

# 2015

Happy House Daycare-Opened  
September 1,2008  
Satellite Program-Opened  
August 17,2015  
Cold Lake Alberta  
Uta Squire  
780-594-3933

# [HAPPY HOUSE DAYCARE POLICIES] ST DOMINIC SCHOOL

This booklet contains the policies of the daycare, the rules and regulations that the daycare follows and by which the parents and educators oblige by.



*Revised: August 1st, 2015*

*It is our utmost responsibility to ensure and maintain a safe and healthy environment for the children attending the child care program. It is also our goal to support language, communication, critical thinking and problem solving, and development of positive self-esteem with everyone involved with Happy House Daycare.*

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## Happy House Daycare Policies

### Philosophy:

Happy House Daycare believes that all children are entitled to every opportunity in developing to their absolute fullest. We are committed to providing a quality child care centre. This quality care allows each individual child to discover themselves physically, socially/emotionally, cognitively and linguistically.

Children have a positive and stimulating environment which supports each child in developing at his or her own pace. Each child's ongoing progression is recognized, recorded and encouraged each and every day. Happy House Daycare ensures to have a minimum of four parent meetings a year to provide and encourage parental participation. The centre ensures the educators hired are knowledgeable and skilled with all up-to-date documents on record. The opportunity for future professional development is available to the educators which benefits one and all. Scheduling and programming are well rounded and divided to ensure the growth and development of educators and children. The centre has the ability to utilize community resources to enhance the growth of the children around us. Happy House Daycare is there to assure parents and children in the community that they have the opportunity to develop to the paramount of their ability and ready to commence the school education level at the best of their capability. Revised 19-02-2013

### Program Description:

Our program philosophy at Happy House is play-based. We believe that children learn through play and by doing. By slotting long amounts of free-play the children are able to develop their own meaning of things and able to learn through meaningful play. The educators are able to facilitate play and to help guide the children to understand new meanings of concepts. All play experiences are developed and based on the children's interests. Our location serves to the rural community needs. Our hours are six to six Monday to Thursday and six to five Fridays, so that we are able to accommodate the occupations of the area. We strive to ensure that each and every child can **grow, play and learn** as an individual child. Our goal is to provide them with a good strong start as they enter the world. Revised 19-02-2013

### How our program exceeds regulatory requirements

Children are the main priority at Happy House. The owner has been in the child care field for over fifteen years. The amount of space at Happy House exceeds that of the minimum requirements by a large scale. We have a gym along with a large amount of outside play space. This is a great way for children to release all their pent up energy and develop stronger gross motor skills. With the winter months being so long here in Alberta we find the children need the space to run and play and we at Happy House Daycare can provide it at any time of the year. For our satellite location at Saint Dominic School, we have the luxury of having access to the library. Books are not to be signed out for individual use, but will be signed out as a class. Each educator is trained and provides quality one on one time with each child. This allows the teacher's time to make more observations and help work with each individual child at their zone of proximal development. All of our staff work in the childcare field for their love of children and their desire to make a difference in their lives. At Happy House Daycare, we feel that each day is an opportunity to impact the lives of the children and their family in a positive way. Revised 01/08/15

## Subject: Parent Orientation

### Parent Orientation:

There are three steps to becoming fully orientated with Happy House Daycare. The first visit is a telephone call to get to know the daycare owner and speak about the possibility of Happy House Daycare becoming the child care provider for that child. The second visit is for both parents/guardians and the child to meet with the daycare owner, allowing for the parent/guardians and program provider to communicate the expectations and requirements while the child interacts with the other children of the program. The third visit is to become completely orientated with all paperwork filled and completed, daycare policy and handbook read and signed, and arrangement for the child's commencement date in the program.

### Daycare Hours:

Happy House Daycare St Dominic location is open at 6:30am until 6:00pm Monday through Thursday and 6:30am until 5:00p.m on Friday.

### Payment methods:

There is a flat rate payment of \$25 a day which must be paid for the amount of days the daycare is open each month, for example if the month has 20 working days, the amount owing would be \$25x 20 days. If month has 22 days, the amount owing would be \$25x22 days etc. If your child is enrolled in the St. Dominics preschool program the payment must be made the School on the enrollment date. Our prices reflect the difference that allows the children to have both programs at \$35.00 a day cost. Out of School Care does have punch cards available. These can be purchased in packages of 10,15 or 20 for \$10.00 each punch. These can be used for either Before or After in the school year that they are purchased for. Staff will still to know though when you are using your punches.

**Whether your child attends the daycare each day of operation or not, the full payment is expected.** It is also expected and appreciated that the daycare be notified by 9:00 am if a child will not be attending for the day.

Full-time/part-time. Children will be accepted on a full-time basis and an attempt will be made to place part-time children when possible.

All post-dated cheques can be made out to Happy House Daycare, when received they are locked up.

Payments are due on 1<sup>st</sup> of each month. Each parent is given a payment method option in their starting packages in which they choose their payment option and sign off on it.

Families receiving subsidy will get a print out of their government subsidy amount per month and a print out of child care fees with an owing balance. This can be paid on the 15<sup>th</sup> and 30<sup>th</sup> or 30<sup>th</sup> of each month.

Yearly Daycare receipts are handed out in December. If the child withdraws from centre before that time, the receipt will be handed out on their last day. If the receipt is misplaced a replacement copy can be provided for a fee of \$50.

This is a list of the days that Happy House daycare will be closed on for the year 2015-2017:

Holiday	2015	2016	2017
<b><u>New Year's Day</u></b> January 1	Thurs, January 1	Fri, January 1	Sun, January 1
<b><u>Alberta Family Day</u></b> Third Monday in February	Mon, February 16	Mon, February 15	Mon, February 20
<b><u>Good Friday</u></b> Friday before Easter Sunday	Fri, April 3	Fri, March 25	Fri, April 14
<b><u>Easter Monday</u></b> * Monday after Easter Sunday	Mon, April 6	Mon, March 28	Mon, April 17
<b><u>Victoria Day</u></b> Monday before May 25	Mon, April 25	Mon, May 23	Mon, May 22
<b><u>Canada Day</u></b> July 1	Wed, July 1	Fri, July 1	Sat, July 1
<b><u>Heritage Day</u></b> ** First Monday in August	Mon, August 3	Mon, August 1	Mon, August 7
<b><u>Labour Day</u></b> First Monday in September	Mon, September 7	Mon, September 5	Mon, September 4
<b><u>Thanksgiving</u></b> Second Monday in October	Mon, October 12	Mon, October 10	Mon, October 9
<b><u>Remembrance Day</u></b> November 11	Wed, November 11	Fri, November 11	Sat, November 11
<b><u>Christmas Day</u></b> December 25	Fri, December 25	Sun, December 25	Mon, December 25
<b><u>Boxing Day</u></b> ** December 26	Sat, December 26	Mon, December 26	Tues, December 26

We will be closed from December 21, 2015-January 4, 2016 for Christmas break.

