

JOLLY LEARNING DAY CARE**PARENT HANDBOOK**

Unit# 108, White Oaks Professional Center

12222 – 137 Ave, Edmonton, AB

Contact Number: 780-476-1187

Welcome to Jolly Learning Daycare. The purpose of this handbook is to provide families with relevant information regarding program policies and procedures. Please read this manual carefully and feel free to discuss any questions that you may have with program management.

Hours of Operation:

Monday to Friday: 6:30 am – 6:00pm

Infant rooms ages 0-12 months opens at 7:00 am and closes at 5:30 pm

The center will be closed for all weekends and statutory holidays.

We accept children 0-6 years of age

Our Vision:

To support families and children in the community through quality service in a multicultural early learning environment that meets their diverse developmental needs.

Our Mission:

To provide a physically and emotionally safe, caring and stimulating environment for children to engage in meaningful learning experiences and grow in all stages of their development.

Philosophy:

Jolly Learning believes that children learn through play experiences. The positive atmosphere provided encourages each child to develop the skills as a whole through exploration of play.

We believe children are active participants of their own education and development. Providing appropriate experiences and choices supports children to explore their own interest and promotes growth and development.

The Environment:

In our daycare, children will be spread across 6 play rooms according to their age in order to meet the staff-child ratio at all times. The daycare is located in the main floor of the building.

Indoor and outdoor play areas are designed to congregate diverse developmental needs of children. Each play room has various play centers and the room arrangements to meet diverse developmental needs of the children. Variety of Books, manipulative, sensory toys, play equipment's that supports development of literacy, creative and other areas of development are available for children in various play centers. Play areas are laid out in such a way that benefits effective supervision of children. The playground area is part of the daycare premises for physical activity and is securely enclosed with a chain link fence with secured gate. We have an indoor gym area for young children to play in; this is designed to give an outdoor play experience when weather does not permit. We have buggies for children ages 12 months to 18 to go outside and to explore the community. Jolly Learning Daycare has internal video camera for monitoring and supervision purposes only. The daycare will not record and will not disclose to media, parents or authorities, in any circumstances.

Program:

All children have the right to education that helps them grow and develop to their fullest, because each child is unique with diverse developmental needs. Our daycare program supports children's growth and development by meeting their diverse developmental, social, emotional, physical and intellectual needs through play experiences that occur in different play centers.

The program provides positive learning opportunities for children through an emotionally and physically safe environment to foster holistic growth of the child. We support children's interest and choices to explore their own ideas in order to promote competent communication and learning, so as to nurture children's development in all domains.

We observe children's emerging interest through play experiences and we incorporate their interests when planning. The program provides the opportunity to develop diverse skills through planned activities to help children reach their full potential.

On a weekly basis, each room staff prepares developmentally appropriate activities according to the emerging interests of children. Children's emerging interests will be observed and incorporated when planning; play materials are provided based on those interests in order to support further development. Staffs provide stimulating learning opportunities to support children's ability to explore and develop their own knowledge. Children learn new skills and master them through hands on experience. The positive and enriching environment provided, with love and care, by the staff, in each play area meets children's social, emotional, physical, intellectual, creative and linguistic needs.

We provide developmentally appropriate play experiences in order to provide maximum opportunity for the children to develop in all areas of growth: physically, socially, emotionally and intellectually.

Program Goals:

- . Developmentally appropriate play experience to foster children's development to the fullest.
- . Support children's emerging interest and choices to explore their own ideas.
- . Support the abilities and needs of all children.
- . An emotionally and physically safe and supportive environment.
- . Support independence and positive social interaction.
- . Support and prepare the children for school.
- . Value individuality and foster self-worth.
- . Active participation of parents in their child's learning.
- . Being responsive to the diverse needs of children and families.

Daily Schedule:**HUMMING BIRD (Young Infant):**

(Schedule will be flexible to meet the needs of the children)

7:00 am -8:00 am:	Welcoming & Free Play
8:00 am – 8:30 am:	Open morning snack
8:30 am – 9:00 am:	Clean up and toileting
9:00 am – 9:30 am:	Morning Nap
9:30 am-10:00 am:	Activity time (open ended art, sensory play, block play, table top, etc.)
10:00 am-11:00 am:	Outdoor / Gross motor activities.

11:00 am-12:30pm:	Lunch time & wellness
12:30 pm-2:30 pm:	Nap time
2:30 pm - 3:00 pm:	Free play & toileting
3:00 pm - 3:30 pm:	Snack
3:30 pm- 5:30 pm:	Activity time (interest based: table top activities, block play, sensory play, music, indoor play to develop gross and fine motor skills through various activities)

SPARROW ROOM (Older Infant):

(Schedule will be flexible to meet the needs of the children)

6:30am -8:00 am:	Welcoming & Free Play
8:00 am-8:30 am:	Open morning snack
8:30 am-9:00 am:	Clean up and toileting
9:00 am -10:00 am:	Activity time (open ended art, sensory play, block play, literacy table top etc.)
10:00am-10:45am:	Outdoor play/ Gross motor activities
10:45am-11: 00am:	Hand washing for lunch
11:00am-12:30pm:	Lunch time & wellness
12:30pm-2:30pm:	Nap time
2:30pm-3:00pm:	Free play & toileting
3:00pm-3:30pm:	Snack
3:30 pm- 6:00pm:	Indoor / outdoor activity time (interest based: art, table top activities, block play, sensory play, music, outdoor play to develop gross and fine motor skills through math, science, literacy activities)

PARROT ROOM and HUMMING BIRD ROOM (Toddler):

(Schedule will be flexible to meet the needs of the children)

