PARENTS’ CHILD

DEVELOPMENT CO-OPERATIVE

*“Providing Quality Care Since 1975”*

Parent

Handbook

Revised Edition, October 2019

Preschool and School-Age Programs

St. Philip Location

1901 Haultain Avenue

Saskatoon, SK

S7J 1R8

Brevoort Park Location

2809 Early Drive

Saskatoon, SK

S7H 3K4

St. Bernard Location

203 Whiteshore Cres

Saskatoon, SK

S7J 3W4

[pcdc.office@sasktel.net](mailto:pcdc.office@sasktel.net)

www.mypcdc.ca Table of Contents

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# General Information

## Mission Statement

The Parents’ Child Development Co-operative is an association of parents who, by belief or circumstance, desire daily care for their children outside their own homes. The primary concern is to provide an environment wherein our children will be safe, happy and free to enjoy the experience of learning and developing. To this end, we have established and continue to maintain a Child Care Centre commissioned to promote the physical, mental and social well being of our children.

## History

The Preschool Program began in 1975 and our School-age Program was started in 1979. In August 2010 PCDC expanded and opened a second location in Brevoort Park School.

Due to the closure of Bethel United Church on 5th Street East, we were able to secure space in St. Philip and St. Bernard School. On August 31st, 2011, we closed the 5th Street location and opened the doors to our new spaces on September 1, 2011 with full enrolment. All of our locations are governed by the same Board of Directors and follow the same philosophy and policies.

All three of our locations provide licensed care for children ages 18 months to 5 years of age (including kindergarten care). At all three locations, we also offer unlicensed school age care for before and after school, non-school days, week breaks and the summer vacation.

## Philosophy

### The Day Care Centre

Whatever the reason a child is placed in our care, the child’s well-being and personal growth are the essential concerns of our Centres. We endeavour to provide a secure, loving and comfortable environment wherein our children may realize the joy of experiencing life in varied ways, may develop and satisfy their natural curiosity and may learn to appreciate and respect the humanity of others. Accordingly, we are guided by the following precepts:

1. **Encouragement of individuality, creativity and self-acceptance**   
   We encourage our children to develop and appreciate their individuality and to learn to express themselves widely and freely in accordance with their imagination and ability. Our programs, taken together, offer many opportunities for choice and for a child to be responsible to him/herself within the limits of his/her capabilities. There are opportunities for free play, solitude and for creative expressive activities. Activities at the Centre stress co-operation and personal achievement rather than competition. The staff attempts to enhance each child’s self-confidence and self-esteem and to set aside time each day for individual attention.
2. **Provision for a variety of experiences**We attempt to introduce our children to the diversity of normal human experience by providing a full and varied program.  
     
   Further, we encourage the children to sample as many things (including food) as we can offer.  
     
   Each day, time is set aside for the development of intellectual and problem-solving skills, for creative arts, for learning and the satisfaction of curiosity, for work - including storing toys (clean up) and participation in food preparation and service, for recreational activities and group exercises, for unstructured play and for rest and solitude.  
     
   The children are taken to visit libraries, fire stations, farms, museums, stores, banks and other institutions. They may enjoy a parade or a circus or they may listen to an invited guest, such as a police officer, explain things of interest and importance. Such experiences are an invaluable part of our programs.
3. **Encouragement of tolerance, open-mindedness and respect for others**We encourage our children to appreciate and respect the diverse nature of humanity. We care for children of all races and colours, of all religions, of diverse nationalities; we care for children of diverse social and economic backgrounds and, in consultation with professionals and our staff, children with special needs. For these reasons, and because we believe tolerance and open-mindedness to be desirable, we discourage racial, sexual, national, physical or other harmful stereotyping.  
   We encourage children to combine individual expression with an awareness of, and respect for, the needs and concerns of others. We thus attempt to promote their social growth - working with others, sharing and accepting the limits of group living. We emphasize co-operation more than competition.
4. **Self-discipline and respect for the needs and concerns of others**We attempt to resolve disagreements and encourage compliance with necessary rules by means of clarifying the situation, persuasion, distraction, separating or temporary loss of minor privileges. We encourage the children to become responsible for their own actions by using a system of logical consequences for the unacceptable behaviour. When needed, we seek professional advice with the consent of the parent.
5. **Maximization of parental involvement**Only if parents become and remain informed about the activities of the Centre (and establish a meaningful link between a child’s experiences at home and at the Centre), can we enhance the personal development of our children. Thus, we must understand and co-operate with the Centre, its rules and its staff. We should regularly discuss our children and their activities with the caregivers.
6. **Maintenance of health and safety**We endeavour to maintain facilities in which our children are secure from diseases and hazards. When children contract a serious and contagious or infectious disease, for their health and the health of the remainder of our children, they must be sent home. Where direct and immediate medical attention is required, we attempt to provide it in accordance with parental instructions.  
     
   We undertake frequent and regular checks for unsafe conditions at the Centre and we have regular fire drills and lock down practices for the children.   
     
   At the Centre, we provide varied and nutritious meals and snacks for the children. .  
   We schedule activities to enhance the children’s physical, sensory and motor (fine and large muscle) development.  
     
   Medication and special dietary requirements (whether for medical or religious reasons) are dispensed to particular children upon the request of, and with the authorization and provision by, the parent.

We believe that these objectives are realistic and essential. We seek staff and members who are not only willing, but eager, to be governed by them. Prospective and new members of the co-operative should, feel free to suggest improvements to our Centre operation.

We realize that our Day Care setting may not be beneficial for every child and that there are limitations in what we can provide. Our intention is to support each family as best we can. Sometimes we are not capable of providing the necessary care. On other occasions, providing that care may interfere with our responsibilities to other children in the Centre. In these cases, we may have to request that the parent(s) make other arrangements for the care of a child. It would be equally wrong to jeopardize the safety, health and well-being of their children entrusted in our care or to promise a service that we cannot adequately provide.

Some of the elements that may be considered for discontinuing services include:

1. lack of parental support
2. lack of resources (professional and/or material)
3. unsuccessful attempts at various intervention and prevention strategies

### The Co-operative

The primary purpose of the Parents’ Child Development Co-operative is to maintain and improve the quality of childcare provided to our children. We operate an independent, non-profit Child Care Centre and thus have full and direct responsibility for its continued operation.

As a co-operative, we collectively have the following responsibilities:

* **To provide adequate funding for the operation of the Centre**
* **To work toward improving childcare services in Saskatchewan**

## Membership

Membership in the Co-operative is required in order for a family to use the services of the Centre. All members have voting privileges at the Annual General Meeting and in this way are able to participate in the decision-making processes of the Centre.

All applicants for membership in the Co-operative are interviewed to determine their need for childcare and their acceptance of the responsibilities of membership. These responsibilities include the following:

* **Participation in the affairs of the co-operative**
* Attend general meetings.
* Serve on committees.
* Participate in elections to the Board of Directors.
* Provide assistance of various kinds when needed.
  + **Observe the rules of the Day Care Centre**
  + **Team effort, co-operation and ongoing communication between staff, families and Board Members.**

Any person who is willing to accept the responsibilities of membership in the Co-operative is eligible to become a member. There is a non-refundable membership fee of $1.00 per membership. It is expected that all parents be actively involved in its day-to-day business. One person in every family is responsible for contributing at least 3 hours of their time each month. This parental involvement is crucial in maintaining high quality childcare at a reasonable cost. Monthly “Co-op Time” schedules are posted at the Centre and parents then volunteer for the activities that best suit their interests and capabilities. Examples of activities include but are not limited to:

* serving on the Board
* contributing individual talents and skills (possibly during circle times)
* contributing supervisory time for trips and excursions
* becoming a member of a committee
* attending the Annual General Meeting and any general meetings as required by the chairperson of the board

In lieu of contributing 3 hours of time each month, families have the option of donating an item on the wish list or paying a $10.00 co-operative fee.

## Program Consultant

Licensed childcare centres and homes are governed by the Ministry of Education, Early Years Branch. Each centre / home is assigned a Program Consultant. The role of the Program Consultants is to enforce the Child Care Act, The Child Care Regulations, 2005 and to promote the high-quality care of children.

Early Years Branch, Ministry of Education

8th Floor, 122-3rd Avenue North

Saskatoon, SK  S7K 2H6

(306) 933-6071

The name and direct contact information for our consultant is posted outside the daycare rooms.

## Privacy Policy

We at “Parent’s Child Development Cooperative (PCDC)” have adopted this policy (hereinafter the “Policy”) to show our firm commitment to protect personal information submitted to us by our parent members and their children through any of several means. Use, access to, and protection of the personal information will be limited and controlled under this Policy, which will ensure that information is neither shared nor disclosed to unauthorized persons without the appropriate consent. Information collection, use, and disclosure practices as regards to personal information we collect are described below.

This privacy policy only applies to individuals associated with PCDC through membership in the co-operative and any data gathered with respect to that membership.

### Personal Information

For the purposes of this Policy Personal Information includes any of the following that may apply to your child, yourself, or others designated by you for emergency purposes:

* Contact information, such as name, address, email, and phone numbers;
* Financial information, such as banking information;
* Demographic information, such as income, employment status, gender and age;
* Medical information including history and current conditions
* Assessments done for the purpose of determining developmental areas for your child and grant application.

If you choose not to provide us with your personal information or your child’s personal information this may affect your ability and ours to effectively provide the best possible care for your child.

### Consent

Each time you provide us with Personal Information you are accepting the practices described in this Policy. You agree that by providing us with Personal Information you are expressly and affirmatively consenting to our use and disclosure of the Personal Information that you provide, as described below in this policy.

### PCDC - Use of Your Personal Information

**Contact**– We use Personal Information collected to contact and notify you with respect to your child.

**Payment of Fees** – We collect financial information in order to ensure that in the case of unpaid fees, PCDC has information that may assist in the collection of those fees.

