

# Inglewood Child Development Centre

## Parent Orientation Handbook

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Implementation Date: January 2005

Revision Date: Spring 2018

# **Inglewood Child Development Centre**

## **Parent Orientation Handbook and Parent Agreement**

The Inglewood Child Development Centre (ICDC) is a not-for-profit childcare program operated by the volunteer Board of Directors of the Inglewood Child Development Centre Society.

**Name(s) of the Child (ren) to be enrolled:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

I, \_\_\_\_\_ (hereinafter referred to as the Parent) and the Inglewood Child Development Centre Society (hereinafter referred to as ICDC) mutually agree to the following clearly defined operation policies and procedures to ensure that the interests of the child(ren) enrolled in the ICDC program, the ICDC program, and the needs of the Tri-Area are met. Tri-Area residents are given priority for placement within the Inglewood Child Development Center based on vacancy only.

### **Registration Fee:**

Upon registration in the ICDC program, the parent is responsible for the payment of the required non-refundable registration fee of \$50.00. Included in this fee is a \$1.00 membership fee. This membership fee makes the registering parent an active voting member of the Inglewood Child Development Centre Society. One month's full fee will be required by all wait-listed families who have been notified of space availability by ICDC. No space is guaranteed until the first months' advance fees have been received by ICDC in full.

### **Fundraising Fee:**

As a not for profit child care program, fundraising is vital to long term sustainability and quality programming. As a commitment to this aspect of ICDC, each family will provide to ICDC a fundraising fee of \$500 annually (September 1<sup>st</sup>- August 30<sup>th</sup>.) This will be due prior to December 31<sup>st</sup> each calendar year. Due to our centre's charity definition with Revenue Canada, we can provide a "donation" receipt to each family, each year along with your child care fees tax receipt. Provision of the fundraising fee is mandatory and included in the centre's mandate to enhance and enrich our program. Please note that no receipts (fundraising or child care fees) will be issued until all accounts are paid in full.

## **Monthly Fees:**

The parent understands that the monthly childcare fees are due on the FIRST day of each month. Fees will be automatically debited via void cheque from the registering parent's designated bank account. The current monthly fee schedule is attached.

The parent understands they are responsible for any bank charges due to NSF returns (\$30.00).

The parent understands that failure to provide payment of childcare fees on the FIRST day of any given month will result in a late payment penalty being applied to all outstanding fees. The late payment penalty of \$5.00 per day will be applied without exception to all outstanding fees after the FIRST of each month unless prior arrangements have been made with the ICDC Executive Director.

It is a requirement of the ICDC Board of Directors that each enrolling family supply a VOID cheque for childcare fees. This void cheque will be held securely and destroyed upon termination of all childcare arrangements with ICDC.

The parent understands that the ICDC Board of Directors must provide to all enrolled families thirty days written notice of any Board approved fee increases or changes.

The Parent understands that any unpaid portion of subsidized childcare will become the financial responsibility of the enrolling parent. All subsidized parents are responsible for their subsidy approval and renewal. The Parent understands that any subsidy related questions should be directed to the subsidy assessor involved in their case. Subsidy inquiries can be directed in writing to:

The Childcare Subsidy Team  
Regional Authority Office  
300, 1240 Kensington Road NW  
Calgary, AB T2N 3P7

or by phone: (403) 297-6100

The Parent understands that non-payment of any childcare fees which have lapsed more than thirty days will result in all childcare arrangements with ICDC being terminated with no further notice.

The Parent understands that at no time will there be a reduction of childcare fees due to child illness, family vacation, identified closure dates, and/or unexpected closure due to circumstances beyond the control of ICDC.

## **Contracted Hours and Days of Care:**

The Parent and ICDC both understand that the child (ren) will be enrolled within the ICDC program on the days noted below:

**Child 1:** \_\_\_\_\_

Monday  Tuesday  Wednesday  Thursday  Friday

The Parent and ICDC both understand that the child will be arriving at ICDC at \_\_\_\_\_ am on the days noted above.

The Parent and ICDC both understand that the child will be departing from ICDC at \_\_\_\_\_ pm on the days noted above.

**Child 2:** \_\_\_\_\_

Monday  Tuesday  Wednesday  Thursday  Friday

The Parent and ICDC both understand that the child will be arriving at ICDC at \_\_\_\_\_ am on the days noted above.