6:30am -8:00 am:	Welcoming & Free Play
8:00 am-8:30 am:	Open morning snack
8:30 am-9:00 am:	Clean up and toileting
8:30 am -9:30 am:	Activity time (open ended art, sensory play, block play, table top etc.)
9:30am -10:00 am:	Group activity (literacy)
10:00am-11:00am:	Outdoor play
11:00am-11:15am:	Hand washing for lunch
11:15am-12:30pm:	Lunch time & wellness
12:30pm-2:30pm:	Nap time
2:30pm-3:00pm:	Free play & toileting
3:00pm-3:30pm:	Open Snack
3:30 pm- 6:00pm:	Indoor/outdoor activity time (interest based: art, table top activities, block play, sensory play, music, outdoor play to develop gross and fine motor skills through math, science, literacy activities)

FLAMINGO (Preschool):

(Schedule will be flexible to meet the needs of the children)

6:30am -8:00 am:	Welcoming & Free Play
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8:00 am-8:30 am:	Open morning snack
8:30 am -9:30 am:	Activity time (open ended art, sensory play, block play, table top etc.
9:30am -10:00 am:	Clean up and toileting
10:00am-11:00am:	Outdoor play/ Gross motor activities
11:00am-11:30am:	Group activity (literacy), Hand washing for lunch
11:30am-12:30pm:	Lunch time & wellness
12:30pm-2:30pm:	Nap time
2:30pm-3:00pm:	Free play & toileting
3:00pm-3:30pm:	Open Snack
3:30 pm- 6:00pm:	Indoor/outdoor activity time (interest based: art, table top activities, block play, sensory play, music, outdoor play to develop gross and fine motor skills through math, science, literacy activities)

OSTRICH (Pre-kinder):

(Schedule will be flexible to meet the needs of the children)

6:30am-8:00 am:	Welcoming Time & Free Play
8:00am-8:30am:	Open morning snack time
8:30am-9:30am:	Activity time (open ended art, sensory play, block play, table top etc.)
9:30am-9:45am:	Group time (literacy)
9:45am-10:00am:	Toileting
10:00am-11:30am:	Outdoor play/ Gross motor activities.
11:30am-12:30pm:	Lunch time & wellness
12:30pm-3:00 pm:	Quiet time with interest based activities, manipulative, Lego, puzzles, story books.
3:00pm-3:30pm:	Open Snack
3:30pm-6:00pm:	Indoor / outdoor activity time (visual art, table top activities, block play, sensory play, music, outdoor play to develop gross and fine motor skills through math, science, literacy activities)

Staff:

We employ qualified and experienced educators who have been trained in early childhood education. Staffs working with children in the program must obtain Alberta child care certification, a valid criminal and intervention record check, and also have the current first aid certification in child care training. Each hired employee needs to sign an agreement to follow the policies and procedure of the daycare.

Volunteers:

All volunteers are in direct contact with children in the childcare must be adults and must obtain valid criminal record check.

Multicultural Sensitivity:

We live in a multicultural society. The respect we show to one another, binds us together through understanding and compassion. In our daycare, cultural diversity is not only reflected in the program, materials and activities but also in diversity of our staffs. We use English language to communicate as a sign

of respect. For parents whose primary language is not English, we will try our best to accommodate any need for translation when and where possible. We believe the needs of the children are met when staffs are devoted to accepting and fostering cultural diversity.

Smoke Free Environment:

We are a smoke free environment regulated and protected by local bylaws. We ask staffs and parents to extend this protected area to include the area surrounding the daycare and the playground. Cigarette butts just outside the daycare not only look bad, but are also a health hazard for the children in our care.

Confidentiality Policy:

We respect your privacy and we protect your personal information. This applies to all staff working in Jolly Learning Daycare. The information received in confidence for professional duties will be protected as required by the law.

Registration:

Parents will be given an opportunity to tour our facility, the playground and meet the staff prior to registration. After registering, parents will be shown the sign in and out sheets and parental board as part of their orientation. We encourage parents to support the transition of their children into the daycare. For a smooth transition, a time can be arranged for the child to visit the daycare, with a parent to spend some time with the staff and other children, prior to the first day of care.

Enrollment:

A registration package must be completed for each child enrolling in the daycare. This includes:

- . Completed registration forms for each child
- . A family picture for your child's locker
- . \$50.00 registration fee for family
- . Signed parent consent forms
- . First month's payment
- . Copy of child's immunization / medical record
- . Completed childcare subsidy papers (if applicable)
- . Completed custody papers (if applicable)

Information will be provided to parents regarding the use of necessary items to aid their child's comfort during transition.

Fee Payment Policy:

It is very important to pay your fees on time to continue in the program. At enrollment, there is a \$50 non-refundable registration fee for each family; and the first month fee must be paid in full for each child. You must pay your fees, in advance, at the beginning of every month. The regular monthly fee is due on the first day of each month.

Monthly fees are set according to the fee schedule in effect. Monthly fees must be paid within the first 5 business day at the beginning of each month. There is late payment cost of \$10.00 per day, per child after the 5th day of the month, unless prior arrangements have been made with the program director.

If the fee is still outstanding, after the first 10 business days of the month, the child will not be able to receive daycare services on the 11th business day until the outstanding fees are paid in full.

Childcare fees that continue to be in arrears or non-payment will result in immediate dismissal of your child from the daycare. The cheque provided by the parents that do not clear the designated bank account will charge a handling fee of \$30.00, which will be collected from the parent.

If the space is not booked, it will stay open and be offered on a first-come, first-serve basis. Your fee secures your child's spot in the program, if it is not paid your child's spot is not guaranteed. We strive to accommodate all registration requests; however, there may be times when space is unavailable. To address this issue, we have a waiting list procedure.

Absence:

Fees are based on enrolment not attendance, a regular fee is applied for each child every month. There will be no discounts or refunds for missed days, statutory holidays, sick days, vacations or snow closures as operating costs are based on the number of children enrolled.

