



Policies & Procedures Parent Handbook

1819 2nd Ave, Fort Macleod Alberta
403-553-0087

littleleaderslearnandplay@gmail.com

Our Philosophy

Little Leaders Learn & Play daycare is a newly renovated (fall of 2020) locally owned and operated facility. This program is guided by the interests of our children, ages 9 months to 6 years. Our team uses clear communication to take a personalized approach on the unique needs of your family while focusing on creating a loving and welcoming environment. Our vision is to help children build foundational learning for future school. Forming relationships in and around our community with our families, while utilizing play based programs, games, and educational activities in a fun and safe environment to learn and play.

Curriculum & Developmental Needs

Our curriculum is theme-based and developmentally appropriate. We began teaching infants by exposing them to books, playing games with them, and helping them reach first-year milestones. Classes are divided into learning centers which children explore, learn, and play.

Our planning will focus on these developmental domains **Social, Physical, Intellectual, Creative, Emotional**, also known as **S.P.I.C.E.**

Social Development - Positive and safe interactions with peers and staff to foster relationships and social needs.

Physical Development - A variety of daily activities will be provided to help foster Gross and Fine motor skills. We will provide a play based environment with plenty of moving activities, as well as lots of time and space for energetic play.

Intellectual Development - With play based learning and focusing on children's interests we will adapt skills in language, reasoning, and concepts. Following the children's interest and building on those interests, providing answers to their many questions.

Creative Development - using everyday items to provide materials to create their own work of art, games, and imaginative play.

Emotional Development - Provide a safe and understanding environment for the children to feel comfortable and confident in expressing their many emotions, celebrating accomplishments both big and small, and creating awareness of others and their own feelings.

We want our children to learn, play, and grow in a safe, loving environment. We want our daycare to be one that children love attending and parents love visiting. Parents are welcomed and encouraged to visit and participate in center activities.

Admission Requirements

Little Leaders Learn & Play accepts children ages 9 months to 6 years of age. Our daycare operates year-round, Monday thru Friday, 6:00 AM to 6:00 PM.

To enroll in our daycare, you must provide the center with the following required documents: enrollment papers, current immunization record, registration fee.

If during your child's stay with us, there is a change of employment, home address, or telephone number,

it is the parent's or legal guardian's responsibility to notify the daycare management in writing of such changes. Our management must be able to contact responsible parents/guardians at all times during the normal hours of operation of the daycare center.

Little Leaders Learn & Play admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies or admission policies.

Rates and Registration

Infants (9 months to 12 months) \$875.50 month/ \$65day drop in
\$240.50 month with Alberta Early Learning and Childcare Agreement
12 months to 19 months \$824.00 month/ \$60 day drop in
\$189.00 month with Alberta Early Learning and Childcare Agreement
19 months to less than 3yrs \$798.25 month
\$288.25 month with Alberta Early Learning and Childcare Agreement
3 years to 5 years \$721.00 month
\$271.00 month with Alberta Early Learning and Childcare Agreement
Kindergarten year \$600.00 month
Drop-In for 19+ months (if space allows) \$ 45.00 day
Hourly Rate \$7.00 hour

If you don't qualify for Alberta Early Learning and Childcare Agreement Part time rates will have a \$150.00 lesser charge than the full time rate for your child's age rate. (EXAMPLE: a child 19 months to less than 3 years is \$798.25 for full time, part time for a child the same age would be \$648.25)

Payment and Late Fees

Little Leaders Learn & Play accepts Checks, Cash, and E- Transfer (preferred). Payment is due on the first day of each month (unless prior arrangements have been approved by the owner) If tuition is not paid by closing time on the 5th day of the month, a \$10.00 late fee will be charged to your account and \$5.00 per day until paid. Children with a past due balance will not be allowed to attend the following month unless the past due balance is paid in full. No account will be held for more than one month. We do not carry balances. Payments may be paid bi-weekly or monthly as long as tuition is paid for in advance. If for any reason you decide to withdraw your child from our center, a one month written notice is required.

If a check is returned to us for any reason, a \$25.00 fee will automatically be charged to your account. A 15 minute grace period will be given to the agreed upon pick up times, after that time period passes, **a late charge of \$1.00 per child, per minute will be charged to all parents who do not have their children picked up by closing time.** Late pick-up is not a normal program option and will only be considered as an exceptional occurrence.