The Parent and ICDC both understand that the child will be departing from ICDC at \_\_\_\_\_ pm on the days noted above.

**Child 3:** \_\_\_\_\_

Monday  Tuesday  Wednesday  Thursday  Friday

The Parent and ICDC both understand that the child will be arriving at ICDC at \_\_\_\_\_ am on the days noted above.

The Parent and ICDC both understand that the child will be departing from ICDC at \_\_\_\_\_ pm on the days noted above.

**The Parent understands that any change to the above noted days and hours of contracted care must be submitted in writing to the ICDC Executive Director for approval.** The written request for a change in care must be submitted on the FIRST day of the month and one month prior to the requested change in arrangements would commence.

The Parent understands that any requests for changes in childcare arrangement will be evaluated and approved based on program space availability. Should availability be nil in the program, the parent can request that the proposed change in childcare arrangements be placed on the ICDC wait list for possible future implementation as space permits.

The Parent understands that at no time will any vacant childcare space at ICDC be held for any reason. This includes withdrawn children, those on maternity leave, or those on extended absences from ICDC.

## **Approved Program Closure Dates**

The Parent understands that each September a list of Board approved closure dates will be posted on the ICDC website for parental reference.

The Parent understands that the approved closure dates include all statutory holidays, provincial holidays, and civic holidays in addition to the week between Christmas and New Year's, Easter Monday, Stampede Parade Day, and two professional development days for the ICDC staff which currently occur prior to the Family Day weekend and the Remembrance Day long weekends.

## **Hours and Days of Program Operation**

The Parent understands that ICDC is operational Monday to Friday.

The Parent understands that ICDC's operational hours are 7:00am to 5:30pm.

The parent understands that hours of operation can be impacted by civic and federal election laws.

Unusual closure times will be provided to parents with as much notice as can be given.

## After Hours Pick-Up and Payment of Late Penalties

The Parent agrees to pick up the child prior to 5:30pm each day. Failure to pick up any child prior to 5:30pm will result in a late penalty being charged by ICDC. (See attached Late Policy and Form) This is a zero-tolerance policy.

The late penalty applied by ICDC is \$1.00 per minute 5:30pm until the time the parent or designated alternate arrives to pick up the child, this charge will be applied for a first offence. The 2<sup>nd</sup> late pick up will be charged a late charge of \$2.00 per minute after 5:30pm. The 3<sup>rd</sup> late pick up will be charged a late charge of \$5.00 per minute. The 4<sup>th</sup> late pick up will be forwarded to the ICDC Board of Directors for further disciplinary actions. Each family is allotted only three offenses of this policy **per calendar year**. All late fees are monitored and tracked for compliance with this policy.

The Parent understands that a "Late Pick-Up Form" is required to be completed in full by the parent prior to leaving the centre with the child on any occasion when a parent or designate picks the child up late.

The Parent understands that any late penalties applied due to late pick up are payable immediately to the designated staff member. Failure to provide payment to the attending staff member will result in all childcare arrangements being suspended until payment of late charges has been received in full by the attending staff member.

The Parent understands that should they be late three or more times in any calendar month, the issue of the parent's non-compliance with the ICDC policy concerning hours of operation will be brought forward to the ICDC Board of Directors' attention for further possible disciplinary action, penalty, or childcare placement termination.

The Parent understands that should the child not be picked up after 5:30pm nor has there been any success in contacting the parent or emergency contact listed by the parent on the enrolment form, the designated staff member may contact the Emergency Response Unit of Children's Services regarding the child's abandonment at ICDC.

## **Person(s) Authorized to Remove Child from Program**

The Parent understands that their child will not be released to anyone other than those individuals indicated by the enrolling parent on the enrolment form/file update forms provided to ICDC.

The enrolling parent agrees to supply a copy of all legal documents which prohibit a natural parent/guardian from having access to his or her child. Under no circumstance will a parent be refused access to their child without supporting legal documentation. It is understood that is the parental obligation of the custodial parent not ICDC to supply such documentation.

The Parent understands that should legal custody and/or visitation orders be in place for a child enrolled at ICDC, that as the details and content of these orders change, ICDC must be provided with all current documentation outlining all subsequent changes. This is the custodial parent's responsibility and not that of ICDC.

