



POLICIES
AND
PROCEDURES

Updated September 2022



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Administrative Records

Policy:

Wee Care Daycare maintains up-to-date employee, volunteer, and children records. These records will be kept electronically and in paper files (see below for details). The records will only be accessible on password-protected devices.

**All records before October 1st, 2022, will be on paper and stored in filing cabinets for up to two years.*

Procedures:

1. The following records must be kept up-to-date and maintained:
 - The daily attendance of each child attending the center, including arrival and departure times. This will be tracked and stored on Hi Mama.
 - The daily attendance of each employee, including arrival and departure times and the hours, spent providing childcare. This will be tracked and stored on Hi Mama.
 - Copies of all employee childcare certificates, RCMP Criminal Record Checks with vulnerable sector (this must be renewed every three years), Intervention Record Checks and current First Aid Certificate. This will be tracked and stored on Hi Mama.
 - Copies of all other employee documents included but not limited to professional development certificates, insurance documents, payroll documents ... etc, will be kept in a paper file.
 - All volunteers and students must provide a copy of an RCMP Criminal Record Checks with the vulnerable sector (this must be renewed every three years). This will be kept in a volunteer binder in the filing cabinet located in the office.
 - All forms and documents regarding children, will be kept for two years. Registration packages will be accessible on Hi Mama. The day-to-day forms, such as incident/accident forms, illness report forms and Medication, will be stored in files and kept in the filing cabinet in the office spaces for each program.
2. All records must be available and accessible to the licensing officer and director for inspection for two years after the last day of employment or childcare.



Allergy, Sensitivity, and Dietary Restrictions

Policy:

Wee Care Daycare will ensure that all employees, volunteers, and children will be safe from all hazards, including allergies, sensitivities, and dietary restrictions. Please refer to the following explanation when labelling allergies and sensitivities:

The difference between a food allergy and sensitivity is the body's response. When you have a food allergy, your immune system causes the reaction. If you have food sensitivity or intolerance, the reaction is triggered by the digestive system.

Symptoms of food intolerance include gas, bloating, diarrhea, constipation, cramping, and nausea.

Food allergy symptoms include hives, swelling, itching, anaphylaxis, and dizziness.

Procedure:

1. Wee Care is a nut-free facility.
2. It is the families' and employees' responsibility to ensure the child's allergies, sensitivities and dietary restrictions are known to Wee Care Daycare and are kept updated if they change.
3. Families must provide medical evidence of all allergies by providing a doctor's note. If families fail to provide notice regarding allergies, the item will be posted as sensitivity or dietary restriction. We will substitute the food if possible or have the family bring an alternative.
4. If a child, employee or volunteer has been prescribed an auto-injector (epi-pen) for an allergy, they may not attend daycare unless the auto-injector is present and is not expired.
5. Wee Care Daycare will post an allergy, sensitivity and dietary restriction list in each childcare classroom and the kitchen.
6. The educator must ensure that each child's allergy, sensitivity, and dietary restriction needs are met.
7. It is the responsibility of management to update allergy, sensitivity, and dietary restriction sheets and to ensure new employees are made aware of children with allergies, sensitivities, and dietary restrictions.



8. Wee Care Daycare will try our best to accommodate children with allergies. If we cannot, it is the family's responsibility to provide the child with alternative food, that is in accordance with the Canada Food Guide.

9. If a child is in contact with a medically proven allergy item, the family will be notified immediately, and a critical incident form will be submitted to the appropriate authorities. Families will be notified if the child is in contact with a sensitivity or dietary restriction.



Behavior Guidance and Discipline

Policy:

All children are unique individuals who must be treated with kindness, compassion, respect, and consideration in all situations. Developmental discipline gives children the freedom to explore and discover the world around them within safe and secure boundaries. Discipline is the teaching and learning process by which each child develops socially acceptable behaviors as they mature. It helps them to develop self-control, and self-confidence, regulate their behaviors, problem solve and ultimately resolve their conflicts. Discipline involves a continuous process of guiding behaviors and is offered while acceptable behaviors are occurring, as well as before, during and after unacceptable behaviors are displayed. Employees must use the following preventive and intervention strategies listed below when guiding the children's behaviors.

Procedure:

1. Prevention Techniques:

- Establish clear, consistent, and simple limits.
- Rather than ask questions, make statements of expectation
- Affirm the limits and expectations using straightforward step-by-step instructions.
- Focus on the behaviors, not on the child.
- Reinforce appropriate behaviors.
- Offer appropriate choices to avoid conflicts.
- Encourage the child to ask educators to assist them in problem-solving

2. Intervention Techniques:

- Educators must ensure that any disciplinary action taken is reasonable in the circumstances.
- Respectfully gain the child's attention.
- Use logical and natural consequences.
- Use proximity and gentle touch.
- Remind the children of the expectations and limits.
- Use active listening.
- Acknowledge feelings before setting limits.
- The child's feelings will be recognized. The child will be given words or other means of expressing emotions. The educator will respond to the child in a non-judgmental, open manner to allow for the expression of feelings and the opportunity to resolve problems.
- Distract or divert when appropriate
- Role model problem-solving skills.



- Offer appropriate choices.
- Redirect/Shift the child's attention to something else.

3. Redirection:

Redirection consists of a reasonable method in the circumstances, such as: picking the child up and moving them or taking the child's hand and walking to a new play area. The purpose is to allow the child to settle down and regain control. The time away will depend on how long the child needs to settle down and regain control of the behaviours or emotions; once this has happened, the child may return to play. Educators must be positive and acknowledge their accomplishments when the child rejoins the others. Comments such as, "I'm so happy you're back to play with us," can be made. If the educator feels they cannot deal with the situation, they can obtain support from management. A decision can be made about what needs to be done within the circumstance.

4. Inappropriate methods:

Employees are **not** permitted to use the following discipline methods:

- Inflict or cause to be inflicted any form of physical punishment, verbal, physical degradation, or emotional deprivation. This includes but is not limited to yelling at or belittling children, hitting, slapping, biting, pushing/shoving, pulling, pinching, abusive words...etc.
- To use or permit the use of any form of physical restraint, confinement, or isolation.
- A child at no time will be threatened or deprived of any basic needs, such as love, water, food, and rest.

If any of these forms of discipline are used towards a child, the employee will be terminated immediately.

5. Incident/accident:

- Incident/accident forms are to be completed after incidents/accidents occur. Educators will discuss with the pick-up person, and this person will be asked to sign the incident/accident form. These will be kept in the child's file. If the behaviors are a concern, educators will complete observations to figure out what is causing the behaviors so we can better stop them. All problems are discussed with the Director. If the behaviors persist, the Director will set up a meeting with the parent(s) to discuss the issue and together come up with a plan. This may include but is not limited to referrals to inclusive childcare, family education, autism society, PACE ... etc. If this plan fails to work, under the discretion of the License Holder and the Director, Wee Care Daycare has the right to discontinue care for this child.



Child & Educator Interaction

Policy:

Positive interactions with children are those that promote social and emotional development, as well as self-concept, control, esteem, image and worth. Positive, meaningful interactions are the basis for building trusting relationships. Children must feel secure and have a strong sense of belonging to thrive and explore easily. Our goal is to develop children who have a strong sense of self. We are working with families to prepare children for lifelong learning and success. Our belief and goal are that children will develop a positive self-image through our interactions with them. We focus on giving children the gift of belonging and a balance of independence and reliability. Children need to feel capable, encouraged, valued, and in control over their environment to thrive. With this in mind, we will provide an environment in which everyone feels nurtured and supported, able to grow to their full potential. Educators are uniquely positioned to affect and influence children's development. We must ensure that we do this thoughtfully, intentionally, respectfully, and positively.

Procedure:

1. Welcome each family every morning and give feedback at departure, addressing both child and family member by name.
2. Use physical proximity. Being near the children provides greater supervision and makes you available for conversation, involvement, and assistance.
3. Educators are to be down at the child's level. Eye contact and physical contact (if the child permits) must be practiced when speaking with the child. Avoid yelling across the room or play yard (unless necessary, for example, in a safety concern situation.)
4. Involvement: educators must be actively involved with the children. This includes being down to their level as opposed to standing above them. Interaction with the children can take many forms, including but not limited to the conversation by listening and asking open-ended questions, having children assist you with a task, direct play episodes and role-modelling.
5. Educators should participate in large and small groups and provide one-on-one time with each child. This will be done through spontaneous and planned activities.
6. Label, Acknowledge and Accept feelings:
 - Children need to be shown appropriate ways to deal with emotions. Discussions about strong feelings should occur when the child is calm and in control.



- Educators should use and encourage children to use I-messages regarding feelings. (I feel sad when ____, when you ____ it makes me ____)
 - Educators will acknowledge individual children's feelings and support the children in learning about other children's feelings and emotions.
7. Educators are to model and demonstrate appropriate behaviors and expectations that they require of the children. For example, if children are required to sit at the table to eat, they should also see the educators doing it. If you expect that everyone helps at clean-up time, then educators must also be helping (if the rule applies to the children, it applies to the educators).
 8. Educators will offer reasonable and appropriate choices to the children. This gives them a feeling of independence and control (Example: Are you going to put on your coat or hat first?)
 9. Educators will offer genuine feedback and encouragement for individual accomplishments. (I like how you washed your hands before snack)
 10. Educators will allow children to be given adequate time to finish projects and tasks, or alternative plans to return to it later will be arranged with the child. Educators need to make sure they follow through on the arrangements.
 11. Educators will use active listening skills. This allows the child to have time to speak, give thoughtful responses and feel heard and appreciated.
 12. When speaking to the children, focus on the positive and state what they can do. Use I-messages and when or then phrases.
 13. Use positive self-talk, allow the children to hear your confidence and demonstrate a positive self-image. Example: "oops, I spilled! I know how to fix that; I'll get a cloth."
 14. Educators will act as language models, using appropriate grammar and age-appropriate words. Focusing on building the child's vocabulary and conversational abilities, children will be encouraged to use words to express wants and needs.
 15. Educators will maintain self-control in all situations. Ensure that they are responding to children rather than reacting. Responding takes thought and control, whereas reacting is the first reaction. (Focus on the child, not the behaviour)
 16. Educators will not use harsh words, label, or belittle children.
 17. Educators will not speak ill of the children at any time or place.



18. Educators will not inflict or cause to be inflicted any form of physical punishment, verbal degradation, physical degradation, or emotional deprivation.
19. Discussions about the children, situations or behaviour should not happen around the children.
20. There is a purpose or a goal behind all we say and do. Learning doesn't happen by chance. Educators should ask themselves: Why am I doing this? What are they learning? and, how does this encourage development?



