolhouse, a log house, two kitchens, a castle climber/slide, and a balance beam. There is an artificial grassed area and pathway of rubberized composition. There are two gates that can be locked, to enter and exit the play area. In the shed we have buckets, shovels, a water table, trucks, books and other toys and materials to engage the children in exploration when they are outside.



Our outdoor play space for Out of School Care is a large playground behind McLeod Elementary School across the street from our building. There are slides, swings, climbers, a basketball court, a climbing wall, bouncers and more. Recreational equipment is brought to the playground to supplement the playground structures.



## Community Resources

1. The Director will develop relationships with the schools and community to provide parents with information about school and community events.
2. Staff is intentional about their interactions with the schools through daily interactions with school staff and office administrators.
3. As appropriate and necessary, parents will be advised of community services that are available to them.
4. Staff will encourage children to be involved within the community through providing opportunities through off-site excursions and posting community/school events on the bulletin boards.
5. Staff will inform families about our church's sponsored children and give opportunities to be involved in praying, writing letters, or sending gifts to them.

## **Family Involvement Policy**

At McLeod Community Early Learning and Child Care Centre, we are committed to encouraging and supporting parental involvement in our program. We recognize and respect differences in family structure and background; we wish to work together with the caregivers in caring for and teaching their children. Our desire is for the families to be involved in the work we do and to play an active role in decision making and program changes. There are a variety of ways in which we will implement parent and family involvement.

### **Procedure**

1. Staff will engage in regular communication with parents and caregivers regarding their child's growth, behavior, and any concerns there may be, either by spoken conversations, e-mail, or Timesavr text message. (Revised August 24, 2017; Oct 2, 2023)
2. Community and Parenting resources will be made available to families.
3. Surveys regarding policies, programs, and potential changes will be implemented as well as the regular suggestion box made available.
4. Parents may come to the staff with any concerns and questions they may have, they are welcome to visit the Centre at any time they choose and will also be given field trip opportunities.
5. Opportunities will also be given for greater involvement such as group functions and fun activities.
6. Families will have the opportunity to be involved in the annual fundraiser.
7. There will be regular verbal communication with the parents.

Information about ways to be involved will be available in the newsletter and on the community bulletin board outside the office.

## **Program Review Policy**

The Early Learning and Childcare program will be reviewed on an annual basis using a variety of resources:

- Review and update of the Policies and Procedures Handbook
- Review and update of the Parent & Child Handbooks
- Review and update of the Staff Handbook

## **STAFFING**

Our staff are trained child caregivers and passionate about helping your child grow and learn. An approval process must be completed by each staff member prior to employment including reference checks, criminal record check, and a thorough interview. All our staff have completed First Aid in Child Care training and are qualified at a minimum as Level 1 Child Care Educator under the Government of Alberta Child and Youth Services legislation.

Before a staff or volunteer starts at the Centre they will be interviewed by the Director and/or the Family Pastor. A minimum of two reference checks will be completed and kept on file.

All staff/volunteer who have unsupervised access to the children will be required to have a criminal record check including a vulnerable sector search. They will not be left alone with the children until the criminal record check is complete. The criminal check including the vulnerable sector search will not be dated earlier than 6 months prior to the date of commencement with the program and a new one will be required every 3 years after the date of the original.

## **ADMINISTRATIVE POLICES & PROCEDURES**

### **Child Guidance Policy**

Child Guidance policy is posted in the room. Guidelines are done with the children (where developmentally/ age appropriate) and posted in the classroom. If destructive/hurtful behavior occurs, the child is to be spoken to at their level, make eye contact, an attempt to solve the problem is made, and when the child feels ready, they may return to the play.

The child is to be redirected to another activity if the behavior occurs again. At no time is the child to be put on "time-out" or corporeal/verbal/emotional punishment to be used in the centre. Solitary play may be used if a staff member is involved in the play with no time restriction placed on the child to be in that area. Natural and logical consequences of a child's actions and based on child's developmental level are used.

The environment is set up so that children are kept engaged in activities as this will minimize challenging behaviors. Making sure that there are enough experiences available that children can choose from. Children are provided with an environment that supports their development and learning.

Bullying is not tolerated in the centre. If bullying occurs in the centre, the child(ren) is/are spoken to about the behavior and is/are redirected to another centre. If the bullying continues to occur and it becomes a problem, the centre has the right to terminate care for that child(ren) at the discretion of the Director(s)/Owner.

Educators are provided and encouraged to take workshops that would help them learn different tools to use when challenging behaviors happen. We also have other programs such as Gritt, FSCD and community options which are programs that support with resources to work with the children.

The children are spoken to about safety issues in the room (e.g., climbing, electrical plugs, hitting/biting) and how they can be injured if they continue to do those actions. For the older children (e.g., OSC), they are asked if they understand the safety issue and to repeat back what the safety issue is in their own words. For older children (e.g., Out of School Care), if a child hurts others emotionally or physically, they are explained that those actions are not appropriate and encourage to come up with ideas on how to make the hurt person feel better.

## **Off-Site excursion Policy**

*Parents will be advised of all off-site activities and will sign a consent form before the off-site activity. Educators will always take portable records (child profile) with them before leaving the center for off-site excursion.*

## **Procedure**

Off - site excursions are an integral part of the Centre and are arranged accordingly to provide a broad range of learning experiences for the children. Off-site excursions are planned for around our community with children's input. Children must have a signed parental permission form which includes the date, destination, time of departure/return, supervision arrangement and transportation arrangements. Should a parent not want their child to attend a field trip, they will be required to find alternate care for that time or day.

Children need to be dressed appropriately for these occasions and pinnies or T-shirts will be provided for identification purposes.