**Subsidy Application** – A subsidy application, if required, is included in your registration package and the information within that application is used for no other purpose other than the application itself.

**Providing Medical Attention** – Medical information including a child’s history and any current conditions is used in order to allow PCDC to administer basic care and medications with the consent of the parent or guardian, as well as to allow PCDC to determine when further medical attention is required.

**Programming** – We also may request and keep records of assessments done for purposes of determining appropriate programming for your child. We may use this information to determine areas that require attention and/or further development. This information may also be used in application for grants for PCDC.

**Third Parties** – It is our policy not to provide any third parties with the information that we collect unless it is to comply with legal or regulatory requirements, or the parent or guardian of the child has given consent.

### Retention and Storage of Personal Information

PCDC will keep Personal Information for a reasonable period in order to fulfill the identified purposes, or as required or permitted by law or business custom, whichever is longer. Retention of information will depend on the type of information.

Personal Information will be stored with a reasonable amount of security. PCDC will take reasonable precautions to safeguard your information, including but not limited to physical measures, technological tools, and organizational controls.

Where Personal Information is no longer required to fulfill the identified purposes, or where an individual has requested that we delete or destroy his or her Personal Information, it will be made anonymous or will be destroyed in a manner that will protect it from unauthorized access or disclosure.

### Access and Update to Personal Information

In order to help us maintain and ensure that the Personal Information collected is up-to-date and accurate, you must inform us without delay, of any change in information.

Upon request, we will:

* Inform you of the existence, use and disclosure of your Personal Information, and we will give you access to that Personal Information.
* Respond to any issue you raise with respect to the accuracy or completeness of your Personal Information and will amend it if appropriate.

We will investigate and respond to all requests within a reasonable time period. In some cases, additional information may be required to process your request. The information provided shall only be used for this purpose.

In certain limited situations, as permitted or required by law, we may refuse a request or may not be able to provide access to all the Personal Information we hold about you. Where permitted, the reasons for denying access will be provided to you upon request. Reasons for denying access may include information that contains references to other individuals or confidential information that cannot be severed from the record; information collected in the course of investigating a breach of an agreement or in the course of a formal dispute resolution process.

### Contacting PCDC Regarding Privacy

All privacy concerns or complaints should be sent by mail or fax to:

Executive Director

Parents’ Child Development Co-operative

[pcdc.office@sasktel.net](mailto:pcdc.office@sasktel.net)

## Enrolment

Children will be enrolled according to the following priority list:

* extension of temporary contracts
* siblings of preschool or school-age children already enrolled
* past users of the Centre
* new families

It is the responsibility of the parent(s) to keep the information on their file current. Please notify the Director of any changes of telephone number, address, marital status, place of employment and people authorized to remove your child from the Centre.

## Communication

Parents are asked to make themselves familiar with the Parent Handbook which states the Centre’s policies and procedures.

This Centre supports an “Open Door” Communication Policy, which means:

* Parents are welcome to drop in and observe the program at any time as staff welcomes the interest and concern of parents on any topic.
* Telephone and email communication is encouraged. Please check with the staff in your child’s room regarding mutually convenient times.
* Parents can expect ongoing communication with staff concerning their child’s progress, program activities and child care operation.
* Staff can expect ongoing communication with parents concerning home routines and other information pertinent to the care of your child:
* Parents can request individual parent/caregiver meetings.
* Parents can expect relevant educational opportunities, to help them understand their child’s development and the program offered at the Centre.
* Parents may expect information on community resources available to them at the Centre.
* Parents concerned with the care of their child, or any incidents in the Centre, are urged to speak with their child’s caregiver, Centre Manager or the Executive Director. If satisfaction is not forthcoming, please follow the procedure outlined in the Grievance Procedure.

## Donor Opportunities

All donors will receive:

* A mailed/emailed thank-you letter within five business days
* A Charitable Tax receipt issued by PCDC for all donations of $10.00 or more

Bronze Donors (up to and including $100.00)

* Name and recognition in PCDC newsletter and on PCDC webpage

Silver Donors ($101.00 to $500.00)

* Name and recognition in PCDC newsletter and on PCDC webpage
* Their name engraved on a plaque that will be mounted at all 3 locations.

Gold Donors ($501.00 or more)

* Name and recognition in PCDC newsletter and on PCDC webpage
* Their name engraved on a plaque that will be mounted at all 3 locations.
* A framed “thank-you”. i.e. picture of PCDC children with a thank-you banner

## Parental Grievance Procedure

A parental grievance is defined as:

*any difference arising out of interpretation, application or administration of Centre policy or a case where the Executive Director or Board of Directors are thought to have acted unjustly or improperly.*

Grievances are dealt with in the following manner (*Note: If the Chairperson has a concern about the behaviour of the Executive Director, replace the word “Director” with “Chair of the Personnel Committee” in the following procedures.)*:

1. The parent(s) must first discuss with the Executive Director, any grievance arising.
2. If the parent(s) are not satisfied with the resolution of the grievance, they must inform the Executive Director of that and the Executive Director will bring the matter before the Chairperson of the Board of Directors or a grievance committee of the Board.
3. In the event the parent(s) feels they cannot approach the Executive Director because of a personal conflict, the parent(s) have the right to bring a grievance to the Chairperson of the Board of Directors. Such grievance will be in writing and a copy given to the Executive Director before the next Board meeting.
4. A grievance committee will consist of at least three Board members, one of whom is the Chairperson or his/her designate, and another member of the Co-operative who may be nominated by the griever.
5. The grievance committee will set a date for a hearing and give notice of the date to the griever and the Executive Director. The Executive Director and all members of the Co-operative involved with the grievance may be present at the meeting if they so desire.
6. The procedure for the hearing will be established by the grievance committee. Every effort will be made to make sure the griever receives a full, fair & impartial hearing.
7. The griever may present his/her grievance in person, through a presentation, or in writing if they do not wish to be present at the meeting.
8. The grievance committee will advise the griever and the Executive Director, in writing, of its decision as soon as possible after the hearing.
9. The griever or the Executive Director may make a further written appeal to the Executive of the Board. The decision of the Executive shall be final. Members of the Executive who have heard the grievance will be replaced by other Board members designated by the Executive.

# Board of Directors

## Organizational Structure

A copy of the current organizational structure is posted at the Daycare entrance and can be obtained from the Executive Director.

## Board of Directors Responsibilities

##### Overall Role of the Board

* To be responsible to the membership for ensuring that the goals of the child day care centre are achieved and that the Corporation is effectively managed.
* To represent the Corporation both legally and morally. The Board of Directors carries the final responsibility and accountability for the Corporation’s existence and for its activities and programs.
* To ensure the Corporation is able to carry out the needed responsibilities.
* To attend to the Corporation’s own structure, to its committee structure, and to its procedures.
* To ensure there are policies for making and implementing decisions.
* To ensure there are policies about delegating its authority.

##### Generic Responsibilities of Board Members

* Regularly attend and come prepared to actively participate in decision-making at Board Meetings and general meetings.
* Be informed about the background of issues in order to discuss them responsibly at Board meetings and when representing the Corporation in the community.
* Acquire a clear understanding of the Corporation and participate in decision-making relating to the finances of the Corporation.
* Be aware of the roles and responsibilities of Board and Centre staff.
* Respect and maintain Board business confidentiality.
* Understand and maintain lines of communication between Board and Centre staff. Take the initiative to gain knowledge of the services of the Centre and resources, trends and needs in the community.
* Support and participate in fundraising activities.
* Actively participate and provide leadership on committees of the Corporation.
* Be an active and committed participant in the affairs of the organization.
* Be accountable for the assets of the organization.
* Be a member of one or more standing committees, time permitting.
* Learn how to read financial statements, be responsible for the financial stability of the organization.
* Support board decisions.
* Be concerned with important issues and the task at hand and not be caught up with petty problems.
* Know your legal liability as a Board member of this organization.
* Develop a sound working relationship with the Executive Director
* Provide support to all staff in carrying out their professional duties.
* Hold the Executive Director accountable.
* Evaluate the work of the Executive Director.
* Give the highest priority to the total organization.
* Review past operations, be it financial, administrative or program.
* Approve the annual budget, which is prepared by the Budget committee.
* Accept new members in the Co-operative.
* Provide a good example by being current in your account, promoting the Centre and being a visibly active member.

##### Orientation and Ongoing Training

* Board members should participate in an orientation about the Centres’ programs as well as about the history and philosophy of the Corporation.
* In order to help Board members meet their responsibilities, a variety of training activities may occur throughout the year.
* All Board members should have access to a Board Policy Manual and should ensure that it is kept up to date.

##### Legal Responsibilities

* The Board has final legal authority for the Corporation. Generally, legal responsibility falls into three major areas:

- Responsibility for the fiscal (financial) management of the corporation, including personal responsibility for some payroll and benefits obligations in certain circumstances.

- Ultimate legal and ethical responsibility of the quality of service provided by the Corporation.

- Legal accountability in any circumstances involving violations of the law.

* To act in accordance with the goals, objectives and bylaws of the Corporation.
* To ensure that bylaws are considered with the child day care center’s purpose, policies and practices.
* To review and recommend change to the goals, objectives and bylaws as necessary.
* To ensure that an annual financial audit is completed and approved by the membership.
* To ensure the Corporation meets the legislative requirements of the Child Care Act and The Saskatchewan Child Care Regulations, The Non Profit Corporations Act or the Labour Standards Act, The Child and Family Services Act, Workers Compensation Act, The Public Health Act, The Office of the Fire Commissioner, insurance policies, and municipal bylaws.

##### Financial Responsibilities

* To establish financial policies and internal financial control procedures for the Corporation.
* To develop and approve the budget, monitor expenditures and assume fiscal accountability for the Corporation.
* To report the financial position of the Corporation to the membership annually.
* To review the financial statement monthly.
* To ensure appropriate and responsible utilization of parent fees, government grants and other revenue.
* To develop fundraising objectives and strategies and ensure the implementation of the strategies.