Child Maltreatment

Policy:

Wee Care Daycare is committed to the prevention of child maltreatment.

Alberta's Duty to Report Law requires all Wee Care Daycare employees to report any situation they believe to be abusive to a child, including but not limited to emotional, physical, spiritual, sexual abuse and neglect.

Procedures:

1. Employees, students, or volunteers who suspect a child has been maltreated or is at risk for maltreatment will inform the director or license holder of their suspicion and their intention to call Northwest Child and Family Services Authority immediately. If necessary, immediate medical attention will be provided if the child has sustained injuries.
2. Employees will not discuss suspected maltreatment or intention to seek medical treatment with the family until contact has been made with Northwest Child and Family Services Authority.
3. No employee will advise someone **not** to report suspicions of child abuse or try to stop the person from reporting or consulting with Northwest Child and Family Services Authority.
4. There will be no disciplinary action for anyone who consults on or reports suspicions of child abuse.
5. If an employee, student, or volunteer has any further suspicions of maltreatment or new information, another report must be made immediately.
6. If reporting is after regular business hours, leaving a message and waiting for a return call may be necessary. The RCMP will be contacted if the person making the report believes the child is in immediate danger.
7. All employees will co-operate fully with the investigation efforts of Northwest Child and Family Services Authority and emergency personnel.
8. Employees, students, or volunteers who report suspected child maltreatment will prepare a written report that documents the facts before contacting Northwest Child and Family Services Authority. The report should be signed, dated, and forwarded to the director, who will store it in a secure cabinet, separate from the child's general file.



9. All emergency numbers and the number to Northwest Child and Family Services Authority are posted in the office by phone and in each classroom.



Children's Challenging Behaviors

Policy:

All children are unique individuals who must be treated with kindness, compassion, respect, and consideration in all situations. Wee Care Daycare's priority is to ensure that all children and employees are kept safe. There may be situations when our Behavior Guidance and Discipline Policy is not adequate, and a more extensive procedure must be followed:

Procedure:

1. The following behaviours are unacceptable at daycare:
 - Intentional physical contact to cause harm to others (Hitting, Kicking, Pinching educators, and other children)
 - Choking
 - Spitting
 - Biting
 - Foul Language
 - Running away from educators
 - Refusal to listen to educators
 - Extreme temper tantrums
2. If educators are having difficulties with a child's behaviour(s), our first step is to get Inclusive Child Care involved to get outside feedback and support for educators and families.
3. Families will be expected to be involved with the process that Inclusive puts forward. This requires family teamwork, inclusive support workers, educators, and management. If families are not fully involved with this process, childcare services may be terminated without notice or a refund.
4. If families refuse to have Inclusive Child Care involved, childcare services will be terminated immediately, and fees will not be refunded.
5. If a child's behaviours are unmanageable and put the child, peers or educators in danger, families must pick up the child immediately.
6. If a child is sent home three times for behaviours, childcare services will be terminated immediately. If a child is sent home, families will be asked to sign a Challenging Behavior form. Childcare fees will not be refunded for the month.



Terminating childcare services is never an easy decision to make, as we feel all children are unique individuals. However, we must ensure the safety of all children and educators in our programs. In some circumstances, a childcare centre setting may be too much for a child to thrive in. Some children do require smaller group settings. Inclusive Child Care can help families find suitable care.



Children's Records

Policy:

Wee Care Daycare's responsibility is to keep a file on the program premises with all information and signed consent forms regarding each child registered in the program.

Procedures:

1. An electronic file for each child containing necessary information and completed registration forms will be stored electronically on password-protected devices using the Hi Mama software.
2. Families must fill out all registration and consent forms before their child starts in the program.
3. The family must provide to the center, which is included on the registration forms, and consent forms, the following info:
 - The child's name, date of birth and home address
 - The parent's name, home address, telephone numbers and numbers where they can be reached in case of emergency.
 - The names, addresses, and telephone numbers of individuals the parent provides authorization to contact in case of emergency when the parents cannot be reached.
 - The names of individuals the parents provide authorization to pick up their child from the center.
 - Their physician's name and phone number
 - Child's health care number, any medical condition they may have, any dietary restrictions or allergies and information if the child's immunizations are up to date or not.
 - Consent for the center to administer first aid and to call for medical assistance if necessary and that the parent will be responsible for the cost that may arise for these services.
 - Whether the parent agrees and consents to photographs taken of their child while at the center and what purposes they would be used for.
4. The families must notify the center of any changes to their information, so that it can be kept up to date.



5. Wee Care Daycare will annually provide new registration packages to families to update information for their files if they have not already done so throughout the year.
6. All medication forms with the required information (see Medication Policy and Procedure) will be filed in the children's files.
7. All incidents and accidents must be filed in the child's file.
8. If children from the center participate in off-site activities, parental consent forms must be filled out for the child's participation in the activity and kept in the child's file.
9. Other relevant health information about the child while in care is filed in the children's files.
10. Any particulars of any health care provided to the child, including the written consent of the child's parent, will be kept in the child's file.
11. All children's files are accessible for inspection by the licensing officer and director.
12. The child's file is available to parents anytime during hours of operation for parents to view.
13. Wee Care Daycare will keep the child's file for two years after they no longer attend the programs.
14. It is required that each room have portable emergency records that contain the following information about each child. This information will be available on the Hi Mama program on an iPad; Each room will have one to take when they leave the premises.
 - The child's name, date of birth and home address
 - The parent's name, home address and telephone/contact numbers and numbers where they can be reached in case of emergency.
 - The names, addresses, and telephone numbers of individuals the parent give the authorization to contact in case of emergency when the parents are unable to be reached.
 - The names of individuals the parents give the authorization to pick up their child from the center.
 - Their physician's name and phone number
 - Child's health care number, any medical condition they may have, any dietary restrictions or allergies and information if the child's immunizations are up to date or not.



- As well as a record card containing the telephone numbers of the local emergency response, 911, Fire, Police, Ambulance, and the number to the poison control center.



Communicable Disease

Policy:

Children are not allowed to attend daycare if they suffer from a Communicable Disease under the Communicable Disease Regulation (AR 238/85) Schedule 1 from the Licensing Standards and Best Practices in Child Care.

Communicable diseases include but are not limited to:

- Acquired Immunodeficiency Syndrome
- Chicken Pox
- Diphtheria
- Hepatitis A, B, or C
- Measles
- Scabies
- Meningitis /Meningococcal Infections
- Fifth Disease
- Rubella
- Tetanus
- Tuberculosis
- Hand Foot and Mouth

Procedure:

1. If an employee knows or has reason to believe that a child may suffer from Communicable Disease, they will discuss the situation with the director.
2. The director will notify the parent that they must pick up their child immediately from the center and not return until the director approves.
3. The child will be separated from the other children and moved to the office, where an employee will care for them until the child is picked up.
4. If a child has been exposed to or contracted a Communicable Disease, the family must inform the center of the information.
5. Wee Care Daycare will inform Public Health and families if two or more cases of a communicable disease are reported.



Day Care Closure

Policy:

In severe weather conditions, Wee Care Daycare has the right to close the facility or open later than posted to ensure the safety of all employees and families.

Procedure:

1. In the event of the following severe weather conditions, Wee Care Daycare may be closed until employees and families can arrive at the facility in a safe manner.
 - An outside temperature of -40 degrees Celsius or colder before the wind chill.
 - Excessive snowfall creates unsafe driving conditions until roads are plowed and sanded.
 - Excessively icy roads or freezing rain conditions.
2. If any weather conditions occur, please check Hi Mama for closure messages.



Diapering

Policy:

Diapering will be carried out safely to prevent and decrease the spread of germs, illnesses, and diseases and provide safety to the child being diapered. Following proper procedures and room setup will also reduce the contamination of the surroundings (hands, furnishings, and floors). This policy applies every time any employee changes a diaper.

Procedure:

1. Diapers are changed only in designated diaper changing areas.
2. There are scheduled diapering times throughout the day, but diaper changes occur when needed between these times.
3. Each diaper change is recorded using the Hi Mama program.
4. The diapering change table is positioned to allow proper supervision of the other children in the room and not be in the food preparation area.
5. A child is never left unattended while on the changing table.
6. The diapering change table is sturdy, with a waterproof pad in good condition (no cracks or rips). The table is placed on a washable floor surface (tile or linoleum) that can be cleaned and sanitized.
7. All diaper changing supplies that will present a hazard to children (sanitizing solution) are not accessible to the children.
8. Diaper changing tables are not used to store or put items on (toys, food, papers etc.) other than diaper changing supplies.
9. A sink is close to the diapering area to allow for proper hand washing of the employees and child hand washing.
10. Diapers are placed in a trash can that is covered, foot-activated and has a plastic garbage bag inside. Diaper garbage is taken out daily.
11. Changing tables and mats are disinfected with the sanitization solution between each diaper changes. Each day the changing table pad and under the place must be wiped down. Weekly, the changing table needs to be emptied and wiped clean, and the bins must be cleaned. The diapers and wipes must be organized and put back neatly.



12. Potty seats are disinfected and cleaned after each use and at the end of every day.
13. New employees will be trained on this policy and procedure during orientation. The new employee will review the policy and practice and answer any questions.
14. The director monitors educators regularly to ensure they are correctly following the diapering procedure.

Please see the attached diapering changing steps.

Diaper Changing Steps:

Step 1: Wash hands and get organized:

1. Wash your hands
 - When it is your first child, wash your hands before gathering supplies.
2. Gather supplies needed for changing the child's diaper before bringing the child to the diaper area.
 - Fresh diaper
 - Plastic bag for soiled diapers and one for cloths if needed
 - Individual diaper wipes for that child
 - Clean cloths if needed
 - Personal diaper cream for that child
 - Disposable gloves (if used by caregivers' choice)
3. Bring the child to the diapering area.