Withdrawal Policy:

One month written notice is required when you choose to withdraw your child from the daycare. The non-payment of fees will result in notification to a collections agency to obtain any outstanding fees.

A parent may be asked to withdraw their child from the daycare if the following situations apply: ongoing late pick-up, non-payment of program fees, situations that require specialized services, children who are unable to manage in group care settings, or if the child's behavioural or health and safety issues poses a risk which impacts the operation of the daycare. Jolly Learning Daycare reserves the right to refuse or continue the enrollment.

Subsidy:

Subsidy is based on income level and will be determined by the subsidy office. Families may apply through an on-line process for preapproval <http://www.humanservices.alberta.ca/financial-support/15669.html> Parents/ guardian are responsible to pay the full fee until your subsidy has been approved. You must provide a photocopy of your most recent subsidy assessment before fees can be adjusted. If the child is not attending the daycare for a full month, subsidy will not be paid on your behalf, so you need to pay the full regular fee amount.

- . It is the parent/guardian's responsibility to keep all information (i.e. relationship status, work/school status, family income, reason for care, address, phone number etc....) current with the Child Care Subsidy Branch and Jolly Learning Daycare. Parents are responsible for the parent portion of fees that is not covered by subsidy and will be billed monthly for the fees.
- . If the parent/guardian becomes ineligible for subsidy, they will be responsible for paying the full monthly fee. Monthly fees are set according to the fee schedule in effect.

Drop In/ Part Time Policy:

Drop in and part time child care is available when space permits as the full-time spot has priority. Once the program reaches its maximum capacity, part time families will be offered the opportunity to change from a part time program to full time program or be given a two-week withdrawal notice.

Arrival and Departure Policy

Children should be in the centre by 9:00 am in order to receive the most benefit from the program. If your child is sick, late, or absent, please call and notify the centre or leave a message. Please speak directly to a staff member before the day, if you know of the absence or tardiness in advance. This also applies if your child is picked up early from the centre or going to be picked up by someone other than a parent.

All parents are required to sign in when they drop their child in the daycare and sign out when they pick up the child from the daycare. Signing in and out indicates a legal change of hands with regards to the responsibility of the child.

Each room is cleaned and closed at the end of the day. Parents please do not allow your children to go into the closed rooms to take out the toys or supplies. If you have snacks for your child, please provide them outside the facility, so that there will not be any wrappers or crumbs left in the daycare after we have cleaned. Please keep in mind that we are a nut free center.

Children Release Policy:

If someone else is picking your child at the end of the day, please let our staff know upon arrival. Photo ID will be required by the person picking up your child. Our staff will verify the Photo ID before handing the child to the person to ensure safety. Children will not be released to unauthorized individuals.

Late Pickup Policy:

We expect all parents to drop and pick up your children within the hours of operation. This enables the staff to reach their family in their scheduled time. The later fee of \$1.00 per minute per family is applied after 6.00 pm to all parents. This fee will be paid in cash to the childcare staff on duty. Late fees are due within one working day, payable to the childcare staff on duty; if it is not paid it will be deferred to your next month's billing. If late pickups become a habit you may asked to find another place that can accommodate your need.

Non-Custodial Parents:

Parents must provide a copy of any custody order. If the non-custodial parent insists that the child be released to them, the caregiver will:

- . Calmly state the daycare's release of children policy.
- . Ensure all children and staffs are safe.
- . Contact the custodial parent.
- . Call 911 if parent tries to leave with the child.

Intoxication Policy:

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

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 Ministry for Children & Family services, if they believe the child is in need of protection.

Transportation:

We do not provide transportation by bus or by any means. It is parent's responsibility to inform the daycare if the child is being dropped off at the school and will be returning by bus to the daycare or if the child is picked up from the daycare and will not return to the day care.

If the child is not dropped off at the scheduled time, we will call to inform the parents after 30 minutes. If parent can't be reached, we will call the bus company or the school; if they also can't be contacted, we will call 911.

Telephone calls:

If you need to contact the daycare for any reason, please feel free to call 780-476-1187. If you get our voice mail, please do leave a message, as we may be out or busy with the children and unable to get to the phone at that moment. We do check messages regularly and return phone calls as soon as we get the chance. We do not mind calls to check to see how your children are doing during the day. We request you to limit the phone calls to a maximum of 2 calls per day, as they do disrupt the classroom to pull a teacher out to speak on the phone.

If you call outside of operating hours please leave a detailed message. Someone will return your call at our next earliest convenience.

Parent's Grievances and suggestions:

We are committed to being very open and honest communication and if any parent should have any grievances, or any suggestions, please don't hesitate to contact us. You also can drop your concerns in the suggestion box that is kept near the office. We will try to address your concerns in the best possible way.

Nutrition Policy:

Nutritious food is essential for children's health and development. Food provided by the daycare follows Canada Food Guide requirements.

It is important that young children should receive needed nutrients for growth and development. The daycare will provide nutritionally adequate meal and two snacks for the children, which provides two third of a child's daily nutrition requirement as per Canada Food Guide. At 8am, a morning snack will be provided, lunch between 11-11:30am, and an evening snack at 3pm will be provided in an adequate amount according to Canada Food Guide.

We provide an opportunity for each child to eat a wide variety of foods. Sugar reduced food is served as much as possible to avoid nutritional related and dental problems.

If families provide food and drink for their child, due to allergies or food restrictions, we encourage them to follow the recommendations of Canada Food Guide; food provided by the parents for their children will be labelled with child's name.

Infant nutrition:

For infants who are not ready for table food, we ask parents to provide baby food for their child; remember we are nut free centre. Adequate amounts of milk will be provided for all ages. Child's food should be clearly labelled with the infant's name.

Menu:

The food menu will be prepared on a weekly basis and posted in the parent board every week based on Canada Food Guide. We provide morning snack at 8 am and evening snack at 3 pm and one meal at 11-11:30 a.m. depending on age group.