##### Personnel Responsibilities

* For the purposes of this document the term “Executive Director” will be used for the staff member hired to manage the organization as a whole as well as assisting the Centre Managers with the management of each individual centre. The Centre Managers are the staff members hired to manage the day to day operations of the individual Child Care Centres.
* To prepare and approve job descriptions for employees.
* To employ the Executive Director, who is responsible to and reports directly to the Board of Directors.
* To provide policy direction to the Executive Director.
* To evaluate the performance of the Executive Director within established policies.
* To determine salary scales and benefits for staff.
* To determine personnel policies.

##### Planning Responsibilities

* To ensure that an effective process for long and short term planning is established.
* To formulate, monitor and evaluate goals and objectives of the Corporation.
* To review the Corporation’s philosophy and mission periodically.
* To develop action plans, authorize commitment of funds and resources to the annual program plan.
* To co-ordinate committees to avoid overlap and to ensure common goals.

##### Evaluation and Accountability Responsibilities

* To ensure there is an effective system of evaluating the financial accountability of the Corporation.
* To ensure there is a system of evaluating the effectiveness of the organization’s activities and programs.

##### Responsibilities for Membership

* To develop a membership capable of supporting and carrying out the Corporation’s purpose.
* To provide information to members.
* To review membership policies periodically.
* To organize general meetings.

##### Responsibilities for External Relations

* To establish effective relations with the public, government, the media, other organizations and voluntary associates in order to support and further the Corporation’s goals and objectives.
* To represent the Corporation in the community and project a strong, positive and functional public image.

##### Election and Terms of Board Members

* Directors are elected by the membership from a slate of candidates prepared by the Nominating committee. The number of Board members is determined each year at the Annual General Meeting.
* The election of the Board of Directors shall take place at each Annual Meeting of members or at a special meeting of members called for the purpose of electing Board members.
* The election may be by a show of hands unless a poll be required or demanded.
* If an election of a Board of Directors is not held at the proper time, the incumbent Board shall continue in office until their successors are elected.

##### Qualifications and Expectations of Board Members

* A member of the Co-operative.
* A fundamental interest in the work of the Corporation as a provider of child day care services.
* A clear understanding and personal commitment to the positive values of volunteering and the voluntary service sector.
* A working knowledge of parliamentary procedures for meetings (or willingness to learn).
* Planning and decision-making skills.
* A personal commitment to child day care as an essential, vital and supportive service for families.
* The ability and determination to work as a member of a team.
* Good communication skills, both written and verbal, including the ability and interest in representing the Corporation in a positive and responsible manner.
* An interest in the community, primarily with regard to issues relevant to child day care.
* Time Commitment: A time commitment of a minimum of three to six hours a month. (This varies from month to month, depending on committee responsibilities and required attendance at specific functions. Holding an executive position on the Board of Directors generally involves a greater time commitment.)
* Ten to twelve Board meetings a year.
* Preparation for Board meetings by reading the agenda, reports and correspondence.
* Participation on committees, in Board orientation and training activities.
* Involvement in required fundraising activities.
* Participation as required at parent meetings, staff meetings, community meetings and centre functions.

## Responsibilities of Board Executive Positions

##### Board Chairperson / President Responsibilities

* Approves agenda set by Executive Director for Board meetings.
* Meets with the Executive Director and Board Executive prior to Board meetings to discuss agenda and direction of meeting.
* Prepares a report for the Annual General Meeting.
* Plans for and chairs executive, board and annual general meetings (or arranges for a designate).
* Ensures that board meetings follow parliamentary procedures.
* Delegates duties and works with committees.
* Serves as an ex officio member of all committees.
* Ensures that committees are doing their work.
* (along with the Board of Directors): Coordinates the committees and their actions, including avoiding overlap and ensuring all committees have a common goal.
* Ensures compliance with bylaws and policies.
* Ensures that the organization is represented with its public, and acts as official spokesperson of the Centre in conjunction with the Executive Director.
* Maintains close contact and good working relationships with the staff and the membership.
* Commits at least 20% of the Board’s time to planning.
* Votes only to break a tie.
* Has signing authority. Signs letters, minutes from meetings and other documents for the board including co-signing cheques.
* Establishes a process and schedule for annual evaluations of, the Board as a whole, board members, executives and committees.
* Ensures that an annual calendar is established and distributed.
* Effectively chairing a board meeting means:

- Keeping to the agenda.

- Being aware of and informed of all topics to be discussed.

- Keeping the conversation focused.

- Motivating and encouraging other board members to participate.

- When debates occur, the important points are summarized, and the differences are differed.

##### Board Vice Chairperson / Vice President Responsibilities

* Plans and presides at meetings in the absence of the chairperson/president.
* Assists the chairperson/president with his/her responsibilities.
* Assumes other duties of the chairperson/president in his/her absence.
* Co-signs cheques.

##### Board Secretary Responsibilities

* Ensures that the business of the Corporation stays on track.
* Has responsibility for the security of official forms and correspondence.
* Ensures that documents are filed on time.
* Prepares and circulates minutes of Board and general meetings.
* Assists in planning meetings and sends out notices.
* Ensures records and files of the center’s correspondence are maintained.
* Retains custody of the corporate seal.
* Places applications for membership before the board.
* Ensures the official membership register is maintained.
* Maintains manuals, timetables, meeting schedules and planning calendars.
* Co-signs cheques.
* Signs minutes of Board meetings and Annual General Meeting with the chairperson.
* A manual of Minutes should be kept which has the following sections:

- Correspondence

- By-laws

- List of current Board of Directors with addresses and telephone numbers.

- List(s) of previous Board of Directors with addresses and telephone numbers.

- Financial reports and statements, name and address of bank(s); name and address of auditor.

- Minutes of Meetings.

- Resolutions (motions that have been passed).

##### Board Treasurer Responsibilities

* Leads the Board members through the financial records, helping members to understand the financial situation of the child day care centre. (Executive Director guides and answers most questions)
* Ensures that the accounting and bookkeeping work is done according to generally accepted methods.
* Ensures that an auditor is appointed.
* Arranges for annual auditing for the financial records, discusses the financial statement with the auditor and reports back to the board.
* Presents the annual financial statements to the membership.
* Educates her/himself with the budget of the centre and its monthly spending patterns.
* Assists in the preparation of the annual budget.
* Understands charitable registration and the reporting required by government bodies.
* Reports regularly to the Board on the Corporation’s revenues and expenses.
* Keeps the Board and members informed of the financial position and financial developments of the Centre.
* Makes recommendations to ensure the self-supporting but non-profit nature of the co-operative.
* Ensures proper accounting of petty cash funds.
* Comprehends the structure of the staff salary schedule and has a clear understanding of staff benefits.
* Acts as a signing officer for the Corporation’s bank account (along with at least one other person.)
* Handles delinquent accounts. (usually by reading and signing letters written by the Director)
* Chairs the finance or budget committee.
* Handles problems with the bank and Receiver General, with the Executive Director

## Responsibilities of Board Committees

* The Board shall strike committees to assist in the smooth running of the organization by providing appropriate policies, procedures and functions of the Board’s approval and adoption.
* Each committee shall consist of co-operative members from the Centre, and may, or may not, have a member of the Board as its chairperson.

##### Committee Chairperson / Head Responsibilities

* Every committee must have a Chairperson or Head.
* Represents their committee on the Board of Directors and submits regular reports about the progress of the committee to the Board of Directors.
* Recruits a team of members (board members, parents, staff and other community members).
* Schedules regular meetings.
* Formulates agendas; organizes; keeps track of and participates in projects.
* Ensures minutes are taken at each meeting and distributed to the board members.

##### Budget Finance Committee Responsibilities

* Has the Treasurer as a member and often the chairperson as well,
* Makes recommendations to the board about financial policy.
* Prepares the annual budget with the Executive Director.
* Analyzes revenues and expenditures.
* Investigates and recommends methods of financing and presents financial options/sources of funds,
* Ensures adequate financial records are maintained and kept current.
* Prepares and reviews wage, salary and benefit structures.

##### Personnel Committee Responsibilities

* Prepares and reviews personnel policies, job descriptions and hiring practices.
* Maintains updated personnel policies and procedures manual.
* Consults with the staff in the formulation of job descriptions, staff evaluation and application forms.
* Develops plans for staff training, education and development.
* Provides for regular staff performance evaluations and advancement.
* Conducts annual evaluation of the Executive Director.
* Reviews all staff evaluations.
* Recommends for Board approval, policies and procedures regarding salaries & salary increments, benefits, bonus plans, hours and working conditions that permit the employment and retention of qualified staff and that foster a high moral and quality of service.
* Ensures adequate personnel records are kept in a confidential manner.
* Reviews Management Team recommendations for staff hiring.
* With the Executive Director and Centre Managers, hires new employees.
* Is available for consultation with the Executive Director on all staff issues.
* Is aware of staff issues and maintain a good working relationship with them by attending staff meetings occasionally.
* Responsible for farewell and other gifts to staff and Board in accord with established policy.
* Make recommendations about salary structure to the budget committee.
* One member of the personnel committee is designated liaison between the Board, the Executive Director, and the staff.

##### Membership and Orientation Committee Responsibilities

* Makes recommendations on policies relating to admission of members and parent involvement.
* Ensures that the member’s needs and interests are addressed within the framework of established policies and procedures.
* Arranges for admissions in coordination with the Executive Director.
* Plans with the Executive Director for orientation of new members and ensures that the membership is actively involved doing co-op time, some as Board and/or committee members.
* Promotes good informal relations amongst members and staff through social events for the daycare children and their families, and the staff and their families. These could include:

- 1-4 Potluck and theme parties for staff and parents

- Staff Appreciation barbeque and party

-Annual AGM potluck to precede the meeting

-2 Muffin mornings for co-op members to meet and visit briefly

* Keeps the current membership list up to date.
* Reviews the orientation process of new members
* Reviews and updates our daycare handbooks.
* Organizing Parties - Duties:

- Collaborate on theme and date of event

- Schedule the social hall or the gym with Bethel

- Prepare a party itinerary for the PCDC staff

- Brainstorm with committee members and divide up tasks.