No Notice

If your child is going to be absent from daycare a phone call, Facebook Message, or Text must be made to the daycare to notify the Director. If no one answers or it's after hours, please leave a message. We would like you to contact the daycare by 8:00am, so staff can plan for the day and we are aware of final morning snack numbers. The daycare staff does keep track of what children will be attending daycare each day, so if no contact is made then a no notice (N/N) charge will be applied to your account and written on your child's sign-in sheet. The no notice fee is \$50.00 per child per day of no notice (This fee would not be covered by subsidy).

Holiday Closings

We are closed for the following holidays:

New Years Day Family Day Good Friday Victoria Day Canada Day Heritage Day
Labour Day Thanksgiving Day Remembrance Day Christmas Day

Daycare Closures

Little Leaders Learn & Play will be inclined to close if any of the following events (but not limited to) were to happen

- Inclement Weather
 - Loss of Power
 - Loss of Heat
 - Water Restrictions
- Communicable Disease Outbreak
 - Pandemic
- Food Poisoning Outbreak

Families will be notified via telephone if any of these events or events beyond our control occur. Please make best efforts to have your children picked up within the hour of receiving the phone call.

Policy for Drop Off and Pick-Up

Please make sure your child is at the center by 11:00 Am. Upon arrival, it is the responsibility of the adult dropping off the child to check-in the child and walk them to their classroom, or to the staff member who greets them to assist their child. Children are not to be dropped off in the parking lot and allowed to enter unescorted.

Children MUST be signed in and out every day. The sign in sheets is a legal document. Please call the center if your child will be absent for the day.

The parent(s) of the child shall at any time the child is in attendance be permitted access to all child care areas of the Center and shall make his or her presence known to Center Staff prior to removing the child from the Center.

Each parent/legal guardian will document in the enrollment papers the people authorized to pick-up his/her child. Each authorized person will use their fingerprint when checking in and out a child. If you want a person who is not identified as an emergency and authorized person to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The provider will require photo identification from anyone that it is not recognized. Please notify your pick-up person of our policy.

A child will only be released to that person with proper identification, such as a valid driver's license or picture identification. Please keep in consideration that although someone may be on the pick-up list, staff may still ask for I.D if the person picking up is not recognized. We thank you for your help in this matter. We must focus on your child's safety.

In order to protect your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as emergency and authorized pick ups. Provisions will be made for

someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed on an emergency and authorized pick-up, we will call the local child protective services agency.

Withdraw Policy

Little Leaders Learn and Play requires a minimum of 1 months written notice of withdrawal of the child(ren) **Full fees will be applied if proper notice is not provided.**

Pandemic Policy Changes for Drop Off, Pick-Up, and Operations

In the event of a pandemic, the center will follow the provincial licensing department and federal government guidance on operations and the AHS recommended guidelines to prevent the spread of illnesses. These guidelines may include but are not limited to;

- Posting a door sign at all entrances to the facility.
- Restricting families' access to the front door of the facility or limiting access to entry only
- Only allowing children and staff who are required for daily operations and ratio inside the building and classrooms.
- Modifying sign-in/sign-out procedures. Staff signing children in and out of the facility for the families if they use a computer/keypad system. If pens are used, sanitizing with a disinfectant wipe or other means before another person uses the pen.
- Daily temperature checks and health screening of all staff and children upon arrival. Further, excluding all visitors, staff, and children if they have a fever above 100.4 degrees Fahrenheit or exhibit respiratory symptoms, including cough or shortness of breath. Staff conducting daily health screenings using the appropriate PPE.
- Ceasing all unnecessary child transportation.
- Staggering arrival and drop off times and/or plan to limit direct contact with parents as much as possible.
- Staff walking children to their classroom, and at the end of the day, walking them back to their parents or cars.
- Hand hygiene stations are set up at the entrance of the facility, so that staff and children can clean their hands before they enter.
- Following proper hand hygiene guidance for adults and children such as washing hands frequently with soap and water:
 - upon arrival in classroom in the morning
 - before and after eating meals and snacks
 - after blowing noses, coughing, or sneezing or when in contact with body fluids after toileting or changing diapers
- limiting or reducing the number of children in each classroom and playground.
- Keeping each group of children in a separate room and not mixing children.
- Routinely cleaning, sanitizing, and disinfecting surfaces and objects that are frequently touched.
- Cleaning and sanitizing all toys and surfaces at the end of the day.