1. Prior to excursions, the Director/Assistant will appoint an Educator to oversee a specific group of children; no more than the minimum Educator-child ratio during excursions. In determining if additional Educators are required, the Director will

consider:

- a) The age and abilities of the children
  - b) The destination and length of the excursion
  - c) The methods of transport
  - d) The previous experience of the accompanying adults
  - e) The type of activity.
2. A fully equipped and properly maintained first aid kit and portable emergency binder with child profile will be taken on every excursion. In addition, the Educator will have a checklist on their clipboard with all the children's names and the itinerary for the day, as well as permission forms signed by parent or legal guardian.
  3. Parents or other volunteers must have a security clearance and reference check prior to being permitted to volunteer or they will not have unsupervised access to children unless it is their own child.

## **Illness/Accident Policy**

*Parent will be called immediately when their child becomes ill or is involved in a critical incident, child will receive necessary medical attention and report will be written.*

### **Procedure**

1. In case of critical accident or illness we will call the child's parent right away letting them know what happened and where their child is.
2. Educator will perform necessary first aid to care for the child. If the child needs further medical attention, we will call an ambulance and an Educator will accompany the child to closest hospital with their profile and any emergency medication until parent arrives.
3. An accident/incident report will be filled out, signed by parent, and put in child's file.

## **Incident Reporting Policy**

*Critical incidents will be reported immediately to the regional office by phone and by using the prescribed forms which will be faxed into the office.*

### **Procedure**

The following incidents will be reported to the regional childcare office using the prescribed form:

- An emergency evacuation
- Unexpected program closure
- An intruder on the program premises
- An illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight.
- An error in the administration of medication by a program Educator or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight.
- The death of a child
- An unexpected absence of a child from the program (i.e., lost child)
- A child removed from the program by a non-custodial parent or guardian.
- An allegation of physical, sexual, emotional abuse and/or neglect of a child by a program Educator or volunteer
- The commission by a child of an offence under an Act of Canada or Alberta
- A child left on the premises outside of the program's operating hours.

All incidents are analyzed annually and a report, using the prescribed form is submitted to the regional childcare office.

McLeod Community Early Learning and Child Care reports serious illnesses of or injuries to a child that occur while the child is attending our program and any other incident that occurs while a child is attending our program that may seriously affect the health or safety of the child. Incidents must be reported immediately to licensing officer by telephone, fax, or email. The [Incident Report form](#) must be completed and submitted to your local Child and Family Services Authority's licensing office within two days of the incident.

All other incident/accidents that don't require report to child and family services the educators will still write an incident report and reports to the director what happened. At that time, they will discuss how and/or if the incident/accident could have been avoided and what can be done so incidents don't happen. It is an important part of our program to take advantage learning opportunities, we review what happened and what can we do so accidents don't happen frequently.

## **Potential Health Risk Policy**

When a child becomes ill or is involved in an accident requiring medical assistance, the Educator will contact the parent/guardian after consulting with the Director or Assistant Director and request the child to be removed immediately from the center. If a parent cannot be reached, the child's emergency contact numbers will be called. If a child shows signs of illness after arriving at the facility, we will separate the ill child from the other children either in the office or at the other end of the classroom until someone comes to pick up the child. Information regarding this policy will be in parent handbook and will be discussed at registration.

## Procedure

Our program will access if a child is ill in the following way:

- A. The child's temperature will be taken if we observe that the child is warm, and/or their behavior is unusual.
- B. If child has unexplained rash, coughing or other unusual symptoms.
- C. Below are some symptoms requiring a parent to be called and the child to be picked up ASAP
  - Fever-child with temperature over 38 degrees
  - Vomiting
  - Diarrhea-watery bowel movement or bowel movement unable to be contained in diaper.
  - Injury requiring medical attention.
  - Coughing (not due to respiratory condition)
  - Unexplained rash illnesses
  - Other clusters of unusual symptomsThe child must be symptom free for 24 hrs. or have a doctor's note, if returning to the center before 24 hrs., indicating that the symptoms are not contagious.
- D. When a child become ill their symptoms will be recorded on the illness outbreak log which is kept in the office in a purple clip board on the window ledge. The following information will be included; child's name, date child was observed to be ill, educator who identified the child to be ill, time the parent was initially contacted, name of educator who contacted the parent, time the child was removed from the program and the date the child returned to the program.

## Communicable diseases Policy

*The day a communicable illness is discovered in our facility, we will inform parents in writing by posting a sign on the parent board, in each room by the door and/or by email.*

*When a parent notices their child has a communicable disease, they are to advise the center immediately.*

*Children with signs of a communicable disease cannot be admitted into the Centre.*

*Educators and parents are to look over the child briefly upon arrival to ensure that child is symptom free.*

## Procedure

1. When a communicable disease or other illness is identified, we take the necessary



- precautions needed to limit the spread of it.
2. Room and common areas are cleaned and sanitized, and all fabric is laundered, and room is vacuumed.
  3. Handwashing reminders and checks
  4. Bleach solution increased from 100 to 1000 ppm when applicable.

Below are some symptoms requiring a parent to be called and child to be picked up ASAP

- Fever- a child with a temperature over 38 degrees
  - Diarrhea – watery bowel movement
  - Vomiting – Free of upset
  - Injury requiring medical attention
1. The child must be symptom free for 24hrs or have a doctor’s note before they can return to the centre. The doctor’s note should include date of visit, child’s name, the fact that child is free from contagion, the date the child may return to the Centre and the doctor’s signature.
  2. For illnesses other than fever, diarrhea and vomiting, children must be kept home for the recommended number of days. The Centre also must keep record of communicable disease and illnesses outbreaks for the Department of Health and report them when two or more of the same symptoms are evident within a week.
  3. We will use the outbreak forms provided by Alberta Health Services to keep track of illnesses.
  4. Accidents will be documented on an accident/incident reporting form which parent will be required to sign and will be filed in child’s file.
  5. If a child is unable to participate in the daily activities or shows other unusual symptom such as rash, exhaustion etc. parents will be called to pick up their child.
  6. Any child with a communicable disease must be kept home for the full period required by the Department of Public Health.