The Parent understands that a " Child Release Form" will need to be completed by the parent/guardian prior to any "other" individual arriving on site to remove a child from the program. Valid picture identification must be presented to the attending ICDC staff member upon arrival at ICDC. Failure to provide picture identification will result in the child remaining in the care of ICDC and the proper authorities being contacted as such time.

The Parent understands that at no time is any individual under the age of eighteen years permitted to pick up any child from ICDC unless accompanied by an authorized adult/guardian.

The Parent understands that any adult who may be under the influence of alcohol and/or drugs will not be permitted access to any child in the care of ICDC. The Parent understands that proper authorities will be contacted by ICDC. Such authorities include but are not limited to Calgary Police Services and/or Calgary and Area Child and Family Services Emergency Response Unit.

### **Child Illness on Site**

The Parent agrees to refrain from bringing on site, any child who may be ill (contagious illness) as defined by the Calgary Health Region (set out in the attached Sick Child Policy).

The Parent understands that should the child become ill during any given day, they will be contacted by phone by an ICDC staff member. It is understood that the parent will remove the ill child **immediately** from the program. A child illness form will be completed by the attending staff member and must be signed by the parent upon removal of the child from the program.

The Parent understands that there will be no reimbursement of childcare fees due to the illness of a child.

The Parent understands that ICDC may request a physician's note prior to the readmission of the child should it be deemed necessary to ensure the health and safety of both attending children and staff members on site. Serious illness will be reported to assisting outside agencies such as Calgary Health and Daycare Licensing immediately.

The Parent understands that a copy of the child's immunization record is required prior to admission into the program. Should the registering parent not support the immunization of their child for personal reasons, a formal letter outlining this statement of refusal must be on file for the enrolled child.

The parent agrees to read and implement ICDC's "Sick Child Policy", which is attached.

### **Medication/Herbal Remedy**

The Parent understands they are required to complete an "Individual Child Medication Record" prior to any medication and/or herbal remedy being administered by any ICDC staff member. The parent understands that failure to complete the required medication form will result in medication **NOT** being administered.

The Parent understands that a specific time must be indicated on the medication form. (Please note: "As Needed" is not a specific time.) The parent understands they **MUST** communicate to the child's care provider the last time the child received the medication prior to their arrival on site.

The Parent understands that all medication and/or herbal remedies must arrive on site in the originally dispensed container. The medication label on the container must have the following information: Prescription number, physician's name, child's name, name of medication, frequency of administration, special administration instructions, and dosage required.

The Parent understands that all "over the counter" medications and/or herbal remedies must be in the original sales container when on site at ICDC. An "Individual Child Medication Record" is required to be completed by the parent prior to any medication/ herbal remedy being administered by an ICDC staff member. All containers **MUST** be labelled with the child's name. All medication is stored in the lock boxes located in our kitchen (fridge/cupboard).

The Parent understands that it is their responsibility to ensure any long-term medications and/or emergency medications are on site daily as required. A "Child Emergency Medication" form **MUST** be completed for these medications. The Parent understands they are responsible for educating ICDC staff in methods of administration, signs, and symptoms of emergency related to their child. The Parent understands that a photograph of the child and specific medical information will be posted in the kitchen/ and home room of the child high-lighting the child's specific needs for all ICDC staff. Emergency medication will be stored in each room's portable emergency information backpacks only.

## **Emergencies**

The Parent understands that in signing this agreement they have given formal permission for medical treatment to be obtained for the child if the Parent cannot be contacted immediately. It is understood that the medical treatment will be sought at the closest emergency department and/or medical physician's office.

The Parent understands that in a medical emergency, all the child's records will be released to the attending medical provider ensuring accurate treatment and diagnosis.

The Parent understands that they will be notified immediately by phone of any serious accident, injury, or illness that may require medical attention. All serious injuries **MUST** and will be reported to the Daycare Licensing Unit immediately.

The Parent understands that they will be required to sign and date an accident/incident report form following notification of the injury or illness. The Parent will be given a copy of this document at their request, while the original will remain a part of the child's permanent record at ICDC.

The Parent agrees to update all emergency contact information for both themselves and their designate emergency contact(s). The policy at ICDC is to update files for all children every Spring and Fall each year. Should changes occur in between these designated update times, this becomes the parent's responsibility to inform ICDC immediately of these changes for health and safety of their child.