Guiding Behaviors Policy

Child discipline methods used in the program are communicated to the parents, staff and children, where developmentally appropriate. Any child disciplinary action taken must be reasonable in the circumstances. These policies will be in both the Parent Handbook, and the Staff handbook. All staff and parents are required to acknowledge that they have received and understand these policies. A copy of this policy is also provided in each child's registration package, and in every classroom binder.

The following methods will be used to guide your child into appropriate behavior

Redirection - when a child is directed away from an unacceptable behavior or activity to another activity that is appropriate.

Consequences – to use logical consequences and give the child a chance to try again.

Modeling – staff, volunteers and other children can model appropriate behavior.

Time Away- it is not time out, simply a few minutes away from the situation or activity. A staff member will always be within arms reach to assist the child when needed.

Prohibited Discipline

At no time will corporal punishment, embarrassment, shame, and/or other negative reprimands be conducted by staff members under any circumstances:

Corporal Punishment

- Striking a child directly or with a physical object - Shaking
- Shoving
- Spanking of any form of aggressive contact
- Harsh, humiliating or degrading responses of any form, including verbal, emotional or physical.
- Food will NOT be used as either reward or punishment.
- Shaming or assigning guilt to a child for any reason to create embarrassment.
- Physical punishment, verbal or physical degradation or emotional deprivation is not allowed.
- Must not deny or threaten to deny any basic necessity
- Must not use or permit the use of any form of physical restraint, confinement or isolation.

*In event of ongoing behavioral issues, parents will be notified. If the Director feels there is an area of concern outside the limits of what the Day Care is able to do to help that child, it may be necessary to bring in outside assistance. Parents refusing to cooperate or support the center's need to bring in outside assistance to help their child will be asked to find alternative child care options for their child; the center is therefore unable to meet the needs of the child.

Daily Schedule

The daily and weekly schedules are flexible as needed to meet the needs and interests of the children.

We ask that parents please respect the changes, and how the changes may affect the children, especially younger children.

DAILY SCHEDULE OUTLINE

6:00am-8:30am •Centre opens. Children are greeted and welcomed by staff. Children are interacting and playing in the opening classroom. If children have brought breakfast from home they are encouraged to eat it at this time.

8:30am-8:45am • Separate into children's assigned classrooms and begin diapering and or toileting.

8:45am-9:30am •Free play or planned crafts/ activity.

9:30am-10:00am •Wash hands for snack time. Begin morning snack. (Little Leaders Learn & Play will provide a morning snack that follows the Canadian food guide).

10:00am-10:15am •Wash hands and prepare for outside play.

10:15am-11:45am • Outside play weather permitting. Children can run, climb, slide Etc. There will be many activities provided for the children to use their gross motor skills.

11:45am-12:00pm • Hand washing diapering and toileting prior to lunch.

12:00pm-12:45pm • Lunch time. Lunch will be provided from home and we ask that all lunches follow the Canadian food guide.

12:45pm-1:00pm • Wash hands and prepare for nap time/ quiet time..

1:00pm-3:00pm • Nap time/ quiet time. Soft music is played and caregivers rub backs to help children fall asleep. Children under the age of 3 are encouraged to nap. Children over the age of three are encouraged to participate in quiet activities during this time or weather permitting play outside.

3:00pm-3:15pm • Wake up time.. Begin diapering and toileting then wash hands for snack.

3:15pm-3:45pm • Afternoon snack provided from home.

3:45pm-4:30pm • Wash hands than free play or outside play weather permitting. Children's departure. As children leave teachers and parents converse about child's day. Teachers say goodbye to children.

4:30pm-6:00pm • Closing of classrooms and joining the closing room for pickup. Free play. Children's departure continues.

Supervision Policy and Procedures

At Little Leaders Learn & Play, staff must at all times provide effective supervision that ensures the safety, well-being, and development of the children in our program. We believe that effective supervision is more than just watching children; it is about using strategies that promote effective supervision practices and create safe environments for the children we care for. These strategies reduce the risk of harm to children by preventing injuries and accidents. They also promote positive, responsive, and intentional learning environments for children and child care providers.