We will be closed from December 19, 2016-January 2, 2017 for Christmas break.

We will be closed from December 25, 2017-January 8,2018 for Christmas break.

**Subject: Child Guidance Policy**

Happy House Daycare promotes an environment which fosters child guidance. Educators will be informed of and are required to sign the staff handbook and our policy booklet which reviews the child guidance policies and procedures at the time of employment. Frequent reviews, evaluations and discussions of these policies and procedures will take place during planning and staff meetings to ensure they are being followed correctly by the educators and to help sort through any other behaviours that are uprising in the centre.

Upon placing a child in the centre, management will make sure the parent(s) are aware of the child guidance policy, management policies and procedures of the centre. These policies are all included in the parent package, which is distributed to all families at intake, and signed off on.

**30 months and over:**

- Observe and listen.
- Respond to needs promptly by encouragement, comfort, new props, additional space, etc.
- Speak directly to the child requesting specific behaviour at eye level.
- Allow the child an opportunity to respond appropriately. Give support if necessary.
- Use a variety of techniques as previously indicated.
- Set limits and expectations using child guidance

Any child disciplinary action that must be taken must be under reasonable circumstances. These are situations where the behaviour or concern continues, such as aggression and/or non-co-operative behaviour. The child may be removed from the situation and redirected to another area in the centre. If a child has displayed actions of inappropriate behaviours several times and adult redirection methods were not effective “Time-away” is used; this sometimes involves the chairs that are set up throughout the centre for daily use, children often use them to sit and read books, or play with toys. The child can be asked to take a book or small toy and relax in the chair, as well as any other quiet area in the centre that the child can relax in. The child will then be encouraged to return to the situation when he/she is ready. Parents will be advised if further action is warranted. Biting and hitting are normal behaviours in this age group, and staff will involve parent(s) in problem solving.

**Abuse of Staff and Educators:**

In the case that a child reacts with extreme aggressive behavior towards a staff ex-striking of the face or body, intentionally meaning to inflict pain, biting, punching etc. this will result with a

phone call to the parent and the child will need to leave the premises for the day. Abuse of staff is not tolerated in anyway. If the behaviour continues to happen and a plan is not put into place this may result in the family being asked to leave the centre. added Feb20,2013

### Approaches prohibited.

- Physical punishment: striking, shaking, shoving, spanking or any other form of aggressive contact.
- No forms of any kinds of physical restraint, confinement or isolation
- Withdrawal of needs such as food, clothing, shelter or activity.
- Belittling and degrading statements or any other form of verbal abuse or emotional deprivation.

**Subject: Accident/Incident/Serious Illness Policy**

ALL EMERGENCY CASES, REQUIRING MEDICAL ATTENTION, WILL BE REFERRED TO 911 or less extreme COLD LAKE HEALTH CARE CENTRE HOSPITAL  
PHONE 780-639-3322

**Statement:**

In the case of an accident or serious illness involving a child, Happy House Daycare will ensure that the child receives medical attention as necessary.

**Procedures:**

1. The educator calms the child and calls for help, if needed.
2. The observing educator notifies the Director immediately
3. The Director\* calls Emergency Medical Service-911, if needed.
4. The educator administers First Aid.
5. The Director \* or assigned educator, calls parent/guardian or emergency contact person and requests their arrival at the Cold Lake Health Care Centre .
6. The child will be transported in the following transporting possibilities:
  - Parent's care-if parent can be quickly available.
  - Director\* provided there is enough staff to cover
  - Ambulance-(cost of which will be the responsibility of the parent)
7. The Director\* takes the child's Emergency card if transporting the child.
8. The educator will remain with the child during treatment until the parent arrives.
9. The educator completes an Accident/Incident for whenever any accident, serious illness, or incident occurs and ensures that the Director and parent sign it.
10. The Director will report the serious accident/incident to the Licensing Department Or Regional Office IMMEDIATELY and then the rest of the written documents within the 2 working days<sup>(revised Nov 14,2012)</sup>  
This includes:
  - An emergency evacuation, program closure, intruder on the program premises during operating hours, a serious injury to a child that requires the program to conduct first aid, a serious illness or injury to a child that requires the program to request emergency health care and /or requires the child to remain in the hospital overnight, an error in the administration of medication by a program staff resulting in the child becoming seriously injured or ill, the death of a child, an unexpected absence of a child from the program (ie; lost child), a child removed from the program by a non-custodial parent or guardian, an allegation of physical, sexual, emotional abuse and/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 of Alberta, a child left on the premises outside of the programs operating hours.

## Emergency/Safety Contacts

Happy House Daycare has the following emergency numbers posted within the centre:

Emergency Medical Service nearest Hospital or Emergency Medical Facility

Ambulance Service

Fire Department

Hospital

Health Unit

Health Link

Police Station

Poison Control Centre

Child Abuse Hotline

Owner's numbers

Daycare location and facility number

All children of the program have an emergency contact form on record within the centre. Happy House Daycare owner Uta Squire also has emergency contact numbers posted on the exterior door of the centre.

## Review of Accident and illness reports:

The program reviews the accident/ illness reports once a month. They are filed into the appropriate binders and from there they are discussed at the monthly staff meeting. Discussed is what have been occurring and how to now best prevent them. From there a plan of action is discussed on what will work best to prevent reoccurrence of any and all accident and illnesses in the centre. The action plans are written down and placed in the accident/ illness reports binder

revised Feb 20, 2013

### Off-Site Activity:

Happy House Daycare can only take a child to an activity off the program premises if the parents/guardians have been informed of the activity. The method of transportations, supervision arrangements, and daily activity plan are fully explained to the parents/guardians. Written consent forms must be completed for each child by parents/guardians prior to the activity. Whenever the children leave the daycare premises for an activity, the portable child records must be taken with the Daycare children and staff. Primary staff members will ensure that the parents have signed the Field Trip Waiver. The waiver will be posted for the parents consent with a minimum of a week notice of the field trip. If a parent does not wish for their child to participate on a field trip, the parent is required to advise the Director and find alternative care. Each signed field trip form will be kept on file for a 2-month period. Children will be returned to the centre at the end of the field trip. They will not be left at any other locations. When parent volunteers are needed it will be the centres responsibility to inform the parents and recruit the volunteers needed. Volunteer parents are expected to stay throughout the field trip and follow the rules.