- Purchase needed items and submit receipts to Executive Director

- Organize a potluck sign-up sheet.

- Arrive 1 hour early, along with other members to set up for the party.

- Clean up usually takes another hour after the party.

##### Fundraising Committee Responsibilities

* Makes proposals to the Board of Directors regarding fundraising projects, usually on an annual basis. i.e. prepare an annual plan for fundraising events.
* Plans fundraising projects.
* Leads or recruits volunteers to assist in fundraising projects.
* Evaluates completed fundraising projects for future possibilities.
* Polls members about what fundraising activities they will support (gives them choices as per Board’s instructions)

##### Facilities and Equipment Committee Responsibilities

* Plans for rental or acquisition, improvements, repairs and maintenance of facilities and equipment
* Organizes work bees as required:
  + Lines up needed equipment.
  + Schedules work to be done.
  + Co-ordinates workers with one designated foreperson/contact for contractors
* Work to be done includes:
* One major painting bee annually
* Monthly yard clean up (May to Sept)

##### Occupational Health and Safety Committee Responsibilities

* Recommends for Board approval, policies regarding safety, health and medical practices.
* Ensures suitable health and medical records are kept for children and staff.
* Works in co-operation with the Executive Director to evaluate and review the quality and content of the Centre programs as they relate to the philosophy.
* Prepares annually, two educational displays for parents.
* Submits articles relating to health, safety and program for print in the Day Care newsletter.
* Maintains liaison between staff, parents, and resource people on matters relating to health and social services.

##### Marketing Committee Responsibilities

* Develops a plan for the Centre to make itself known in the community
* Submits a proposal for advertising including costs for the upcoming year to the budget committee in April.
* Posting signs regarding our Centre programs.
* Arranges for information booths at local community events.
* Works on a monthly newsletter.
* Assists in writing information letters with input from other committees as needed.

##### Newsletter Committee Responsibilities

* Plans ways and means for the centre to make itself known to the community and makes

recommendations to the Board of Directors.

* Coordinates the preparation or prepares informational documents such as the Parent’s Handbook.
* Prepares newsletters or bulletins for distribution to members.

##### Nominating Committee Responsibilities

* Asks members to stand for election to the Board of Directors.
* Presents a slate of potential board members for election or appointment at the annual general meeting.
* Chaired by the Vice President

## Election & Terms of Board Members

* Directors are elected by the membership from a slate of candidates prepared by the Nominating committee. The number of Board members is determined each year at the Annual General Meeting.
* The election of the Board of Directors shall take place at each Annual Meeting of members or at a special meeting of members called for the purpose of electing Board members.
* The election may be by a show of hands unless a poll is required or demanded.
* If an election of a Board of Directors is not held at the proper time, the incumbent Board shall continue in office until their successors are elected.

## Annual General Meeting

Our Board of Directors is elected at the Annual General Meeting. Any member not employed by the Centre may be elected to the Board providing that at least 51% of the Board is comprised of parents with children in the Centre.

All new, incoming Board Members are required to read and sign the following:

* Executive Board Code of Conduct Policy
* Oath of Confidentiality

## Board Meetings

The Board of Directors meets once a month to make all major decisions regarding financial, personnel and operational policies of the Centre. Changes and additions to existing policies must be adopted by a majority of the Board members. A list of our current Board members is posted at the Centre. Should confidential matters need to be discussed by Board Members, others present will be required to leave during those discussions.

# Centre Rules & Guidelines

## Regular Hours

The Preschool Programs (including kindergarten children) are open 7:30 a.m. to 6:00 p.m. daily, Monday to Friday.

The School Age Programs are open

* 7:30am to start of the school day (varies at each location) and the end of the school day (varies at each location) to 6:00pm daily, Monday to Friday during the school year
* 7:30am to 6:00pm during all school holidays and non-school days.

The Centre is closed on all statutory holidays and Boxing Day. When a public holiday or Boxing Day falls on a Saturday or Sunday, the Centre will be closed on the following Monday.

The Centre is closed at 4:00pm on Christmas Eve and on New Year’s Eve. Late pick up charges will apply after 4:00pm on these days.

## Dropping Off & Picking Up Your Child

* Present your child to a staff member, making sure that he/she is aware of your child’s arrival. The Centre does not accept legal responsibility for a child unless he/she is properly handed over to a staff member.
* It is advisable for a parent to plan to spend a bit of time with his/her child at the Centre each morning in order that the transition be made as easily as possible.
* Children will not be accepted at the Centre while the group is away. Please deliver your child to the location of the group.
* Staff must be made aware of your child’s departure. Again, try to allow extra time in your schedule so that your child may put away the toys he/she is using, show you his/her project of the day and get dressed.
* Children often return from the parks around 5:00pm. Parents are welcome to pick them up directly from the parks. A sign will be posted indicating the location of the group.
* Children will be released to authorized persons only. Please confirm arrangements made with other people picking up your child, as well as notify the staff if the individual is not listed on your child’s resume. Alternate pick up people will be asked for ID if they are not known by the staff
* If parents request a taxi to pick up their child from the Centre, parents are advised that once the taxi driver removes the child from the Centre, the child becomes the parents’ responsibility.

We ask that the children arrive at the Centre before 10:30am and if this is not possible, not to bring them in until after 1:30pm. Between 11:00am and 1:30pm it is very busy as the children are preparing to eat and then rest. Children who come in at this time are usually upset that they cannot greet their friends and play. Parents’ cooperation with this is greatly appreciated.

## Late Policy

* Any time a parent picks up his/her child after the time specified in the contract, he/she shall sign a late form and a fine will be imposed.
* The first occurrence will result in a $25.00 fine and a verbal warning.
* The second offence (within a 6 month time frame) will result in a fine ($50) and a written warning notifying the parent of the possibility of expulsion from the Co-operative on the next offence.
* On the third offence (within a 6 month time frame from the 2nd offence), the Executive Director is required to bring it to the attention of the Board at which time the Board may proceed with expulsion of the member, unless the member can show cause why expulsion should not be proceeded with.

Whenever a child is not picked up by 6:30 p.m., the Centre is not contacted, and the designated emergency people are not available, the Department of Social Services will be notified, and the child will be delivered to Crisis Nursery at 1020 Victoria Avenue.

## Discontinuing/Changing Services

To discontinue services or reduce hours (ie: from fulltime to part-time or drop in; or from part-time to drop-in – provided space is available for part time or drop in care), the following is required:

* A minimum of 6 weeks written notice
* Notice will only be accepted for the last day of the month (for example, if notice is given August 12, the child’s last day would be September 30).
* Full fee may be paid in lieu of notice

Parents may choose to continue their own membership in our Co-operative and be placed on our Inactive Member Roster. Unless you intend to maintain contact with the Centre or plan to utilize the service again in the future, we recommend that you retire from membership.

## Things to Bring on the First Day

* favourite blanket or cuddly toy (optional)
* toothbrush
* a complete change of clothing
* shoes: weather depending indoor and outdoor shoes
* clothing for outdoor play
* water bottle
* diapers (if needed); if pullups are brought, they must be Velcro style to aid in quick changes
* one package of diaper wipes / month

## Lost, Missing, and/or Damaged Items

The Centre will not accept responsibility for lost, missing or damaged items of children participating in the activities of the Centre. If items are missing, please check the Lost and Found box located by Daycare entrance. It is advisable to label all items that are brought it.

## Clothing

Provide your child with adequate clothing including:

* A complete and adequate change of clothing which can be stored in his / her cubi.
* Please label all articles of clothing in order that lost items may be returned.
* In the instance that insufficient clothing has been supplied, the Centre will make use of its small stock of extra clothing.
* We suggest the following as proper apparel for outdoor play:

Winter - warm boots with waterproof soles (rubber is better

than vinyl)

- a snowsuit (generally a two-piece is better than a

one-piece)

- two pairs of mittens on strings

- a draw string hood and/or hat

- a scarf

- non-skid shoes

Summer - hat

- shirt

- light jacket or sweater

- walking shoes

- swimsuit and towel

Spring/Autumn - a splash suit (useful, but not essential)

- layers of sweaters or jackets that can easily be put on or

taken off

- mittens for cooler days

- waterproof boots

# Daycare Fees

## Payment of Fees

### Payment Due Date

Each months fees must be paid in full by

* the 5th day of the month *(or the next working day if the 5th falls on a weekend),* or
* 5 days following the child’s start date

Completion of a pre-authorized debit form is required and fees will be automatically withdrawn from your account on the 5th day of the month. Should insufficient funds be available for withdrawal on this date, a $25.00 fee will be charged for each occurrence. Delinquent accounts not paid in full by the 20th day of the month will result in cancellation of services effective the following day. The space will not be held.

### Interest Charges

Any account which has an unpaid balance on the last day of the month will be charged an annual interest rate of 24% compounded monthly and will be applied to the account on the first day of each month until the account is paid in full. Accounts not in paid in full within 60 days will be turned over to a collection agency.

## Payment Options

##### Extension

The Payment Due Date may be extended to the 10th day of the month without penalty upon receipt of a written request NO LATER THAN the 1st day of the month.

### Instalments

Outstanding fees may be paid in instalments upon approval of a written request that identifies payment dates and amounts. Instalments apply only to outstanding fees and not to regular monthly fees. The option to pay in instalments will be granted on one outstanding balance at a time.