Step 2: Diapering process:

1. Put on gloves if needed or choose to
2. Lift child up and on change table/mat
3. Always keep a hand on the child while at the table. Never leave your child unattended.
4. Take care to prevent the child's feet from being soiled (remove socks/shoes if needed)
5. Remove pants/tights or pull them down to the ankles.
6. Unfasten the soiled diaper and leave it under the child



7. Lift the child's legs to clean with their wipes, making sure to wipe front to back, making sure that you are removing all soil. Use clean wipes as needed. Use care not to get the wipe container soiled.
8. Place soiled wipes into the dirty diaper.
9. Remove the soiled diaper, taking care not to contaminate any surface.
10. Fold the soiled surface of the diaper inward, place it within the contaminated gloves, and dispose of it in a plastic bag.
11. Dispose in the garbage can (the garbage can be covered, foot-activated, and have a plastic liner.)
12. Place a clean diaper under the child's bottom.
13. If diaper cream is needed, apply by using a new glove.
14. Fasten diaper, and pull-up bottoms (pants/tights)
15. Wash the child's hands and your own hands after diapering
16. Return the child to play

Step 3: Clean and Sanitize diaper change surface:

1. After your hands are clean, put diaper supplies away (wipes and diaper cream)
2. Spray the entire surface with disinfecting sanitizer solution
3. Wipe with a paper towel and dispose of it in the diapering trash can.
4. Remember to store the sanitizing solution securely and out of reach of the children. Never leave within the children's reach.
5. Wash hands again according to the posted hand washing policy and procedure

Step 4: Recording:

1. Document on Hi Mama located on the room iPad at the time of the diaper change, whether wet, bowel movement or dry.

Step 5: Proceed back to step one



Disciplinary Action

Policy:

The personnel policies and procedures framework will address employee performance or misconduct problems. Disciplinary actions will follow carefully devised steps that relate closely to the seriousness and persistence of the situation.

Procedures:

If the concern can be remediated:

1. The director will inform the employee of the problem in private.
2. The director and the employee will develop a performance improvement plan. This plan will state the concern, the reason it is a concern, what policy or regulation it does not comply with, how the employee will correct the problem, how the director will support in the process, a time frame for which the concern must be rectified, and what the consequences will be if the plan is not followed through on.
3. The director and employee will meet again at the end of the period to review whether the concern is handled. Periodically check-ins will be completed.
4. Each step of the process must be documented. This includes but is not limited to verbal discussion, filed grievances, oral or written warnings and performance plans.

If the concern involves serious misconduct that **cannot** be remediated:

1. The director will notify the license holder of the incident. There will be documentation of the incident, and the employee will be terminated with just cause.



Fire Safety and Emergency Evacuation

Policy:

Wee Care Daycare has established practices that prevent accidental injuries, protect children from harm and remove children from danger in the event of a fire or another emergency.

Procedure:

1. Wee Care Daycare has a written procedure for fire drills approved by the local fire department. Each employee shall be trained in fire emergency procedures. Each classroom has specific instructions for moving children safely out of the building, following the evacuation diagram posted outside each room.
2. In case of an emergency that makes the center's premises unsafe, the children will be evacuated from the building. Wee Care Daycare has arrangements with the Sutton Group to bring the children to their location until the premises are safe for our return or until the children can be picked up by their families. The Sutton Group is located across the parking lot from Wee Care Daycare. The muster point in the carwash building.
3. Emergency evacuation/fire drills are practiced monthly to familiarize the employees and children with the procedure.
4. Families are notified when emergency evacuation/fire drills occur.
5. The keys for the fire alarm panel are hanging on the left-hand side at the top of the fire panel, and the key chain in the office is readily available to the management employees. There is a fire department key box outside the building on unit 108.
6. Our fire alarm system and fire extinguishers are inspected annually. Our Fire Safety and Emergency Evacuation plan will be reviewed and updated annually.

Fire Safety Plan

The emergency procedures to be used in case of fire include:

1. Sounding the alarm - in case of a fire drill, management will call the fire department and the monitoring company before sounding the alarm on the fire panel. Management will have the monthly fire drill checklist and time the employees while ensuring the evacuation procedure is followed. Management will ensure the monthly fire drill checklist is filled out accurately and will notify the fire department once the fire drill is complete.



2. Fire drills are done once a month. Wee Care Daycare aims to evacuate all children and employees in under two minutes. If this does not happen, management will schedule more frequent fire drills.
3. A list of emergency phone numbers is posted in the office. A portable emergency card is accessible for management when evacuating the building.
This list will include the following:
 - Emergency Medical Services
 - 911
 - Ambulance Service
 - Fire Department
 - Police Service
 - Poison Control Center
 - Grande Prairie Regional Hospital
 - Child Abuse Hotline
4. Wee Care Daycare uses Hi Mama for attendance in each room. The educators will take their room iPads when evacuating; therefore, they have the children's attendance records. The application contains the children's emergency information.
5. Each childcare room has an emergency backpack, including a first aid kit and emergency medications. Anytime the educators leave the room with the children, the bag must go with them.
6. The children and employees must always wear shoes in case of evacuation.
7. Employees will ensure that not more than 20% of wall space is covered and will set rooms up to ensure all exits are always clear. Nothing will be hung near light fixtures or wall plugs.
8. Wee Care Daycare will post on the center's front door the telephone number of the center's license holder for after-hour emergency contact.

Evacuation Procedure for Educators – Full-time Program

1. In case of emergency when children are evacuated from the premises, the educators must follow the Evacuation Diagram posted outside their room. Each room is required to bring the following during an evacuation:



- All the children in their care (the cook and the director will help evacuate the baby room, and the coordinator and all other available employees will help the toddler room evacuate)
 - The emergency backpack from each room
 - iPad with Hi Mama access
2. Once out of the building, employees will do a head count to ensure all children in their care are out of the building and safely cross the parking lot to the Sutton Group building. If a child is missing, educators will immediately let management know.
 3. Once safely at the Sutton Group building, educators will do attendance again. If there is any discrepancy, they will let management know immediately.
 4. Employees will follow all instructions from emergency personnel and management. Employees will stay with children and in the proper ratios until it is safe to return to the building or children are picked up.

Evacuation Procedure for Management

1. In case of a fire alarm, the director will take a phone and check the fire panel while calling 911 to tell them what the fire panel says. The director will help evacuate the baby room while on the phone.
2. The coordinator would grab the emergency binder and help the toddler room evacuate.
3. Once the director has helped evacuate the baby room, they will go back inside, if it is safe to do so, to do a final sweep of the entire daycare. The director will join the other employees and children at the Sutton Group building.
4. The coordinator will ensure all rooms have done a head count. If a child is missing and it is safe to do so, the coordinator will go back into the building to find the missing child. (If not safe to return to the building, the coordinator will wait for emergency personnel.)
5. Management will follow directions from emergency personnel and ensure that ratios are always being met. Management will contact the children's families to pick them up if needed. Management will stay until the last child has been pickup.



6. The Director and license holder will ensure that all employees, children, and families have access to the help and support they may need to deal with the aftermath of an emergency.

Evacuation Procedure for Educators – Drop-in Program

1. In case of emergency when children are evacuated from the premises, the educators must follow the Evacuation Diagram posted outside their room. Each educator is required to bring the following during an evacuation.
 - All the children in their care
 - The emergency backpack from each room
 - iPad with Hi Mama access
2. Once out of the building, employees will do a head count to ensure all children in their care are out of the building and safely cross the parking lot to the Sutton Group building. If a child is missing, educators will immediately let management know.
3. Once safely at the Sutton Group building, educators will do attendance again. If there is any discrepancy, they will let management know immediately.
4. Employees will follow all instructions from emergency personnel and management. Employees will stay with children and in the proper ratios until it is safe to return to the building or children are picked up.

Evacuation Procedure for Management

1. In case of a fire alarm, the director will take a phone and check the fire panel while calling 911 to tell them what the fire panel says.
2. The coordinator would grab the emergency binder and help the toddler room evacuate.
3. Once the director has helped evacuate, they will go back inside, if it is safe to do so, to do a final sweep of the entire daycare. The director will join the other employees and children at the Sutton Group building.
4. The coordinator will ensure all rooms have done a head count. If a child is missing and it is safe to do so, the coordinator will go back into the building to find the missing child. (If not safe to return to the building, the coordinator will wait for emergency personnel.)



7. Management will follow directions from emergency personnel and ensure that ratios are always being met. Management will contact the children’s families to pick them up if needed. Management will stay until the last child has been pickup.

8. The Director and license holder will ensure that all employees, children, and families have access to the help and support they may need to deal with the aftermath of an emergency.



Family Communication and Parent Involvement

Policy:

Wee Care encourages regular opportunities to communicate with families about their children's activities and development, the organization of the center and current decisions about the center's operation. Wee Care Daycare would like to develop relationships with their parents and encourage parent involvement in the program.

Procedures:

1. Employees will organize the daily program to maximize opportunities for daily verbal communication with parents.
2. Families are encouraged to message through Hi Mama during the day for information about children's well-being and activities.
3. Families will be invited to volunteer on field trips and outings that Wee Care Daycare employees plan for the children.
4. Employees will complete daily reports for each child through "Hi Mama" that indicate information about routines (sleep, food, toileting) and activities.
5. Management will regularly update the website and Facebook page to include information about the program, community events and activities, articles, and government policies that affect the center.
6. Family surveys will be provided to the parents annually so that parents can have input into their child's program.
7. Wee Care Daycare has an open-door policy where parents can visit the center anytime and discuss any concerns and recommendations with the management. Parents have full access to their child's files.



Fee Collection

Full-time Childcare Program

Policy:

Wee Care will collect childcare fees consistently and equitably to ensure the center's financial viability.

Procedure:

1. Daycare fees are due on or before the 1st of each month with the exemption of the split payment option. If families are doing the split payment option, half is due on or before the 1st, and the remainder is due on or before the 15th of the month. This comes without exception unless prior arrangements have been made with the License Holder or the Director.
2. We accept cash, email transfer or debit/credit payments. An additional charge of 3% will be charged to the total cost if paying using a credit card; this is to cover the cost of the processing fees.
3. There will be a late fee of \$5 per day for each day that payment is late starting on the 2nd or the 2nd and 16th of the month if making split payments.
4. Habitual late payments may result in the termination of childcare services.
5. The current government is offering an affordability grant to daycares to lower the cost of childcare services. This amount will be subtracted from the total monthly fee. If the affordability grant is discontinued, families who wish to continue childcare services will be responsible for the full amount of the price.
6. Families who qualify for the Alberta Child Care subsidy are responsible for ensuring that their subsidy is in place and stays current. If the subsidy is not paid to Wee Care Daycare, families will be responsible for paying this amount.
7. Fees can be split into two equal payments; half can be paid on the 1st and the remaining on the 15th. A \$25 service charge will be applied for this service, and the service must be prearranged. Late fees will be applied if either payment is past the due date of the 1st and the 15th.
8. There is a late fee applied for all pick-ups after 6:00 pm. Families will be charged \$1 per minute for every minute a family is past 6:00 pm.