Manner of Feeding Policy:

We ensure the manner of feeding is safe and developmentally appropriate.

No Infants less than one year of age will have bottle propped in the crib.

No beverages of any kind will be provided for a child while napping or on their beds.

Infants who are able to sit will be fed on high chairs and encouraged to learn how to eat and drink by themselves.

Older infants who are ready to sit on chairs to feed themselves will have access to chairs and tables of an appropriate height.

Children will be seated while eating or drinking at all times. A record of amounts and times of feeding will be filled out on child daily report book for infant and toddlers.

Toddlers will be encouraged to serve themselves and eat and drink independently in table and chairs of appropriate size.

Preschoolers and kindergarten children will serve themselves and sit in appropriate table and chairs.

Allergies:

Parents/guardians need to inform the program, if their child has any allergies. Allergies will be posted in the kitchen for all staff to see.

If any allergy attack occurs, the necessary steps will be taken and parents will be informed immediately.

Food from Home:

Most parents are aware of the healthy snacks and meals. It is important that young children should receive needed nutrients for growth and development. If families provide food and drink for their child, *due to allergies or food restrictions*, we encourage them to follow the recommendations of the Canada Food Guide, and remember *we are nut free centre*. Food provided by the parents for their children must be labelled.

Parental Involvement:

Communication with parents is an integral part of the daycare. We encourage parents to have an active role in their child's educational experience. Any ideas or suggestions for the daycare are welcomed and appreciated.

Parents are free to visit their children in the daycare program at any time; parent will be provided information of planned program activities and any updates concerning the program and upcoming events through a monthly newsletter.

Parents are welcome to participate in field trips, community walks and celebration parties throughout the year. Parents or family members are welcomed to contribute their talents in our program through music, dance, storytelling, etc. and by sharing your family's cultural background, interest, skills and hobbies. Participation by family members in the daycare contributes to the growth and development of the children.

Photographs and Social Media Policy:

- . Information posted in social media is considered public and there is no privacy regarding the information shared.
- . Do not post any comments or pictures without consent of the parties involved.
- . Avoid any postings that could result in the creation of hostility or harm the reputation of daycare or any of its clients.
- . This policy applies for all parent members involved in the daycare including the staff working at Jolly Learning Daycare.
- . Violation of the policy by staff may lead to disciplinary actions including immediate termination of employment.
- . Violation of the policy by a parent may result in the termination of childcare services.
- . Photographs and/or videotape of the children will be used within the programs for program purposes with consent of the parents. These photographs or videotapes will not be reproduced or distributed outside the program.
- . We have a video monitoring system in place at the daycare. This is used for monitoring purposes and it will not be recorded and will not be disclosed to media, parents or authorities at any circumstances.

PHOTOGRAPHS/ VIDEOS AND SOCIAL MEDIA POLICY

Pictures taken in the daycare will be for the enjoyment of the program participants, and for program promotion as needed. A consent form must be signed by the parent prior to the child being photographed.

- Each parent will be asked if photos and videos can be taken for their child through the registration form. By signing the consent statement, it gives staff permission to photograph or record children to use for classroom display, monthly newsletter, Jolly Learning Daycare's Facebook account and website.
- When the media is involved, a special permission will be required for the child's photograph to be taken. The form will be supplied by the media representative. It will be distributed to the parents to read and sign.

SCREEN TIME POLICY

Screen time is limited to "G" rated and cannot exceed more than half hour/day. Children under the age of 3 years old will not be allowed screen time.

- The use of television and movies in the Centre will occur occasionally for intentional use in keeping with the rooms programming themes. Movies are "G" rated and viewed by a staff member prior to being played for the children.
- An alternate activity must be provided for children if they are not interested in watching the screen.
- As per the Canadian pediatric guidelines at no time for children under the age of 3 years old be allowed to use TV/computer or media other than music with a purpose in the program.

Parents Goals:

We understand parents are the primary caregivers of their children. We encourage you to share your goals for your child's development with us. We are committed to support and help you in reaching your goals. We invite you to approach the staff of your child's room to discuss your thoughts and ideas.

Diversity & Inclusion Policy and practices:

Jolly Learning Daycare accepts and welcomes children and their families of all abilities, race, religion and culture. Our program supports the full inclusion of children who have additional support needs of a physical, social or emotional nature.

- Indoor and outdoor areas are arranged so that all children can move freely and make choices based on their abilities, interests and needs.
- We make changes to our daily program to meet the needs and interest of all children.
- Opportunities are provided for all children to participate in learning different cultures and languages through their own heritage and backgrounds.
- Staff will provide experiences and activities that teach children about different cultures and customs from the world.
- Children are offered diversity in food choices that reflects the diversity of the community attending the Centre.

Child Assessment Policy:

We use Nipissing District Developmental Screen Form to observe and document your child's development, in order to implement developmentally appropriate program planning. These results are to gain information for the staffs and parents, a copy of results will be kept in child's portfolio and the original will be given to the parents.

Children's Records:

Children's records will be kept up-to-date in the daycare. It contains the child's name, date of birth and home address, parent's name, house, work and cell phone number. The daycare keeps the name, phone number and address of two people: parent/guardian who can be reached at emergencies during the day to pick the child at short notice. Child's name, health insurance number and doctors phone number, details of any chronic condition or illness is also kept.

Parents/ guardian are requested to provide medical information upon enrollment, which explains any chronic conditions or illness, any medication taken on a regular basis or any modification for daycare needed to support the child with any allergies, immunization schedule for their child and is updated by the parent. The medical information will be kept confidential.

The written consent of the parent for the administration of any medications and the record for administering the medication in the daycare by the staff will be kept in the child's file. The information is kept up-to-date and available in the office as well as in each room.

If there is any change in phone numbers or address, please keep us informed so as to update your information in the program for the safety of your child.