Any account which has an out-standing balance on the last day of the month regardless of payment plan will be charged the above stated interest rate of 24% compounded monthly.

##### Deposits

A $100.00 deposit is required. The deposit stays on account and will be returned to the client upon discontinuation of services provided there is not an outstanding balance. The deposit becomes non-refundable in the instance a family does not take the space.

##### Tax Receipts

As fees are withdrawn via automatic withdrawal, one receipt is issued in January for the previous tax year. Families who require duplicate receipts for tax purposes may request a replacement receipt from the Centre Manager. There is no cost for current families. There is a cost of $15.00 for families who no longer have children enrolled at the Centre.

##### NSF Cheques

There will be a $25.00 charge for each NSF cheque or NSF transaction written to the Centre.

##### Miscellaneous Fees

At times, the Centre may pay for certain extra costs (i.e. swimming lessons, cab fare) and collect these amounts from the child’s parent(s) later. The amount owed to the Centre must be paid on or before the 5th day of the following month. Any amount not paid by this time will be added to the next month’s child care fees, and payment of the total fees owing will follow the general policy for late fees. Other amounts that have been charged by the Centre (NSF fee, late pickup fee, etc) will follow this policy as well.

##### Subsidies

Saskatchewan Social Services provides a subsidy for parents using government licensed Day Care services. The subsidy is based on the parents’ income, the number of children in the family and the child care fee.

For information regarding Day Care subsidy, you may check with the Centre Manager or call the toll-free number for the Day Care Subsidy Unit of Saskatchewan Social Services at 1-800-667-7155.

Although the actual subsidies are paid directly to the Centre, it is the parents’ responsibility to supply any information required by the Day Care Subsidy Division. Parents are also responsible for advising the Centre Manager regarding their subsidy status.

Parents receiving subsidy should be aware that they are not eligible for full monthly subsidy if their child does not meet attendance requirements. Subsidy is always pro-rated if a child starts after the 1st of the month or leaves before the last of the month. Therefore, parents are held responsible for paying any amount of the fees not received from subsidy.

All required subsidy documentation must be submitted to the subsidy office by the 15th of the current month for subsidy to be processed. The subsidy payment is not made to the Daycare until the end of the following month. For example, subsidy info for the month of September must be submitted by September 15th. The subsidy for September is not paid to the Daycare until the end of October.

All parents will be required to sign the official attendance form verifying their child’s hours of attendance. Inform the staff if your child will be absent for all or part of a day. Parents must indicate the reason for absence in order that attendance forms can be completed to the satisfaction of the Day Dare Subsidy Unit.

Parents receiving subsidy must adhere to the Payment of Fees section. When PCDC receives the subsidy memo which states the amount of subsidy to be paid on behalf of the parent for the previous month, a credit in that amount will be applied to the next months’ fees. If the subsidy memo does not indicate a payment to PCDC on behalf of the parent, the parent is responsible for paying the full fee for the next month. A minimum amount equal to 2 months of the full fee will remain as credit on the account. Upon providing required notice of discontinuation of service the family will receive a cheque from PCDC for any payments received on their behalf after all subsidy payments have been received and the account is up to date.

Parents may request a “Consent to Disclose Personal Information” form from the subsidy office. Once this form is received by the subsidy office, the Daycare can make specific inquiries into a parents subsidy application status.

# Centre Routines & Guidelines

## Programming

### Group Size and Child / Staff Ratio

Child / Staff ratio:

* 1 to 5 for toddlers
* 1 to 10 for preschoolers / kindergarten
* 1 to 15 for 6 years and up

##### St. Philip Location

The children are divided into three groups comprised of:

* Hucklebugs - 18 months to 3.5 years (toddler, younger preschool)
* Ladybugs - 3.5 years to 6 years (preschool and kinder)
* School-Age - 6 years to 12 years

##### St. Bernard Location

The children are divided into four groups comprised of:

* Glow Worms – 18 months to 3.5 years (toddler, younger preschool)
* Inch Worms – 3.5 years to 5 years (preschool)
* Kindercare – children enrolled in kindergarten
* School-Age – 6 to 12 years

##### Brevoort Park Location

The children are divided into five groups comprised of:

* Firefly Room – 18 months to 30 months (toddlers)
* Butterfly Room – 30 months to 3.5 years (preschool)
* Dragonfly Room – 3.5 years to 5 years (preschool)
* Kinderfly Room – 4 – 6 years (preschool/kinders)
* School-Age – 6 to 12 years

### Program Components

##### Programming

Research shows that children learn best through play and that play helps children learn the skills they need to do well in school, build relationships and understand others. Our centres follow the *Play and Exploration: Early Learning Program Guide* developed by the Department of Early Learning and Child Care. It emphasizes that the educator’s belief about children is a foundational and critical component of a high quality learning program. When educators view children as competent and capable, the learning program becomes a place of wonder, excitement and joy for both the child and the educator. More information is available at <http://publications.gov.sk.ca/details.cfm?p=74066>

A variety of activities are incorporated and the themes are drawn from the children’s interests. Some of these activities may include: sensory, gross motor, crafts, music, dramatic play, puzzles, games, fine motor, cooking, science, explorative play, circle time, story time, creative movement, cooking/food, resource people and field trips

Staff planning is also based on the developmental needs of the children. To facilitate this, a developmental checklist is utilized. The checklist includes the following areas: social / emotional, intellectual / cognitive, gross motor, fine motor, receptive language, expressive language and self help skills.

Documentation in a variety of forms are used. These may include: displays of photos and written descriptions of children’s learning experiences, picture collages and “white board” messages.

##### In Motion Activity

A minimum of ½ hour of unstructured “in motion” play is provided every morning and afternoon. Weather permitting, there is at least ½ hour of outdoor play each day. We provide an assortment of age-appropriate recreational activities such as climbing, biking, skipping, hockey, soccer, etc. Please make sure that your child(ren) has appropriate clothing for the weather conditions.

Outdoor play is an integral part of our Child Care Program. It is our policy and belief that play time outside each day, even on winter days, is important in keeping children relaxed and healthy. On cold days, the children will not leave the adjacent yard in order that they can return inside immediately if they are cold. We feel outdoor play is safe year round with proper outdoor clothing and alert staff, who ensure that the children are not over-exposed to the elements.

##### Field Trips

The children are taken on various field trips throughout the year. Notices of field trips are posted at least two days in advance of the outing.

##### Toys from Home

We try to teach responsibility by encouraging the children to bring special toys and treasures from home for Toy Day. Please check with your child’s room staff as to their rules and guidelines for children bringing toys from home.

##### Resource People

Throughout the month, staff may invite various resource people into the centre. This may include firefighters, police officers, etc.

Parents are welcome to involve themselves in various aspects of programming such as storytelling, music, fingerplays, cooking, sharing a cultural experience, etc. The Centre plans various special days and may request parent assistance with supervision on these occasions. Suggestions for field trips or resource people to visit the Centre are also welcome.

##### Free Play

During free play time, the children are provided with a variety of age-appropriate activities for both quiet and active play (i.e. books to read and look at, singing, dancing, table toys and games, water and sand play, role playing, art activities, construction toys, board games, drawing).

##### Rest Periods

In accordance with our philosophy, we attempt to have the child adequately rested so that the whole family can enjoy the valuable evening time they spend together. After rest time, provisions are made for children who are awake to participate in free play activities outside or in the hallway.

* 18 months to 3 year olds rest for up to 2.75 hours
* 4 & 5 year olds rest/engage in quiet activities for up to ½ hour
* School-age children rest/engage in quiet activities on non-school days for up to ½ hour

##### Donations

Donations of “junk materials” (dress-up clothes, old jewellery, sewing scraps, trims, etc) in useable condition are always welcome.

##### Summertime

From June through August, programming in the Centre takes on a more informal and relaxed nature. Less time is spent indoors with planned activities making more time to visit places of interest within the community. Many snacks are taken out to the parks or playgrounds and picnic lunches are arranged.

##### Graduation of Children

As children reach the top end of the age range for their room, movement to the next room is considered. Mutual decisions between parent and staff are based on the child’s developmental readiness as well as chronological age. When a child is ready and a space is available, a child will be gradually integrated over a two week period into the next room.

##### Daily Routine

A specific activity program schedule is posted monthly. In order to respond to the needs of the children and in order to offer an interesting and varied program, changes in the schedule are often necessary.

##### Daily Schedules

The daily schedule for the toddler and preschool rooms in all centres is very similar. A basic schedule is as follows:

7:30am - Free play activities

9:30am - Snack

10:00am - Free play / diapering (toddlers) & bath rooming

- Developmentally appropriate activities based on Play and Exploration Model

10:40am - Clean up

10:45am - Circle Time / Stories

11:00am - Gross motor time (outside, weather permitting)

11:45am - Lunch

12:15pm - Bath rooming & diapering / tooth brushing

12:30pm - Naptime for those who sleep. Quiet play time for those who do not sleep

As children wakeup, diapering and toileting, children then go to the wakeup room for quiet play, then gross motor time

3:00pm - Snack

3:15pm - Free play / Diapering & bath rooming (toddlers)

- Developmentally appropriate activities based on Play and Exploration Model

4:15pm - Clean up

4:30pm - Gross motor time (outside, weather permitting)

5:30pm - Free play

## Toilet Training

PCDC understands the challenges of toilet training and we are prepared to assist with the training process.  Here are some guidelines we follow as it is very important for the child’s success that parents and staff work together through this process.