Children will receive developmentally appropriate supervision at all times to prevent unsafe situations and provide continual guidance for children as they explore and learn.

Guidelines for supervision

- Supervision is adjusted for different ages and abilities, activities and environments.
- Staff are aware of the environment and the capacities, temperament and maturity of individual children.
- Parents are required to sign in their child as they arrive and sign out their child when they leave the program.
- Staff are aware of all children in the group, even when attending to a child one on one. Frequently scanning the room, counting the children, ensuring areas not visible are supervised by another staff and ensuring cover-off when needing to leave the room.
- Staff move around the room or play yard as needed, ensuring that they are in a position to assist when problems occur and to interact with the children. (Staff should never be “sitting” on the sidelines)
- Staff observe children's play and behavior by directing and closely monitoring children when carrying out activities that may involve some risk such as playing on swings, climbers, near water, gates for doorways, during transition times. Outdoor equipment is positioned as a way to ensure that children can be easily supervised. Staff will listen closely to children and their play even when not directly in line of caregiver sight.

Ratio

Staff must know the staff to children ratio for their age group as outlined in the Alberta Child Care Regulations and must always follow it. The ratio is as follows:

AGE	Ratio	Maximum Group Size	Sleeping Ratio
Under 12 months	1:3	6	1:6
12 months –under 19 months	1:4	8	1:8
19 months – under3 years	1:6	12	1:12
3 years – under 4 years	1:8	16	1:16
4 years and over	1:10	20	1:20
School age	1:15	20	1:20

Parents will be made aware of the program’s supervision policy through the Parent Handbook.

Outdoor play

Outdoor play must be incorporated into the daily schedule for both the morning and afternoon, in almost all weather conditions. In the event of rain, severe wind/cold(colder than -20C before the windchill), or extreme heat, children are permitted to remain indoors. You will be notified by the director if it is determined to be too hot or cold to play outdoors.

There is less structure in an outdoor learning environment; however, it is expected that staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom.

Playground Supervision

CHILDREN MUST BE SUPERVISED AT ALL TIMES. The staff is required to be moving among the children/students and observing all children at play. Teachers are not allowed to congregate on the playground. Any teacher who needs to leave the playground must have a substitute to cover class. Head counts must be done before going to the playground, during playground time, on the way back and when returning to the classroom.

Little Leaders Learn & Play DOES NOT transport children between the school and the program's premises

Off-site Activity and Emergency Evacuation Policy

Every off site activity will be approved by the Executive Director or Director and will be posted on our parent board. Before the off-site activity takes place written parental consent for the child/ren to participate in the activity. Little Leaders Learn & Play will provide 24 hours written notice to parents for any off site activity. A notice of the offsite activity departure, expected arrival, and destination will be posted on the parent board, in the event the doors are locked it will be posted on the front door of the facility.

According to the Child Care Licensing Handbook, page 6, "written consent of the parent" must include:

- Parent's name
- Parent's signature
- Date of consent
- Child's name
- Description of the activity
- Duration of the activity

In the event of an off-site activity or an emergency evacuation, a staff member will have the portable records(classroom binders) in respect to each child in attendance.

In the event of an emergency evacuation a staff member will begin contacting parents/emergency contacts as soon as its safe to do so

Open Door Policy

Little Leaders Learn & Play Day Care has an open door policy. You are welcome to drop in for a visit anytime. We caution mid-day visits by parents with toddlers, they are often just learning the routine of getting picked up and dropped off. If parents or family members come in during the day just to visit, toddlers often think they are leaving and have a very hard time after their visitor leaves. Parents who are visiting are asked to respect the need for staff to give attention to the other children left in our care. Personal conversations unrelated to your child often take important time away from the other children who need attention from a childcare worker. If you have questions please wait for an appropriate time when staff are available and try not to interrupt their engagements with other children. This is subject to change in the event of a pandemic.

Parents are encouraged to offer suggestions and comments to enhance the program either verbally to the staff and /or Director or by Email. If you have any concerns please talk to the staff and/or Director.

Meals/Nutrition

Families are responsible for sending their children's lunch that follows the Canadian Food Guide, and an afternoon snack. Little Leaders Learn and Play will provide milk and water for meal and snack times, as well as a healthy morning snack that follows the Canadian Food Guide.