9. Families with children under 19 months are asked to sign the infant care incentive form in the registration package. This program is designed to increase the number of infant daycare spaces in childcare centres. The government will pay Wee Care Daycare \$150 for each child under the age of 19 months for each month that the child is in care. This program helps to keep the cost of infant childcare at the current price.
10. Optional services come with additional fees. These fees will be charged to families following the payment agreement in the registration package.
11. Childcare fees will change based on the age of the child.
12. A \$250 deposit is due upon acceptance of a childcare spot; families will have a 48-hour window after accepting the spot to pay this amount. Failure to pay the amount will result in the spot being offered to another family. The deposit will be credited towards the last month of childcare services. If a 30-day notice is not given to terminated childcare services, then the deposit will be forfeited.

Drop-in Childcare Program

Policy:

Wee Care will collect childcare fees consistently and equitably to ensure the center's financial viability.

Procedure:

1. Daycare fees are due at the time of booking.
2. The membership fees are due at the time of sign-up and will be automatically withdrawn each month until cancelled.
3. Fees will be paid through the booking website.
4. A 30-day notice is required to cancel membership to stop the fees from being withdrawn.
5. No childcare fees will be refunded. The childcare fees will be applied as a credit in the cancellation policy in the premium membership.



6. Childcare fees will change based on the age of the child.
7. The current government is offering an affordability grant to daycares to lower the cost of childcare services. This amount does not apply to this program as it is not currently being paid out to privately owned daycares that are creating new spaces.
8. Families do not qualify for the childcare subsidy due to the current government not allowing private daycare owners that are creating new spaces to access this service.
9. Families will be charged a late fee for all pick-ups after 12:30 pm and 5:30 pm for half-day bookings and 5:30 pm for full-day bookings. Families will be charged \$5 per minute for every minute a family is past these times. Upon pick up, the fees must be paid at the office in the full-time childcare program building, or the family will be denied booking access until paid.



Food Health and Safety

Kitchen Health and Safety

1. The food storage and preparation employee will have completed a food safe handling course.
2. The employee will be responsible for maintaining a high standard of personal hygiene.
3. Employees will refrain from handling food when they suffer from an infectious disease.
4. Employees will use proper hand washing procedures before and after handling food.
5. The employee will wear gloves anytime a sore or open cut is present on the hands, even if covered with a bandage.
6. The kitchen must be free of clutter, and garbage must be removed daily.
7. All foods must be checked to ensure they are of quality, substance and temperature required and within their use-by-date.
8. All foods must be stored under conditions that will prevent their deterioration. Instructions on the label will be followed.
9. Employees will make sure that all health and safety regulations are being followed.
10. Employees will follow and implement the daily, weekly, and monthly cleaning checklists.
11. Food preparation and serving utensils and surfaces are sanitized after every use.
12. The Food License and Health Inspection must always be posted on the premises.

Serving Food to the Rooms

1. Food must be in large food serving bins that have been provided
2. Food must be covered when serving.
3. Hands must be washed using the hand washing procedure before serving food to the rooms.
4. Make sure food is small enough and age-appropriate not to be a choking hazard (e.g. boil hard vegetables, cut up grapes, etc.)



5. Food trays should not be placed on each other when food is in them and should be carried one at a time when serving food.
6. Food trays should not be placed by the sink where hand washing takes place, in reach of children or by any other cross contaminations.

Serving food to children

1. Employees and children must wash their hands using the hand washing procedure before handling any food.
2. Ensure food is not a choking hazard and is age appropriate.
3. Tables need to be washed and sanitized before serving any food.
4. All food must be placed on plastic dishes provided, never put directly on tables.
5. Each child must have a plastic dish, cup, and utensils.
6. Food that touched the floor must be thrown in the garbage.
7. Any dishes that touch the floor must be placed in the bin for washing, and the child will be given a new clean one.
8. Food must be checked to ensure a safe temperature before serving it to the children.
9. The clean and dirty dishes must be kept apart to ensure no cross-contamination occurs.
10. Employees must ensure all children are eating from their own plates and drinking from their own cups and bottles. (No sharing)

Parent Supplied Infant Nutrition

1. Upon registration, families are to provide information on any dietary requirements specific to the child; this includes infant nutrition.
2. Upon the start date for the child, educators will communicate to the family how and when the nutrition will be given.
3. Educators will also inform families that all items (bottles, nipples, inserts, boxes of formula, Sippy cups etc.) must be clearly labelled with the child's first and last name



before leaving them in the room. If the family has not done so, the educators must ensure this is done before storing the supplies in either the refrigerator or the cupboard.

4. Infant nutrition will be stored and prepared according to the families and package directions.
5. The mixed formula will be stored in the refrigerator until it is needed to be used. The powdered formula will be kept in the cupboard, in a cool, dry place, until preparation. Sterile water is available for formula.
6. At NO time will prepared infant nutrition be left on the counter when not in use.

Keeping Food Safe

Four simple steps to fight Bacteria:

1. Clean: Wash hands, utensils, and surfaces with hot soapy water before and after food preparation. Use a disinfectant cleaner or a mixture of bleach and water on surfaces.
2. Separate: Avoid cross-contamination, which allows bacteria to be transferred from food to food, hand to food or equipment to food. Keep raw meat and juices away from ready-to-eat foods by storing them on separate shelves in the refrigerator (raw foods on the bottom and cooked on top shelves) and using different cutting boards. Never place cooked food on an unwashed plate that previously held raw meat.
3. Cook: Cook food to the proper internal temperatures and check for doneness with a food thermometer. Cook eggs until both the yolk and whites are firm.
4. Chill: Refrigerate or freeze perishables, prepared food, and leftovers within two hours, and ensure the refrigerator is set no higher than 4 ° and the freezer is set at -18°. Refrigeration and freezing do not kill the bacteria.

Keep Foods Hot or Cold:

1. Check: Keep refrigerators and coolers at 4 °C or below and Freezers at -18°C or below. Use a thermometer to ensure that correct temperatures are maintained. Check and record temperatures weekly.
2. Thaw: Thaw food in the refrigerator or microwave, NOT on the kitchen counter. If you defrost food in the microwave, cook it IMMEDIATELY after thawing.



3. Refrigerate: Refrigerate leftovers as soon as the meal is over or no later than 2 hours and use leftovers within two days
4. Cool: It's best to serve the food immediately after cooking; if food is not going to be served right away, divide large amounts of food, store it in small shallow containers and cool in the refrigerator.
5. Reheat: Reheat foods thoroughly at a minimum of 74°C, even when using the microwave oven to reheat foods. Bring soups, sauces, and gravies to a boil when reheating.
6. Serve: Serve hot foods (60°C or hotter) and cold foods (4°C or colder)
7. Discard: Remember the 2-hour rule: Do not leave perishables out at room temperature for more than 2 hours; if in doubt, throw them out.

General Dishwashing Procedures

Whether dishwashing is done by machine or hand, basic procedures are standard in both.

1. Scrape: to reduce food particles before cleaning and sanitizing; sometimes, soaking flatware for 10 to 15 minutes is also necessary.
2. Sort on a Rack: ensure items of the same size and shape are washed together.
3. Wash: Friction, detergent and clean water is required to remove soil.
4. Rinse: remove the detergent and remaining food particles that inhibit sanitizing.
5. Sanitize: Use hot water or chemicals to reduce microbes to a safe level.
6. Air Dry: Moisture allows microbes to survive; only clean hands should handle clean dishes; do not dry with a towel which can contaminate sanitary ware, and do not touch "business ends" (i.e. the part of the utensil or glass that touches the mouth).

Commercial Dishwasher

1. Ensure that water is 60°C for machine washing. The machine's water temperature should reach 82°C to sanitize properly.
2. Low-temperature machines use chemical sanitizers instead of hot water and test paper to ensure that the proper chemical strength or concentration is reached.



Manual Dishwashing using a 3-compartment sink

1. Utensils and dishware, in some instances, require soaking before washing.
2. Pots and pans, especially those with baked grease, require soaking in warm soapy water for 10-30 minutes.
3. Wash in the first sink using hot water and detergent. Wash water should have a minimum temperature of 45°C. Change the wash water frequently.
4. Rinse the second sink using clean water with a minimum temperature of 45°C.
5. Sanitize in the third sink using hot water with a minimum temperature of 77°C for two minutes. If a chemical method is used, the chlorine solution in the third sink must have a concentration of 100ppm.
6. Use appropriate test paper available from chemical suppliers to verify the concentration of the sanitizer. Test papers are extremely sensitive and should be replaced every six months.
7. Dishwashing sinks and food preparation should never be used for routine hand washing or diaper changing activities.
8. Chlorine solution=100ppm
 - One tablespoon per gallon of water
 - ½ ounce per gallon of water
 - ½ teaspoon per litre of water
 - 2ml per litre of water



Hand Washing

Policy:

As Wee Care Daycare is responsible for supporting children's health and well-being, Wee Care Daycare will implement adequate and appropriate hand-washing practices to protect children and employees from illness and communicable diseases.

Procedures:

Hand washing is the single most effective way to control communicable diseases, and it reduces half of diarrhea and illness outbreaks in childcare centers.

1. Separate hand sinks are available for hand washing and diapering. These sinks will never be used for washing dishes or for preparing food.
2. Kitchen dishwashing sinks and food preparation sinks are not used for routine hand washing.
3. Correct Hand Washing Procedure:
 - Wet hands with warm water
 - Use soap
 - Lather and scrub well
 - Rinse
 - Dry hands with a paper towel,
4. Employee hands must be washed when:
 - Upon arriving at the center, before their shift
 - After using the toilet
 - After changing diapers or after helping a child on the toilet
 - Whenever hands come into contact with body fluids such as vomit, saliva or runny nose
 - After wiping a runny nose
 - After coughing and sneezing
 - Whenever hands come in contact with soiled items or are soiled
 - After touching pets in the center or on a field trip
 - After arriving in from outside
 - Before and after playing at the sand table (regardless of what is in the sand table, i.e. rice or water)
 - Before and after preparing, serving, eating food, and when feeding food to a child
 - Before and after administering medication



- After smoking

5. Children's hands need to be washed:

- After using the toilet,
- After touching pets in the center or on a field trip
- After coming in from outside
- Before and after playing at the sand table (regardless of what is in the sand table, i.e. rice or water)
- Before and after eating food, serving and handling food
- Whenever hands come into contact with body fluids such as vomit, saliva or runny nose
- After the individual child has had their diaper changed
- Whenever hands come in contact with soiled items or are soiled.
- After wiping their runny nose
- After coughing and sneezing



Health and Safety

Policy:

Wee Care Daycare is responsible for supporting children's health and wellbeing; therefore, Wee Care Daycare has established practices that prevent accidental injuries, protect children from harm and avoid illness. The license holder may provide or allow for the provision of health care to a child if the written consent of the child's parent has been obtained or the health care provided is like first aid.