## **Supervised Care for Sick Children Policy**

*When a child becomes ill, they will be supervised as far away from other children as possible until parents/guardian pick them up.*

### **Procedure**

Ill children will be supervised in an area of the room where children are not playing or in the office until someone comes to pick them up.

## Administration of Medicine Policy

*Prescription and non-prescription medication shall be given only if the Authorization for Medication form is filled out completely and signed by a parent or guardian.*

*Medication will be stored in a locked box in fridge, office, or opening/closing room.*

*Emergency medication will be stored in the classroom backpack out of reach from the children or in a child's bag out of reach of the children. If medication needs to go between the centre and home, we prefer that the child has medication at the centre. If emergency medication is not at the centre, the child cannot attend the program.*

## Procedure

The following guidelines for the administration of medicines have been set.

- A. Medication is always administered according to the labeled directions.
- B. The name of medication, date, time, and amount is recorded on individual record of medication form which is signed by educator who administers the medication. On the medication form parent's signature, start date, end date, exact times, and special instructions to administer the medication is recorded.

Prescription medication must have a pharmacy label with the child's name, the name of the medication, dosage, time to be administered, the name of the physician and the date the prescription was filled and expiry date.

**All medication that must be given to a child while attending our program must be clearly labeled, in the original container, with the child's name and the dosage.** Non-prescription medications will not be administered to any child.

**Medication is to be administered by the Educator, Director or Assistant Director who have valid First Aid certificate.** The Educator administering the medication must sign the medication form and record the date and time the medication was given. Forms are kept in the office; the office staff supports the rooms to ensure the medication is being administered. A white board is kept in the office and when a child has meds, it is recorded on the board as soon as possible and checked off when given to ensure meds are not forgotten.

All medication is stored in a locked box in the refrigerator office or opening/closing room. After the medication is given the Educator will observe the child for 15 minutes for any allergic reactions. It is the parent's responsibility to ask for the medication at the end of the day to take home.

Emergency medication is stored in the room's backpack on a hook that is high and

inaccessible to children. (EpiPen's and allergy medications) An Allergy Action form is filled out by parent at registration. Emergency medication must be with the child at the centre, or the child cannot stay.

Sunscreen & insect repellent can also be administered but a permission form must be signed by the parents. We do not use a specific sunscreen or insect repellent, but all are child friendly.

## **Health Care Policy**

*Our Educators will have a First aid in childcare certificate, minimum of one staff in each room. We will get written permission to provide necessary health care for each child from the parent or guardian while they are in our care.*

## **Procedure**

All Educators will be prepared to handle medical emergencies and other health issues. First Aid certificate will be required upon hire of all Educators.

We will have a minimum of one Educator in each room with current first aid certificate. One of our Educators will perform necessary first aid as needed, if further attention is required, we will call an ambulance and an Educator will stay with the child until an authorized person comes to pick up the child.

We can observe symptoms and seek professional diagnosis.

## **Holistic Physical Health of Children Policy**

(Added Nov 25, 2019)

At McLeod ELCC, children will experience a safe and nurturing environment where healthy eating, daily physical activity, and safety—indoors and out—are practiced. This will be done by:

- Encouraging children to practice and have growing responsibility for self-care skills.
- Helping others with self-care
- Learning about individual differences in self-care practices
- Trying familiar and unfamiliar foods
- Developing food preparation skills and tastes
- Moving, playing, and challenging their physical capacities
- Learning about food and nutrition
- Understanding the relationship between food and their bodies
- Exploring many cultural practices of eating and sharing food
- Making decisions about food consumption, preparation, serving, and clean-up

routines

- Exploring body and movement indoors and out
- Increasing bodily awareness, control, strength, agility, large and fine motor coordination
- Knowing and stretching physical limits
- Releasing and restoring energy in outdoor places

(Reference: Page 94: Alberta's Early Learning and Care Framework, <https://flightframework.ca>)

## **Smoking Policy**

*No smoking is allowed around the children or on our premise.*

### **Procedure**

1. Our Educators are not allowed to smoke around the children inside or outside.
2. Our facility is a non-smoking environment, as well as our playground.

## **Nutrition Policy**

*Lunch and snacks will be provided by the center, we will follow the Canada Food Guide. Early morning open snack will be served 7:00-8:00 AM as children arrive. AM snack will be at 9:30 – 10:00 am. Lunch will be served at 11:45 AM and PM snack will be served 2:45-3:30 PM.*

### **Procedure**

We will provide breakfast, lunch and 2 snacks.

The first snack will be for the early comers, in case they did not have breakfast at home. This snack will be available from about 7:00-7:45 AM as needed. The other two snacks are set up as a centre and is available for approximately ½ hr. AM snack 9:30-10:00 and PM 2:45-3:15. The children can have snack when they are ready. Children will be informed when the snack table is open and asked to wash their hands. We will give them a five-minute warning before the snack table is closed and the cart is taken away. (*Last call* for snack) Educators will encourage each child to come and join them at the table and will role model proper table manners and sitting down when eating. An Educator will be at the snack table sitting with the children whenever possible, or close by to offer support.

Lunch will be served family style. Children will be encouraged to try all foods and to serve themselves as it is developmentally appropriate. Educators will sit down with the children, having a child-sized portion and will model appropriate table manners and serving practices for the children to follow.