Morning Snack: 9:30 AM – 10:00 AM

Lunch: 12:00 PM – 1:00 PM

Afternoon Snack: 3:15 PM – 3:45 PM

The children will be seated at all times while eating and drinking. Younger children that still require a bottle will not be permitted to take to their sleeping space. (Cots or cribs)

If attending for the day, all children must be here by 11:00 AM. (Exception: Doctor or dental appointment with an advance notice and Dr. excuse when arriving at the center.)

Special Needs Children

If your child has any type of special needs, please notify the office or director. We as a daycare center provide for special needs children whenever possible. Please bring a written statement from the doctor that states the type of special needs the child requires.

Infant Care

We provide care for infants starting at 9 months of age. Parents are required to bring all infant bottles pre-made with formula on a daily basis. Bottles are to be labeled with the child's name. Bottles are not permitted to be taken to the child's sleeping space.

Parents must bring their child at least 1 change of clothes in case of accidents or soiled clothes.

If a child eats baby food or cereal, the parent must supply all baby food with their child's name on the jars or containers. The infant's parent/legal guardian must complete an infant information form and keep an updated form in the infant area at all times. Leftover formula and baby food that has been opened is returned home each day. We cannot retain this overnight. We do provide whole milk.

Parents must provide diapers, and diaper cream if required. Diapers will be changed every 2 hours or as needed when soiled. Little Leaders Learn & Play will supply Kirkland wipes, should your child have a sensitivity to these, please provide your desired brand.

If a child has a pacifier, please mark the pacifier with your child's name or initials. Children will not be allowed to have pacifiers attached to their clothing or around their neck.

Infants (under the age of 12 month) will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items. No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the

commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant. Individual crib bedding will be changed daily, or more often as needed. Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleep. Swaddling will not be permitted. Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided.

Toddler Care

Parents must provide diapers and diaper cream if required for their children ages 9 months - 24 months. Little Leaders Learn & Play will supply Kirkland wipes, should your child have a sensitivity to these, please provide your desired brand. Diapers can be brought daily (at least 8 per day) or in bulk. Diapers will be changed every 2 hours or as needed when soiled. Parents must provide pull-ups for their children ages 24 months – 36 months who are not potty trained. Our staff is trained to help potty train children ages 24 months – 36 months. During the potty training process, children will be taken to the restroom several times throughout the day and encouraged to use the toilet. Once a child is using the toilet on a consistent basis, the teacher will discuss with the parent to transition their child to underwear. All children will need at least 1 change of clothes kept at the center in case of accidents.

Biting

Biting is a normal stage of development that is common among infants and toddlers-and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child that was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Supervision and prevention will be the number one way we help change the behavior. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Nap Time

Nap time is scheduled from 1:00PM – 3:00 PM for ages 1yr – 3yr. Infants will nap at various times throughout the day. While at the center, we provide each child with a bed or cot with sheets during nap times. Parents must provide a blanket and it must stay at the center to be washed daily. Parents must also provide a change of clothes for each child in case of accidents.

Little Leaders Learn & Play Day Care sets a designated time of the day aside for nap and quiet time. Children under the age of three are encouraged to nap during this time, but if after 30 minutes of trying the child may get up and participate in quiet activities. Optimal brain development occurs while children are sleeping and this age group is sensitive to this need. We understand that some children may not be having naps at home, however the center environment can be very stimulating and exhausting to children and they will require the nap.

Toy Policy

With the exception of a toy that is potentially required to help with the initial transition we ask that your child(ren) please leave their toys at home or in the car. It creates distractions and disruptions for others., and we will not be held responsible for any toys brought to the center.

Television

Television viewing is only done occasionally, no more than a half an hour at a time, unless of a planned movie theme or activity, and is limited to shows such as Baby Einstein and other similar educational programs geared towards 5 years and younger. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

Postings

We have posted for public viewing the following items: Program License, Business License, emergency plans for fire, etc.

Staff Qualifications

Our teachers are hired in compliance with the provincial requirements and qualifications as a base minimum. All staff will pass a criminal history records check and have current CPR & First Aid certification, within 90 days of hire. All will participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Immunization

Immunization is required. All children who attend Little Leaders Learn & Play must have documentation or a copy of immunization. Parents must submit proof at time of enrollment. We ask that each time your child has an immunization; you bring in a new form with current dates and shots. The correct immunization form can be obtained from your pediatrician or local health department.