##### How to tell if a child is ready

* Your child must be both physically and emotionally ready for toilet training. Most children are ready to start when they are about 30 months of age, but some will be ready earlier and others later.
* shows an interest in toileting (watches others, sits on the toilet)
* is beginning to notice when they are wet and may begin letting staff know
* can walk to the toilet and pull pants up and down with minimal assistance
* is steady and balanced when sitting on the toilet
* can stay dry in diapers for several hours in a row
* has regular and predictable bowel movements
* can follow one or two simple instructions (“time to go pee”, “lets wash our hands”)
* wants to please
* is eager to be more independent

If your child resists using the toilet, he or she probably isn't ready. Sometimes toilet training disruptions or delays are caused by stress or major changes in routine. Also, a child who is doing well with toilet training may suddenly have difficulty for no obvious reason. This is a normal part of toilet training. It is best to start or resume toilet training when your child is receptive to it and in a stable environment.

Your child's toilet training experience should be positive. If it becomes a struggle or a battle of wills, it is best to ease up or stop for a while. Although you may be ready for toilet training, your child may not be.

##### Supplies

Parents are asked to bring in the following items once toilet training begins:

* several extra changes of clothing including underwear, pants, socks, shirts and shoes
* if pullups are brought in for naptime, they must be velcro style that fasten on the side to aid in quick changes. Continuing to use diapers instead, is fine as well.

##### Training

Children who are not ready but show interest will be encouraged to sit on the toilet.

Before putting the child in underwear, the centre will start by encouraging the child to sit on the toilet at diaper changing times. The children are not forced to sit. This may occur for a month or more so the child gets used to the toilet without the pressure of peeing on the toilet.

Once the child has had some success or is interested in sitting regularly on the toilet we will work with parents to find a time to begin toilet training.

When an agreeable time has been determined by staff and parents to toilet train, we ask parents to start over the weekend and bring them in Monday morning in underwear. For the drive to and from, many parents may want to bring their child to daycare in a diaper or pullup (velcro tabs). Underwear can be put on overtop and the staff can remove the diaper once they arrive at daycare. Please send your child in clothing that is not difficult for them to remove (avoid snaps, buttons, etc).

We will send the child frequently, often every 20-30 minutes to sit on the toilet for the first while until they get used to the routine and are beginning to ask to use the toilet.

Be prepared for your child to have accidents. There is no punishment for not using the toilet or not making it to the toilet.

## Nutrition

Please note, the Centre is nut-free and we request parents check labels and do not bring in food items which may contain nuts.

Food plays an important part in the program at Parents’ Child Development Co-operative. We are committed to providing our children with nutritious meals in a positive atmosphere where a variety of social and self-help skills can be learned. The children’s activities often include food preparation.

Children are encouraged to experiment but are never forced to eat or refused food unreasonably. In addition, food is never used as a reward for good behaviour.

Children are allowed to eat as much of the main course as they wish, within reason. This is a discretionary matter for the staff, as they know the child and the child’s limitations.

##### Meal Components

Two snacks and lunch are served daily. Menus are carefully planned according to Canada’s Food Guide and the 6 week rotating menus are posted. The orientation is to basic foods, prepared from scratch, with a minimum of sugar, salt, highly refined foods and chemical additives. Fresh foods and those high in fibre are preferred.

##### Mealtime Behaviour

For many children, Day Care provides an early introduction to appropriate social behaviour at mealtime. In addition to learning basic table manners, children can also develop their social skills while eating.

Staff are required to sit with and converse with the children during mealtimes. They are also encouraged to eat whatever lunch is served as this shows the children healthy eating habits.

##### Breakfast

Children are welcome to bring their own breakfast from home to eat at the centre. Please keep in mind, the centre is nut-free.

# 

# Policies & Procedures

## Guiding Children’s Behaviour

Behaviour management is guiding and encouraging children to act in appropriate ways. Guiding children’s behaviour is an important part of the primary staff members’ role and takes place continually throughout the day. Appropriate behaviour management methods serve to guide children’s behaviour while protecting and enhancing their self-esteem.

Our curriculum includes prevention education which develops basic skills in self control, interpersonal problem solving, empathy, anger management and appropriate social behaviour.

Occasionally, children may engage in behaviour that is deemed to be serious and/or harmful to other children and staff members. In these instances, the following steps will be taken:

* When a child’s behaviour escalates including:
  + verbal and/or physical abuse towards staff or children
  + destruction of property
  + self destructive behaviour

the child will be removed from the room immediately and provided an opportunity to calm down.

* If, within 5 – 10 minutes, the child is unable to calm down, the Program Leader, or designate (regular staff member) will be called in and the child will be taken to a safe environment.
* The child will be supervised and strategies will be used to assist the child in calming.
* If the child calms and is able to participate in routine activities, they will return to the room.
* If within 15 – 20 minutes, the child is not positively responding to the calming strategies, is continuing to be abusive to staff and/or is continuing to destroy property, a parent will be called to remove the child from the center for the remainder of the day.

All incidents, strategies and results will be documented. If more than 4 incidents resulting in suspensions and ongoing behaviour problems occur within a 1 month period, one month notice of discontinuation of services will be given. In this case we will make every attempt to forewarn the parent of the possibility that a suspension may occur.

The Management Team will also take into consideration other extreme situations and concerns as needed in deciding about discontinuing services. Examples may include but are not limited to:

* using an object or themselves as a weapon resulting in serious intentional harm to another child or adult.

## Child Development Program

All of our locations have a Program Leader on staff. The Program Leader works with all the children to ensure they are reaching expected child development milestones in the following:

* Speech and Language
* Social / Emotional (Behaviour)
* Fine and Gross Motor
* Self Help skills

The Program Leader or room staff are also available to the parents to answer any questions or discuss any concerns you may have in any of the above areas. Please feel free to go to them with any questions or concerns no matter how minor you may feel it is. If required we have access to a Speech and Language Pathologist, a Behaviour Consultant and an Early Childhood Psychologist to help us answer questions, give us new initiatives to try with children or come in for observations or assessments.

Funding is provided through Early Learning and Child Care to provide additional support for children with diverse needs.

## Consultation Services

Through funding provided by the Saskatoon District Health Region, a Speech and Language Pathologist and a Behavioural Consultant visit our Centres. The purpose of these visits will be:

* to provide support and resources to staff and parents
* with parental consent, to provide individualized programming for children with diverse needs
* to assist staff to respond to behavioural, emotional and developmental concerns displayed by the children

## Inclusion Funding and Enhanced Accessibility Funding

As each child in our care is a unique individual, we will endeavour to meet their needs by implementing the following steps as/if required:

1. Primary caregivers will document on staff observation forms, incident reports and/or checklists. Primary caregivers will informally discuss the information with the parent(s) or guardian. Parent(s)/guardian will be encouraged to offer suggestions. Primary caregivers may seek advice from Program Leader and/or Centre Manager.
2. ECE’s and the Program Leader and/or the Centre Manager will develop a plan to work on the areas identified. Parent(s)/guardian will be encouraged to offer suggestions.
3. If required, the primary caregiver and/or Program Leader and/or the Centre Manager will provide the parents with information on outside support, i.e. community agencies, family intervention services and support groups and discuss the possibility of agency consultation. To access the consultation services, parents are required to fill out the referral forms.
4. Once the referral forms have been submitted, the consultant will book an appointment to observe the child within the Centre. The consultant will provide staff and parents with strategies to assist with the concerns.
5. If the referring professional recognizes a need for intervention, the child can be placed on an Individual Inclusion Grant. A meeting will be held with the parent(s), the program consultant from Early Learning, the consultant from the referring agency, the Centre Manager, the Program Leader and primary caregiver. If approved, the grant will provide the Centre with a maximum of $300.00/month for the following:

* Individual Program Plan prepared by the Program Leader and/or, primary caregiver & referring agent.
* Implementation of the Individual Program Plan
* Child’s professional treatment sessions; and/or specialized programs (may be attended by the Program Leader and/or primary caregiver)
* Regular communication between the primary caregivers, parents, referring professionals and Program Leader
* Follow-up Child Development Grant meetings will occur as stated on the Individual Program Plan
* As required, meetings will be set up with those who are involved. This may include the parent(s), primary caregivers, Program Leader, Centre Manager, consultant from the Child Day Care Division and/or the referring professional.

Children with high needs may qualify for Enhanced Accessibility Funding. This funding allows the Centre to hire an additional staff to assist in the room.

All of our centres are able to access inclusion and enhanced accessibility funding.

## Volunteers

* Parents are welcome and encouraged to volunteer time within the centre. Parents may contribute individual talents and skills (possibly during circle times), volunteer for field trips, etc.
* Volunteers will not be counted in staff-to-child ratios but may be included in adult-to-child ratios (ie: for field trips)
* Volunteers will not be left alone with the children
* All volunteers are required to have a completed criminal record check prior to volunteering. If the new volunteer already has a Criminal Record Check, it must not be more than 6 months old at the start. There is no cost for a volunteer to have a Criminal Record Check. A volunteer letter is required and that can be picked up from the centre.

## Releasing Children

All children must be picked up by a person who is at least sixteen years of age or older and has been authorized by the parent or guardian who registered the child in the Day Care. Only the persons listed on the Child Release Form will be allowed to remove the child from the Centre.

The child will only be released to persons not listed if the Centre has received written or verbal communication from the parent/guardian. Parents are required to inform the day care if someone other than themselves will be picking up their child.

In the event that a person who has authorization to pick up a child comes to the day care to pick up a child but is not known to the staff, and the parent has not notified the staff, we will attempt to reach the parent. If we are unable to we will ID the person and release the child.

### When a Parent Appears to be under the Influence of Drugs and Alcohol

In the situation where a parent arrives to pick up their child and appears to be under the influence of drugs or alcohol, our staff are expected to be concerned about the safety of the child. It is our understanding that the Centre does not have the right to deny a parent access to their own child but we can offer to arrange another mode of transportation for the parent and child. This could mean offering to call a taxi, the other parent or a friend to come and pick them up.

If the parent insists that they are able to drive and are not interested in a ride, the staff will explain to the parent that this is a legal requirement and that he/she is required to report any situation where a child may be in need of protection.

If the parent still insists on driving, the staff will take down the license plate number of the vehicle and immediately phone in their concern to the police.