**We use the Canada Food Guide as a foundation in our menu planning. We serve a minimum of two food groups for snacks and four for lunch.**

## **Manner of feeding policy**

*Children will be sitting when eating or drinking and no beverages are provided for infants while napping.*

### Procedure

1. An Educator will sit with the children at the table as much as possible and model healthy eating habits.
2. The Educators will ensure that children are sitting when drinking or eating. When a child gets up with food or drink, they will be encouraged to sit. If they refuse to sit, the item will be taken away until they are ready to sit. Once they are seated it will be given back to them.
3. No child will be given a bottle while napping.

## **Children's Records Policy**

*Accurate and up-to-date records are kept for each child in care on the premises of the following information as described in the procedure.*

### Procedure

Accurate and up-to-date records for each child will always be kept on the premises including:

1. child's name, date of birth and home address
2. completed enrollment forms
3. the parents or guardians name, home address and telephone number
4. the name, address and telephone number of a person who can be contacted in case of an emergency
5. Authorization to Administer Medication forms: **the written consent of the parent or guardian** and information about medication, including it is in the original labeled container, administered according to the directions, name of medication, time of administration, amount administered, initials of person who administered the medication, Dosage is checked twice to confirm that correct dosage is given.

6. Health care will be provided only if written consent is obtained, or the health care is first aid.
7. Health information about the child provided by the child's parent, including the child's immunizations and allergies will be kept on file.

The above information will always be available for licensing visits and to the parents upon request.

## **Administrative Records Policy**

*Accurate and up-to-date records will always be kept on the premises of the following information as described in the procedure.*

### Procedure

We always keep up-to-date and accurate records on the premises of the following information:

- a) Daily attendance of each child, including arrival and departure times (timesavr and clip boards)
- b) Daily attendance of each primary Educator including arrival and departure times and hours spent providing childcare (timesavr)
- c) Evidence of each primary Educator childcare certification and current first aid certificate (timesavr and staff files)
- d) Educators and volunteer's verification that a current criminal record check has been provided (timesavr and staff files)

The above information will always be available for licensing visits and to the parents upon request. **All our records are retained for a minimum of 2 years.**

## **Portable Records Policy**

*A portable record of emergency information will be maintained and will include the information as indicated below in the procedure.*

### Procedure

1. child's name, date of birth and home address
2. the parent's name, home address and telephone number
3. the name, address and telephone number of a person who can be contacted in case of an emergency
4. any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies if any.

**The telephone numbers of the local emergency response service and poison control center will be in a duo-tang kept in the room backpack, along with above information in a child profile and will be taken with Educators when leaving the premises with the children.**

## **Emergency Procedure Policy**

*Educators will be informed of our emergency evacuation plan during orientation process and team meetings. Children will be informed of our emergency evacuation when we practice our emergency evacuation and during their room meeting times.*

### **Procedure**

During orientation and team meetings, each Educator will be informed of our emergency evacuation plan. Our emergency evacuation plan is posted in each room by the door and practiced monthly or a minimum of 12 times per year.

Children are informed about the emergency evacuation plan during practice and in their room meetings. Discussions after a practice helps them to understand the procedure as is expressed in a developmentally appropriate fashion.

## **Supervision Policy**

*Educators will ensure they observe the children's play and behaviour both inside and outside. They will become familiar with the center layout and the outdoor physical play space. Educators will ensure all children are accounted for inside, outside, and before boarding a bus. Program practices will meet the children's developmental needs. Parents will be informed of our programs supervision policies.*

### **Procedure**

Our educators observe and engage in play with the children throughout the day. Roll calls are done when leaving the room and once they arrive at their destination, headcounts are done on a regular basis throughout the day to ensure all children are accounted for. When two educators are in the room, they confirm the number of children in the classroom with each other.

We have clipboards in each classroom with a list of the children in care, the clipboards go with our educators when they leave the room or the center. When an educator is relieving another educator, they confirm numbers and leave clip board with the educator in ratio before switching responsibilities.

1. Educators will observe the children's play and behavior both inside and outside.

2. Educators will become familiar with the environment inside and outside.
3. When 7 or more children are present, there will be a minimum of two staff in the building.
4. Educators will have a clipboard with a list of children in their care and will do roll call before leaving the center, upon arrival at a destination and will do regular head counts in between.
5. Groups will be divided when there are more than two groups in a room and leaving for playground or fieldtrip.
6. Children will never be left anywhere unattended.
7. Minimum child to Educator ratios will always be maintained.
8. At times when it is necessary for Educators to separate, each Educator shall be responsible for a certain number of children so that no one Educator is left over-ratio and child's developmental needs are met.
9. Primary Educator must complete an indoor and outdoor safety checklist each day and keep a list of children they are responsible for on their person.
10. When going outdoors Educators will go together with another room if only one Educator is in the classroom. A minimum of 2 Educators always go outdoors in case support is needed.
11. Communication among Educators will be encouraged and supported as needed.
12. During orientation Educators are trained in supervision practices as well as at team meetings and workshops.
13. Cell phones will be used by Educators in case of emergency or if extra support is needed.
14. Parents will be informed of the program's supervision policies in the Parent Handbook.

## **Policy Revisions**

- Parent handbooks and forms will be reviewed annually by the Director or Family Pastor and updated if necessary.
- For new regulations, changes will be immediate, and parents will be notified in writing.
- All previous related policies will become obsolete.
- Parents are encouraged to be part of this process and we welcome ideas and suggestions.

