

Licensed Family Child Care Home Parent Handbook



Home Away From Home

Where Children Learn, Play, Grow...

Family Child Care Home

Home away from Home Daycare

Philosophy Statement

Home away from Home philosophy is as follows:

- Believes that the child is important and have a right to a safe, caring, respectful, nurturing and stimulating environment.
- Allow the learning content to be child lead.
- Believes that the best care can be offered to the children by cooperation between the daycare provider, families and children.

Program Operation

Daily Schedule

- **Outdoor Play**- Fresh air and exercise are essential to growing, healthy minds and bodies. Therefore, all children shall have a minimum of an hour free outdoor play each day.
- **Exceptions include:**
 - A) Outdoor temperatures more than +35 C.
 - B) Outdoor temperatures below -35 C including wind-chills
 - C) Conditions where the children's safety will be in question.
 - D) The months of April to October - three-quarters of an hour free outdoor play, every morning and afternoon must be provided.

The daycare is conveniently located so that trips to neighboring parks can provide variety to the children's outdoor play.

- **Inside Play**- A variety of activities and items are provided for the children's use throughout the day including push toys, books, art and craft items, manipulative toys, and water and sand tables. The daycare will have indoor and outdoor play material and equipment for a variety of activities including:
 - Dramatic Play
 - Fine motor
 - Block
 - Creative /art
 - Reading/ language
 - Relaxation/ quiet play
 - Math/ numbers
 - Large muscle/ gross motor
 - Sand and water
 - Music/ movement
 - Science/ nature

- **Fire Drills**

Fire Drills will be completed monthly and are practiced at varied times of the day and during varied activities, including nap time.

A daily attendance record is kept in an easily accessible location and is removed from the facility when an evacuation occurs.

A safe meeting place outside the building (Parking pad at 910 Childers Court) is established and children practice meeting there.

In the event that the daycare must be evacuated, they will relocate to the parking pad of 914 Childers Court.

- **Parent Involvement**

Our doors are always open to parents who would like to be involved in their child's care and education. We welcome any comments or suggestions from parents about programming or the care of their children. If any parents wish to volunteer at the center, or on outings please contact daycare provider so we can make necessary arrangements

Meals and Snacks

- **Nutrition Policy-** Lunch and two (2) snacks are provided daily by the daycare in accordance with the Canada Food Guide and the Child Daycare Regulations. All children will be encouraged to participate in mealtimes and to use age-appropriate behaviors during this time. Menus are to be posted at the daycare for parents to review and are available upon request.

- **Nutritional Procedure-** For preschoolers and older toddlers snacks are served on a come and go basis (the child is able to choose if they want snack or not) Morning snack is served from 8:00 a.m. to 9:00 a.m. Afternoon snack is served from 2:30 p.m. to 3:00 p.m.

Lunch is served at 11:45 a.m. older children are encouraged to serve themselves and try all the various foods offered.

For Infants: Parents must communicate with staff daily the child's nutritional needs for the day. Including when child ate last, when child is expected to eat again, foods the child has tried or has not tried yet.

Parents will provide formula and/or breast milk if required for their child.

Parents will provide baby food until the child is able to eat meals prepared at the daycare.

Social Environment

Children experience healthy, inclusive, and safe settings which enhance their learning and well-being. At Home away from Home Daycare the children will be reflected in the environment which will stimulate communication, questions, investigation, and exploration. Children will sense that they and their families belong to the setting. Violence or threatening behaviors will not be tolerated.

The environment is smoke and pet free.

Supervision Policy

Protecting the health and safety of the children in our care is one of our most important responsibilities. Effective supervision reduces the risk of harm to children by preventing injuries and accidents.

Home away from Home Daycare is committed to providing effective supervision that always meets the developmental needs of the children to protect their health, safety, and well-being. At minimum, Child Care Licensing regulations for adult/child ratios must be always maintained.

Children will not be left unsupervised at any time of the day. The indoor and outdoor environments are set up in a way that enables the staff to see the children in all parts of the play areas. Childcare staff will communicate with each other, so they will always know the whereabouts of every child.