Child Guidance Policy

Our child guidance policy is to teach children appropriate behaviours; even though children's behaviour is the expression of their needs, we promote respectful interaction of children with their peers and adults. We use the strategies of modeling, redirection, providing choices, setting limits and natural and logical consequences.

- . Model appropriate behaviors and positive attitudes.
- . Recognise children appropriate behaviours, use I- messages "I like the way you got those blocks put away, so we can have circle time."
- . Teaching children coping mechanisms such as, "Taking a break," and "Picking another activity, taking turns" etc.
- . Helping children "brainstorm" to solve problems and make choices; it helps to promote self-esteem and teaches problem solving skills.
- . Encourage children to express their feelings and help children talk about their feelings and solve their problems.
- . Ignore simple inappropriate negative behavior that is unpleasant to get attention.
- . When a child is acting disruptive, staff can help him play with other children; if the child still acting in a disruptive way, the staff can help him find alternative places to play.
- . Change room arrangement if any dangerous behaviour occurs. e.g. Climbing on shelves, running inside the room.
- . Letting the children know what is happening next and facilitating routines and transitions in an exciting way.
- . Provide children choices and help them feel good about themselves. e.g. "The books need to be picked up either before or after lunch you may decide."
- . Getting parent's input to guide children's behaviour by working closely with the parent to develop consistency between child care and home.
- . Staffs will role model appropriate guidance for volunteers when needed and give specific guidance while dealing with situations.

Significance of own behaviour:

- . Children need limits, in order to feel secure. Guide children to take the responsibly for their own behaviour.
- . Helping children learn about natural consequences because appropriate natural consequences appeal to their sense of logic, “When I do this; this is what happens”
- . If a child spills milk, provide the towel for the child to wipe the spilled milk. e.g. “Looks like your milk spilled; here is the towel.”
- . If a child dumps toys, help the child pick up the toys. e.g. “If you dump the toys, you need to pick them before you can play with another toy.”
- . Redirecting children: when misbehaving in a group activity and not respecting other children or activities, staff can help the child to choose another activity which he likes.
- . Providing alternate choice: if a child is hurting other child emotionally or physically while playing with him, staff guides the child to find another place to play. e.g. “When you are ready to play without hurting other children, you can come back to play here.”

The Following are not used in Our Program:

- . Spanking or other corporal punishment of children like striking, shaking, shoving, forcing a child for any reason
- . Depriving children from activities or food
- . Disciplining a child for any reasons
- . Subjecting children to humiliation, verbal or physical abuse, neglect, etc.

Child Care Professional-Child Interaction Policy

Jolly Learning Daycare is committed to the development of each child. Staff are required to develop stimulating daily program of activities through inviting each child to be involved in the development of their interests. Weekly planning must be posted in each room that are age appropriate and based on child's interest.

- . The daily program shall include opportunities for a balance of Intellectual and social development through the use of a variety of games, toys, books, arts, puzzles, sand, crayons, blocks and other activities and materials.
- . Activities and experiences to stimulate language development and encourage communication.
- . Periods of free play in an environment which can provide a wide variety of experiences and sufficient materials to allow the child opportunities to develop creative expression and appropriate social skills.
- . Physical activities which promote large muscle development and physical competence such as running and climbing.
- . Activities that promote small muscle development and eye-hand coordination.
- . Active and quiet activities
- . Individual activities and activities which promote physical wellbeing, independence and self-esteem.
- . Small and large group activities which provide for social and emotional development.
- . Activities that promote creative expression through the fine arts of music and drama.
- . Individual interaction between children and adults.
- . Activities which promote cultural awareness, social responsibilities and community involvement.

- . Activities that promote respect and care of the natural environment.

Supervision Policy and Practices:

Children are under supervision at all times to ensure their safety, wellbeing and development. Supervision reduces the risk of harm and prevents children from accidents and injuries. To promote safety and to reduce injury, our program ensures effective supervision. Safe and comfortable environment promotes positive, intentional learning environments for children. Our daycare continues to promote safety to meet the needs of children. It is the responsibility of the staffs to ensure that all children in the daycare are safe and supervised at all times.

- . Staffs should always know how many children are in their care and ensure all children are supervised at all times.
- . In order to meet the developmental needs of the children, the staff-child ratio is maintained at all times.
- . Volunteers are never left alone with children in any circumstances and they cannot be included in the ratio count as a staff.
- . While observing play activities assist children and intervene in the event of potential danger.
- . Watch closely while participating in children's indoor or outdoor play to ensure all children are playing in a safe manner.
- . Staff daily observes room furniture and fixtures for damaged or need for repairs; damaged toys and furniture's need to be removed immediately for the safety of the children.
- . Staffs position themselves to supervise children playing in different learning centers.
- . Staffs should always be within the range of children to supervise and communicate easily.
- . Ensure developmentally appropriate toys are provided for the children
- . Be aware of who is authorised to pick the child from the daycare and if you are unsure check the contact information and their photo ID and also confirm with the program director before letting the child go.
- . Staff should be always aware of the indoor and outdoor play environment for the safety of children.
- . Staffs should position themselves at the back and front of the group to supervise appropriately at transitions or walks.
- . A head count of the children should be done every 15 min. at all transitions including outdoor play, community outings, neighbourhood walks, and so on using a checklist.
- . Outdoor checklist will be used to ensure the daycare premises are safe for children and to remove potential hazards.

REST & NAPPING POLICY

Physical rest and nap are part of the developmental needs of children. The Province of Alberta Licensing Regulations recommends that all children in daycare have a half hour per day of rest time on a mat and that they be allowed to wake up on their own.

- . Each day after lunch will be rest time. The length of naps depends on the individual child. Other naps are on as needed basis. The rest period is approximately 2 hours.
- . During the nap, infants will sleep on their backs until they can reposition themselves during sleep.
- . Blankets and other comfort items may be brought from home to be used at nap time to help a child adjust to the program.