## **SAFETY POLICIES**

### **Release of Children**

To protect your child, the Centre will only release a child to their parent or guardian. If Educators have not met you, they will ask for your ID. If you need to make arrangements for someone other than yourself to pick your child up, please let the office know so we can



add the information to your file if you wish. Also note that when doing this, the alternate caregiver will be required to show his/her driver's license (picture I.D.).

## **Daily Sign in and Out**

Educators will sign in your child each day into our timesavr data base. They will sign out your child at the end of their day. This procedure is very important for it transfers the responsibility of your child's care between us.

## **Late Pick-up**

- Parents must contact the centre before 6 pm to indicate that they will be late picking up their child(ren)
- Parents are required to pay \$1 per minute per child they are late, and this is to be paid in cash directly to the attending staff members. Parents will sign a form showing the date and time of late pick up and agreement to pay the amount to the staff.
- The fee will be based on the time the child is logged out on Timesavr.
- Staff members are not permitted to remove the child from the premises to wait for parents to arrive or to meet the parent to drop off the child.

## **The following steps will be taken if a child is not picked up before 6 pm and staff have not been informed of late pick up:**

1. A staff member will phone the parent using available numbers on contact sheet.
2. If unable to contact the parent, the staff member will phone the emergency contacts that were provided at the time of registration and request that they pick up the child.
3. Once the child has been picked up by the emergency contact, staff members will leave a voice mail message to let the parent know who picked up their child.
4. If unable to contact the emergency contacts, the staff members will contact the Director to inform them of the situation.
5. If by 7:00 pm, neither the parent nor the emergency contact have called or cannot be contacted, the Director or Program supervisor will contact Ministry of Child Services at (780) 427 3390 or 1-800-638-0715 (After Hours Crisis Unit) and the children will be placed in their care.
6. All staff members involved will make a written report of what actions were taken and will keep a record of the times and results of all phone calls made.
7. The incident will be assessed the Director to determine the nature of the lateness.
8. Situations of habitual lateness will result in termination of care.

## **Centre Access**

To ensure the safety of our children and our staff, precautionary measures against unwanted intruders and children leaving the Centre un-escorted have been put into place. The most important step to avoid unwanted intruders is to have only one access to the Centre. We have a security system in place so the basement doors will be kept locked at all times with buzzer entries and security cameras have been installed both inside and outside the building. If the door is locked when parents arrive, they are asked to please ring the doorbell provided beside the door. Parents are welcome to visit the Centre at any time which is convenient to staff while their child is in care.

## **Exchange of Information with Outside Agencies**

No information about children or their families will be exchanged with outside agencies without the parent's permission unless it is child protective services.

## **Clothing/Personal Items**

Parents should dress their children in clothing suitable for indoor and outdoor play, considering the weather. We may at any time be taking the children outside, and they must be dressed properly. We will only cancel outside play if the temperature drops below -13 degrees Celsius.

The following should be brought for each season:

- Fall: mitts, hat & jacket
- Winter: snowsuit, winter boots, mitts, scarf, toque
- Spring: rubber boots, raincoat, mitts, splash pants
- Summer: sun hats, sunscreen, and bug spray

## **Footwear**

Your child will need a pair of indoor shoes (labeled) to leave at the Centre. These shoes will be kept on shelves while the children are enrolled in the program.

## Emergency Evacuation Procedure

Located on the parent bulletin board, you will find a written emergency plan that includes:

- emergency evacuations
- fire drill procedures
- lockdown procedures
- alternate accommodations

In the case of an emergency, if children need to be relocated, they will be walked to McLeod Community League Hall beside McLeod School and will remain there until parents are contacted.

We will practice these procedures monthly to ensure the children know exactly what to do in case of a real emergency.

## ADMISSION POLICIES

### Parent Handbook

- Parents will receive a copy of the handbook upon registration to the McLeod Community Early Learning and Child Care Centre
- Parents will sign that they have received a copy and that they are responsible to review the policies.
- Any questions can be directed to the Director or Assistant Director

### Admission Requirements

Before a child can be accepted into the program, the following must be done:

1. Complete the documents required by McLeod Community Early Learning and Child Care Centre
  2. Pay non-refundable registration fee of \$50 per child and a \$200 "notice fee" per family, fee used towards the last month in care if 30 days of notice is given.
  3. Provide the program with monthly fee payments by e-transfer **by the 5th of each month.** "Pre-authorized debit agreement" is available by filling in a direct deposit form and providing a void cheque.
- **The childcare space(s) is not secured until a \$200 notice fee per family is paid.** The \$200 notice fee will be applied to the child's (children's) final month's fee at the centre **if 30 days notice is given.** Thirty days' notice at the end of the month is required to withdraw your child (ren) from the Centre. This applies to all

parents, whether subsidized or nonsubsidized. If 30 days' notice is not given, the \$200 deposit will be kept by the Centre instead of refunded.

- If the Centre finds the need to give notice to a parent, care will be terminated immediately without refund of the \$200 deposit.
- All fees are monthly and not based on hours.
- Fees are due by the 5<sup>th</sup> of the month.

### **Late Payment of fees**

- A \$25 late fee will be charged for any fees received after the 5<sup>th</sup> of the month.
- If parents are unable to pay on time, please notify the Director or assistant director before the 5<sup>th</sup> to make alternate arrangements.

## **PROGRAM POLICIES**

### **Social Media Policy**

- Social media sites like FB, Twitter, or Instagram for example, can be great ways to stay connected however it can also breach the privacy of others.
- Parents are expected to maintain confidentiality and security of information regarding other families, volunteers, and employees.
- Parents shall not disclose, post, or share any details regarding outings/field trips or any other information that identifies specific locations when the children are away from the centre.
- Parents are not permitted to post photos or videos of any children or families registered with McLeod Community Early Learning and Child Care and its programs on social network sites.
- Parents have the responsibility to notify the Director of confidentiality concerns regarding social network websites.