### Rules and Guidelines for field trip

- When walking to or from anywhere children are in a buddy system and are to hold hands at all times in a line
- There is a staff member at the back, front and middle of the line wearing a safety vest so that they are easily visible. Volunteers will be divided where seen fit.
- Any strollers taken on the excursion must be in complete working order with all safety features at full function. When a child is in the stroller they must have the seatbelt on and have brakes which are locked each time the stroller is at stand still. Child should NEVER be left unattended in the stroller.
- Before leaving the centre all children must be wearing all gear required for weather outdoors-see outdoor policy for rules and regulations on outdoor wear.
- Children will be made aware of any special rules that may be required before they leave the premises

### **Criminal Reference Check for volunteers**

There is a mandatory requirement for all parents who participate directly with children to provide a criminal reference check from the police department. The Centre obtains the written and signed consent of the candidate and sends requests for criminal reference checks directly to the local police station. Prospective employees, members and volunteers are responsible for these costs.

### **Adult to child ratios for field trips involving water:**

0-36 months : One adult to one child

3 yrs - 4 1/2 yrs : One adult to 3 children

4 1/2 yrs-6 yrs : One adult to 6 children

6-9 yrs: One adult to 8 children

10-12 yrs: One adult to 10 children

### Potential Health Risk

Room educators will greet each child and discuss with the parent(s) any health problems or symptoms. The parent(s) are responsible for informing the educators of any medications being administered at home in case of any reaction during the day.

Parent(s) are responsible for keeping their child at home if they are displaying any of the following symptoms:

- fever (38 degrees Celsius and higher), especially if the temperature is high or persistent,
- diarrhea or vomiting (2-3 times per 3-4 hours)
- undiagnosed rash/skin condition
- communicable disease (other than upper respiratory tract infection)
- obviously infected discharge (thick and coloured i.e.: brown, red, green)
- lethargy and irritability
- persistent pain
- cough (frequent bouts: 2-3 times/hour) especially if choking or vomiting.
- eye discharge.

A receiving educator who notices any of these symptoms upon the child's arrival ex: a child feels warm and using blue cross ear thermometer takes the child's temperature ( it reads 38 degrees of higher), will then ask that the child be taken home for at least 24 hours or to a doctor for a note confirming that the child is healthy and not infectious, given the group care situation.

If a child begins displaying any of the above symptoms at the centre, the child may be isolated from the other children and may be taken to the Directors office and placed in the sick room so that the parent(s) can be called to remove the child within ***\*two hours of the call\****. In the case that a parent(s) is unable to be contacted or to remove the child within the two hour time frame, the emergency contacts will be called and required to do the pick-up. If under these circumstances the child is unable to be picked up and emergency contacts were unreliable this will be a cause for the child to be discharged from the program.

If a child displays recurrent or long lasting symptoms, (the Director reserves the right to request a signed note from a doctor) a form will be provided to the parent(s) for completion by a physician before returning to the Centre.

For every child that has been observed with any of the above symptoms a form will be filled out by an educator that includes: the name of the child, date the child was observed to be ill, name of the staff member who identified the child as being ill, time the parent was initially contacted at, name of staff who contacted them, time the child was removed from the program and the date which the child returned to the program.

All parents are informed about our programs management of children who are ill when reading and signing off on our policy booklet, which is included in their starting package.

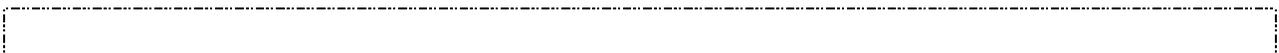
### Supervision for Sick Children

A sick child must be kept as far as possible from the other children and directly supervised by a primary educator. This being in the office with the director or assistant director until they are picked-up.

### Outbreak

In the event of an outbreak of the below communicable diseases or any situation that is classified as that by the public health practice, the centre must notify the public health unit. Public health services will come in and evaluate the situation. The center will then work with the public health services on what will have to be done about the situation. This can be anything from separating infected children to shutting the centre down for amount of time needed to stop the spread of infection.

Communicable Diseases include: Chicken Pox, Diphtheria, Gastrointestinal infections (Diarrhea) e.g. Salmonella, Shingles, Hemophilus Influenza, Hepatitis, Meningitis, Mumps, Polio, Rubella (German measles), Tuberculosis, Whooping Cough (Pertussis). Scabies, Lice, Ringworm, Pinkeye, Fifth Disease (Slap Cheek), Hand Foot and Mouth Disease and Influenza are also included.



### Emergency Exit Plan:

In a case of emergency the children will be evacuated from the nearest and safest exit. The muster point sign is posted on three different locations in the outdoor area. In the event of an emergency the primary educator will do a quick sweep of the hallways to ensure the nearest and safest exit, while guiding all children in their room to the door. The second educator will collect a phone, portable records, daily sign in book, and the outdoor first aid kit. Before leaving the room the educators will do a quick head count and be sure all the children are accounted for. From there they will proceed to the nearest exit. Once outside at the nearest muster point attendance will be taken again. Once the building is clear, the Executive and Owner will do a last check of the building ensuring no one has been left behind. The daycare will have 4 practices throughout the year. Any time there is an emergency drill it's recorded and posted in the portable records, which is located in the office. Weather depending, we will use the North Star Elementary schools gym until it is safe to go back to the building or until the children are picked up. In the extreme case that both schools are unsafe to stay in we will use A&W restaurant until cleared to enter the building again or children are picked up. Revised Feb 25, 2013

### Lockdown Procedure (Redevised Feb 21,2013):

In the case of an unidentified person, armed or threatening in anyway, entering the premises of Happy House Daycare, the daycare will follow the following lockdown procedure:

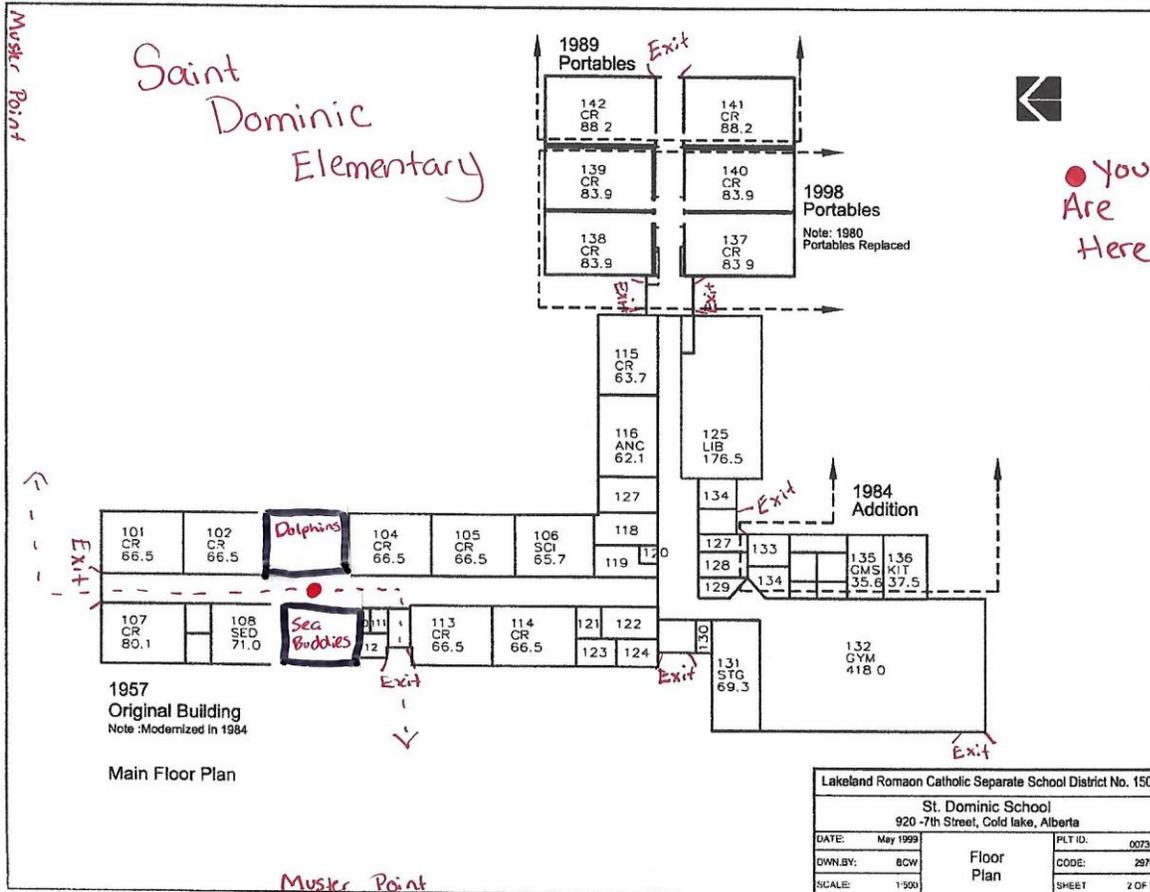
- Director will declare a lockdown; this will be done by yelling it to each room.
- A red sign will be posted on the door, PARENTS if you are to ever come to the daycare and a red sign is posted on the door. This is are declaration of being in lockdown
- Cellphones if on hand will be turned to silent
- All doors are to be shut and locked
- Windows and blinds are to be shut and lowered
- Staff and children are to move away from any entrances and try to remain as low and quiet as possible until a signal is given that it is safe to evacuate the building
- Under no circumstances is the door opened to anyone if the all clear signal has not been given.
- If for some reason you are not in a classroom at the time a lockdown is called proceed to the nearest classroom, or space that can be barricaded.
- If possible the assistant director or director will close the accordion door that blocks the hallway to the rest of the daycare.
- If a fire alarm is pulled unless using your 5 senses there is no reason to believe there is a fire, ignore it and do not leave the room until safe to do so.
- The director will declare when the lockdown is over

### No Electricity Procedure:

In the event that the centre's power is cut off depending on the amount of time and the weather we will take each classroom to. Each educator will have their sign-in binder with the emergency contact numbers, parents will be called to pick-up.

**Water-break Procedure:**

If it is known before children have arrived at the centre that there will be no water for the day the Centre will be shut-down until the water is



Daycare has many security measures put in place in the event that this should ever occur. The only place of entrance is the front entrance. All visitors must report the office before entering the rest of the facility. A buzzer is also placed at all the exits to allow us to know when people have entered or left the building. In the event any of these incidents occur we will contact the lease owner immediately

## Subject: Indoor Play Policy

Indoor play is a large role in our program.

### Policy:

Our policy is to ensure that children feel safe and secure while playing indoors.

### Clothing/footwear:

- Comfortable clothing, easily managed by a child is recommended.
- Footwear with rubber soles and enclosed toes are recommended during indoors play.
- During summer children should still have enclosed shoes in order for the child to run and play with the support of their shoes to protect their feet and body.
- Children require a pair of indoor footwear and a pair of outdoor footwear.
- An extra change of clothing is requested for each child.

### List of materials not allowed at the centre:

- Balloons
- Outside toys from home (unless otherwise posted)

### Ventilation of playroom:

Use of Lysol spray to disinfect the playroom air is recommended only in the absence of the children.

Dehumidifier is running daily

Windows are opened when needed

Half doors are open all day

### Water Play:

- Water in water table is changed daily.
- “Non-disinfected method” is to be used in the Infant Room but children must wash their hands prior to the water play.
- “With disinfected method”(adding chlorine bleach) is to be used in other playrooms, if water is changed only once a day, with the following concentration -2 drops chlorine bleach for each 4.5L of water.

**Sand Play:** Sand is changed once a year or as needed.

**Block Play:** The children are allowed to build plastic blocks up to their shoulders.

**Dramatic Play:** Dress-up shoes are to be worn with socks on.

**Art:** All art and craft supplies that are used are non-toxic.

The educators will guide the children to use all the areas with respect and safety.

## Subject: Inclusive Program Policy

**Statement:** Inclusion of children with developmental disabilities provides an essential opportunity for mutual learning, acceptance and awareness of each other's needs.

### Policy:

We are committed to providing care to children and families with exceptionalities as long as.

- a) The child's exceptional needs can be met to the fullest in order to positively ensure his/her overall growth and development.
- b) The child can be included positively into group settings.
- c) The parent/s support and co-operation is evident.
- d) The total number of children with disability and without disability is balanced according to the needs of everybody.

### Guidelines

- a) Schedule an interview with the family and the child.
- b) Ensure completion of all the required forms for the intake.
- c) Collect all the relevant information needed for special need funding.
- d) Consult with the other involved professionals.