Administering of Medication Policy

Medicine may be administered but only with written authorization and instructions from the child's parent or legal guardian. An authorization form is provided at the office for any medicine that should be taken.

Written consent of a parent must include:

- Parent name
- Parent signature
- Date of consent
- Child's name
- Name of medication
- Length of time medication will be administered

Medicine should be in the original container with the child's name clearly marked on the container. Prescription medicine will be given only to the name listed on the label. Medication will only be administered according to the label directions. If the medicine is for more than one child in the family, it should state both names separately on the bottle. Parents must hand the medicine to the director or the designated manager in charge when bringing the child to the center and must take the medicine home each night. Medicine is not allowed in the child's room, unless it's emergency medication (example: epi pen, inhaler). All medication will be stored in the Medication Lock Box located in the labeled kitchen cabinet (or fridge if the medication requires it). Emergency Medication will be kept with the child at all times in a labeled plastic container with a securely closed lid. Emergency Medication Containers will be out of

each of the children and in the care of the classroom teacher that the child is registered in.

In the event that medication is administered to a child the following will be recorded on the Medication Authorization form:

- Name of medication
- Time of administration
- Amount administered
- Initials of staff member who administered medication

We will be hesitant to administer over the counter medicine unless a doctor's note or prescription accompanies, and if the medicine form is completed and the bottle is clearly marked with your child's name. We will not administer fever reducer or any medicine containing fever reducer, unless prescribed by a doctor.

Adverse Reaction to Medication: If our office or your child's teacher notices any type of adverse reaction to any medicine or your child has any type of allergic reaction to food or to insect stings, you will be notified as soon as possible. A form will be filled out by our staff indicating reactions and you will receive a copy.

Exclusion of Sick Children Policy

Parents will agree to keep their children home if they are displaying any of the following symptoms. If your child's temperature is 100.5F/ 38.5C degrees or higher, or he/she develops

- diarrhea (2 or more bouts before being sent home)
- vomiting
- contagious symptom, such as but not limited to rash,
- sore throat,
- or pink eye,
- head lice
- undiagnosed rash

*If a child is requiring greater care and attention than can be provided without hindering the care of the other children in the Daycare

*If the child is displaying any other illness or symptom the staff member knows or may believe indicates that the child poses a potential health risk to the Daycare staff and children.

If the child should become ill while attending Little Leaders Learn & Play the staff will assess the child's symptoms by;

- Taking and recording the child's temperature
- Complete an illness report with all required data
- Contact parent or emergency contact

If the parent is unable to make arrangements for the immediate removal, the sick child will be kept away from the other children; provided with a quiet, comfortable space and directly supervised by a staff member until the child is removed from the Daycare.

All potential health risks will be recorded on the Illness/Health Risk Form which includes the name of the child who is ill, date the child was observed to be ill, name of the staff member who identified the child

was ill, time the parent was initially contacted and the name of the staff person who contacted the parent and how the child was removed and date the child returned to the program.

Parents will be notified of potential health risks via a phone call or letter from program staff.

If a child is sent home with a

- temperature
- vomiting
- diarrhea (2 or more bouts before sending home)
- Head lice
- Undiagnosed rash
- or any other contagious symptom,

he/ she may not return to the center until 24 hours after the symptom subsides or provides a doctors note.

We will not administer fever reducers throughout the day to keep a child's fever down. There is a notice on our bulletin board in the entrance that is constantly updated listing all illness/diseases present at the center.

Supervised Care of Sick Children Policy

Little Leaders Learn & Play will provide a cot for any sick children waiting for parent/ emergency contact to pick up. The sick child will be placed in the safest and furthest away from the other children in their room. Any toys or books the child is playing with will be put up and properly sanitized after departure from the centre.

Communicable Disease Policy

When a staff member knows or suspects that a child may have a Communicable Disease, the parent or emergency contact will be notified immediately and the child must be removed from the center as soon as possible. Parents will be informed of the concern, and encouraged to seek early medical attention.

It is expected that the parent will inform the Director and/or the doctor will contact the Health Unit if any children are diagnosed with a communicable disease. This will enable other children to be protected by ensuring the disease is quickly contained and controlled.

