



*Melfort Daycare Co-operative*

*“Where every day is a new and exciting adventure”*

# Parent Handbook

## **Contact Information:**

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### ***Melfort Daycare Co-operative Site #2***

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## Introduction

Welcome to Melfort Daycare Co-operative. This handbook is designed to introduce you to or provide information on our center's policies and programs.

The daycare center is a non-profit organization governed by a Board of Directors comprised mainly of parent volunteers. The center is monitored and licensed by the Saskatchewan Early Learning and Child Care Branch through the Ministry of Education.

We provide developmentally appropriate play activities to promote learning. Our program consists of free play as well as structured activities following the Play and Exploration Program.

We welcome your input and encourage you to get to know your child (ren)'s childcare workers. By working together we will achieve the goal of providing a quality early childhood experience for the children.

If you have any questions regarding information contained in this Handbook, please feel free to contact the Director at 752-3220.

# Philosophy

Guidelines and rules are required so that the daycare operates safely and smoothly for the benefit of the children. Also the regulations outlined by the Early Learning and Childcare Branch must be adhered to. As childcare providers we hope to provide a variety of early experiences to enhance the physical, social, emotional and intellectual development of the children through play. Our programming incorporates both structured and unstructured activities, but each child can make their own decision to participate in these activities.

Melfort Daycare Co-Operative's Philosophy is to:

- Place priority on making everyone (parents, children and other agencies) feel welcome and comfortable.
- Provide a safe, caring atmosphere for children away from home.
- Guide and direct children in a daily program.
- Respect each child and their emotions.
- Respect the property of the child, staff and the Daycare, respectively.
- Help develop a child who is a proud and valuable member of the community
- Assist children in developing self-discipline and to encourage independence and self-confidence.
- Provide each child with the opportunity for positive, physical, intellectual, emotional and social development.
- Consider the diverse backgrounds of the families we serve, aware of and respect cultural differences, religious beliefs and socio- economic positions.
- We believe that all children, regardless of their physical, emotional or social abilities, have the right and should be offered the opportunity to take part in our program.

## Enrolment Forms

The following forms, available at the daycare center, must be filled out by the parent/ guardian and in our possession before any child begins to attend the daycare center:

- Agreement for Day Care Services
- Health Resume
- Child's Emergency Information
- Excursion and Transportation Consent
- Subsidy Application, if applicable
- Authorized Pick Up list

It is important that these forms be kept up to date. Please notify the center of any changes especially phone numbers and work phone numbers.

## Transportation

We provide transportation to and from school for Kindergarten and School Age Children. An Off- Premise Form must be signed by the parents to allow for transportation of children in the taxi.

## Articles Parents Supply

- A complete change of clothing- (from undergarments to socks, shirts, pants) is to be kept at the daycare.
- Sufficient amount of disposable diapers or training pants for their children who are not yet toilet trained.
- A blanket and pillow for children that require a nap. Blankets will be sent home on Friday is to be washed.
- Your child or children must have shoes to wear each day at Daycare- preferably running shoes.

- All baby food in jars, formula or Homo/special milk, diapers and wipes are to be provided by the parents.
- If parents choose to use cloth diapers, the staff will put them in a bag and parents are to take them home every day to wash.
- Bathing suit (in summer) as well as their own towel.
- Child's own hat or cap
- Appropriate seasonal clothing (splash pants, ski pants, etc.)

Please make sure the clothing fits for the season. As your child is growing, make sure that the clothes fit your child properly.

\*\*\*Please remember to put child's name on each article of clothing that you bring\*\*\*

### Hours and Days of Operation

Site #1: 6:30am-6:30pm

Site #2: 7:00am-6:00pm

Site #3: 6:30am-6:30pm

The daycare is open Monday to Friday except Statutory Holidays.

### Closing Time

Children must be picked up by the posted closing time of the center. Parents should realize that the daycare is required to pay overtime wages when parents are late. The daycare charges an overtime fee of \$5.00 per minute (per child) past the posted closing time. The parents will receive a letter indicating how many late pickups have occurred. After the third late pickup the child will be removed from the daycare. If the daycare has not heard from the parents within 30 minutes of the posted closing time, the Department of Resources will be contacted to come and apprehend the children.

## Number of Licensed Spaces

### Site #1:

Our daycare location is licensed under the Child Care Act to enroll a total of 43 spaces. The daycare accepts children between the ages of 18 months and 12 years. Casual enrollment will be accepted as space permits. Full time has priority over casual.

### Site #2:

Our daycare location is licensed under the Child Care Act to enroll a total of 32 spaces. The daycare accepts children between the ages of 6 weeks and 6 years. Casual enrollment will be accepted as space permits. Full time has priority over casual.

### Site #3:

Our daycare location is licensed under the Child Care Act to enroll a total of 30 spaces. The daycare accepts children between the ages of 6 years and 12 years. Casual enrollment will be accepted as space permits. Full time has priority over casual.

## Staff

Our staff comprises both full time and part time individuals who have acquired specialized training in various programs including Orientation to Day Care Training, Teacher Assistant, The Early Childhood Education certificate, the Early Childhood Education diploma, Teachers Certificate and Bachelor of Education. Staff are also trained in first aid and CPR.