### Procedures

- a) Become familiar with the child's disability
- b) Analyze the interaction of the child with disabilities in conjunction with the educator(s).
- c) Consider what type of support will be needed.
- d) Investigate the need for extra funding and staff, if needed.
- e) Establish effective communication channels between parents and the Centre.
- f) Set up a short term (1-6 months) trial basis to determine if the inclusion into the program will provide positive experiences for the child, family and other children.
- g) Develop an Individual Program Plan (goals, objectives-including specific activities and resources).
- h) Schedule regular case conferences with parents and other professionals- keep written records.
- i) All children's records will remain on current files as long as the child is at the Centre.
- j) Records and data shall be released to other agencies providing that the parent/guardian has given written permission.
- k) The parent's willingness to comply with the Centre's recommendations is essential in order to work with the child. Upon consultation with the family if the support is not evident a private meeting will be set up.

## Subject: Medication Administration Policy

### Statement:

We realize that there may be a need to have medications (generic or prescribed) administered to the child while she/he is in the child care program in order to stabilize their health. We are only permitted to provide health care to a child if the parent has signed the medication form or the health care being provided is in the nature of first aid.

### Policy:

To protect the child's well-being and child care staff, the designated staff member must have a valid First Aid Certificate, and they will administer medication to the child only when.

- a) The written consent of a parent has been obtained.
- b) The medication is in an original container or bottle.
- c) The medication is administered according to the directions of the doctor or directions listed on the generic medication container.
- d) A generic medication will not be given for more than five days without a physician's note
- e) Medication must not be mixed with any food or drink.
- f) Prescription medication must also show the name of the physician, patient's name, date of issue, instructions and time period.

-The provision of any health care that would constitute the practice of a medical profession or physiotherapy is prohibited.

### Procedure:

- The primary staff that administers the medication shall complete the medication record.
- This Includes the name of the medication that is being given, the time it was administered at, the amount administered, and the initials of the person who administered the medication
- Information regarding the potential side effects of medication must be given in writing to the primary caregiver administering the medication. This includes medication that has been administered by the parent before the child arrives at the Centre, medication during the day, and medication administered at the Centre just prior to the child leaving the Centre. After any medication is given the primary staff member must watch the child closely to insure no side effects appear.
- At the end of each day the medication must be given back to the parents by the primary staff member.
- The first dosage of any medication may not be given by the staff due to unknown reaction to it.
- Staff member can refuse to give medications, herbal remedies or do a procedure for which clear instructions have not been provided or for which they are not trained.
- When this is completed a copy of the staff's first aid will be placed into child's folder or attached to medical sheet to show proof of training.

In case medication is not given to the child at the scheduled time, and it is passed the \*one hour window\*. The staff will wait until the next scheduled time, it will be recorded and signed off on by the staff and the parent must sign off on the record that they have read the missed time period.

\*\*One hour window means that the prescribed medication can be given to the child within the one hour from the scheduled time. Generic medication if not given at the scheduled time will be administered at the next scheduled time.\*\*

### **Storage of Medication:**

-Medication is stored in the office medication locked box.

-Medication that requires to be refrigerated is stored in the fridge in a locked box located in the office.

- All lock boxes are emptied at the end of each day to ensure all medication was given back to parents and not remaining at the centre.

-Emergency medication ie: Epi-pen is stored in an unlocked location, inaccessible to children but easily accessible to staff in their homerooms.

### **Herbal Remedies:**

Any herbal remedies that are brought into the centre must be discussed with the director first; the above procedure will be used accordingly with all herbal remedies as well.

## Subject: Cultural and Religious Equality Policy

A non-racist environment will be encouraged through; hiring staff and educators that represents the best-qualified person. Offering programming that unifies rather than divides, that is, based on finding points of commonality, capacities, talents and concerns, which all human beings share. Teaching children to play, and function in general, as one and as peacemakers; instilling in the children an appreciation of the rich diversity of humanity and encouraging children to value the good in cultures that differs from their own. With help and in partnership with families, in the required atmosphere of harmony and freedom from prejudice and fanaticism, various religious and ethnic celebrations will be recognized, at the discretion of the Director and staff.

### Gender Equality

A non-sexist environment will be encouraged by:

- Parental involvement in the centre such as field trips and story-telling
- hiring male child care worker(s), if possible
- showing women and men in non-traditional roles whenever possible
- Never discriminating against or putting down the choices a child makes

**Statement:**

Happy House Daycare considers nutrition as one of the primary elements of good health for children, essential for the child's overall development. We believe in good nutrition that starts with healthy food.

**Policy:**

It is the Centre's responsibility to ensure that the children are provided with sufficient quality and quantity of food in order to meet the child's overall daily nutritional requirements. The Centre will provide morning snack and afternoon snack

**Procedures:**

- Compliance with Canada Food Guide
- Canada Food guide is posted in the classrooms

**Menus**

- The Centre has a weekly menu; due to food cost the director makes each menu weekly. It is hand written and posted on the parent white board.
- Happy House Daycare does have the right to make slight adjustments to the menu at anytime.

**Lunches**

At St Dominic the centre provides a morning and afternoon snack. For lunches the children will need to bring in a bagged lunch. On the last Friday of the month a hot lunch will offered for the cost of \$3.00 per child.

**Feeding process:**

At Happy House Daycare we believe in children learning independence. During meal times, children are encouraged to attempt to open food items i.e wrappers/containers etc. independently with staff there to assist if needed. On hot lunch day, food is put into bowls in the center of the table so that the children may serve themselves. If it is a hot meal such as soup etc, the first bowl is served to them and if they want more they are free to serve it themselves. Milk and water for snack is poured into small jugs for the children to pour themselves (if they are age appropriate to do so).

**Allergies:**

Parents are to write down any allergies or special concerns in the enrollment forms when first attending the daycare. If new allergies are diagnosed during their time at the centre please let the centre know ASAP. All children with allergies have their picture taken and beside it is posted what their allergy is. These signs are posted in the kitchen and all homerooms for extra pre-cautions. Any severe allergies need to be discussed with the management.

## Subject: Nutrition Policy

### Statement:

Happy House Daycare considers nutrition as one of the primary elements of good health for children, essential for the child's total growth-physical, emotional, social and intellectual

### Policy:

- It is the Centre's responsibility to ensure the children in our care are provided with sufficient quality and quantity of food in order to meet the child's overall daily nutritional requirements.
- Canada Food Guide is followed to ensure adequate variety of foods from four food groups (are provided to the children) and are sufficient quantities of food (any food brought from home must follow the Canada Food guide)
- The meals and snacks are provided to the children at regular times:  
Breakfast 8:30am  
Lunch 11:30 am  
Snack 2:30 pm

### Before and After School Care

- Optional breakfast 7:00-7:45
- Snack-3:30-4:00

### Menu

- The centre will respected any children with special health needs.