The Parent understands that in the event of a centre evacuation, they will be required to pick up the child from our designated site of:

The Suitor House/Surgeon Offices  
1004-8<sup>th</sup> Avenue SE

(This site is directly kitty-corner from our outdoor play area on 8<sup>th</sup> Avenue S.E.)

The Parent understands that should the program be without water, electricity, or heat for more than two hours, the program will be advised by the Calgary Health Region of evacuation procedures. Should these conditions warrant closure, parents will be required to pick up their child (ren) immediately upon notification by ICDC.

## **Accident / Incident Reporting**

The Parent understands that all injuries that occur while the child is on site at ICDC will be documented by a designated staff member. This will be documented by completing an "Accident/Incident/Illness Form".

The parent understands that, and all serious incidents will be reported to Daycare Licensing/ Critical Incident Intake immediately. These incidents may include an intruder, a child being taken by an unauthorized individual, program closure due an emergency, an injury requiring medical attention etc.

The Parent understands that they are required to sign the noted document. The parent understands that this report will be placed in the child's permanent record. A copy may be requested by the parent for their own reference.

The Parent understands that any child arriving with an obvious injury will be required to disclose to the designated ICDC staff member how the injury occurred and where. This information will be recorded in the room's daily communication book for future reference if required.

## **Snack and Lunch Policies**

The Parent understands that ICDC will supply a nutritional morning snack (8:30am), hot lunch (11:00am) and afternoon snack(2-3pm) daily that is included in the monthly childcare fees paid. The menus for the month are posted and reviewed monthly to ensure nutritional content as per Canadian Food Guide and children's preferences. Children are seated when eating and drinking in all rooms. Napping children will not be provided with any beverages on site.

The Parent understands that the ICDC monthly menu will be posted both on the main bulletin board and our web site on the first of each month. These monthly menus are not rotating menus and account for seasonal fruit and vegetables.

The Parent agrees to supply a special diet for those children that may be restricted from the posted ICDC menu due to allergies, religious beliefs, and/or personal choice.

The Parent agrees not to provide the child with any peanut or nut-based food items. These items will not be consumed on site due to severe allergic reactions. Our program is deemed to be "Nut Free". Parents

should refrain from providing any nut-based product prior to the child's attendance at ICDC to limit exposure due to cross contamination.

The Parent agrees to provide ICDC with all documentation regarding the child's food allergy. The Parent understands that a photograph of the child will be posted in the kitchen and the child's home room highlighting this allergy for all ICDC staff.

## **Child Guidance**

The Parent agrees to read and ask any question regarding the attached ICDC "Child Guidance Policy".

The Parent understands that the last page of this Orientation Manual requires a signature indicating that they have read and understood this written policy provided to them for reference. This signed document will remain a part of the child's file on site and demonstrates that the Parent understands the policy as implemented on site.

The Parent understands that the policy attached is their personal copy of the ICDC Child Guidance Policy.

## **Birthdays and Special Occasions**

The Parent understands that at ICDC we love celebrations. Should you wish to share your child's achievements or milestones with us, please feel free to discuss your ideas with your child's room teachers.

## **Rest and Quiet Time**

The Parent understands that each child will have a nap and/or quiet time each day. Beverages will not be provided to any children napping at I.C.D.C.

The Parent understands that they are responsible for supplying a blanket for their child. All items are to be labelled with the child's name.

The Parent understands that they will take a turn taking home, on a Friday, the room's sheets and bedding. This responsibility is rotated amongst all parents in each room.

## Clothing

The Parent understands that each child must have, on site, at least one complete change of clothing. This includes socks and underwear. Each child must have both indoor and outdoor shoes on site daily. A current supply list is attached.

The Parent understands that ICDC is not responsible for any loss or damage to articles of clothing. Please understand that the children are active participants in all daily activities and their clothing should not restrict their exploration in any way.

The Parent understands that the child must be dressed for the weather daily. As outdoor play is an important aspect in the ICDC program, the child must be equipped to deal with the elements. Winter clothing would include: parka, snow pants, insulated hat, mittens, and waterproof winter boots. Summer clothing would include: a wide-brim hat, rain boots, and rain jacket, just as examples.

## **Parent Involvement**

The Parent understands that as a valued stakeholder in the ICDC program, they are welcome on site at any time.