### Custody / Natural Parents Picking up Children

##### Recent Separation

The Centre cannot assume responsibility for withholding the child from either natural parent, unless a copy of a legal court order to this effect is presented.

##### Actual Custody

When a child is placed in the Centre by one parent, he/she supplies the Centre with names of people authorized to remove the child from the Centre. The Centre’s policy is to release a child only to the parent who places the child in the Centre and people authorized by that parent.

##### Legal Custody

In the case where a parent has legal custody, the Centre will release the child only to people authorized by that parent. A copy of the court order must be kept in the child’s file.

In a situation where a non-custodial parent arrives to pick up the child at a time other than what is specified in the court order and without prior notice from the custodial parent, the staff can tell the parent that she/he must call the custodial parent first to confirm that the child can leave. If the non-custodial parent insists on taking the child before the staff can contact the custodial parent or if the non-custodial parent takes the child even though the custodial parent has denied access, the provider should immediately note the license number of the vehicle and contact the custodial parent and the police. These steps can be followed anytime someone comes to pick up the child without the staff having received prior authorization from the custodial parent.

### Visitation Rights

The Centre will not, unless ordered by a court, act as a third party agency to supervise visitation rights by the non-custodial parent.

Only the parent, who has entered into a contract with the Centre, may visit his/her child during Day Care operations. In cases of exceptional circumstances, the non-contracting parent may apply to the Board for rights to visit his/her child and the Board, in its discretion, may grant such permission after first discussing the matter with the Director and staff members concerned with the care of the child or children in question.

If both parents enter into a contract for Child Care while living together, and then separate, the Centre shall ask the custodial parent to enter into a new contract with the Day Care.

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

## Health and Safety

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### Power Failure

The Centre is equipped with an emergency lighting system. For long term power failures and/or depending on weather (cold winter conditions) the centre may close and parents may be contacted to come and pick up their children.

### Water Main Break or Sewer Backup

Situations will be assessed on a case by case basis. Factors determining centre closure include but are not limited to access to clean running water and toilets and length of time water is to be shut off.

### Fire

In the event of a fire drill or actual fire, the staff lead the children out of the building immediately, not stopping for coats or footwear. Parent contact information, Crisis Management information and room attendance forms are taken along. The children and staff will gather in their groups at the designated space (see evacuation plan picture) and attendance is taken.

The Centre Manager will send a group email/See Saw to PCDC families informing them a fire drill has occurred.

In the event of an actual fire parents will be informed via group text message and/or group email and/or See Saw.

If school evacuation is required see the following...

### Evacuation Procedures

In the event of a school evacuation:

During school hours:

* The school age children at all locations would follow the school evacuation plan.
* Early learning programs - the children and staff would meet outside at designated meeting space for fire drills and then:
  + Brevoort Park Location - walk to St. Matthews School gym. If the area needs to be evacuated they will take a chartered city bus to the St. Philip location. Parents would then be notified to pick up their children.
  + St. Philip and St. Bernard Locations - take a chartered city bus to the Brevoort Park location. Parents would then be notified to pick up their children.
* For non school days all children would follow the early learning evacuation procedure.

### Lock Down Procedures

A **perimeter lockdown** is implemented because a threat or potential threat exists outside of the early learning centre/school. Children that are in the attached play yard or school park will immediately return to the early learning centre. All school and early learning centre exterior doors are locked to ensure no unauthorized individuals leave or enter the building. Exit and entry will be via the school main entrance only. Parents/guardians are permitted access to the building and their children if it is safe for them to do so. Identification may be required. Communication with parents is permitted during a perimeter lockdown.

A **school lockdown** is implemented when a threat or potential threat exists inside or thought to be inside the school. All interior and exterior doors are locked. Blinds and curtains are drawn and lights turned off. Children are gathered together in a predetermined safe area in their room. Staff and children are to remain in lockdown procedures until Police Services physically arrives and releases them.

Children that are in the attached play yard or school park will do as follows:

* Brevoort Park Location - walk to St. Matthews School. If the area needs to be evacuated they will take a chartered city bus to the St. Philip location.
* St. Philip location – walk to St. Philip Neri Church. If the area needs to be evacuated they will take a chartered city bus to the Brevoort Park location.
* St. Bernard location – walk to Lakeview School. If the area needs to be evacuated they will take a chartered city bus to the Brevoort Park location.

Parents will not have access to the building until authorities permit.

When Centre Managers have advance notification of scheduled practice lock downs PCDC families will be notified via group email and/or See Saw post. When advance notification has not been provided to the Centre Manager a group email and/or See Saw will be sent to PCDC families informing them of the lock down practice.

In the event of an actual lock down parents will be informed via group email and/or See Saw post. The group email and/or See Saw post will be sent when the lockdown notification has been lifted.

PCDC families will also receive a copy of the letter distributed by the school to school families.

### Tornado/Severe Weather

**Tornado/severe weather watch**: Children could remain outdoors and be ready to quickly move to a safe location (inside) if watch is updated to a warning. Centre Manager or designate will monitor weather conditions and decide if children should be brought inside.

**Tornado warning/severe weather warning**: Children will remain indoors and will move to interior rooms or hallways if threat is severe and in the vicinity. Centre Manager or designate will monitor weather conditions and determine course of action. Parents can pick up their children if they wish. A group email and/or See Saw post will be sent to provide an update to families.

### When a PCDC Group is on an Excursion during an Emergency

When a group of children is away from the centre on an excursion and an emergency situation (fire, lockdown, etc.) arises at their centre the Centre Manager will notify the Executive Director (or ED designate) The ED (or ED designate) will contact the supervising staff of the group on the excursion. The group will be informed of the situation at their centre and will be provide direction on what to do with their group.

### Outdoor Play Policy

***Winter Temperatures:***

Ages 18 months to about 3.5 years

* Will continue to go out until a temperature of -23° Celsius including the windchill.
* At temperatures below this, these children will remain indoors

Ages 3.5 years to School age

* Will continue to go out at temperatures of -25° Celsius including windchill for no more than 45 minutes.
* Will continue to go out at temperatures of -27° Celsius including windchill for no more than 5- 10 minutes.
* At temperatures at or below -30° Celsius including windchill theses children will remain in the indoor gross motor spaces.

***Summer Temperatures:***

**Temperature with the Humidex**

* 35° Celsius or higher \* children will remain indoors
* 30-35° Celsius \* limit time to not more than 30 minutes, dependent on

access to shade.

* 30° Celsius or lower \* staff will ensure children are taking breaks in shaded

areas, drinking plenty of water and will observe children

during outdoor play for signs of getting overheated

* If children are on an outdoor fieldtrip, the length of the trip is to be adjusted according to the humidex as well as access to shade. Not more than 3 hours will be spent outdoors at any one time with temperatures above 27° Celsius with the humidex.

Air Quality

* Vey High 10+ \* children will remain indoors
* High 7-10 \* outside time will be limited with the appropriate

precautions (limit physical activity, watch for symptoms such as

coughing, throat irritation)

* Moderate 4-6 \* outside time may need to be limited with the appropriate

precautions (limit physical activity, watch for symptoms such as

coughing,throat irritation)

* Low 1-3 \* children will enjoy usual outdoor activities

UV Index

* Extreme 11+ \* children will remain indoors
* Very High 8-10 \* limit or avoid outside time, with appropriate precautions

(access to shade, hat, sunscreen, water)

\* avoid outside time between 11am and 4pm

* High 6-7 \* outside time will be limited with the appropriate precautions (access to shade, hat, sunscreen, water)
* Moderate 3-5 \* children will enjoy usual outdoor activities with the appropriate precautions (hat, sunscreen, water)
* Low 0-2 \* children will enjoy usual outdoor play

\* When determining the weather, we will take in consideration the temperature with the humidex, the air quality and the UV index and go with the worst case scenario..

### Dietary Restrictions and Allergies

* Parents must inform the Centre Manager of any allergies or dietary restrictions the child may have.
* The Centre serves each child the standard menu
* Some accommodations may be made to meet the needs of children with dietary restrictions and allergies. If the child cannot have, for example, oranges, we can work around that and see that he/she gets an apple.
* The Centre Manager and parent will discuss which meals can be adapted to accommodate the child and which meals the parent will need to provide a substitution.
* All menu accommodations will be made on a case by case basis.

### Anaphylaxis / Allergies

* For severe anaphylaxis allergies, the parent will be required to provide the centre with an EpiPen / allerjet and Benadryl, if prescribed
* All of our centres are nut free
* Depending on the allergy, our centres may not be able to avoid purchasing the food item in which the child is allergic (ie: milk or egg allergy)
* The centre manager and parents will work together to determine the best course to ensure the safety of the child. For severe allergies, the parent may be required to bring in all the child’s meals and snacks
* Each allergy will be looked at on a case by case basis

### Medication

* Medication can be administered at the Centre only if a medication form has been completed and signed by the child’s parent.
* All medicine must be in its original container and clearly labelled with the child’s name and presented to a staff member who will place it in the medicine box. Parents and children are not allowed access to the medicine chest.
* The staff record each time medicine is administered.
* Medication cannot be given in excess of the pharmaceutical and medication recommendation.
* Cough drops are considered to be medicine and therefore need to be locked up with other medications and administered by staff only.

### Accidents / Injuries

* The staff perform simple first aid in the treatment of injuries using supplies in the first aid kit.
* All accidents are reported to the parents and the Centre Manager the same day that the injury is sustained.
* In the event of a more serious accident, the Centre Manager will call the parent(s).
* An accident form will be completed and kept on file.
* In the event of a serious accident or medical problem and the child requires immediate medical attention, the staff are instructed to designate someone to:
* call an ambulance and call the emergency department of the hospital to explain the nature of the problem
* attempt to contact the parent
* at any time, when a parent cannot be reached, the designated “emergency person” will be contacted
* staff are not allowed to sign consent forms for the medical treatment of children

### Immunization

Early Learning and Child Care and PCDC encourage all children to be up-to-date in their immunization program, as described by the Community Health Unit.