### Foods not being served

The following is a list of foods not to be served at the Centre:

- nuts/seeds, hard candy, popcorn, chewing gum, jelly beans, caramel/toffee

### Special diets/Food allergies

- Due to children having severe food allergies, Parents are to send **peanut/nut free** items in lunches.

### Eating Procedure

- The tables are sanitized before and after each mealtime.
- The children's hands are washed before and after mealtimes.
- The children's table manners and cleaning up after themselves is taught and maintained (i.e. scraping plates, putting plates, cups and utensils away, stacking chairs.)
- All dishes are washed in a heat sanitize dishwasher or using the three bucket hand sanitizing washing method.

### To prevent any choking accidents:

- Children are closely supervised.
- They are sitting down while eating.

- Rocking on chairs is not allowed.
- Talking with their mouth full is discouraged.
- Forcing of food is not allowed.
- Children are not to be running with food or drinks in their mouth and hands.

### Subject: Outdoor play Area

#### Statement

Outdoor play is an integral part of our program.

#### Policy

The educators ensure that the children go outside twice a day, weather permitting.

#### Clothing

- Children must be suitably dressed for outdoor play.
- Footwear with rubber soles and enclosed toes (no sandals for outdoors please) is required for the child.
- Splash pants for spring and fall to wear over pants; as to not to ruin pants underneath

#### Supervision/Safety

- Children are under close supervision while playing. The staff moves around to ensure close supervision.
- The staff knows the total number of children in their group.
- The gates are closed while children are in the playground.
- The staff inspects playground on a daily inspection
- The staff members locate themselves in such a manner that every area of the playground is supervised.
- Slides have a staff member in front of them.
- Children are accompanied by staff when going to the washroom.
- Children are not allowed to climb fence or gate.
- The playground gate must be locked each time the group of children leaves the playground.

All playground equipment is bought with CSA approval and up to their standards. Inspectors are here throughout the year to ensure playground equipment and facilities meet these as well.

#### Wheeled Toys

- Bikes and wheeled toys are ridden in designated areas.
- Children are required to wear helmets-provided by the parents or the Centre.
- Children are not allowed to bump into each other while riding bikes/tricks
- The children are guided to take turns at “trade time”.

#### Slides/Monkey Bars

- Children slide feet first only. Children are not allowed to hang head down from monkey bars. -

- The staff makes sure no one is in front of the slide.
- Pushing is not allowed on slides.
- Children are reminded to leave the bottom of the slide as soon as possible.
- Toys are not allowed under monkey bars and on top of the slide

**Sunscreen**

- Children are protected from the sun with sunscreen lotion provided by the parents.
- Children are required to apply sunscreen lotion with staff assistance (if needed) 30 minutes prior to outdoor play.
- Children are required to wear a hat at all time while outdoors.

**Sand/Gravel/Snow**

- Children are encouraged to keep sand in designated areas.
- Sand/gravel/snow throwing, aimed at another child is not allowed.

Recommendations for Various Seasons		
Winter	Spring/Autumn	Summer
snowsuit	splash suit	sunhat
hat & scarf	rain boots	rain boots
sweater	sweater	sunscreen
boots for outside	2 pairs of mittens	Bugs Spray
2 pairs mittens		
Note: Indoor and outdoor shoes are needed at all times.		
For all seasons, an extra shirt, pair of pants, socks and underwear from home should be kept in child's cubby.		

**Playground:**

**Gym:**

When the gym is available the daycare and OSC program are allowed to use it. During this time they can choose to play with many toys and do planned activities. At Happy House Daycare we believe that gross-motor skills are very important and we do slot lots of time for them to get that physical energy out. This helps with behaviours and with the long winters we have in Alberta it keeps everyone happy.

**Subject: Rest/Nap Policy**

The children have naptime between 12:00pm – 2:00pm. All other children have their own sleeping mat and blanket. When a parent/guardian feels their child no longer requires a nap they are welcome to contact the daycare director or homeroom teacher to discuss the sleeping arrangement.

**Washing procedures:**

- Bedding is washed every Friday; mats are washed down daily with bleach solution.
- If soiled, bedding goes to laundry immediately

## Subject: Communication Policy

### Cooperation/Support Policy:

Parents/Guardians are expected to be involved in the child's daycare program. Parents/Guardians have the right to be informed of the daily life of the centre to ensure they remain involved in their child's development process at daycare. The centre will support the program clients in addressing their concerns, and ensuring Parents/Guardians are aware of all issues concerning them.

Parents/Guardians are accountable for always having an up to date emergency contact form filled out for each of their children in the program.

Parents/Guardians must uphold their responsibility of signing their child in and out of daycare each day.

### Open-door policy-

Maximum parental involvement will be encouraged by:

- Encouraging the parents to enter the Centre frequently and freely; asking each parent to regularly participate in activities at the Centre (e.g.: storytelling, playing a game, art and going on a field trip)
- Ensuring that there is frequent, willing, friendly and positive verbal interactions between parent and educators
- Ensuring that parent feel equal to educators in respect to the significance of their knowledge and input for their child
- Ensuring respectful and friendly interactions between parent and educators
- Promoting supportive and prompt responses by staff to parents' questions or needs for discussion, meetings, etc
- Ensuring that all parties perceive the centre relationship as a partnership, with two-way communication
- Providing parents with information regarding the centre through various media (e.g. newsletter, poster, bulletin board)
- Promoting resources available through the centre to parents and encouraging their use.

### Meetings:

The daycare has 4 parent meetings a year and strive to make the meetings as easy as possible to attend. The meetings are a time to discuss upcoming events, such as fundraisers, parties, and to review the parent handbook and any changes in it. Meetings are a time for parent's input to be heard. Although it is not mandatory for a Parent/Guardian to attend the meetings, without the input from parents the centre has no way of knowing that needs are not being met and what you as the primary caregivers would like to see being done.

### Fundraising:

Happy House Daycare participates in many fundraisers, our main events are:

**Bottles**, parents can drop off bottles at anytime. A large white bag is located at the front entrance of our main building. They do not need to be sorted. Bottles are taken to bottle depot every second Friday.