Supervision practices will be observed and assessed on a regular basis by the daycare provider to ensure that they continue to promote safety and to meet the needs of children enrolled in the program. When supervision or safety concerns are identified, changes will be implemented promptly to reduce the risk of harm.

Child Guidance

- **Discipline and Guidance Policy:** All discipline and guidance measures will be developmentally appropriate. The children are encouraged to be responsible for their actions and to learn skills to resolve problems. No staff will use corporal punishment or punitive actions to discipline a child.
- **Discipline and Guidance Procedure:** Staff will handle all disciplinary action in respectful and positive way. When discipline is required some or all of the following methods will be used: - Positive language and verbal reminders - Listening and reflection - Natural and logical consequences - Distraction and/or redirection - Environmental changes - Removal for a brief time from the situation (cooling down period) Behaviors that are severely disruptive or harmful to one's self, other children, staff or equipment is not acceptable. This would include instances where a child is hitting, punching, slapping, biting or otherwise behaving in such a way that is deemed harmful to themselves or others and cannot be calmed by the strategies listed above. Should this type of behavior should occur, the following actions will be taken by the daycare provider: - the daycare will request the parent's intervention. - If necessary, a child's hands may be held to prevent further injury until the child stops using aggressive behavior - If necessary, a staff may use a strategy know as a "teddy bear hug", which requires that a staff member sit behind the child & place their arms around the child's arms & torso to prevent further injury. The hug would stop as soon as the child settles. - If either of these strategies are used a written incidence report will be completed by staff involved & submitted to the parent that day for notification & a signature. The report will be reviewed by the daycare provider. -Repetitive instances will result in a meeting with the daycare provider & parents regarding the behaviors and discussion on how to manage the behaviors will occur. Documentation, and

creation of goals and an individual program plan (for the child) will be completed. - Consultation with a behavior specialist may occur (grants are in place to accommodate this), if determined necessary and captured within the individual program plan. - If situation does not improve as set out in goals and individual program plan, the Child Care Facility reserves the right to terminate services as necessary.

Health Policies

- **Illness/ Communicable Disease Policy-** Children who are unable to participate in all activities at the daycare due to an illness are unable to attend daycare until they can participate in all activities. Children who have a communicable disease are required to be away from the daycare according to the recommendations laid out by Saskatoon Public health or based on a doctor note stating the child is healthy enough to return to the daycare.
- **Illness/ Communicable Disease Procedure-** Staff monitors each child's health daily. If a child arrives at daycare too ill to participate, they are not able to attend daycare that day. If a child becomes ill while at daycare the child will be removed from other children and parents and or alternatives will be contacted to come have child picked up immediately. The child will continue to be isolated from others until picked up. A sign will be posted of any communicable disease that has been reported to the daycare.

Administration of Medication

Requirement:

(1) Written Authorization: If a provider agrees to administer medication, written authorization on a form supplied by the department must be obtained. On the same form, a written record of each dose of medication must be made. All non-emergency medications must be stored in a locked enclosure (refer to the *Child Care Licensee's Manual* – Part III – Section 26 for further information).

(2) Oral Authorization: In exceptional circumstances, a provider may administer non-prescription medication on the oral authorization of the parent of the child. Written authorization must be obtained as soon as possible in these circumstances (refer to the *Child Care Licensee's Manual* – Part III – Section 27 for further information).

- **Medications-** If your child requires medication throughout the day you must inform the staff, fill out a medication form. Medication needs to be in the original container, labeled with your child's name. The medication will be locked in medication box and locked away appropriately in the refrigerator or cupboard.

Upon completion of the medication, you must sign off on the medication form and take away any unused medication home.

Prescription and over the counter medication will not be given together without a doctor's written consent

Enrollment

- Home away from Home Daycare will ensure that new families are welcomed to the daycare and provided with an overview of the Policies and Procedures.

When welcoming a new family to the daycare: -

- The daycare provider will meet with the family and give a tour of the daycare.
- The daycare provider will review the daycare's program and various policies with the family and answer any questions the family may have.
- When a family is ready to enroll their child in our daycare, Parents will be asked to complete our Registration Package.
- Parents and daycare provider will review and sign the daycare's contract, located inside the Registration Package.
- Parents will be provided a copy of the Parent Handbook.