- . Rest time is optional for Kinder but will have a quiet time, read books, do puzzles or other appropriate quiet activities.
- . Anyone unable to sleep after half an hour of rest will be allowed to play the nap sacks provided by the Centre and play must be done quietly under supervision.
- . The rest period is approximately 2 hours. After this time, staff will begin to engage children in the daily planned activities.

Health Care Policy:

All medications and emergency care will be provided for the children while attending the daycare with the consent of parents.

- . Children need to be in good health to participate in the daycare. Children should not attend the daycare when they are too ill to take an active part in daily program, such as going outside or when they need more individual care than the staffs are able to provide without compromising the needs of other children or if there is risk of infecting other children or staff.
- . Please keep your child at home or make alternate arrangements if the child is ill with the following symptoms: diarrhea, vomiting, fever, cough, rash, and other cluster of unusual symptoms. If this occurs while attending the daycare, parents will be called to take the child home and the child can return if symptom free after 24 hours or with a doctor's note saying the child is healthy not infectious.
- . A written consent of the parent must be obtained and kept in the child's file in order to provide proper medical care for a child in emergency situations like serious illness or injury while attending the program. Parents will be notified about the situation, if ambulance is called, parents are responsible for the ambulance cost.
- . All medications will be administered to the children with parent consent by the staff with valid first aid certification.
- . Parents sign consent forms to administer first aid for minor injuries, if it is deemed necessary while the child is attending the program.
- . In case of minor accidents or incident, (e.g. scrape, bump, scratch, bite mark, etc.) first aid will be provided and the staff who observe the accident/incident or took charge of the situation will complete a report form about the accident/incident to notify the parent about the incident.

Potential Health Risk Policy:

In order to control the spread of communicable diseases and keep everyone safe in good health the following will be followed by the daycare.

- . If the child looks unwell and refuses to participate in the program, and if the child feels warm, and when the staffs checks the temperature is 38° Celsius or if the staff notices any symptom of any communicable disease, the child will be excluded from the program.
- . When staff notices the communicable disease, they will keep the child away from other children and call the parent to inform them of the symptoms and request the parent to take the child home.
- . The child can return if symptom free after 24 hours or get a doctor note confirming the child is healthy not infectious and is able to participate in the program. The staff should complete an illness incident log.

- . The form includes the following information: the name of the child, date the child was observed to be ill, the time that the staff identified the child was ill, the staff who contracted the parent, the time child was removed from the program and the date, the child returned to the program.
- . The sick child will be immediately isolated to the office with a supervision of a staff until the parent picks up the child.
- . If a staff member is sick with the symptom of communicable disease, they will return to employment if symptom free after 24 hours and it will be recorded in illness incident log.
- . If a group of children 3-4 becomes ill with the same category of symptoms that started within 48 hours of one another with diarrhea, vomiting, fever, cough, rash illness, other cluster of unusual symptoms, it is now a communicable disease. In serious cases, Alberta Health Services recommendations and procedures will be followed. The parents will be informed of the illness in the centre and the recommendations.

Child will be excluded from the program for the following symptoms

- . ***Temperature***, with a fever of 38.0°C or higher;
- . ***Vomiting***, with two or more episodes of vomiting in the last 24 hours.
- . ***Diarrhea*** or loose stools (the child should be excluded for 24 hours until symptoms are resolved or assessed by a physician)
- . ***“Red/Pink Eye”*** or Purulent conjunctivitis (the child should be excluded until 24 hours after antibiotic treatment has been initiated)
- . ***Symptoms of Possible Severe Illness***, such as lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing (the child should be excluded until assessed by a physician or the symptoms are resolved)
- . ***Mouth sores with drooling*** (the child should be excluded until a physician has determined that the symptoms are non-infectious);
- . ***Rash, with fever*** or behavioral change (the child should be excluded until a physician has determined that the symptoms are non-infectious)
- . ***Measles*** (the child should be excluded until four days after the appearance of a rash)
- . ***Hepatitis A*** (the child should be excluded until 14 days after onset of illness or seven days after onset of jaundice)
- . ***Impetigo*** (the child should be excluded until 24 hours after antibiotic treatment has been initiated)
- . ***Wheezing/Persistent Coughing***; (the child should be excluded until assessed by a physician or the symptoms are resolved)
- . ***“Whooping Cough”*** (the child should be excluded until five days after antibiotic treatment has been completed, until three weeks after onset of symptoms, or until the coughing has stopped)
- . ***Tuberculosis*** (the child should be excluded until a physician has approved his or her return)
- . ***Chickenpox*** (the child can be permitted to return to the program when he or she feels well enough to participate in all activities, regardless of the state of the rash and as long as the child returns to the same group they were with one to two days before the onset of the rash)
- . ***Rubella*** (the child should be excluded until at least four days after onset of the rash, or up to five to seven days at the option of local health authority)

- . ***Scabies, Head Lice, or other Infestation*** (the child should be excluded until appropriate treatment has been completed)
- . ***Strep throat or other Streptococcal Infection*** (the child should be excluded until 24 hours after appropriate antibiotic treatment and cessation of fever)

Controlling Illness:

Every effort is taken to control the spread of illness by encouraging hand washing and other sanitary practices.

- . Refrain from using water, sand and sensory play tables
- . Increase cleaning and disinfect the areas frequently on high touch areas
- . Use wipes twice to clean and disinfect surfaces.
- . Clean and disinfect toys and hard toy surfaces.
- . Limit participation of special events and field trips.