### Illness and Communicable Disease

No child may attend the Centre who is judged to be unwell or a source of infection. Be prepared to provide alternate care in the instance that your child becomes ill and you are unable to stay with him/her. As well, the Centre will not assume responsibility for children who become sick during school hours. Children too sick to attend school are also too sick to attend Day Care.

The Centre is unable to provide enough supervision for children staying in while the majority are outside. For the well-being of children and staff, children in attendance must be well enough to participate in all Centre activities including outdoor play. Our program does not have the staff to individually care for a sick child. If, in the opinion of staff, a child is not well enough to be in care, the parents will be notified and requested to make immediate alternate childcare arrangements. Please help us to keep a healthy environment for all the children.

Daily health assessments of each child are conducted through direct observation of the child, communication with the parent and/or communication with the child. The following is noted during observation:

* Changes in behaviour or appearance from those observed during previous day’s attendance
* Skin rashes, itchy skin or itchy scalp
* Increase in child’s body temperature
* Complaints of pain or not feeling well
* Severe cough, difficulty or rapid breathing
* Loosen stools or diarrhea

Any peculiar symptoms will be noted and reported to the Centre Manager, who will further assess the condition of the child. A complete assessment will be done in a private room, away from the group. The Centre Manager or designate, will contact the parents if the child is too sick to participate in the regular Centre activities or if there is any suspicion of a communicable disease. If a parent cannot be reached, the designated emergency person will be contacted. (upon enrolment parents must provide emergency information, including alternate emergency contact information including a doctor contact. Parents must provide alternate contacts whom reside close by; preferably in Saskatoon)

Parents are asked to inform the Centre of a positive medical diagnosis of any communicable disease within 12 hours in order that other Day Care parents may be notified of the introduction of the disease. A child who has contracted a communicable disease must be excluded from the Centre until the infectious period, as described by community health, is over and/or the condition has cleared up. A doctor’s note may be required. Information about specific symptoms and exclusion periods is available on the following link:

<https://www.saskatoonhealthregion.ca/locations_services/Services/communicable-diseases/Pages/Disease-Fact-Sheets.aspx>

### Fever

The Centre Manager will use their discretion when assessing a child for fever. If a child is found to have a fever, the parent will be contacted and may give consent for Tylenol or Advil to be administered if no medication form has been filled out. If consent is not given & the child appears to be getting sick, the parent will be asked to pick up the child as soon as possible.

### Head Lice

Signs of Head Lice:

* Constant itching of the scalp.
* Eggs on the hair strand, close to the scalp.
* Lice on the hair or scalp.

How to Check for Lice:

* Use a bright light and magnifying glass (if you have one). Spread the hair with a comb and look at the scalp. Lice crawl very fast, but they do not fly.
* Look for eggs on the hair close to the scalp. Lice like to live in warm spots. They are often found on the hair behind the ears or where the hair meets the neck. Look for open sores and scabs on the head. Check all the people that live in your house.
* If you have found lice, notify your daycare facility and any people you have been in contact with so that they can check for lice and treat if necessary.

Day Care Policy:

* 1. Children will be checked for head lice if they show signs of constant itching of the scalp.
  2. If head lice (a live bug or a live egg) is found on a child’s scalp or in their hair the parent is notified and asked to pick up the child immediately. The parent is provided with a handout which provides information on head lice, treatment and cleaning. All of the children in the daycare are checked for head lice.
  3. When the infected child returns to the daycare s/he is immediately checked for head lice. The parent is asked to remain until the checking has been completed. If live lice or live eggs are seen the child leaves the centre and is retreated. If no live head lice or live eggs are seen then the child can remain at the daycare. The child is then checked again for live lice and eggs on the following intervals after the initial infestation:
     + every day for the first week
     + at two weeks
     + at three weeks
     + at four weeks

If dead eggs are seen the parents are notified at the end of the day and asked to pick the eggs out.

* + - 1. All of the children in the daycare are checked at four weeks and then again at two months after the initial infestation.
      2. If all of the children are clear of head lice then we would consider ourselves lice free.
      3. If at any point in the above process live head lice or live eggs are found on any child then we would start the process again from the beginning.
      4. If the cycle continues more than three times Public Health may be consulted to see if they can do a home visit.

### Sledding Policy

* The parent or guardian will complete a “Permission to Sled” Waiver Form for their child(ren) to sled in the park adjacent to the school. All ages of children are included when using the hills in the park.
* In order for a child to participate in sledding the sled is to be provided by the parent.
* Two or more staff must accompany the children to the hill.
* Prior to sledding a designated senior staff will determine if weather conditions and the hill conditions are suitable for sledding.
* If the school has announced the hill is closed the daycare will follow the recommendation.
* The daycare will not use the hill when the school is using it (i.e recess or lunch hour)
* At the SB location sledding is not allowed on the side with trees.

### Helmet Use on Ice

PCDC requires children to wear a Canadian Standards Association (CSA) approved helmet when participating in an activity (on skates or boots) on an ice rink. Parents are responsible for providing the helmet.

### Ticks / Lyme Disease

Lyme Disease is caused by a bacteria called Borrelia burgdorferi, which can be passed to your body when an infected tick inserts its mouth parts into your skin and feeds on your blood.

Guidelines to removing an attached tick:

1. Call the parent and inform them of the situation. The decision on who removes the tick is to be left up to the parent. Ask them if they would like to come to the early learning centre and remove the tick or if they would like a staff to remove the tick.
2. To remove the tick

* do not touch the tick with your bare hands
* gently grab the tick with tweezers as close to the skin as possible. Steadily lift it straight up off the skin, avoid jerking or twisting it out; otherwise the mouth-parts may break off in the skin. If this happens, the child should see a physician

DO NOT:

* + squeeze the body
  + apply Vaseline
  + apply soap
  + use a burning match

1. Once the tick has been removed, clean the bite area with soap and water

The tick should then be placed in a labelled ziploc bag and given to the parent. Advise the parent to freeze the tick. If symptoms of Lyme disease develop then the tick should be taken to the doctor with the child.

Any ticks found that have not attached themselves to a person can be taken to a vet clinic in a Ziploc bag. They will be sent to the U of S for research.

### Insect Repellent And Sunscreen

##### Insect Repellent:

* Insect repellent with a concentration of Deet at 10% or less will be used on children aged 17 months to 12 years.
* Insect repellent containing less than 10% DEET provides for approximately 2-3 hours of protection and will therefore be applied twice per day (approximately 11:00 a.m. and 4:30 p.m.) while at Day Care for children ages 2 to12 years and once a day for children 17 months to 2 years (approximately 11:00 a.m.). For children under 2, hands and face will be avoided and in children 2 to 12 parts of the hands that may have contact with the eyes or mouth will be avoided.
* Insect repellent will be applied 15 to 30 minutes after the sunscreen has been applied and immediately before going outside.

##### Sunscreen:

* Insect repellent may decrease the effectiveness of a sunscreen by approximately 33% when sunscreen and insect repellent are used together.
* Sunscreen will be applied first (next to the skin).
* A sunscreen with at least a SPF of 30 may help to make up for the decrease in effectiveness caused by the insect repellent.
* Parents’ Child Development Co-operative will provide the following sunscreen and insect repellent to be applied on the children.
* A nominal fee of $10.00 per child per month, for the months of May, June, July, August and September, will be added to fees for the cost of the sunscreen provided by PCDC.
* The parent may provide an alternate sunscreen or insect repellent if the child has allergies

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| --- | --- | --- |
| **UV Index** | **Description** | **Sun Protection Actions** |
| 0 - 2 | Low | * \* Minimal sun protection required for normal activity * \* If outside for more than one hour, cover up and use sunscreen * \* Reflection off snow can nearly double UV strength. |
| 3 - 5 | Moderate | * \* Take precautions - cover up, wear a hat, sunglasses and sunscreen especially if you will be outside for 30 minutes or more * \* Look for shade near midday when the sun is strongest |
| 6 - 7 | High | * \* Protection required - UV damages the skin and can cause sunburn * \* Reduce time in the sun between 11 a.m. and 4 p.m. and take full precautions - seek shade, cover up, wear a hat, sunglasses and sunscreen |
| 8 - 10 | Very High | * \* Extra precautions required * \* unprotected skin will be damaged and can burn quickly * \* Avoid the sun between 11 a.m. and 4 p.m. and take full precautions - seek shade, cover up, wear a hat, sunglasses and sunscreen |
| 11+ | Extreme | * \* Values of 11 or more are very rare in Canada. Take full precautions. * \* Unprotected skin will be damaged and can burn in minutes. * \* Avoid the sun between 11 a.m. and 4 p.m. * \* cover up, wear a hat, sunglasses and sunscreen |

## Saskatchewan Child Abuse Protocol 2017

As set out by the Ministry of Education, Early Years Branch, our staff are required to follow the Saskatchewan Child Abuse Protocol developed by the Government of Saskatchewan.

If we have reasonable grounds to believe that a child is in need of protection we are by law required to report this to a child protection worker, Ministry of Social Services or First Nations Child and Family Services Agency or police officer. Failure to do so can result in prosecution. Child abuse is defined as:

* Physical Abuse
* Sexual Abuse and Exploitation
* Physical Neglect
* Emotional Maltreatment
* Exposure to Domestic Violence or Severe Domestic Disharmony
* Failure to Provide Essential Medical Treatment

Our responsibility is to report suspicion and disclosures, not to determine if abuse has occurred. Reporting procedures are designed to protect the child and parents will not be contacted in these instances. It is the responsibility of Social Services to investigate and decide if abuse has occurred and to make any necessary contacts with the child’s parent or guardian.