A list of communicable diseases is available by calling the Health Link at 1-866-408- 5465.

Examples of communicable diseases are: chicken pox, mumps, measles,etc.

Accidents & Incidents

In the event of an accident or serious illness involving a child the child's parents or emergency contact will receive a phone call from a staff member or director immediately. An accident or illness report will be filled out by the staff member that was present at the time of the event. Parents will be asked to read and sign the Accident/Incident and/or Illness report and a copy of the Exclusion of Sick Children Policy will be given to the parent.

In the event that a child requires medical attention a First Aid trained staff will assist and document what first aid was provided in the Accident/Incident and/or Illness report. Should the child need further medical attention the parent/emergency contact will be notified by phone and the child will be taken to the Fort Macleod Hospital.

Health Care Policy

Little Leaders Learn & Play may provide or allow a parent or person trained in administering the specific type of healthcare required for the child. The staff member responsible will require written permission from the parent or guardian. Written consent must include;

- Parent's name
- Parent's signature
- Date of consent
- Child's name
- Description of health care
- Details on the provision of health care including specific training arrangements for staff.
- The length of time health care will be administered to the child by the program.

Children's Records

Little Leaders Learn & Play Director staff will ask all parents to keep any new information, regarding their children or themselves, up to date. Also once a year we will send out a form to parents to make sure we have updated information on each child. The information we will keep updated will include: New address, parents change of employment, changed phone number, new emergency contact or change of emergency contact information. *At no point will any Children's records be taken off Little Leaders Learn & Play premises with the exemption of the Classroom Binders that need to be with the children/staff on walks/classroom trips/visit to the Lioness Park. The classroom Binder will be the responsibility of the Primary staff in the classroom and will remain in the classroom backpack with the Primary staff when off site.*

Little Leaders Learn & Play will maintain up-to-date record containing the following information:

- Child's name, date of birth and home address;
- A completed enrolment form (example does not need to be provided) at time of application;
- The parent's name, home address and telephone number;
- The name, address and telephone number of the child's emergency contact

If medication is administered, that written consent of the

- parent and the name of the medication,
- the time of administration,
- the amount administered and the initials of the person who administered the medication

The particulars of any health care provided to the child, including the written consent of the child's parent; and any other relevant health information about the child provided by the parents such as

allergies, sensitivities etc.

Portable Records Policy

An emergency portable form will be kept in a binder in an easily accessible location in each classroom. The portable records of emergency information will include the following:

- child's name
- child's birthdate
- home address including legal land description for rural children
- the parents name
- parents address if different from child's
- phone number
- emergency contact (name, address, and phone number)
- emergency telephone numbers of local emergency response

Classroom Binders that need to be with the children/staff on walks/classroom trips/visit to the Lioness Park. The classroom Binder will be the responsibility of the Primary staff in the classroom and will remain in the classroom backpack with the Primary staff when off site.

Emergency/Safety Contacts and Procedures

Emergency telephone numbers will be posted in each play room, kitchen, director's office. Information will include: emergency medical service, ambulance service, fire department, police service, poison control center, hospital, and child abuse hotline. After-hours emergency program contact number will be posted on the front door

Staff will know and practice evacuation procedures which include fire drills and emergency lockdown with children using a developmentally appropriate approach.