Hand washing Policy:

To minimise the spread and risks of infectious diseases between children and from children to staff, the staff role model hand washing with soap and water for at least 20 seconds to prevent illness:

- . Upon arrival at work;
- . Before and after handling food, eating, and feeding a child;
- . After going to the washroom and/or assisting a child to go to the washroom;
- . After changing a diaper;
- . After wiping or blowing their nose or a child's nose;
- . After coughing or sneezing into hands;
- . After cleaning up spills of bodily fluids, such as urine, vomit, or stool;
- . After removing disposable or household gloves;
- . Before and after administering medications and/or performing first aid;
- . Before and after applying sunscreen;
- . After coming in from outdoor play;
- . Before and after play such as using paints, glue, sandbox, or a water table, or playing with pets;
- . After caring for a sick child.

Children Wash their hands after the following

- . When they arrive at the child care program;
- . Before and after eating;
- . After going to the washroom;
- . After having a diaper change;
- . After wiping or blowing their nose;
- . After coughing or sneezing into hands;
- . After coming in from outdoor play; and
- . Before and after play such as using paints, glue, sandbox, or a water table, or playing with pets.

Accident or Illness Policy:

Emergency numbers are posted in each room. In case of accident or serious illness, if hospital treatment is required for a child, the child will be taken Royal Alexandra Hospital by cab or ambulance and parents will be notified.

The daycare keeps the name, phone number and address of two people parent/ guardian who can be reached during the day to pick the child at short notice. Child's name, health insurance number and doctor's phone number, details of any chronic condition, allergies or illness are also kept in the child's file and also in portable binder.

Parent contact information will be kept in child's file in the facility and in portable record and will be contacted in emergency situations to provide information about the nature of the emergency. The cost of the emergency treatment is the responsibility of the parents.

If we are unaware about what procedure is to be followed regarding the child's condition, the health link 811 or 1866- 408-5465 will be called and their protocol will be followed.

Staff will complete accident/incident report form, as reporting is required by the legislation. As ongoing improvement, we will analyze the accidents and mitigate such an occurrence in the future.

Supervision Care for Sick Children Policy:

Children require good health to fully participate in the daycare. If the child looks unwell and refuses to participate in the daycare program or if the child feels warm and when the staff check the temperature, if it is 38° Celsius or if a staff member notices any symptom of communicable disease, then the staff member who notices the symptoms will keep the child comfortable and supervise away from other children for their own wellbeing and the wellbeing of the other children until the parent picks up the child.

The staff member who notices the symptoms will call the parent and inform them of the symptoms and request the parent to pick up the child from the daycare and request the child to be taken home or to a doctor. The child can return if symptom free after 24 hours or if the doctor note confirms that the child is healthy and not infectious and is able to participate in the daycare. The staff will complete an Illness Incident Log.

Administration of Medicine

Medication administration policy:

Medication to be administered in the daycare must be prescribed and come in its original labelled container with instructions, child's name, date and dosage on it and medication is administered only if the parent had completed and signed the medication form.

Staffs with valid first aid certificate can administer the medicine. Staffs administer the medication from the original labelled container, according to the labelled directions.

After administering medication, staff completes the *medication form* by recording the name of the medication, time of administration and the amount administered and initial of the person who administered the medication and the staff will monitor for any changes in the child, for allergic reactions, rash, fever etc. If unusual reactions or symptoms are present, parents will be called; if they cannot be reached, an ambulance will be called and parents are responsible for the ambulance cost.

All medications are kept in locked containers in the fridge, which will be checked regularly and outdated medications will be given back to the parents.

Emergency medication policy:

- . Children with allergies and with emergency medications need to have a doctor's note stating how and when the medications need to be administered.
- . For life threatening allergies and other emergency medications, parent's need to complete the emergency medication form and medication administering form.
- . Parent's complete medication forms in order to administer the medication at emergencies and has to keep the Epi-pen that is current.

- . Staffs are trained by the parent or nurse arranged by the parent to administer Epi-pen or other emergency medications. Staff will call the parent to pick up the child and take them to the hospital as soon as administering the Epi-pen.
- . Staff monitors and record the reactions after applying Epi-pen or other emergency medications.
- . If the parent cannot be reached after administering a medication, 911 will be called.
- . We store medications in a medication box in child's play room for easy access and will be carried out in portable bags with doctor note and medication form when going for walk or field trips with the children.

Outdoor Policy:

We strive to make outdoor play safe, adventurous and fun for all children. Please ensure that adequate clothing is available so that your child can participate comfortably in these daily outdoor activities. If the weather does not permit, an alternate program will take place.

Extreme Weather Guidelines:

During extreme weather alerts, including heat, cold, smoke, wind chill advisories children will not participate in the outdoor program and indoor activities will be provided in extreme weather conditions. In the summer months, parents need to complete a consent form for sunscreen and insect repellent to be applied on your child to attend the outdoor program.

If the temperature is below -20°C with or without wind chill, children will not go outdoors. If the UV index is higher than 6 children will not go outdoors between the peak hours 11am-4pm. Indoor activities will be provided when there is no outdoor activity.

Parents will provide sunscreen and insect repellent for their children, labelled with their name and complete the permission form. Staff will apply sunscreen 30 minutes prior to the scheduled time for outdoor play only if parent provides written consent.

Portable Record:

This ensures the safety of the children by having emergency information and local emergency service information portable and available at all times.

- . Emergency contact information for all children and staffs are kept in portable binder.
- . Emergency medications, doctor note and medication sheet and first aid kit will be in portable bags for easy access and carried to field trips or walks in the community wherever the children goes.
- . Local emergency contact numbers including poison control centre are included in portable records. All the staff working with children holds up-to-date first aid certificate for employment.

First aid:

During minor accidents staff will use first aid kit to provide first aid if it is deemed necessary. In order to provide first aid to your children while attending the daycare for minor injuries, we need a signed consent from parents; this will allow the staff to provide first aid. The consent form will be kept in child's file. First aid supplies will be kept in a fully equipped kit in each room. After the incident the staff will complete the incident/accident form and notify the parent about the occurrence.