## Child/ Staff Ratio

Saskatchewan Child Care Regulations state the child/staff ratio will be a minimum of 1:3 in the case of infants, 1:5 in the case of toddlers ages, 1:10 pre-school and 1:15 for school age children.

“Infant”- means a child who is six weeks of age or more but less than 18 months of age

“Toddler”- means a child who is 18 months of age or more but less than 30 months of age

“Preschool Child” – means a child who is 30 months of age or more and who does not attend school, but includes a child who attends kindergarten

## Programming

Programming at the center is designed to give the children a variety of age- appropriate activities. Our program consists of free play where children may choose their own activity. This may include activities such as; puzzles, coloring, building blocks and dramatic play. We also have structured group activities in the morning and in the afternoon. These include activities such as; painting, cutting, games, music, crafts, play dough and stories.

## Outdoor Activities

- Children will be taken outside for a minimum of 15 minutes per day, as long as the temperature is above –20 C and below +30C as weather further permits. Parents must provide seasonally appropriate clothing for these activities (ski pants, mitts, toque, boots, rubber boots, hats, etc) If the child has a medical condition that would prevent them from participating in the outdoor activities, children will be kept inside. A doctor’s note that outlines the medical condition and circumstances in which the child is to be kept inside must be provided.

## PARENT CODE OF CONDUCT

Melfort Daycare Co-Operative (MDC) requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect.

One of the goals of the MDC is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of MDC, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on any of the daycare properties thereafter.

### 1) SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on the daycare properties at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using on-offensive language. **AT NO TIME SHALL INAPPROPRIATE LANGUAGE BE DIRECTED TOWARD MEMBERS OF THE STAFF.**

### 2) THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH THE MELFORT DAYCARE CO-OPERATIVE:

Threats of any kind will not be tolerated. In today's society, MDC cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**



### 3) PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT THE MELFORT DAYCARE CO-OPERATIVE CENTERS:

While MDC does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facilities. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress.

Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director or Assistant Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher, Center Director or Assistant Director's attention. At that point, the teacher, Center Director or Assistant Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers, Center Director or Assistant Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### 4) CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF THE MELFORT DAYCARE CO-OPERATIVE:

While it is understood that parents will not always agree with the employees of MDC or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner.

Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

#### 5) VIOLATIONS OF THE CONFIDENTIALITY POLICY:

MDC takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with MDC. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

#### Parent Responsibilities

- All children must be accompanied into the Daycare Centre upon arrival by their parent/ guardian and presented to a staff member. The parent/ guardian must come into the Day Care Center to pick up the child and must inform a staff member that they are leaving. Upon arrival and departure the parent/ guardian must sign in and out and put down the time the child was dropped off and the time they were picked up.
- As a requirement for Saskatchewan Community Resources a monthly attendance report must be signed at the end of each month.
- It is the parent's responsibility to notify the Daycare of any changes in employment address and or phone numbers; changes in phone numbers are particularly important in the event that your child may require medical attention.
- Any information parents wish to draw to the attention of the staff must be entered in the message book. It is essential that staffs be notified of messages, for example: a child will be picked up early.

## Withdrawal/ Vacation Leave

One month's notice is required when withdrawing a child permanently. If a child will not be attending Daycare, please phone the supervisor or staff and notify them of your child's absence.

## Hygiene

- Parents are responsible for the personal hygiene of their children (bathed, clean, hair, etc.)

## Picking up Children by an alternate

- Parents must give the center written notice when an alternated person will be picking up their child/ children.
- Alternates must be listed on the Authorized pick up list and parents are required to verbally notify the center of the alternate.

## Notices

- Notices for parent information purposes are posted on the information board.

## Lost and Found

- There is a lost and found box next to the sign in desk. If your child is missing something please check this box. By the following Friday, articles that have not been picked up will be disbursed.

## Toys

- Special toys are best kept at home. No weapons (toy guns, etc) are allowed in the daycare.

### Parent Involvement

Parent involvement is encouraged in the day care center. If you wish to sit on the Board of Directors, please feel free to ask the director for information.

### Visiting Children during the Day

Parents are welcome to visit their children and participate in day care activities. However, we prefer that you do not visit during rest time, unless you are picking up your child. Parents are encouraged to attend Daycare outings such as field trips, picnics, etc.

### **Policies and Procedures**

#### Parent Fees

The Board of Directors sets full time and hourly fees in accordance with budgetary needs. One month pre-payment of fees to stay on account until last month of childcare is required before child starts daycare. Billing is posted at the start of the month for the current month.