Written Parental Authorization

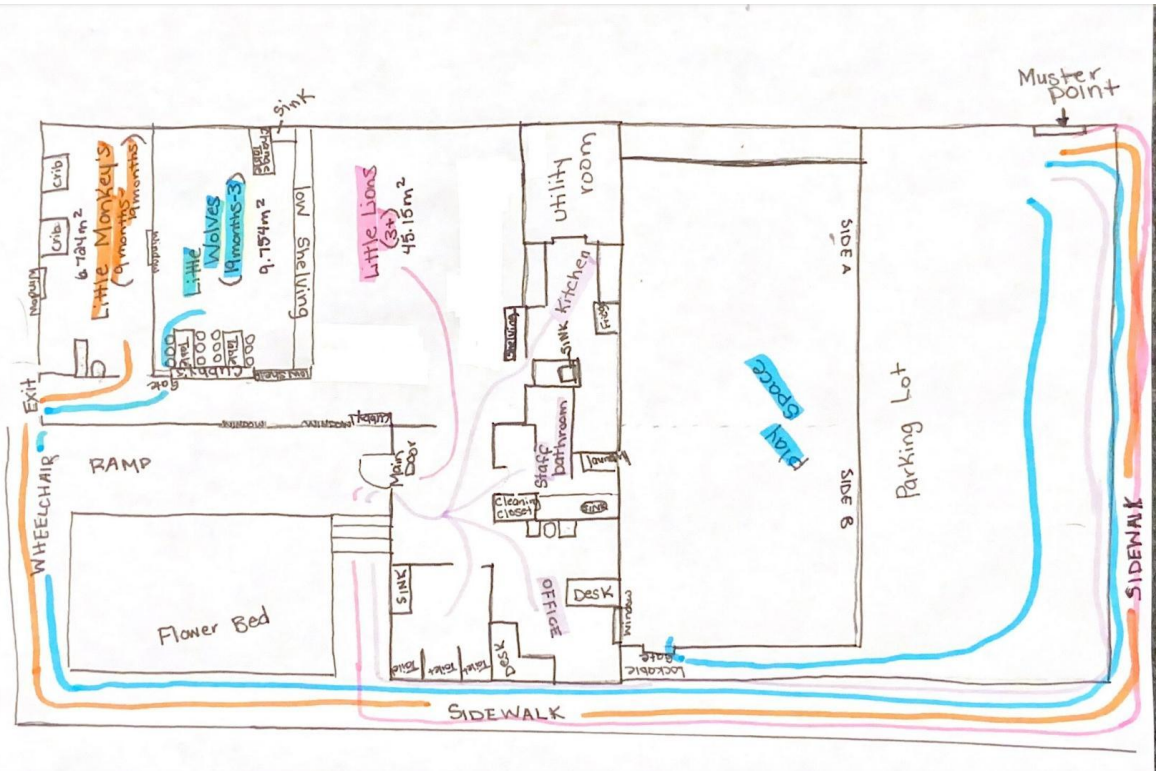
We must obtain written authorization from the parent/legal guardian before their children participate in routine transportation, field trips, special activities away from the daycare center, and water related activities occurring in water more than 2 feet deep. Public facilities used for water related activities will employ certified lifeguards. All children must wear floaties or life jackets in order to be admitted to the pool area. At this time, we do not have a pool.

Prohibited Substances

No person shall smoke, vape or use tobacco or all prohibited substances on the premises or in any vehicle being used to transport children during operating hours. We are legally required to notify authorities if there is suspicion of a parent or guardian under the influence of drugs or alcohol, when picking up or dropping off a child.

Emergency Plans

Little Leaders Learn & Play shall conduct drills for fire, and other emergency situations. Should an alarm go off, staff will quickly evacuate all children safely, and move them to the North West corner of the parking lot. If the alarm is false and/or the children can quickly and safely be returned to the center, parents will be informed of the occurrence when they pick up their children. In the case of a real fire, parents will be contacted by phone and informed of the situation as soon as possible.



Child's First Day Checklist

Hours of operation: 6:00 am – 6:00 pm Monday to Friday

Please ensure you have provided the following BEFORE your first visit to the Daycare:

- **Completed** registration package (to ensure that the registration is complete please give yourself enough time to have it completed and checked over by the staff)
- Subsidy application form and all supporting documents, if you are applying. The website to apply: <http://www.child.alberta.ca/home/1153.cfm>
- First month's childcare fees

Please ensure your child has the following items on their first day to the Daycare:

- Indoor shoes, in case of emergency, bare feet and sock feet are not acceptable
- Change of clothing (shirt, pants, underwear, socks) Please label all items.

- Proper outdoor wear for season(children will be going outside to play each day - weather permitting).

Winter items: winter jacket, ski pants, warm winter boots, hat, neck warmer, mitts without strings.

Spring items: Splash pants, rubber boots.

Summer items: sunscreen, sun hat, bug repellent. Please label all items.

- If required: one-week supply of diapers, wet wipes and diaper ointment. If toilet training, please provide extra pull-ups or underwear.
- Plastic bag or Ziploc bag kept in their backpack in case of wet clothing.

****Reminder****

Except for toys needed to help transition we ask that your child leave his toys at home or in the vehicle. If an item is brought in we cannot be responsible for it and we ask that it be labeled and every attempt will be made to have that item left in the child's cubby.