**House and Home Show**, There are two shows, one in the fall and one in the spring. Parents are required to volunteer an hour and a half of their time to work the front door. This participation is mandatory, if unable to make it a relative or friend can fill in with given information to owner. **If under any circumstances volunteering cannot be done a \$200 fee will have to be paid.** This is for any show that is missed. Closer to the show, a list of times are made up and parents can sign up for times they are able to volunteer for.

Fundraising is important for the daycare because it allows for the children to have the extras which make daycare exciting. Events such as family suppers/barbeques, visit from Santa and holiday/occasion parties are all extras which fundraising covers. The fundraising earnings are also put towards renovations and up-keeps which are expected by the Educators and Executive Director and Owner

## Complaint Policy:

If there is a complaint that is needed to be placed with /about the:

- Centre
- Policy
- Another Child
- Menu
- Hours
- Program
- Communication
- Payment
- Other

Arrange a private meeting with the Director and Owner .For all other complaints there is a suggestion box and form that can be filled out underneath the parent board. If it cannot be said at pick-up or drop-off times feel free to talk to owner or staff. All complaints will be addressed and resolved within a timely manner. We value parent communication, it is very important to us.

## Subject: Program Evaluations

### Program Evaluation Policy:

Our program evaluations are done twice a year. These are completed by parents, staff, director and social services. Evaluations help the centre uphold the best practices and to make the program the best it can possibly be. With input from many sources we are able to manage what everyone wants to see in the program and to fix any flaws or things that could be improved.

Once evaluations are done the staff and director discuss it at a meeting and write down what can be improved and how. Anything that may take time to improve is written in the future goals and they are discussed at each staff meeting, until completed.

### Quality Enhancement Program (Q.E.P's): revised Jan 22, 2013

Happy House Daycare is an accredited outfit and therefore must follow the ACCAP (Alberta Child Care Accreditation program). Quality Enhancement program is a chart that we must list all of our ongoing goals. These guidelines are put in place to ensure that the centre runs with the utmost of quality care. These Q.E.P's are checked and monitored by accreditation and gone over at staff meetings. At Happy House Daycare we abide by the Alberta Child Care Accreditation program and all of these standards.

## Subject: Hygiene Policy

Staff is responsible for maintaining the hygiene of the children while in the Centre. Parents are responsible for the hygiene of their children while outside of the Centre. Children will be encouraged to learn and practice hygiene appropriate to their development.

### Diapering:

Many change tables are located in the centre, one in each homeroom that have children under 3 years and in both bathrooms. After each child has been diapered the wash procedure (as posted in center above the change pads) will be used for wash down and disposal of all diapers. The diapering area for children allows for continued supervision of the other children. After diapering a child the primary staff member and the child must wash hands thoroughly. (See hand washing procedure located above sink)

### Supplies:

All parent/guardians with children who require diapering are expected to provide diapers and wipes for the child. Any additional supplies such as cream or salve must be supplied as well, and follow the medication form. Each child must have an extra pair of clothing within the centre at all times; this includes pants, shirt, sweater, underwear, and indoor shoes. Each child has their own storage area for such items to be kept. Soiled or wet clothing will be sent home for laundering in plastic bags. For wintertime each child must have appropriate outdoor clothing; this includes a winter jacket, snow pants, toque, mittens, and boots. Children are to be outdoors twice a day for at least 15 minutes of fresh air. The temperature must be no colder than -13c. The Weather Network will be checked every day to insure the correct temperature outside. For summertime, each child must have a hat, sunscreen and bug spray.

### Smoking:

There is absolutely no smoking permitted on the program premises. No individual member shall smoke at any time or place where child care is being provided.

### Hand washing:

#### Children hand washing:

Children's hands will be washed, before and after meals, after toileting, after touching any animal, playing in the sand, after wiping noses and sneezing or coughing. Paper towels and soap will be kept in dispensers near the sink. Hand sanitizer dispensers are located throughout the centre and in the homerooms.

### Staff hand washing:

Staff will wash their hands before handling food, giving medication, after toileting, and after assisting children with toileting. Hands will be washed after contact with potentially infectious materials such as nasal discharge, vomit, feces, wounds, infected eyes, and after contact with animals. Hands will also be washed after handling toxic materials.

### Toileting Training Policy:

The toilet training program may be introduced when the child enters the toddler group at 19 months according to the child's developmental readiness and parental agreement.

### Toy cleaning Policy:

Toys will be removed from the area and disinfected with soap and a mild bleach solution according to the checklist of each room. (See checklist for when toys are cleaned)  
If a toy is put into a child's mouth the toy will be taken and placed into the "toys to be cleaned" basket for end of day sanitation. If there is a communicable disease in the centre all toys are cleaned immediately and centre is washed down thoroughly.

### Cross-Contamination

Many procedures are in place to prevent cross-contamination;

- Each child has their own beds and mats. Bedding is washed every Friday and mats are sprayed down with bleach solution daily
- Paper towel is used when cleaning as to not hold onto bacteria
- When cloths are used each child is washed with a different cloth which is then put into the wash.
- Potties and diapering surfaces are washed with proper procedures after each use
- Each child has their own cubbies
- Soiled diapers are disposed of properly
- Soiled clothes are rinsed and put into plastic bag to be taken home
- All dishes are washed in a commercial dishwasher
- Place mats are cleaned with disinfectant spray after each meal
- Hand washing procedures are followed

**Subject: Administrative Policy**

**Administrative Records:**

The daycare license holder must maintain on the program premises up-to-date administrative records containing the following information:

- Particulars of the daily attendance of each child, including arrival and departure times:
- Particulars of the daily attendance of each primary staff member including arrival and departure times and hours spent providing child care:
- Evidence of each child care certification of staff
- Current first aid certificates for each primary staff member as required: and
- Verification of a criminal record check required and updated every 3 years.

**Children's Records:**

In respect to each child, the centre will maintain an up to date record of the following information:

- Child's name, date of birth, and home address:
- A completed enrolment form at time of application:
- The parent's name, home address, and telephone number:
- The name, address, and telephone number of a person who can be contacted in a case of emergency
- The particulars of any health care provided to the child, including the written consent of the child's parent or guardian
- Any other relevant health information about the child provided by the child's parent/guardian i.e. allergies.
- Date last immunized and all update immunizations
- Custody agreements
- Permission to use image of the child form filled out and signed
- If medication is administered, the written consent of the parent/guardian and the name of the medication, the time of administration, the amount administered, and the initials of the person who administered the medication

All records are portable for off-site activities or in a case of emergency.

All records are kept in the office in the filing cabinet. Only the Owner and Assistant Director have access to them. Files and records are all kept confidential, as all staff have signed a confidentiality agreement. The office door is locked during hours of non-use.