Offsite Activity and Emergency Evacuation:***Offsite activity:***

The daycare will inform the parents three weeks prior to the field trip. Information about the field trip, such as time of departure, location, and mode of transportation, will be provided to the parents and parents need to

sign a field trip consent form, for the child to participate in the field trip. Parents are welcome to volunteer for the field trips.

To take the children for neighbourhood walks while attending the daycare, parents need to sign the consent form.

During off site activities, the portable records will be carried by staffs with the children. The portable record contains emergency contacts of all children and staffs, local emergency service contacts, emergency medications and first aid. Children's contact information contains child's name, phone number and address of two people parent/ guardian who can be reached at emergencies during the day to pick the child at short notice, health insurance number and doctor's phone number, and details of any chronic condition or illness. Emergency service contacts are also available in the portable records.

Emergency Evacuation

Emergency situations are possible; the procedures, stated below, will be followed by staffs and volunteers to ensure that children and everyone remains safe, if the need arises. This procedure will be provided to staff during their orientation process. Procedures will be reviewed periodically during staff meetings.

Emergency Procedure:

- . Emergency evacuation route map will be displayed around the daycare, including all rooms.
- . Emergency contacts will be posted in all rooms and also with portable records
- . The evacuation procedure includes the fire drill for children to know the concept of how to exit the building at emergency. Fire drill will be scheduled once per month.
- . Every play room is responsible for the evacuation of the room.
- . When the alarm rings, the first staff goes to the door leading the children out and the next staff takes the attendance and the portable records and follows the last child out of the building to the muster point.
- . In the practice drill, children will return back.
- . In an actual evacuation, in case of fire/flood/otherwise, we will relocate the children to a nearby Edmonton Public library at 12522 132 Ave NW, Edmonton, AB T5L 3P9. Phone: 780-496-7090 and the parents will be informed of the situation.
- . In an actual emergency, the health and safety of the children is paramount in our daycare facility and care.
- . The emergency situations are often scary for the children; so, the staffs will remain calm and reassure the children that they are safe and comfort the children.
- . Parents or emergency contacts will be contacted to pick up their children. Staffs will remain with the children until all children are picked up.
- . The portable records contain the emergency contact information of all children and staffs, emergency medications, first aid, emergency contacts of ambulance, fire department, police service, poison control, nearest hospital, and child abuse hotline.
- . Daycare keeps children's contact information, contains child's name, phone number and address of two people parent/ guardian who can be reached at emergencies during the day to pick the child in short notice, health insurance number and doctor's phone number, and details of any chronic condition or illness all available for emergencies.

Unexpected program closure

- . In the unlikely event of power/water outage, the child care center must close until these services are fully restored. Parents will be informed and updated on the status.
- . This is a legal requirement by Alberta Child Care Licensing and Capital Health Region Regulation.
- . If this happens before or after regular business hours your child cannot be dropped off at the center.
- . If this happens during business hours, parents will be required to pick up your children immediately.
- . Daycare will inform the parents as soon as we are aware of any such situation.

Diapering:

Parents are responsible for supplying diapers and wipes for their own child. The staffs will let you know when supplies are low and need to be refilled. All items should be labeled with your child's name. Daily information sheet which record feeding and diaper changes as well as sleep times and other necessary information will be shared with parents daily.

What you need to bring:

- . Diapers/Pull ups/Underwear
- . Wipes
- . Diaper Cream
- . Full Change of Clothes
- . Indoor Shoes
- . Blanket
- . Appropriate Outdoor Clothing (Jacket, Snow Pants, Hat, Mittens/Gloves, Boots, Etc.)
- . Sunscreen Lotion, Insect Repellent (Summer)

Hand-washing, Toileting/ Diapering:

- . Children wash their hands before and after lunch, snacks, and after toileting.
- . Staffs wash their hands before handling food, after toileting and after helping children with toileting, after handling toxic materials and after handling anything potentially infectious, such as nasal discharge, vomit, feces, wounds, infected eyes or after contact with animals.
- . Diaper change surfaces are cleaned and sanitized after every use.
- . Paper towels are kept in a dispenser near the sinks.
- . Dirty diapers are wrapped tightly in a plastic bag and then put into closed garbage containers. These garbage bags are disposed off daily.
- . Toilet sink faucets and door handles are sanitized at the end of each day.

Clothing:

Each child must have a full change of clothing left at the centre (in case of accidents, spills, weather changes, etc.) at all times. Multiple changes are recommended (please keep minimum of 2 sets of cloths at all times in their lockers). Label your child's clothes with his/her full name. The daycare will not be responsible for loss.

Children spend a portion of each day outdoors, and should be dressed according to the weather. They should also be dressed in clothing appropriate for active messy play. The daycare will not be responsible for damaged clothing. During warm months, please ensure that your child is wearing sunscreen.

Running shoes must be worn for active or gym play. Sandals, flip-flops, party shoes or any other type of non-athletic shoes are unsafe and inappropriate.

Bedding:

To make rest period more comfortable for your child, parents are required to supply one child size blanket, pillow (optional) and a soft toy (optional). Bed and bed-sheets will be provided by the day care and washed weekly. If children have any allergies with detergent, parents are permitted to take and wash the blankets every Friday if they wish, and return them on Monday.

Stroller Storage:

We strive to provide a hazard free and safe environment for the children at all times. If you like to leave your stroller in the facility, our staff will direct you. Please check with the staff members.

Toy Policy:

We do not allow any toys to be brought from home to the day care, unless it is for any program needs e.g. Show and share, teddy bear day and soft cuddly comfortable items for naptime. We are not responsible for the toys from home that is broken or lost.

Junk to Donate:

What is junk to you may be beautiful and useful for us. We are grateful for your donations of paper, posters, containers, wood scraps, magazines, toys and clothing that your child may have outgrown.