### **Temporary Closures**

- If the centre experiences a disruption in power, water or heat the director will decide whether closure is required.
- The appropriate company will be called to deal with the situation (i.e., EPCOR, City of Edmonton, etc.)
- If closure is required, parents will be requested to pick up their children.
- The centre will remain closed until it is safe to re-open.

## School Closures

- If schools are closed due to severe weather conditions, the centre will also be closed.
- If we have students who attend a school that must close for emergency reasons, we will open for the students who attend our program if:
  - Parents call the office to explain the situation and receive confirmation that they can bring their children.
  - Parents pick up their children from the school and bring their children to the centre and sign them in

## Hours and Holidays

Early Learning will be open from 6:30 am to 5:45 pm Monday to Friday and Out of School Care will be open from 6:30 am to 6:00 pm.

The Centre will be closed for the following dates:

New Year's Day	Alberta Family Day	Good Friday	Easter Monday
Victoria Day	Canada Day	Heritage Day	Labour Day
	Thanksgiving	Remembrance Day	Christmas Day
Boxing Day	New Year's Eve	One week between Christmas and New Years'	

Sept 30 - National Day for Truth & Reconciliation \*closure will be decided on a **year-to-year** basis.

## Communication

- The centre will provide regular information about the program activities through email and our newsletter.
- There are two bulletin boards outside the office. One contains community information, church events, and upcoming activities in the centre. The other contains the menu and our licencing information.
- There are bulletin boards in the rooms that contain the daily schedules, weekly planning sheets,
- Staff members will communicate directly with parents regarding any concerns or positive feedback about their children.
- Information regarding family issues and personal lives will be handled confidentially.
- If parents have any questions or concerns, they can contact the office during regular business hours

## Family Access

- Parents may visit the centre at any convenient time while their children are in care.
- Parents are welcomed and encouraged to spend time in the program with their children at drop off and pick up times.

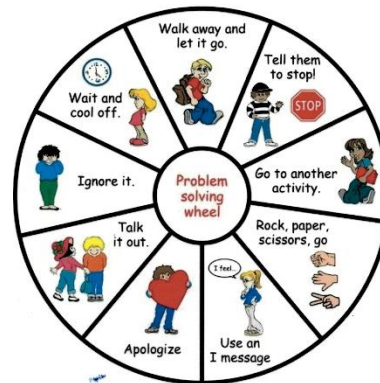
- Parents are welcome and encouraged to volunteer for field trips with their children.
- Please remember that the centre can be very busy and staff members may not be able to converse with you as their focus must be on the children in attendance.

## Problem Solving

When confronted with a problem, children are encouraged to use the Wheel of Choice problem solving ideas. These problem-solving ideas are posted at each classroom and in the office.

### What can I do?

- Walk away and let it go
- Tell them to stop
- Go to another activity
- Rock, paper, scissors, go...
- Use an I message
- Apologize
- Talk it out
- Ignore it
- Wait and cool off



## Bullying and Conflicts

All children who attend McLeod Community Out-of-School Care have the right to enjoy play and friendships in a caring environment. The program will assist children to establish a network of people they can speak to about any concerns they may have and will ensure the program reflects and encourages core values such as love, cooperation, sharing, respect, and responsibility. Staff will always listen and respond to children when incidents of bullying are reported or observed and will act to eliminate incidents of bullying at the Centre.

## Parent Grievance

Step 1: When a parent has a complaint (grievance) or concern, the first step is to contact the Director immediately to discuss the area of complaint. At this point, we encourage the parent as well as the Director to document the complaint. If there is no satisfaction for the parent, proceed to step 2.

Step 2: The parent, with the assistance of a third party (if necessary) and the Director will discuss the grievance with the Director. Documentation will be required from the parent, Director, and third party. If there is no satisfaction for the parent, proceed to step 3.  
(Revised September 7, 2017)

Step 3: The parent, with the assistance from a third party (if necessary) and the Director will discuss the grievance with the SHBC Board. Documentation will be required of the parent and Director, with a report to the SHBC board. If there is no satisfaction for the parent, proceed to step 4.

Step 4: The parent, with the assistance from a third party (if necessary) and the Director will discuss the grievance to the Government of Alberta Child and Youth Services. Documentation of the grievance from the parent, Director, Assistant Director, and minutes of the SHBC board will be reported and recorded for the Government of Alberta Child and Youth Services. The decision of the Government of Alberta Child and Youth Services is recorded as the final decision.

## **Distal Supervision**

Distal supervision is defined as intermittent direct supervision (every ten minutes or less) by a staff where there is a planned, location specific, and time-limited program activity. The goal of distal supervision is to enhance a child's ability to function responsibly and independently of direct adult supervision. Distal supervision in our program is for grades five and six only with the written consent of parents/legal guardian. Please fill out a Distal Supervision form if you are interested. The staff have the right to choose at any time that a child be removed from distal supervision either temporarily or permanently, informing the parent of their decision.

## **Inclusion & Diversity**

McLeod Community Early Learning and Child Care Centre believes that by valuing diversity, children, families, and staff will create an environment free from bias and prejudice, in which children will learn the principles of fairness and respect for each other. Our program is committed to providing equality of opportunity and anti-discrimination practice for all children and families. We understand the importance of recognizing different individual needs and ensuring equity in terms of access, participation and benefits for all children and their families. All children have the right to be cared for in environments within their own community that can meet their needs and help them grow and develop to their fullest potential.