The parent understands that ICDC is operated by a volunteer Board of Directors who are currently parents in the center. The Board of Directors govern policy and procedure for the program. The day-to-day operations of the program are the Executive Directors responsibility. Monthly board meeting is held and all ICDC parents are always warmly welcomed to attend. Monthly board minutes and agendas are posted for parental reference and involvement in the mud room.

As a not for profit child care program, fundraising is vital to long term sustainability and quality programming. As a commitment to this aspect of ICDC, each enrolled family will provide to ICDC a fundraising “donation” of \$500.00 annually. This donation is due prior to December 31<sup>st</sup> each calendar year. Tax receipts will be issued for this donation each calendar year.

The Parent understands that they will be required to provide one volunteer to work a minimum of one (8hour) shift at a program hosted casino. The casino dates will be on a 19 to 24-month rotation and 100% of the ICDC families attending the program will be required to fulfill this obligation with no exception. Failure to do so may result in placement being terminated with 30 days’ notice as this fundraising activity is required for the program’s financial viability.

The Parent understands that they are required to attend a Parent Orientation Workshop, Re-Accreditation Workshops and Parent/Teacher conferences as scheduled by ICDC following enrollment of their child. A key element to ensuring the success of our programs at ICDC is the involvement of parents. To encourage full participation of parents at these mandatory meetings and events, the ICDC board has approved a new policy concerning non-participation. Missed mandatory events (unless of course inexorable circumstances prevent attendance) will be addressed as follows:

*1st incident of non-participation:* ICDC board will issue warning letter advising parent(s) of missed event.

*2nd incident of non-participation:* ICDC board will give the parent(s) 30 days written notice of their child’s care being terminated and removal from our program.

## Voicing of Parent Concerns

The Parent understands that ICDC will distribute parent surveys each Spring and Fall each year for parental program input.

The Parent agrees to discuss any concerns regarding their child's care or the ICDC Program using the following format:

1. Contact the Educator directly, if not satisfied, THEN 2;
2. Contact the Executive Director, if not satisfied, THEN 3;
3. Contact the ICDC Board of Directors in writing, if no satisfaction, THEN 4;
4. Contact the Calgary and Area Child and Family Services Authority:  
c/o Daycare Licensing  
#80, 3915 51 Street S.W.  
Calgary, Alberta T3E 6N1  
Phone: 403-297-803

## **Daily Responsibility of ICDC Parents**

The Parent agrees to keep ICDC staff informed of any changes that may impact the care provided by ICDC staff.

The Parent understands they are required to sign the child in and out of ICDC's care daily. A specific time must be indicated for both in care and out of care.

The Parent understands that it is their responsibility to read all notices, forms, and consent forms. This includes all information sent via HiMama to each parent's smartphone. The ICDC monthly newsletter is available on our website at: [www.inglewoodchilddevelopment.ca](http://www.inglewoodchilddevelopment.ca), all information provided within the newsletter is a parental responsibility for reference and knowledge.

The Parent understands it is their responsibility to ensure that their child is equipped for the day, including all items on the attached supply list.

## **Termination of Childcare Arrangements**

The Parent understands they are required to provide **2 months written notice** to ICDC should their childcare arrangements need to be terminated at any given time.

Termination notice must be provided in writing on the 1<sup>st</sup> of any given month.

The Parent understands that should ICDC be required to provide termination of childcare notice to the parents of a child enrolled at ICDC, ICDC will provide to parents in writing two months written notice of termination of care. The only exception to this policy would be non-payment of childcare fees or abuse (verbal/physical) of any ICDC child, representative, parent, or staff member.

## **Photographs and Video Taping**

The Parent understands that in signing this agreement, they are giving formal consent for the child to be enrolled to be photographed and video-taped while involved in any ICDC activities. As a learning site, this occurs frequently.

## **Neighborhood Walks / Field Trips**

The Parent understands that in signing this agreement they are giving formal written consent for the ICDC staff to take the enrolled child on spontaneous and planned walks and for emergency evacuation as required throughout the Inglewood community as per legislated ratio and best practice guidelines. Our program policy is not to provide field trips offsite but rather expand our program by offering “enhancement programs” such as yoga, book lending program, etc.... on site.

A staff from each room will ensure that all portable emergency information for each child, a cell phone, and a portable emergency first kit are taken with them anytime they leave the physical premises of the building.