Procedure:

Manner of Feeding:

1. All children will be fed in a manner that is age and developmentally appropriate.
2. All children must wash their hands before and after feeding, using the hand washing method. When employees wash the children's hands and faces, they must use a separate cloth for each child.
3. Children need to be seated when eating and drinking. No beverages, including bottles, will be provided to children while napping.
4. To prevent burns, educators always check the temperature of the food being served, heated food or bottle/milk before serving.
5. Children will be fed from a separate plate or bowl with a different spoon and cup to prevent bacteria and germs from passing.
6. Each child will only use own their bottles and sippy cups; children may not share.

Feeding Infants:

1. Keep the prepared formula in the refrigerator.
2. Throw away any leftover formula after feeding.
3. Children must never be given a bottle while lying in a crib or mat.
4. When feeding a child baby food, the food must be removed from the jar and put on a plastic dish to be heated up. Close the jar and refrigerate the unused portion.



5. To prevent burns, always check the temperature of the bottle/milk before serving.
6. Do not feed a bottle to an infant in severe distress; this may be a choking or aspiration hazard.
7. Do not feed or give a child a bottle while changing their diaper.

Manner of Sleeping and Laundry

1. Sleeping mats should be placed at least 18" apart.
2. Young infants/children who cannot roll over by themselves will be placed on their backs for sleeping and monitored regularly.
3. There should always be a clear pathway, so children and staff do not have to walk over other children's mats.
4. Staff will monitor children while they sleep.
5. Each child must have their own mat or cot, and each mat or cot will be sanitized daily.
6. Each mat must be covered with a crib sheet, and each child must have a blanket. Bedding cannot be shared. (Unless washed first)
7. Children's bedding will be washed every second week and kept at daycare unless the family chooses to wash the child's bedding due to soap sensitivity/allergies. The sheets will be washed weekly.
8. All soiled linen will be stored in a closed container.
9. All bibs, wash cloths, and soiled linen will be cleaned daily.
10. Washcloths must be removed after each use and placed in the laundry bucket with a lid to ensure no cross-contamination between children.

Part 2: General Health & Safety

1. Wee Care will only use non-toxic and age-appropriate craft supplies in all our craft centers.



2. Each child will only use their own grooming items, bedding, and linens, including diaper cream.
3. All cleaning supplies will be kept out of reach of the children, and there will be a lock on all cupboards containing cleaning supplies that are within a child's reach.
4. Wee Care will not use any form of aerosol spray cans for cleaning, air fresheners, or anything else within the daycare.
5. Wee Care is not to use pesticides of any kind unless extremely necessary. If a pesticide is to be used either inside or outside, it will not be used when the children are present. Children are to be kept inside the daycare when pesticides have been used outside, according to the local health authority (Alberta Health Services). If a pesticide needs to be used within the center, the children are to be kept away from the area for the length of time dictated by the local health authority (Alberta Health Services).
6. Wee Care has temperature control devices on all sinks to prevent the children from getting burned while washing their hands.
7. Protective caps will cover all electrical outlets.
8. The floor coverings are backed with a non-skid material on all corners.
9. All floor fans will be covered.
10. All appliances used throughout the daycare, both in the rooms and the kitchen, must meet safety requirements and be in good condition. When not in good condition, the employees are to report to the management, and the appliance is to be discontinued immediately, repaired, or replaced.
11. All employees will be shown how to operate a fire extinguisher and where they are located upon hiring.
12. We will have all children use broad-spectrum sunscreen with an SPF of 15 or more; we will apply sunscreen generously before all outdoor activities in the summer.
13. Clothing used for dress-up will be washed weekly and will discontinue use during an outbreak.



14. In our water table, the water will be clean and potable. A disinfectant will be added, remaining effective for the whole day. Children will wash their hands before and after use. Water will be drained, and all toys and the table will be disinfected. We will not use the water in the water table during a diarrhea outbreak.
15. Sand in the sand table will be all store-bought sand and be non-toxic. The children wash their hands before and after use. The Sand, the toys and the table will be disinfected weekly. The sand table will not be used during a diarrhea outbreak.
16. Play dough will be homemade, and salt or another preservative will be used to prevent bacterial growth. Play dough will be changed weekly, and old stuff will be discarded. Children will wash their hands before and after use.
17. Each room will be checked daily for toys that are in disrepair or broken. The broken toys must be brought to the office. Management will determine if the toy can be repaired or if the toy is to be discarded. Educators are responsible for logging daily inspections on Daily Safety Checklist.



Illness

Policy:

Children cannot attend the center with an infectious disease or other serious illness, and if the condition prevents their ability to participate in regular daily routines or if attendance could be harmful to themselves or others. This would include fever, diarrhea, high temperature, vomiting, skin rashes, infections, or a bad cold.

Procedures:

1. Families are responsible for making alternative care arrangements and seeking medical attention in the event of serious illness.
2. When a child is sick or needs antibiotics, they cannot return to the center for 24 hours.
3. In the case that a child becomes ill while attending the center. The child will be separated from the other children as much as possible.
4. If a child becomes ill while attending the center, the parents will be notified and asked to come to pick up their child from the center.
5. All illnesses that occur while a child is in care at the center must be recorded on our Illness Report Form.
6. Any severe illness that occurs while the child is attending the center must be reported to the director.



Incident and Accident

Policy:

It is the responsibility of Wee Care Daycare to maintain the safety of the children while they are accessing our childcare services. Therefore, if any incident or accident occurs while they are in care, it is the responsibility of the educators to attend to, record and report these to appropriate authorities.

Procedure:

1. Families must be notified of all incidents and accidents that occur while their child is in the care of Wee Care Daycare.
2. If the incident or accident is severe and requires medical attention, the family is to be contacted immediately by management. The emergency contact person will be notified if the family is unavailable or cannot be reached.
3. Families must fill out and sign a Parent Agreement Form before the child attends Wee Care Daycare.
 - This form permits Wee Care Daycare to call 911 for medical assistance, and if necessary, the child will be transported to the Grande Prairie Regional Hospital.
4. In case of serious injury/emergency, an employee with their First Aid Certificate will administer First Aid to the child and provide care within their abilities. If the situation requires medical attention/assistance, 911 will be called. The child will be transported to the Grande Prairie Regional Hospital if necessary.
5. Parents are responsible for the costs of any medical assistance that may occur.
6. All incidents, accidents and illnesses that occur while a child is in our care need to be recorded on our Accident/Incident/Illness Report Form. The person/persons who pick up the child from daycare must sign the form. If the person who picks up the child is not the child's parent, the form must still be signed by the individual who is picking up the child. Educators will advise individuals picking up the child to ensure they notify the parent of the incident/accident.
7. Wee Care Daycare will immediately report any incident listed below that occurs while a child is attending the program or any other incident that occurs while a child is attending the program that may seriously affect the health or safety of the child. Incidents and accidents include but are not limited to:
 - An emergency evacuation
 - Unexpected program closure



- An intruder on the program premises
 - An illness or injury to a child that requires the program to request emergency health care or requires the child to remain in the hospital overnight.
 - An error in medication administration by program staff or volunteers results in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care or requiring the child to remain in hospital overnight.
 - The death of a child
 - An unexpected absence of a child from the program (i.e., a lost child)
 - A child is removed from the program by a non-custodial parent or guardian.
 - An allegation of physical, sexual, emotional abuse or neglect of a child by a program staff member or volunteer
 - The commission by a child of an offence under an Act of Canada or Alberta
 - A child was left on the premises outside of the program's operating hours.
- 8.** An initial report may be made by telephone to the local Child and Family Services licensing officer. The incident reporting form must be completed and submitted to licensing staff by telephone, fax, or email within two days (48 hours) of the incident. If reporting an incident outside of licensing's regular office hours (8:15 am-4:30 pm), contact the Crisis Line at 1-800-638-0715.
- 9.** When an incident occurs, the director is notified immediately by the involved educators. If the director is unavailable, it will be the coordinator's responsibility to gather the information from the educators involved.
- 10.** If the director is away for 24 hours or less, the coordinator will inform the director of the incident upon return to work. Therefore, it will be the director's responsibility to gather the necessary documentation and send it to the licensing holder within the 48-hour time frame. Any pertinent follow-up information will also be sent.
- 11.** If the director is not back within the 24-hour time frame, it will be the coordinator's responsibility to fill out and send the necessary documentation to licensing.
- 12.** If there are circumstances that will prevent the report from being submitted before the 48-hour time frame, the director will place a call to the licensing officer before the deadline.
- 13.** If the licensing staff cannot be contacted, the information will be provided to the Regional Office within two days.
- 14.** All incidents will be analyzed annually, and a report will be submitted to the Regional Child Care Office using the prescribed reporting form.



Discrimination

Policy:

Wee Care Daycare does not permit and will not tolerate discrimination against an employee, child or family from any employee, child, or family.

Procedures:

1. Employees will respond immediately to incidents of discrimination.
2. Employees will use behaviour guidance strategies (appropriate to children's level of understanding and development) to redirect child's behaviour and language.
3. Employees will indicate to the children what behaviours are not acceptable.
4. Employees will report all incidents of discrimination to the director.
5. The director will refer to the Disciplinary Action Policy and Procedures if an employee is discriminatory.
6. If a family member is being discriminatory, childcare service may be terminated.



Keeping Information Current

Policy:

Wee Care's responsibility is to maintain on-site, current, and complete records. This includes but is not limited to child files, staff files, accreditation reports, licensing reports, fire/safety/health inspections and reports.

Children's Files

1. Upon registration, the coordinator will ensure that all components of the registration package are completed.
2. Twice a year (January and July), the coordinator will ask families to submit any new/changed information to ensure that the child's file is kept current.
3. Employees will encourage families to forward any new information to the office as families make that information available (change of address, additional phone numbers, change in emergency contact person etc.) That information will be added to the child's file at that time.

Employee Files

1. Upon hire, the director will ensure that all components of the hiring package are completed.
2. The director will ensure that employees provide, within eight weeks of commencing with the program, a criminal record check, including a vulnerable sector search, dated no earlier than six months before the date of commencement with the program and every three years after that date as per section 25(1)(a)(ii) of the Child Care Licensing Regulation.
3. Twice a year (January and July), the director will sit down with each employee and ensure that the information given at the time of hire (or last update) is still correct.
4. Any time an employee has partaken in additional training, courses or workshops, the information will be added to the employee's file upon proof of completion (photocopy of certificate)



5. First Aid, Criminal and Child Welfare checks will be completed and added to the staff file and the corresponding first aid, Criminal check files upon their scheduled completion.