### **We aim to:**

- Provide a secure environment in which all our children can flourish and in which all contributions are valued
- Include and value the contributions of all families to our understanding of equality and diversity
- Improve our knowledge and understanding of issues of equality and diversity.
- Provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups, and people with disabilities
- Look at our practices to improve, develop and raise quality and standards.
- Recognize the right of the children

### **Our setting is open to all members of the community.**

- We advertise our service widely

- We reflect the diversity of members of our society in our publicity and promotional materials
- We provide information in clear, concise language, whether in spoken or written form
- We do not discriminate against a child or their family, or prevent entry to our setting, based on color, ethnicity, religion, or social background.

## Procedure

The curriculum offered at McLeod Community Early Learning and Child Care Centre encourages children to develop positive attitudes to people who are different from themselves. It encourages children to empathize with others and to begin to develop the skills of critical thinking.

Staff will:

1. Actively seek information from children, families, and the community, about their social backgrounds, cultures, and beliefs, and use this information to provide children with a variety of experiences that will enrich the environment within the program.
2. Use resources that reflect the diversity of children, families, and the community.
3. Be sensitive and attentive to all children, respect their backgrounds and abilities, and ensure that their individual needs are accommodated at the OSC. Children with special needs will be provided with support so they can be included within the program. This may require the assistance of social, ethnic, or special needs services in collaboration with the child's family.
4. Role model appropriate ways to challenge discrimination and prejudice, and actively promote inclusive behaviors in children
5. Make children feel valued and good about themselves
6. Recognize the different learning styles, making appropriate provision within the curriculum to ensure each child receives the widest possible opportunity to develop their skills and abilities
7. Celebrate a wide range of festivals
8. Create an environment of mutual respect and tolerance
9. Help children to understand that discriminatory behavior and remarks are hurtful and unacceptable
10. Ensure that the curriculum offered is inclusive of children with special educational needs and children with disabilities



11. Welcoming the diversity of family life and work with all families
12. Encourage children to contribute stories of their everyday life into the setting
13. Help children learn about a range of food, cultural approaches to mealtimes and eating and to respect the differences among them
14. Work in partnership with parents to ensure that the medical and cultural dietary needs of children are met
15. Encourage parents to keep fully involved and through their child's individual development they feel secure that their child is receiving the right care and attention
16. Identify, implement, and evaluate appropriate opportunities and strategies to allow children to interact without adult assistance
17. Promote inclusion. This is supported by all staffing levels, resources, and commitment to training
18. Plan for individual children by observing, assessing, and recording each child's development regularly and using this information to provide appropriate activities to maximize their learning potential
19. Link effectively with others, such as outside agencies, to exchange information by meeting with them, e-mailing, and telephoning
20. Make arrangements for working closely with parents, including an open-door policy - that is verbal communication with parents on a frequent basis, regular information sheets, monthly newsletters, telephone, e-mail, and written communication as and when needed. (See communication policy).  
(Revised August 24, 2017)

## **Proper Handwashing**

Children will be taught the following hand washing procedure to stop the spread of illness:

1. Wet hands with warm water. Apply soap to cover all hand surfaces and lather thoroughly.
2. Rub palms, spaces between fingers, backs of hands and wrists. Rub fingers, fingertips, and thumbs.
3. Vigorous rubbing of hands must take at least 20 seconds, but 30 seconds is best.
4. Rinse hands under running water.
5. Pat hands dry thoroughly with a paper or single-use towel.
6. Use the towel to turn off the tap.  
(<http://www.health.alberta.ca/health-info/prevent-infections.html>)

## **Diaper Changing Procedures**

- Diaper changing procedures, as approved by Alberta Health Services, will be posted by each diaper changing station.
- Staff will follow proper diaper changing procedures at all times
- Diapering surfaces will be disinfected after each use
- Soiled diapers are kept in a closed container
- Soiled clothing will be placed in a closed plastic bag and placed in the child's backpack
- The centre does not use potty chairs

## **Personal Grooming Items**

### **Early Learning**

- Parents will provide a toothbrush and any other items particular to their child
- The centre will provide enough face cloths for each toddler to use
- Face cloths are used only once and laundered daily

### **All Children**

- Disposable paper towels are used for hand drying
- Each child will use their own labeled personal grooming items, blankets, pillows, bottles, toothbrush

## **Bottles and Sippy Cups**

### **Early Learning**

The use of sippy cups and bottles must meet the following guidelines:

- Be clearly labelled with the child's name
- Have been purchased by the parent
- Not been given to the child at naptime
- Children must be seated at all times when drinking from a sippy cup
- Children must be held by an adult when drinking from a bottle at naptime
- Must be cleaned and sanitized daily
- Checked periodically for valve damage
- Replaced by the parent when looking worn or broken

## **Pacifiers**

### **Early Learning**

Pacifiers will only be used in the following situations:

- If the child is having difficulty transitioning from home to the centre

- If the child is hurt and needs to be comforted
- At naptime

## **Emerging Health and Safety Practices**

- The centre understands the importance of having current and emerging information on health and safety practices available to staff and parents
- Current and up to date information will be maintained on the staff room bulletin board and on the Parent Information Board

## **Proper Hydration**

- Children will have access to water to maintain proper hydration when playing both indoors and outdoors
- Parents will ensure that their children bring a refillable water bottle labelled with their name from home
  - When on field trips, staff will ensure children take water bottles
- All snacks will include ample fluids (milk or water) for the number of children in attendance

## **Toy and Equipment Disinfecting**

- Cleaning of toys, furnishings and equipment will be scheduled and completed regularly
- “Mouthed” toys will be cleaned and disinfected daily
- Staff will complete a checklist verifying when toys and equipment have been cleaned and disinfected
- Sleeping cots and mats will be disinfected weekly