**Subject: Technology Policy**

The daycare has a large projection screen T.V. Children only watch educational programs and only on planned occasions. Any T.V. or video viewed is used as an educational tool and is viewed previously by educators before being shown to the children. The projection screen can also be hooked up to a lap top, for playing educational games and videos.

**Staff Requirements:**

Staff members have chosen to work in a child care centre because they believe they have the competence to be a suitable educator. Happy House Daycare staff is committed to respecting all daycare children, families and fellow staff members. The staff member has made the decision to be a part of a daycare team and will provide a safe and nurturing environment as a responsible staff member. Each staff that is hired with Happy House Daycare must have:

- Completed paperwork: Name, date hired, address (in full), phone number, emergency contact and any medical issues of disabilities owner should aware of.
- Child Care Staff Qualification Number
- Security Clearance Referral Form
- Intervention record Check
- Copy of first Aid in Child Care and CPR( must be completed within probation period)
- Copy of First Aid given and on file
- Completed Orientation Date
- Read Staff Handbook and signed and agreed upon
- Read Parent Handbook and signed and agreed upon
- Read all polices and signed and agreed upon
- Signed Confidentially Agreement
- Read the job description and signed and agreed upon

All new staff members they must complete an orientation course, which must be complete within four weeks from hire date or preferably before. This course contains the licensing regulations and other very important details on how a centre should be run. New staff must complete this workshop before being allowed to work the floor. (Revised Feb 25,2013)

## Subject: Pick-up Policy

### Family Pick-up:

Children will be released only to parents or persons designated on the alternative pick up from by the parents. Upon pick up authentication will be asked if required. Happy House Daycare does ask that there are consistencies with pick-up and drop off hours, due to staff scheduling.

### Custody disputes:

In the case of custody disputes, each parent will be granted access to the child, except when a copy of a court order indicating limited access is on the child's file. Such information will be included on the child's emergency card. It is the responsibility of the parents to produce a copy of a court order indicating limited access.

### Late Pick-up Policy:

If children have not been picked-up by 6:15 p.m.or 5:15pm on Fridays and the Centre has not been advised of the parent's tardiness, the following procedure will be employed:

- Parents will be phoned at home and at work, and asked to pick-up the child.
- In the event that the parents cannot be located, the emergency contact named on the registration form will be phoned and asked to claim the child.
- If neither the parents nor the emergency contact can be reached: Emergency Social Services (Child Protective Services) will be phoned and asked to take custody of the child.
- Staff will not take legal responsibility for the child or shelter him/her outside the centre for reasons of legal liability.

Should it be necessary to contact Emergency Social Services, parents will be informed that their child can be located through Emergency Social Services and/or the City Police.

### Late pick-up payment:

Happy House Daycare charges \$1.00 a minute for each minute that the parent is late for pick-up after 6:00pm Mon - Thurs and 5:00pm on Fridays. The centre is closed at 6:00pm and the staff who is staying behind is now babysitting your child. The payment is made out to the staff that has stayed behind and it can be arranged with the staff how the payment will be paid.

## Subject: Child Developmental Report Policy

Having continuous observations and recordings of each child's actions, behaviours, and skills increases the staff's knowledge of the children's strengths and abilities. They also help for planning around their likes and interests, to create a program that fulfills the needs of each child.

### Policy:

It is the staff's responsibility to:

- Monitor and record the child's progress
- To plan and implement activities and experiences that enhance the child's skills and abilities
- To provide accurate feedback to parents
- Ensure that all the child's records are kept confidential
- Ensure they have parents release statement to share any child's record

### Procedure:

Set-up a developmental file for each child that consists of:

- Ongoing observations that reflect the progress of the child
- Event samples that have observations of the child's behaviours, actions activities and parent goals
- Milestone charts done once a year or as needed
- Summary of all growth recorded
- Arrange meetings with child's parents to discuss goals for their child and observed growth.

### Procedure for concerns on child development:

- When concerned about a child's development the owner will contact the parents and arrange a meeting for discussion
- Charts and observations will be gone over with parents
- All areas of concern will then be fully discussed and shown to parents
- From there referrals can be contacted and a work plan will be set into place along with parents specific goals they want worked on at home and at the centre.

Children are at all times observed both indoors and outdoors by the staff members. Each child has a daily chart that has to be filled out and charted on their behaviour and play throughout the day. This informs the parents of what their children are up to throughout the day and helps the staff with any behavioural problems and planning based on interests.

Each child must be signed in and out each day in the Sign In-Sign Out book in their home room. This enables us to know when children are arriving and leaving. There is also a name chart on the main white board in the office that allows us to see who is accounted for on and off the program premises, and to keep track of the ratio of staff to children. Happy House Daycare has its own parking spaces and school zone times that allow for safe access to enter and leave a vehicle.

#### **Supervision and procedures for Environmental Safety**

All staff are responsible for reporting any safety hazards or problems. The Director is responsible for assessing and correcting problems. The owner and operator, Uta Squire has the responsibility for ensuring the proper state of the site both within the centre and on the playground. All appliances used in program meet all safety requirements and are in good repair.

Room staff will report any safety hazards or problems with heat, light, ventilation, or other maintenance problems to the Director, who will take appropriate action. The playground will be inspected daily by room staff for safety hazards (broken glass or equipment). These will be eliminated or reported. All toxic materials will be clearly labelled and marked 'TOXIC', marked with appropriate hazardous materials symbol, and will be stored in a locked cabinet. A Health Inspector and Fire Inspector will inspect the Centre as necessary for licensing renewal purposes. Outlet guards will protect electrical outlets when not in use.

#### **Home Room Polices:**

Each child is assigned to a peer group with a homeroom. Each room is assigned at least 2 primary educators.

Primary caregivers will also be responsible for maintaining close two way contact between the Centre and family, through personal contact, daily logs, and conferences as necessary.

The daycare is able to adjust the number of children based on group sizes, so long as the total number of children in the Centre does not exceed its licensed maximum.

**Procedures:**

Children will sleep and play in their homerooms throughout the day. All rooms will have out of Centre time (playground or walks) at least once per day as weather permits. During free playtimes children will choose their play, while the primary caregivers are responsible for supervising specific areas of the homerooms.

*Before signing this document, verify that the content you are signing is correct and agreed upon.*

*Revised on August 1, 2015*

X

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Legal Gaurdains Printed Name and  
Signature

X

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Director  
Signature

X

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Date  
Signed