#### **Payment**

**Payment is due on the 1<sup>st</sup> of every month. A reminder letter will be issued when payment is 7 days overdue. Once the account is 15 days past due, a letter will be issued and childcare will cease until a payment plan is in place. If the payment plan is not adhered to, childcare will cease until the account balance is paid in full. Accounts one month in arrears will be sent to a collection agency. Once payment is made in full, child care will resume by being put back on the waitlist.**

**Alternate payment day(s) are subject to application and written pre-approval.**

### **Payment options**

**We accept MasterCard, Visa, debit, e-transfer, cheque, pre-authorized withdrawal as methods of payment.**

### **Subsidies**

Subsidies are available to parents, based on income. Subsidy applications are available from the Day Care and must be sent to Saskatchewan Early Learning and Child Care. If you receive subsidy, your child must attend the Daycare Center for a minimum of 36 hours a month and 20 hours for school age children. Payment of the full fee is then the responsibility of the parent. The director is available to assist parents in filling out subsidy forms.

### **N.S.F. Cheques**

A \$15 charge will be levied on the first N.S.F. cheque. The second cheque returned will result in a \$15 charge as well as all future fees having to be paid in cash or certified cheque.

### **Language**

Abusive language or behavior towards staff, parents or children will not be tolerated under any circumstance.

## Fire Drills

Fire drills are held monthly to familiarize the children with emergency procedures. The children must leave the building- therefore it is important that your child has shoes.

## Communicable Diseases

If your child is running a fever or shows other symptoms of acute illness, he/she must be kept home. If your child contracts a communicable disease, it is important to have an alternate child care arranged for your child.

## Regulations for Communicable Disease Control

These are minimum requirements and should be considered only as a guide.

Chicken Pox: Children may not attend Day Care until scabs are dry and there is no sign of drainage.

Pink Eye: Children may be permitted to return to Day Care if they have a certificate from their doctor stating that they are under active treatment.

The Following will be excluded until proper treatment

1. Children with rashes, pending diagnosis.
2. Children suffering from lice, scabies, ringworm, or impetigo.
3. Children with diarrhea, pending diagnosis

Note: As soon as a communicable disease is confirmed at the center, a sign will be posted alerting all parents.

## Medication and Illness

If a child is well enough to attend Daycare but requires medication during the time the child is in Daycare it must be personally handed to the Supervisor or staff member. A Medication Form authorizing the staff to administer the medication must be signed. If your child becomes ill during the day, the staff will notify you so you can take your child home.

### Abuse

The Melfort Daycare Board of Directors acknowledges the CAP 2014 and that the daycare is obligated to follow this protocol. These are new guidelines for the definition of Abuse and protocol. They are updated in the policy and procedure manual under Policy A-01.

### Food

- The center provides the children with two snacks and a hot lunch. A nutritionally balanced menu is offered. A menu will be posted at the Daycare. In the case of special diets (allergies) parents are required to bring foods to accommodate for a meal their child is not able to eat. Babies will be fed age appropriate food that is provided by the centre. For example: cut up fruit, baby cookies or cheerios. All other food is to be provided by the parents.
- All baby food in jars, formula or Homo/special milk, diapers and wipes are to be provided by the parents.
- All food must be nut-free

The tables from which food is served to the children will be sanitized before and after each meal and snack. As well, staff will sit with the children at all times while they are eating meals and snacks to ensure safety and to encourage conversations and table manners.

## Accidents

In the event of an accident at the center involving personal injury to a child, first aid will be administered. An accident form will be completed and signed by the parent and staff member involved. The form will remain in the child's file. You will be notified immediately if your child requires medical treatment. Please ensure that all phone numbers are kept up-to-date.

## Communication

- Parents are required to accompany their child into the Daycare every day, remove their outdoor clothing, sign the child in on the attendance sheet by marking the exact time of arrival, and to make it known to the staff that the child has arrived.
- Please label all of your child's belongings clearly, (boots, coats, etc.)
- When picking up your child from the daycare, sign the child out by marking in the exact time of departure and initialing it below, make sure the staff is aware of the child leaving. No child will be allowed to leave Daycare alone. The child will only be released to an authorized person on the list.
- Some guidelines, rules and routines have been established to maintain consistency in childcare. The supervisor is in charge and responsible for the day to day operation of the center. As parents please do not attempt to change routines. Any recommended changes should be passed on the Supervisor for consideration by the board of directors.

## Child Management Policy



Children have a need and a right to have consistent behavioral expectations established.

They need to know what the expectations are, why they have been set and the consequences for not complying with them. Good child management is consistent and it stresses appropriate behavior. A well-balanced day care program promotes desirable behavior. Melfort Daycare Co-operative's Child Management Program consists of:

- A belief that children need and want limits and that to be firm but gentle is to love children
- Helping the child meet his/her own needs in an acceptable manner working toward the goal of self-discipline, inner control and the development of moral character
- The safety of the children ( we will protect you from yourself and from others when needed)
- All staff will remain calm and deal with the event and not the child.
- All staff will remain constantly alert therefor problems can be spotted immediately and resolved.
- Corporal punishment will not be tolerated.

### Code of Ethics

Melfort Daycare Co-operative's code of ethics reflects what we believe in and adheres to:

- To respect the uniqueness of each family in all aspects, including ethnic background, religion, socio-economic status, handicap or appearance.
- To prepare an environment which will encourage the child's total development at the cognitive, social, emotional, language and physical levels.
- To treat each child with respect and as an individual.
- To give first priority to the child's needs.