Licensing

1. Any changes to Wee Care Daycare's information, policies and procedures or handbooks will be sent to Wee Care's licensing officer for approval before implementation. At this time, they will be added to the Policy and Procedures handbook.
2. Reports from licensing visits will be posted and visible to anyone entering the building and then filed when a new report is given.

Fire, Health, and Safety

1. The required inspector will approve any changes regarding the health and safety of the program before being sent to the licensing officer. At this time, changes will be made to the Policy that it pertains to.
2. Inspections/reports from the inspector will be posted until the next inspection. At which time the information will be filed.
3. All emerging health and safety best practices will be added to our current policies, or changes made as needed. Email, Hi Mama, and staff meetings will inform employees and families.

New or Updated Policies and Procedures

1. Any new or updated policies and procedures will be approved by licensing before being implemented.
2. Employees and families will be notified of any changes to a Policy and Procedure that will directly affect them as soon as it has been approved. These changes will be posted at the daycare, emailed to the parents, and discussed at staff meetings.
3. New Policies and Procedures will be discussed annually.



Emergency Situations

Policy:

Children in our care must be kept safe. This policy is to provide clear direction for employees when in emergencies. The procedures set out steps for employees to follow to support the safety and well-being of everyone involved.

Clear policies and procedures will support all individuals in managing responses and responsibilities during an emergency, resulting in the safest outcomes possible.

Lock Down

Lockdown is when a threat is very near, inside the childcare centre, or the Grande Prairie RCMP advises the daycare to be on lockdown.

1. If employees become aware of the threat, they must inform the director quickly and safely. The coordinator will call Lockdown over the intercom system to notify all employees. The director will call 911. If employees cannot contact the director, they must call 911 immediately.
2. Employees must then follow the lockdown procedure.

Lock Down Procedure:

1. The employees must: remain calm, gather all children, and move them away from doors and windows immediately. Any groups outside must come inside if it is safe or follow instructions from the director.
2. The director will close and lock all Wee Care Daycare entrance and exit doors if possible.
3. Educators will ensure they have their attendance records, emergency backpacks, and a phone when going to their designated area.
4. Designated areas:

Full-time program

- The baby room will go into the staff washroom, close, and lock the door
- The toddler room will go into the employee washroom in the senior room and close and shut the door.
- The Junior room will go into the washroom and close the curtain.
- The Senior room will go into the washroom and close the curtain.



- The preschool room will go into the staff room and close both doors
- The KinderCare room will go into the washroom in the room and close the door

Drop-in Program

- The Juniors will go into the washroom on the seniors' side and close the door.
 - The Seniors will go into the disability washroom and close the door.
5. The educators will take children's attendance to confirm that all children are accounted for; educators may barricade doors or entryways if they feel it is needed. The educators need to keep children calm and wait for further instruction.
 6. No one will be allowed to enter or leave the daycare during lockdown; the coordinator will send out a notice on Hi Mama of the lockdown and will update as often as possible. Please do not try and pick up your children. We will let you know as soon as the lockdown is lifted.
 7. All employees will have to stay on the premises until the lockdown is lifted.

Only emergency service personnel can enter or exit the childcare centre during a lockdown.

Hold & Secure

Hold & Secure is when a threat is in the general vicinity of the Wee Care Daycare but not inside the childcare premises; Grande Prairie RCMP may require the daycare to be on a hold and secure.

Procedure:

1. The employee who becomes aware of the external threat must inform the director of the threat as quickly and safely as possible.
2. Educators with children outside must ensure everyone returns to their classroom(s) immediately.
3. Educators in the program room must:
 - Remain calm.
 - Take children's attendance to confirm that all children are accounted for.
 - Close all window coverings in the classroom.
 - Continue normal operations of the program.



- Wait for further instructions.

4. The Director must immediately: close and lock all entrances/exits of the childcare centre; close all blinds and windows outside of the classrooms; and place a note on the external doors with instructions that no one may enter or exit the childcare centre.

Only emergency services personnel can enter or exit the centre during a hold and secure.

Disaster Requiring Evacuation

A severe incident that affects the physical building and requires everyone to leave the premises, including but not limited to fire, flood, and power failure.

1. The employee who becomes aware of the disaster must inform all other employees of the incident. The centre must be evacuated as quickly and safely as possible. If the disaster is a fire, the fire alarm pull station must be used, and staff must follow the centre's fire evacuation procedures.
2. Staff must immediately:
 - Remain calm.
 - Gather all children, the attendance record (iPad), and backpacks containing emergency medications and supplies
 - Exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions.
 - Escort children to the meeting place.
 - Take children's attendance to confirm that all children are accounted for.
 - Keep children calm.
 - Wait for further instructions.
3. Designated staff will:
 - Help any individuals with medical and special needs who need assistance to go to the meeting place (by the procedure in a child's individualized plan, if the individual is a child); in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
 - If individuals cannot be safely assisted to exit the building, the designated staff will help them and ensure their required medication is accessible, if applicable,
 - wait for further instructions.



4. If possible, the director must conduct a walk-through of the childcare centre to verify that everyone has exited the building and secure any windows or doors unless otherwise directed by the emergency services personnel.

Disaster – External Environmental Threat

An incident outside of the building may adversely affect persons in the childcare centre—E.g. gas leak, oil spill, chemical release, forest fire or nuclear emergency.

1. The employee who becomes aware of the external threat must inform the director of the threat as quickly and safely as possible.

If remaining on site:

1. Employees who are outdoors with children must ensure that everyone returns to their classroom.
2. Staff must immediately:
 - Remain calm.
 - Take children’s attendance to confirm all children are accounted for.
 - Close all window coverings and windows in the classroom.
 - Continue normal operations of the program.
 - Wait for further instructions.
3. The Director or Designate must:
 - Seal off external air entryways not located in program rooms (where applicable);
 - Place a note on all external doors with instructions that no one may enter or exit the childcare centre until further notice.
 - Turn off all air handling equipment (i.e. heating, ventilation and air conditioning, where applicable).

If emergency services personnel otherwise direct the childcare centre to evacuate, follow the procedures outlined in this policy's “Disaster Requiring Evacuation” section.

Natural Disaster: Tornado / Tornado Warning

Should weather conditions deteriorate and a tornado happens, the director will immediately initiate the following procedures, which must be followed without delay.



1. Sound the Alarm will be activated on the intercom system, letting all educators know of the Tornado. Upon hearing the Tornado Alarm, educators will immediately react as follows:

2. Educators and Coordinator

- Each room will have a designated safe spot where they are to evacuate to. This will be posted in each room. Children are to line up in a single file, holding the hand of the child in front and behind them. The educators will take emergency backpacks and the iPad to their designated location.
- Once in their designated spot, children are to sit on their bums in a line. Educators will do attendance.
- The children will remain in their designated place until the director advises otherwise.
- The coordinator will support the classrooms in getting to their designated safe spot and then follow up with the director for further instruction.

3. Director

- Lock the front door and post: TORNADO WARNING; PLEASE CALL (CELL NUMBER) FOR MORE INFORMATION.
- Director will begin a sweep of the center. This will start by checking in with each group to ensure all children and staff are accounted for

4. Emergency Bags

- Our emergency backpacks are equipped with flashlights (with spare batteries) and first aid kits. Educators must check batteries monthly to ensure the flashlight is in working order.

5. The designated locations for each room to evacuate to are as follows:

Full-time program

- Baby Room – Staff Bathroom
- Toddler Room – Extra Bathroom in Senior Room.
- Junior Room – Junior Room Bathroom
- Senior Room – Bathroom in room.
- Preschool Room – Staff Room.
- KinderCare Room- Bathroom in room

Drop-in program

- Juniors – Seniors Bathroom
- Seniors – Disability Bathroom



Designated locations have been selected as the safest locations due to the lack of windows in those areas and the safest enclosed areas.

6. Storm Status

- The director will monitor the storm status using AEA and Environment Canada apps. If it remains safe to do so, the director and the coordinator will continue to monitor the designated areas, supporting any required needs. Lockdown will stay in place until the warning is lifted.

Natural Disaster: Major Earthquake

1. Employees in the classroom room must immediately:
 - Remain calm.
 - Instruct children to find shelter under a sturdy desk or table and away from unstable structures.
 - Ensure that everyone is away from windows and outer walls.
 - Help children who require assistance to find shelter.
 - for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g. shelf, complex book, etc.) to protect their head and neck;
 - find safe shelter for themselves.
 - Visually assess the safety of all children,
 - and wait for the shaking to stop.
2. Employees outdoors with children must immediately ensure that everyone stays away from buildings, power lines, trees, and other tall structures that may collapse and wait for the shaking to stop.
3. Once the shaking stops, employees must:
 - Gather the children, their emergency information and emergency medication.
 - Where possible, exit the building through the nearest safe exit in case of aftershock or damage to the building.
4. If possible, before exiting the building, staff should also:
 - Take a first aid kit.
 - Gather all non-emergency medications.



5. Individuals who have exited the building must gather at the meeting place and wait for further instructions.
6. Designated staff will:
 - Help any individuals with medical and special needs who need assistance to go to the meeting place (by the procedure in a child's individualized plan, if the individual is a child); in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation.
 - If individuals cannot be safely assisted to exit the building, the designated staff will help them and ensure their required medication is accessible, if applicable,
 - wait for further instructions.
7. The site designate must conduct a walkthrough of the childcare centre to ensure all individuals have evacuated, where possible.

Other Emergencies Power Outage: Blackout

1. Check your circuit breaker panel.
2. Check to see if the neighbourhood has no power.
3. Call the power company.
4. Unplug all computers and electronic devices to reduce the initial demand when the power is reconnected.
5. Turn off all lights except one, alerting you when the power has been restored.
6. Once the power is restored, plug in all electronic devices.
7. Children will be sent home if the power is gone for more than an hour.

Phase 2: Next Steps during the Emergency

1. Where emergency services personnel are not already aware of the situation, The director must notify emergency services personnel (911) of the emergency as soon as possible.



2. Where the childcare centre has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.
3. If the licensee is not already on site, the director must contact the licensee to inform them of the emergency and the status once it is possible and safe to do so.
4. Where any employees, children and volunteers are not on site, The Director will notify these individuals of the situation and instruct them to wait for further instruction before coming to the center.
5. The director must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate them to the other employees and ensure they are followed.
6. Throughout the emergency, employees will:
 - Help keep children calm.
 - Take attendance to ensure that all children are accounted for.
 - Conduct ongoing visual checks and head counts of children.
 - Maintain constant supervision of the children.
 - Engage children in activities where possible.
8. In situations where injuries have been sustained, employees with first aid training will assist with administering first aid. Employees must inform emergency personnel of severe injuries requiring immediate attention and assistance.