## **Liability**

The Parent agrees not to hold ICDC liable for any accident or loss of valuables that may occur because of this agreement.

## **Other**

The Parent understands that ICDC staff and administration are bound, by law, to report any suspected case of child abuse and/or neglect immediately.

Implementation Date: January 2005

Revision Date: December 2017

# PARENT ORIENTATION CHECKLIST

		Parent Initials
1.	I have received a tour of ICDC.	
2.	I have met my child's Educators.	
3.	I have read and understood the ICDC Child Guidance Policy.	
4.	I have read the Orientation Handbook and am familiar with the operational policies and practices of ICDC.	
5.	I agree to supply all items outlined on the Supply List.	
6.	I have attached payment of the non-refundable Registration Fee of \$50.00. I have provided ICDC with a \$500.00 fundraising fee. I have provided ICDC with a VOID cheque for automatic debit of monthly childcare fees. I understand that I will be required to volunteer for a mandatory shift for all ICDC casino related events.	
7.	I understand that I MUST attend all ICDC Parent Workshops and Parent/Teacher conferences as outlined in this manual to ensure future placement of my child (ren) within the ICDC program.	
8.	I understand that ICDC has a zero tolerance for any form of profanity, verbal abuse and other forms of bullying behavior by any persons on site.	

Parent Signature	Date
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Executive Director's Signature

Date

Office Use Only:

Date of Application:
Enrolment Date:
Office Signature:

## ICDC Fee Schedule (Effective September 1, 2018)

### Full-Time fees are as follows:

Age Group	Full Time Monthly Fee
Toddlers	\$1,100
Three Year Old's	\$1,100
Four Year Old's	\$1,100

Please note all fees are subject to change with 30 days' notice as approved by the ICDC Board of Directors.

Implementation Date: January 2005

Revision Date: September 1, 2018

# Late Policy

## Philosophy

Upon enrolling at ICDC parents are made aware of the Centre`s hours of daily operation. These defined hours are from 7:00AM to 5:30PM, Monday through Friday. As an early childhood development site and employers, we fully expect our employees to complete their designated shifts within our daily hours of operation. We value and respect our childcare practitioners, their families, and any outside activities and responsibilities they may have. Quality childcare is directly reflected by the quality of staff a program has on site.

## Policy:

Any parent or designate arriving after 5:30PM on any given day to pick up their child will be assessed a monetary penalty for such action. The number of late pick-ups will be monitored internally, and parents will be assessed the corresponding penalty based on their previous history of late offenses. Parents are allowed a total of three late monetary penalties total for the entire length of their child`s enrolment at ICDC.

The Board of Directors and or the Executive Director can address the parent directly concerning their prior actions.

All monetary penalties are payable in cash only to the attending staff member. Should payment not be made on the evening the offense occurred, the parent must submit, in full, the monetary penalty no later than the morning of the next business day. Failure to comply with this policy will see all child care services be withdrawn by ICDC until payment has been made in full.

The following penalties will be applied with zero tolerance:

1 <sup>st</sup> offense	\$1 per minute after 5:30PM
2 <sup>nd</sup> offense	\$2 per minute after 5:30PM
3 <sup>rd</sup> offense	\$5 per minute after 5:30PM
4 <sup>th</sup> offense	Forwarded to the Board of Directors for disciplinary action

Implementation Date: January 2005

Revision Date Spring 2018

## LATE FORM

The charge for a parent arriving after 5:30PM is as follows:

1 <sup>St</sup> offense	\$1 per minute after
2 <sup>Nd</sup> offense	\$2 per minute after
3 <sup>rd.</sup> offense	\$5 per minute after
4 <sup>th</sup> offense	Forwarded to the Board of Directors for disciplinary action

This amount is to be paid directly to the staff member(s) who stayed with the child.

Name of Child:		
Room/Staff Names:		
Date of Offense:		
Time of Departure:		
Total Minutes Late:		
Amount Owing:		
Staff on Duty:		
Parent Signature:		
Staff Member Paid:	Cheque: <input type="checkbox"/>	Cash: <input type="checkbox"/>
Reported:	YES	NO

# Sick Child

## Philosophy

We believe the children and staff at ICDC have the right to attend a Centre that promotes a healthy environment. Prevention of illness is the basis of our health policy.