## **Bug Spray and Sunscreen**

- Staff are not permitted to apply bug spray or sunscreen without parent consent
  - Bug spray and sunscreen must be supplied by the parent and cannot be shared between children
  - Parent consent to apply sunscreen and bug spray will be given in the Parent-Agency agreement
- Sunscreen will be applied to the children a minimum of thirty (30) minutes prior to going outside
  - 6 months – 2 years – up to 10% DEET, applied no more than once a day
  - 2 years – 12 years – up to 10% DEET, applied no more than 3 times a day (Health Canada guidelines)
- Bug spray and sunscreen must be non-aerosol

## Nut Free Environment

- Menus will not offer items that contain nuts, tree nuts or peanuts
- When children bring snacks and lunch from home, the staff will check items prior to allowing children to eat them to ensure that they do not contain nuts or peanuts

## Transportation Policy

### McLeod Students

Children will be taken to McLeod School and meet outside their classes appointed doors each morning for school; from there they will go to their classrooms. Staff members will be waiting for the children inside the school building. Together they will walk across the street into the Centre. If a child is being picked up from school and after 5 minutes the child is not present at the required location, a staff member will check at the school office to see if the child is present that day. If so, they will wait for the child. If the child is not there and there has been no parental notice given, staff will phone the parent and if there is no success contacting the parent, the emergency contact will be called to check if the child is at home. If the child is not home or no contact can be made with any of the child's contacts, child protective services will be called.

**If your child will not be attending school or has been sent home from school during the day, it is imperative that we receive a phone call from you, the parent.** You may call the office 780-473-5437 during the day and, if there is no answer, leave a message. Messages are checked regularly throughout the day.

### Bus Students

Children who take the yellow bus will be taken to their bus stop by a staff member and the staff member will wait for the bus with them and ensure they board the bus and care is transferred to the bus driver. At the end of the school day, children will be met at their bus stop by a staff member and walked to the Centre where they will be signed into the Out of School Care program.

### Field Trips

Children will be transported by commercial carrier buses to all local field trips.

### Early Learning

We do not transport children between school and program premises in the Early Learning program.

## Child Abuse and Neglect

Our love of children prompts us to help provide the best possible life experiences for them. We have been trained to recognize the signs of abuse and neglect and are required

by law to report to the Child Abuse Hotline any suspected abuse or neglect of any child we care for. Substitute and/or additional caregivers have also been trained to recognize signs of abuse and neglect and are also required to report suspected abuse or neglect to Child Abuse Hotline. Training in child abuse and neglect is renewed at least every two years.

It is the law and our responsibility as childcare providers to report any abuse/neglect performed on a child. The Child Abuse Hotline will be contacted if it comes to our attention that a child has been abused physically, sexually, or emotionally, or has been neglected or exploited.

## **Children with Disabilities**

In the case of children with disabilities, each case will be looked at individually. If we can meet the individual needs of the child, then the child will be registered in the program. We will do our best to connect the child with additional supports such as FSCD or Community Options.

## **Missing Child**

*In order to keep each of the children safe, no child is ever left alone (unless in the case of Distal Supervision) and children are accounted for at all times.*

If a child would become lost, staff in charge of that child's group will:

If the child cannot be found within 5 minutes, the staff member will contact either the Director or Director's designate and other staff members via walkie-talkie saying "Emergency! Missing child. Please begin search for (child's name)." (Name of other staff member) come and oversee my group now."

Once that other staff member arrives, the staff in charge of the group and Director or Director's designate will quickly check all areas of the Centre and property.

The Director or Director's designate will call the police first and then the child's parents, or emergency contact if parents can't be reached.

Incident will be recorded by the Director and reported to the licensing officer.

If a child is seen leaving the group, the staff in charge of that group will:

1. Contact other staff members via walkie-talkie and say "Emergency! Child has left my group. (Name of other staff member) come and oversee my group now."

2. Once that other staff member arrives, the staff in charge of the group will pursue the child to the best of their ability until found.

3. If child cannot be found within 5 minutes, the staff member will contact the Director

4. The Director or Director's designate will call the police and then the child's parents, or emergency contact if parents can't be reached.

5. Incident will be recorded by the Director and reported to the licensing officer.

## **Resources**

### **The GRIT Program**

**Phone:**

**780-454-9910**

**Fax:**

(780) 455-1806

**Email:** [gritprog@gritprogram.ca](mailto:gritprog@gritprogram.ca)

**Address:**

12852 - 141 Street NW  
Edmonton, AB T5L 4N8

### **Community options**

Community Preschool Education (CPE)

**Phone**

780-482-7750

### **FSCD**

*Address*

3rd Floor Duniece Centre, 4810-50 Street  
Athabasca, Alberta T9S 1C9  
Phone: 780-645-6417

### **Early interventions program**

Address: 11342 127 St NW, Edmonton AB T5M 0T8

Phone: 780-454-9581

[albertahealthservices.ca](http://albertahealthservices.ca)

## **MCLEOD COMMUNITY EARLY LEARNING AND CHILD CARE CENTRE CHILD ORIENTATION CHECKLIST:**

Child's Name: \_\_\_\_\_

- Complete online registration form
- Collect \$50 non-refundable registration fee per child
- Collect \$200 "Notice Fee" per family
- Collect subsidy Information (If applicable)
- Review Parent Handbook
- Sign Parent Agreement forms
- Complete necessary medical/allergy forms
- Take photo of child for database
- Coat Hook assigned
- Add information to timesavr database
- Fill out needed forms: (i.e., Medical or Distal Supervision)
- Tour of Centre
- Give a Bible to child (Preschool – God's Big Story/OSC – Hands on Bible)