SUBSIDIES

- Provincial childcare subsidies are available to parents, based on income. Subsidy applications are available at the daycare and must be submitted to the Department of Social Services in Regina within 15 days from the child's enrolment date to ensure that payment is made to the daycare on your behalf.

Termination of Child Care Services

- **Daycare to Parent Termination of services policy-** Home away from Home Daycare reserves the right to terminate childcare service with a one month written notice to the parent or signee of the Child Care Agreement with the exception of section 7c.
- **Parent to Daycare Termination of services policy-** A parent or signee of the Child Care Agreement reserves the right to terminate their contract with a one month written notice to Home away from Home Daycare.

Changes to Child Care Services

- Parents will be given a months' notice for fee increases or changes.
- A months' notice should be given by parents if there is a change in care arrangement

Fee Schedule and Payment

- **Fee Payment-** Your childcare fees are collected monthly at the beginning of each month by etransfer, cash or cheque. Receipts for tax purposes will be issued.
- **. Late pick up charges will apply (\$ 25.00 per half hour).**
- **Fee Payment-** Your childcare fees are collected monthly at the beginning of each month by etransfer, cash or cheque. Receipts for tax purposes will be issued.

Fee Structure

The fees are currently as follows:

- * Infants: \$507.00
- * Infant part time: \$422.59
- * Toddlers: \$433.00
- * Toddler part time: \$355.33
- * Preschoolers: \$417.00
- * Preschooler part time: \$283.50
- * Kindergarten: \$417.00
- * School age: \$600.00 summer

- Late payment- NSF charges will be incurred by parents, if fees are late for up to three days care will be suspended until fees are paid. Outstanding nonpayment fees will be dealt with by a collecting agency.
- Late pick up- If parents are going to be late to pick up, they should contact staff. If a child is not picked up by 6:00 p.m. staff will attempt to call parents / alternative contacts to have child picked up. If child is picked up by an alternative contact staff is unable to reach parents an email will be send to parent indicating who the child was picked up by. If staff is unable to contact parents and or alternative contacts and child is not picked up by 6:30 p.m. Mobile Crisis Unit in the Department of Social Services will be called. The child will then be taken to Crisis Nursery at 1020 Victoria Avenue via cab. An email will be sent to the parent indicating where your child is. Parents are responsible for picking up their child and any transportation cost incurred

Confidentiality

- Information provided during enrollment on your child's registration form will be confidential and shared in accordance with the Saskatchewan Government daycare licensing requirements and accreditation policies.
- Confidentiality does not apply to collection agencies

Alternates

An alternative person will be used when I have appointments and take vacations.

Parents will be notified by email at least two days in advance for appointments and a months' notice when going on vacation.

An Alternate person with a vulnerable police record check, someone who is acquainted with the children will be selected.

Government Licensing and the Early Learning and Child Care Consultant (ELCC-Consultant)

LELC complies with the applicable Government licensing regulations and policies to ensure a quality environment for your children. The primary responsibility of the ELCC-Consultant is to enforce The Child Care Act, 2014 and The Child Care Regulations 2015 and to promote the high-quality care of children.

The role of the ELCC-Consultant includes but is not limited to:

- conducting an annual license review to ensure basic standard of care is in place
- monitoring facilities to ensure licensing requirements continue to be met
- conducting a minimum of two unscheduled visits per year
- attending a minimum of two board meetings per year
- addressing non-compliance when it is observed or when reports are received
- supporting parents and caregivers by providing information about supports available and encouraging facilities and boards to exceed requirements and provide the highest quality of care they can.

If at any time you have questions or concerns that have not been resolved utilizing LELC's communication plan you may wish to contact our Early Learning and Child Care Consultant from the Ministry of Education, Early Learning and Child Care Sector.

Gail Slawinski
Early Learning and Child Care Consultant
Ministry of Education, Early Years Branch
306-933-6375