Procedures to Follow When “All-Clear” Notification is Given Procedures.

1. The individual who receives the ‘all-clear’ from an authority must inform all other employees that the ‘all-clear’ has been given and that it is safe to return to the childcare centre.
2. Designated staff who have assisted individuals with medical and special needs with exiting the building will assist and accompany these individuals with returning to the childcare centre.
3. Employees must:
 - Take attendance to ensure all children are accounted for.
 - Escort children back to their classrooms, where applicable.
 - Take attendance upon returning to the classroom, where applicable.



- Re-open closed/sealed blinds, windows, and doors.
4. The director will determine if operations resume and communicate this decision to employees.

Communication with parents/ guardians

1. As soon as possible, The director or designate must notify families of the emergency and that the all-clear has been given.
2. Where disasters have occurred that did not require the evacuation of the childcare centre, The Director or Designate must provide a notice of the incident to families by the end of that day.
3. Suppose normal operations do not resume the same day an emergency has occurred. In that case, The director or designate must provide families with information on when and how normal operations will resume as soon as this is determined.

Procedures to Follow When “Unsafe to Return” Notification is Given Procedures

1. The individual who receives the ‘unsafe to return’ notification from an authority must inform all other employees of this direction.
2. Employees must take attendance to confirm that all children are accounted for and escort children to the evacuation site.
3. Designated staff who have assisted individuals with medical and special needs exiting the building will assist and accompany these individuals to the evacuation site.
4. The director or designate will post a note for families on the childcare centre entrance with information on the evacuation site, where it is possible and safe to do so.
5. Upon arrival at the evacuation site, employees must:
 - Remain calm.
 - Take attendance to ensure all children are accounted for.
 - Help keep children calm.
 - Engage children in activities where possible.
 - Conduct ongoing visual checks and head counts of children.
 - Maintain constant supervision of the children.



- Keep attendance as children are picked up by their family or authorized persons.
- Remain at the evacuation site until all children have been picked up.

Communication with parents/ guardians

1. Upon arrival at the emergency evacuation site, The director or designate will notify families of the emergency, evacuation and the location to pick up their children.
2. Where possible, the director or designate will update the childcare centre's voicemail box and send out a Hi Mama message as soon as possible to inform families that the childcare centre has been evacuated and include the details of the evacuation site location and contact information in the message.

Phase 3: Recovery (After an Emergency Situation has ended)

Procedures for Resuming Normal Operations

1. The director will contact our licensing officer to inform them of the evacuation.
2. The license holder will contact the Insurance Company to inform them and set up insurance at another location if needed.
3. The license holder will respond to the media and community if needed.
4. The director will support employees and families who have experienced distress during the experience.
6. The director must debrief employees, children, and families after the emergency.
7. Once all staff and children are safe at the evacuation site, the director or designate will debrief everyone on the next steps. For example, Shelter in place, waiting for further instructions from emergency services etc.
8. When further instructions have been given by emergency services (i.e. safe to return), The director or designate will inform staff.



Medication

Policy:

Wee Care Daycare can administer medication to a child by the following procedures:

Procedures:

1. Families must fill out and sign a *Record of Medication Form* giving employees of Wee Care Daycare permission to administer the medication. The medication will not be distributed or accepted by employees unless this form is filled out entirely with the correct information.
2. The medication must be in the original container with the child's name and the dosage amount shown. If it is a prescription medication, the label must be from a pharmacy. If the medication is not prescription, the instructions on the packaging must be legible.
3. Medication will only be administered according to labelled directions.
4. Families will provide information regarding the last time they administered the medication upon drop off.
5. Only employees with a current First Aid Certificate will administer medication.
6. After administering the medication, employees must record the date, time, medicine name, and dosage on the same *Record of Medicine Form* the families signed. The employee must sign the form, and if a second employee is present, that person must sign as a witness.
7. All medication is stored in a locked box, inaccessible to the children. Two lock boxes are in the office for medicinal storage. One lockbox is in the refrigerator for medication that needs to be refrigerated. The other lockbox is in the far bottom cupboard for all other medications.
8. Medications needed for emergencies are stored in the emergency bag in the child's room. It is kept inaccessible to the children (i.e., Epi-Pen, inhaler). Suppose a child needs emergency medication and moves to another room. In that case, employees must ensure that the emergency medication and the *Record of Medication Form* move to the new room with the child.



9. A list of children requiring emergency medication is posted in every room. Employees must know which children have medication, when and how to administer the medication, and where the medication is located.
10. The allergy and medication list will be updated monthly or as needed.
11. If an Epi-pen is administered, 911 must be called immediately.
12. Employees will observe children for allergic reactions after administering medication or herbal remedies. If a severe allergic reaction does occur, 911 will be called. If there is any reaction, families will be notified immediately.
13. Employees responsible for a child who requires health care or medication are certified in First Aid; therefore, they can provide the proper method of administering the type of health care required.



Nutrition

Policy:

Wee Care Daycare ensures that all children receive nutritious meals and snacks. Wee Care Daycare follows the Canada Food Guide when planning the weekly menus. Preparing and serving meals and snacks will meet health and safety requirements.

Procedure:

1. Weekly menus, including snacks and meals, will be posted.
2. The approximate times that the snacks and lunch are served are as follows:
 - Morning Snack between 9:00 am – 9:30 am
 - Lunch between 11:30 am – 12:00 pm
 - Afternoon Snack between 3:00 am – 3:30 pm
3. Appropriate quantity will be given based on each child's needs.
4. Food allergies and special diets will be posted. Families and employees will work together to ensure food substitutions where necessary.
5. Food will be stored, handled, prepared, and served to ensure food safety and avoid food-borne diseases.
6. Mothers who wish to continue breastfeeding their infants (exclusively or with supplemental formula) will be supported by employees.
7. If families wish to bring in treats for their child's birthday or any other occasion, the item must be peanut-free and arranged ahead of time with the educators.
8. Full-day children will receive 75% of the daily required nutrition in the Canada Food Guide.
9. Families who bring food from home still need to meet the standards of the Canada Food Guide. If families do not provide meals and snacks that meet the standards set by the Canada Food Guide, Wee Care Daycare will supplement the child's meals and snacks. The director will support the families by educating them on proper snacks and lunch.
10. Wee Care Daycare will always have copies of the Canada Food Guide available for parents.



- 11.** Menus will be reviewed monthly by the director to ensure that proper nutrition, according to the Canada Food Guide, is met.



Off-site Activities/Field Trips

Policy:

Wee Care will establish practices to protect children's safety during off-site activities and field trips.

Procedures:

1. Employees are encouraged and able to plan in their program planning for off-site activities; however, these need to be arranged and approved by the director.
2. Families are encouraged to volunteer on field trips and outings that Wee Care Daycare plans for the children.
3. For each activity, Wee Care Daycare needs to advise families of the activity in advance, including transportation and supervision arrangements.
4. Families must sign consent forms before each off-site activity. The signed consent form will be kept in the children's file.
5. The educators need to take portable emergency records for the children in case of an emergency. Information includes the telephone numbers of the local emergency response, 911, Fire, Police, Ambulance, the poison control center number, and the first aid kit.
6. Before each field trip, safety rules will be reviewed with children and chaperones.
7. All transport safety rules will be followed when transporting the child to and from field trips.
8. Employees will prepare children for outings by explaining where they are going, what will happen, whom and what they will see and whom they need to listen to.
9. While on a field trip, we will do our best to have extra staff available.



Outside

Policy:

Wee Care Daycare will ensure that the children will have opportunities for physical development outside every day. The following safety precautions have always to be met when taking the children outside.

Summer Procedure:

1. Educators must complete a daily safety for the outside playground. Educators must do a safety check of the surrounding environment during off-site activities.
2. The director will use judgement when deciding if the weather does not permit the children to go outside (i.e. hard rain, hail, strong winds, humidity advisories)
3. Employees will put sunscreen on the children before going outside.
4. If it is +28 or hotter, children will only go outside for less than 25 minutes. There will always be water available for the children.
5. When hats are provided, the educators will encourage the children to wear them.
6. The children will go outside twice a day, weather permitting; The director will determine if the children should be kept in.

Winter Procedure:

1. Educators must complete a daily safety checklist for outside playgrounds. Educators must do a safety check of the surrounding environment during off-site activities.
2. The director will use judgement when deciding if the weather does not permit the children to go outside (i.e. heavy snowfall, too cold)
3. If it is -20 or colder, children will not go outside.
4. Educators will ensure all children have proper clothing (hats, gloves, ski pants, winter coats and boots) before going outside. If families do not provide appropriate clothing, educators will use extras to dress children. If a child does not have all adequate clothing for some reason, they will not be allowed to go outside.
5. All children will go outside. If a family does not want their child to go outside due to illness, the child must return home as they cannot participate in regular daily routines.



6. Educators will bring children inside when they show signs of being cold.
7. The children will go outside twice a day, weather permitting; The director will determine if the children should be kept in.



Portable Records

Policy:

Wee Care Daycare will establish practices to protect children's safety while in our care.

Procedures:

1. It is required that Wee Care Daycare will provide to each room portable emergency records that contain the following information about each child:
2.
 - The child's name, date of birth and home address.
 - The parent's name, home address and telephone/contact numbers and numbers where they can be reached in case of emergency.
 - The names, addresses, and telephone numbers of individuals the parent give the authorization to be contacted in case of emergency when the parents are unable to be reached.
 - The names of individuals the parents give the authorization to pick up their child from the center.
 - Their physician's name and phone number.
 - Child's health care number, any medical condition they may have, any dietary restrictions or allergies and information if the child's immunizations are up to date or not.
3. This emergency information will be accessible from the room iPads using the Hi Mama program. They will need to go with the educators when leaving the premises for field trips, walks, or the park.
4. When a child is moved to another room, the new room will have access to the information.
5. A list containing the telephone numbers of the local emergency response, 911, Fire, Police, Ambulance, and the number to the poison control center will be added to all emergency bags



Potential Health Risks

Policy:

Wee Care Daycare will ensure that all children are safe from Potential Health Risks while attending our center.