## Policy

- To maintain a good standard of health, we will make a daily visual health check. If illness prevents a child from participating or being comfortable in the program activities, or if the staff cannot provide the care required, the child will be considered too ill to attend the program.
- All children play outside each day (weather permitting). If the child is not well enough for outdoor play, the child should be kept at home.
- Children must be kept at home if they have symptoms of diarrhea, vomiting, or fever over 38.5°C (101°F).
- Parents must inform staff at ICDC if their child has been exposed to any communicable diseases.

## Colds

Children may experience a cough, nasal discharge, or congestion with a cold. If a child has these symptoms, it should be discussed between the parent and the caregiver to see if the child should attend the Centre.

## Diarrhea

Diarrhea is repeated bowel movements that have an unusual appearance or odor and are often watery and discolored. When the third episode of diarrhea has occurred at the Centre, the parents will be contacted to remove the child from the Centre until the bowel movements have returned to normal. Occasionally, children can develop diarrhea from being on antibiotics. If this is the case, parents should discuss this with the caregiver. Please note: the child CANNOT return to care until a firm bowel movement has been had by the child.

## Fever

Parents are required to keep their child at home if they have a fever over 38.5°C (101°F). Please remember that fever medication only masks the symptoms and does not eliminate the problem.

## Chicken Pox

For the comfort of the child it is our policy that parents keep children home for five days after the first spot has appeared or until the last spot has scabbed over.

**Pink Eye / Conjunctivitis**

Signs of pink eye include the white of the eyes turning pink or red; eyes are scratchy or hurt and may have yellow discharge. This is extremely contagious, and we ask that the child remain home for twenty-four hours after starting an antibiotic treatment.

**Rash**

Any unidentified rash should be diagnosed and be identified in writing by a doctor before the child returns to the Centre.

**Vomiting**

If the child vomits at the Centre, the parents will be contacted immediately to remove the child from the Centre. The child should not return until he or she is able to keep solids and liquids down.

**Immunizations**

Prior to admission, each child must have their immunizations up to date, and a copy of the immunization record must be kept in the child's file. If for any reason the child is not immunized, the parent must provide written documentation of this choice which will be kept on file.

**Sick Child Supervision**

If a child does become ill during a day, the child will be cared for by a designated staff member. The child will be cared for in an area away from the other children preventing the spread of the illness. Where possible the child will be cared for in the staff room by our designated float/relief staff member until the contacted parent arrives for the child.

All Communicable Diseases must be reported to the governing Health Authority and or the designated Community Health Nurse.

Implementation Date: January 2005

Revision Date: Spring 2018

# Child Guidance

## Philosophy

The guidance of children's behavior is a very important part of any quality childcare setting. Guiding children's behavior can take on two very different roles. One role is the preventative role, which prevents inappropriate behavior before it has a chance to occur. The other role is intervention, dealing with the inappropriate behavior after it has already appeared.

## Policy

### Preventative Strategies

- Some preventative strategies for guiding children's behavior are:
  - Role modelling appropriate social behavior
  - Respecting each child's uniqueness
  - Understanding that each child has individual needs and interests
  - Planning a developmentally appropriate program
  - Understanding the group dynamics and planning for foreseeable problems
  - Transition activities between activities
  - Room design and flow

## Guiding Behavior and Setting Limits

- Praise behavior you want to recur. (Example: "I really feel great whenever everyone is using their ears to listen.")
- Establish clear limits. (Example: "I cannot let you climb on the shelves because you can hurt yourself. You can climb on the climber.")
- Use clear, concise statements. (Example: "Put your jacket on, it's time to go.")
- Focus on positive statements. (Example: "Walking feet" rather than "Don't run")
- Explain logical or adult-constructed consequences of actions. (Example: "If you cannot sit beside Tommy without hitting, you will have to find another chair.")
- Give choices you feel comfortable with. (Example: "Remember we use walking feet in the hallway.")
- Ignore minor incidents.
- Encourage children to solve their own problems, if possible.
- Deal immediately with any incident.
- Let children know you are there to help if needed.