Procedures:

1. Children cannot attend the center if illness prevents them from participating in regular daily routines or if attendance could harm themselves or others. If you feel your child is too sick to participate in the daily activities of daycare, including outside time, they are too ill to be at daycare. Where an employee knows or has reason to believe that a child is exhibiting signs or symptoms of illness, the director must ensure that the child's parent arranges for the immediate removal of the child from the program premises. Signs or symptoms of illness exhibited by a child include the following:
 - (a) Vomiting, fever 100.3, diarrhea or a new or unexplained rash or cough.
 - (b) They require greater care and attention than can be provided without compromising the care of the other children in the program.
 - (c) Having or displaying any other illness or symptom the employee knows or believes may indicate that the child poses a health risk to persons on the program premises.
2. Where an employee knows or has reason to believe a child is sick at the daycare, the child will be kept as far away as practicable from the other children and directly supervised by a primary educator.
3. A child removed from the daycare will only be permitted back once the director is satisfied that the child no longer poses a health risk to the other children or employees. Proof that the child can return to daycare may include a doctor's note stating that the child is not a health risk, the child has been on doctor-prescribed medication for a minimum of 24 hours, or the child has been symptom-free of the symptoms for the past 24 hours.
4. The program will record and document children who are ill, including the name of the child, date the child was observed to be ill, name of the employee who identified the child was ill, time the parent was initially contacted, name of the employee who contacted the parent, time the child was removed from the program and the date the child returned to the program on the illness form.



Program Evaluation

Policy:

Wee Care Daycare will establish a method of self-evaluation to evaluate the program between licensing visits.

Procedure:

1. The Director will conduct monthly checklists on the room to evaluate the room and employee performance.
2. Family evaluations will be sent out annually at the beginning of March to be filled out by the Family. Results will be shared.
3. Employees and the director will fill out annual employee evaluation forms to evaluate performance.
4. Ongoing program evaluation will occur daily, monthly, and annually. Program evaluation and any changes to licensing standards will be discussed at staff meetings and parent meetings. Changes will be made to the program when a problem arises.



Programming Principles and Matters to be Considered

Principle:

Our program will be a developmentally appropriate play-based curriculum where we strive to enhance social, emotional, physical, spiritual, and intellectual growth in young children. Our program fosters curiosity, creativity, and self-esteem by considering children's abilities, cultural diversity and interests based on observations. The environment is carefully designed to reflect the children's interests and cultures. This helps to cultivate a positive self-image and Independence.

Matters to be considered:

1. Programming will be done weekly; each room will be given three hours to plan for the following week.
2. Through meaningful and detailed documentation, educators can see patterns and plan age-appropriate activities, gain insight into how a child thinks about the world and provide opportunities for the educator to change the environment to promote growth and development.
3. Using the information from the observation chart, educators will use the planning record to identify the social, physical, intellectual, spiritual, creative, diverse, and emotional areas of development and plan activities (group play, songs and stories) that support all areas of the children's development.
4. Educators will then add age-appropriate materials to the following centers: Literacy & Vocabulary, Blocks/ Construction, Dramatic Play, Outdoor Large Muscle, Sensory, Arts & Crafts (small manipulative, fine motor), Diversity, Science Discovery/Math.
5. Educators will then add daily activities to the HI Mama activity planner, including Activities, Songs, Stories, Outdoor, Diversity, and Quiet Activities. The educator will ensure that the Domain, Skill, and Indicator option is filled out for each activity.
6. Educators will hand in their weekly program plan to management (at the end of allotted programming time) to be reviewed and approved. Management will ensure that all programming is age-appropriate and high-quality and that all development areas are met.
7. Management will check daily to ensure that programming is done efficiently and effectively.



Safety

Policy:

Wee Care Daycare will establish practices that prevent accidental injuries, protect children from harm and remove children from danger in the event of a fire or another emergency.

Procedures:

1. The center has a written procedure for fire drills approved by the local fire department. Each employee is familiar with this procedure, and each program room has specific instructions for moving children safely out of the building.
2. In case of an emergency (fire) situation that makes the center's premises unsafe, the children will be evacuated from the building. The center has arrangements with Sutton Group Building to bring the children to that location until the premises are safe for their return or until the children can be picked up by their families.
3. If a child is injured, the employee will ensure that the child receives appropriate first aid and medical attention. If the situation requires medical attention, the director will contact parents/guardians (or emergency contact if parent/guardian is unavailable). An accident form will be completed and filed in the center's records.
4. The provision of Health Care will only be provided if we obtain written consent from the child's parent.
5. In compliance with the Child and Family Services Act, any employee who has reasonable grounds to suspect that a child has suffered from, is suffering from, or is at risk for suffering from child maltreatment (including but not limited to sexual, physical, emotional abuse and neglect); they must report the suspected maltreatment to the Northwest Children's and Family Service Authority.
6. The outdoor playground environment complies with the Canadian Standards Association (CSA) Standard.
7. The center must report any severe incident to the licensing officer within 48 hours of the accident.



Smoking or Vaping

Policy:

There is no smoking or vaping in the facility or on the premises of Wee Care Daycare. Smoking and vaping is prohibited at any place where childcare is provided.

Procedures:

1. Employees can smoke in their vehicles across the parking lot from the daycare. This is off the Daycare property and out of sight of the children.
2. Employees with no vehicle to smoke in must ensure they are out of sight of children and their families. (At the end of the building by general paint or on the other side of the car wash)
3. If an employee is caught smoking in the facility, on the premises or where childcare is being provided, their employment contract will be terminated.



Bereavement Leave

Policy:

Wee Care Daycare understands the importance of what family and friends mean to our employees. Therefore, they are more than understanding to accommodate the employee's needs at the time of a lost loved one.

Procedures:

1. Employees of Wee Care Daycare are to notify the director of the death and their expected time away from work for the grieving period.
2. Employees are allowed to take up to one month for the grieving process. This is subject to approval from the license holder. This must be discussed with the license holder if more time is needed.
3. Employees who are off work due to grieving will not be paid unless they have banked hours or vacation time.



Staff Hiring and Qualifications

Policy:

Wee Care Daycare strives to provide quality childcare. The director's responsibility is to hire employees and volunteers that meet qualifications and standards according to the childcare licensing regulations.

Procedures:

1. All employees and volunteers need a Criminal Record Check (including a Vulnerable Sector Search) and an Intervention Record Check from Child and Family Services Authority upon hire, preferably at the time of the interview. However, if they do not have a current copy, they must provide copies within eight weeks of their starting date. Until the documents are provided, the employee will have no unsupervised access to the children at any time.
 - Criminal Record Checks must be dated within six months before their start date with Wee Care Daycare.
 - Criminal Record Checks must be updated and provided to Wee Care Daycare every three years.
 - Volunteers will never have unsupervised access or be in ratio at any time.
2. Along with Criminal Record Checks and Intervention Record Checks, potential employees must partake in an interview and provide one to two relevant reference checks that will be contacted before being hired.
3. Employees must provide a copy of their First Aid Certificate upon hire. If an employee does not have their First Aid Certificate at the time of hire, they must complete their training to receive a certificate within the first six months of starting with Wee Care Daycare.
4. At least one employee with a First Aid Certificate must always be on duty. A minimum of one in every two will have their First Aid Certificate.
5. All employees must hold an Alberta Child Care Certificate through the Alberta Child Care Certification Office through the Child and Family Services Authority. Employees must be certified as Level 1, 2 or 3.
 - Employees must provide a childcare certificate at the time of hire. Employees who do not have a childcare certificate will have six months to obtain one. During this time, the employee will not qualify for the top-up wage or be left alone with children.
6. All employees must be 18 years of age or older.



Supervision

Policy:

Wee Care Day has established practices that will promote optimal supervision and observation of the children in our center, outside and off-site activities.

Procedures:

1. Educators will ensure all children are signed in and out.
2. Educators will always know how many children are in their care. The number of children in the room is written on a whiteboard in each classroom. This number must be updated as children come and go from the room.
3. Educators must remain in ratio. If an educator is required to leave a room in which they are in ratio, they must first obtain ratio coverage.
4. Educators coming into the room must check the attendance record, count the children, and check the whiteboard to ensure all children are accounted for. This helps all educators know how many children they are responsible for.
5. Educators must be familiar with where the children are playing and what they are playing with.
6. Employees will be in direct contact with children both indoors and outdoors. Educators can observe the children's play and behaviour through supervision and playing with the children.
7. Employees will closely monitor all children while participating in risky play activities and during transitions.
8. Educators will listen to and for the children during play, transitions, and naps.
9. Employees will position themselves in a way that provides optimal opportunity for supervision, allowing them to see the children. Employees will spread out around the room and outside space. Employees will face their backs against walls or other barriers, allowing them to view the children in their sight.
10. Educators are aware of the program's indoor and outdoor physical space by conducting daily safety checks before children are in attendance.



- 11.** Educators will ensure room layouts are designed for optimal supervision of the children.
- 12.** When leaving the room, an attendance check is done to ensure no child is left behind. The attendance check must be completed when a class moves to a new space (example: classroom-hallway-outside). Attendance must be monitored every time an opportunity occurs for children to mix with other children (hallways, outside).
- 13.** When walking with a group of children, one educator stands in the front and one in the back. The extra educators will spread out in the middle of the line if there are three or more educators. If there is one educator, they are to stand at the back of the line to see all the children ahead.
- 14.** If vehicle transportation is used, attendance is done as the children leave the building, once they arrive at the bus stop, and as the children get onto the bus and leave the bus at their destination.
- 15.** The classrooms' off-site activities have boundaries (tree lines, edges of sandboxes) that children and educators have established. The children know that they are to stay inside of these boundaries. Random head counts are also done during the time.
- 16.** Educators will ensure they inform the director where they are going and how many children they have when leaving the premises. Educators will provide at least one of the educators leaving the premises with a cell phone.
- 17.** Wee Care Daycare's program supervision practices meet the children's developmental needs by actively supervising, interacting with the children, and doing room changes. Educators will be able to identify areas of development that the children have excelled at or need additional materials to help with the developmental progression.
- 18.** Families will be informed of our supervision policy and procedure at the time of registration.



TV, Computer, and Video Games

Policy:

Wee Care Daycare believes that children learn best through play. We provide numerous play-based learning centers for the children, which allows the children to move freely from center to center. Therefore, the use of computer and video games are not permitted. The use of a TV is to be kept to a special occasion.

Procedures:

1. There are five main computers, three in the main office, one in the drop-in office and one in the hallway upstairs that is used for planning.
2. If a classroom wants to use a TV for a special occasion, the movie must align with programming and be approved by the director ahead of time.
3. Families will be notified of the movie.
4. There is no video game use in the daycare at any time.
5. Portable video games are not allowed at daycare. Children who bring these into the daycare will be told to put them in their cubbies. Wee Care Daycare is not responsible for any damages that may occur to the devices.