## **Intervention Methods**

The following methods will be used when an inappropriate behavior had occurred, and a child needs to be redirected or stopped:

- Stay calm.
- Move close to the child. Get down to the child's eye level.
- Acknowledge the child's feelings. Provide labels for feelings as well as assuring the child you understand how they are feeling. (Example: "I know you are angry that Susan took the care away from you but hitting hurts Susan.")
- Focus on the behavior being unacceptable rather than the child.
- Reassure the child that they are still valued and cared about.
- Redirect the child with another activity or toy.  
Offer three choices to the child of alternative play areas or activities.

## **Sit and Think**

Sit and Think will only be used when a child is out of control and not capable of reasoning. The child will be removed from the group with the understanding that they may return to the group when they feel they are ready. Time out is a break from the situation, not a punishment for the child. If when the child returns to the group he/she is still unable to cope with the situation, the child will be asked to try again.

Once the child has returned successfully to the group, now may be the time to discuss in full the inappropriate behavior that resulted in the child being asked to leave the group in the first place. Reassurance and praise will be given to appropriate behavior upon returning to the group, so the child's self-esteem stays intact. Once the incident has come to an end, we all move on.

## **Corporal Punishment**

Corporal punishment/or the threat **of any kind will not be tolerated** by any early childhood professional, support staff member, or practicum student at ICDC. Failure to comply with this policy will result in immediate dismissal of the individual with no notice. Corporal punishment in our view includes:

- Hitting, spanking or striking
- Punching
- Pinching
- Biting
- Pulling of a child's hair or limbs
- Kicking
- Verbal abuse/ humiliation/ verbal and emotional degradation
- Isolation, physical restraint, or confinement of the child
- Withholding or the threat of withholding any necessity of the child

## **Policy and Staff**

All new staff at ICDC will be made aware of this policy upon hiring. All staff members are provided with a staff handbook, which is required to be signed for. Current staff will be made aware of this policy by having staff meetings to discuss the policy as well as having a signed child guidance policy in each staff member's individual personnel file. By signing this policy, the early childhood professional is indicating they are aware of the policy, understand the policy, and will implement the policy consistently.

This policy will be monitored by the Director, the Board, and the parents using the facility for their childcare needs. Parents will receive the child guidance policy as part of the parent hand book upon enrolling their child at ICDC. Parents acknowledge this policy being received by signing the intake documents form.

The child guidance policy is revisited annually. As file updates are completed every six months, all staff at ICDC are required to sign a document that indicates they are aware of the child guidance policy and use this policy as a best practice on site daily.

# ICDC Supply Check List

The following is a list of items that are required to be on site daily for each individual child enrolled at ICDC. **All items should be labelled with the child's name.**

One pair indoor shoes (No slippers, open toes sandals. These are not acceptable to Licensing regulations)

One pair outdoor shoes (no sandals, closed toe running shoes, non-marking soles) One complete

change of clothing including the following:

Pants, shirt, underwear, and socks.

Weather appropriate outerwear.

Winter/Fall	Spring	Summer/Fall
Winter jacket	Rain jacket	Wide brim sunhat
Snow pants	Umbrella	Light weight jacket
Insulated hat	Rubber boots	Sun glasses
Mittens (Waterproof Only)	Splash pants	
Waterproof winter boots		

One bottle of sunscreen. (expiry date must be valid) Bug

repellent (optional)

Blanket

Backpack to hold everything on your child's hook in the main hallway



## Spring Supply List

\*2 boxes of Kleenex

\*1 box band aids

## Hot/Cold Weather

### **Philosophy**

ICDC recognizes how important daily outdoor/gross motor play is to all children and their development.

### **Definitions**

Cold temperature: -15°C, including wind-chill

Hot temperature: +28 C (The decision is the educators)

Sources: Accu-weather, Weather channel and YYC Calgary weather report.

### **Policy**

- In the event, that the temperature goes above or below the temperatures stated above, to ensure the safety of the children, children will not be going outdoors.
- If an Air Quality Statement is released. E.g. smoke from fires or inversions causing high levels of pollution.
- Other circumstances would be if the area is too icy or too wet as to be hazardous to the children.
- Ratio is not met due to shift changes and absences.
  
- All children must wear appropriate clothing daily:
  - Winter clothing includes snow pants, snow boots, warm winter jackets, hats, and waterproof mittens (scarves are not permitted)
  - Summer clothing includes: wide-brimmed summer hat, close-toed shoes, sunscreen (no aerosol products)
  - No flip flops or open- toed sandals

Implementation: January 2005

Revision Date: Spring 2018