

SOUTHView



child care

**Parent Handbook/
Agreement of Service
Manual**

2019-2020

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Welcome to Southview child Care! We are happy to have had you visit. This handbook will help you to get to know us even better.

Mission Statement

Impacting and inspiring lifelong learning and strengthening the bridge between childcare and the family by creating a place of belonging that supports them both.

Child Care Purpose and Philosophy:

Southview Child Care (SCC) is an integral part of the programs of the First Mennonite Church and is based on the foundation of God's love for all people. Acting as a not-for-profit community service agency on behalf of First Mennonite Church, SCC seeks to provide a stable, secure, loving environment in which children and families can learn, grow and develop. SCC works to provide a program of early learning and care, staff, and facilities that stimulate the whole child, giving him/her a wealth of experiences in a rich environment.

- SCC aims to foster the growth and development of each child as a whole person in a happy, stimulating and secure environment.
- Children and families will not be excluded on the basis of ethnicity, creed, economic status, gender, or sexual orientation.
- SCC welcomes children with special needs and will adapt its program to meet the needs of all children to the very best of its ability, recognizing the limitations of the early childhood educators and facilities.
- The program of SCC provides opportunities for children to learn and develop self-respect, self-expression, self-control and responsibility, self-confidence, and independence.
- Children will be able to develop as individuals in a group setting at their own rate and ability.

Program Background:

- Formerly operated as the McKernan Park Day Care established in 1975 through to 1997.
- Southview Child Care opened on August 5, 1997 in the lower level of the new First Mennonite Church facilities
- Operated as a not-for-profit community service agency administered by the Southview Child Care Board which is comprised of volunteer church members, parent representatives, an Accounting Clerk and the Centre Director.
- SCC is accredited by the Association of Early Learning and Care Services
- Believes in and has adopted the Code of Ethics developed by the Early Childhood Professional Association of Alberta
- Operates a kindergarten and special education program under the auspices of Alberta Education recognized as The First Mennonite Church Early Childhood Services (ECS) school jurisdiction since 1977.

- Our ECS program allows SCC to access Program Unit Funding (PUF) for children with special needs and hires educational assistants to work with these children. It is the policy of SCC that all the monies accessed for these children goes towards the educational programming for them.

Facility:

- SCC is located in the walk-out lower level of the First Mennonite Church. The bright space has its own entrance and is completely handicap accessible.
- SCC is equipped with 139 Sq. metres of indoor space and approximately 770 Sq. metres of outdoor play space.
- The playground was built by Sunshine Playground and funded by the Clifford E. Lee Foundation, the Edmonton Community Foundation, First Mennonite Church and McKernan Park Day Care. The area is fenced and gated and provides more space than is required by the daycare regulations of Alberta Children's Services.
- The church is also equipped with a gymnasium space that SCC is free to use for during inclement weather or for special events.

Staff:

- SCC employs full time staff members with qualifications in Early Learning and Care, Early Childhood Development and/or Degrees in Education or equivalent.
- Primary staff members have their Child Development Supervisor (previously Level 3) certification.
- All other staff have their Child Development Worker (previously Level 2) or Child Development Assistant (previously Level 1) certification.
- All staff are required to have valid First Aid in Child Care certification.
- All staff are required to have up to date Criminal Record Checks and Intervention (Child Welfare) Checks.
- The kindergarten teacher has completed a Bachelor of Education degree and holds a valid Professional Teaching certificate.
- Qualified part time staff will be hired as enrollment requires.

Parents and Families:

SCC and First Mennonite Church affirm the family as the primary social and educational unit. Therefore:

- Children under two years of age are not accepted as it is felt that the young child can best develop in the home environment.
- A deliberate attempt is made to develop a family atmosphere in the Centre.
- Good relationships between parents and staff are actively promoted.
- Staff will consult with you about the development of your child.

We have various activities and ways of involving the family to develop a positive family-SCC relationship.

- Monthly newsletters will keep your family up to date with what is happening at the Centre and about up-coming events. A monthly menu will also accompany each newsletter.
- Important events are posted on the Parent Bulletin Board. Please take the time to read these notices and any other notes sent home so your child does not miss out on an exciting activity.
- The Centre hosts a breakfast every month (except in October) that parents are encouraged to attend.
- In October, the Centre provides a full Thanksgiving supper for parents and families the Thursday before the holiday.
- There will be a Christmas party in December.
- In the summer time, the Centre hosts hot dog roasts for the families.
- Parent meetings may be scheduled according to need and interest.
- We have an open-door policy and we encourage parents to visit at any time.

Policies and Procedures

The following are excerpts from the Southview Child Care and First Mennonite ECS Policy Manual. For further information regarding any of our practices, you may ask to see the entire document.

1. Fees (from 4.2 in SCC Policy Manual)

Registration Deposit

A non-refundable deposit of \$100 will be charged upon registration. The fee will then be applied against the last month's fees provided one month's written notice is given.

Registration Categories and Fees

Fee schedule available on the current enrolment form.

Fee Changes

The annual fee schedule review will be completed by June 30, published by July 31, and become effective on September 1 of the same year. Fees may be changed on one month's notice at the discretion of the Board.

Parents must notify SCC one month prior to any change in the child's attendance schedule affecting the fee rate. For anything less than one month's notice, the current fee will apply for the entire month.

Fee Payment

Fees are payable in advance on the first day of each month. Fees are payable by cash/debit, cheque, or money order. Post-dated cheques for the entire year (September to August) are preferred. Parents must pay any emergency expenses (e.g., ambulance fees) in addition to monthly fees.

Subsidies

Provincial subsidy is based on a minimum number of child attendance hours per month as set by Alberta Children's Services. If a family approved for provincial subsidy does not receive full subsidy for any month (due to fewer hours attended or change in financial situation), the parents will be responsible for the difference between the full fee and the subsidy received.

SCC subsidy: SCC may, at its discretion, subsidize up to three families, provided that:

- a) SCC is financially able to provide a subsidy.
- b) The applicants provide the Board with written statements justifying their need for a subsidy and with written statements of earnings from their employers.

All SCC subsidies will be terminated at the end of the fiscal year. Parents wishing to renew their subsidy must re-apply (see above). The Board reserves the right to terminate a subsidy at any time.

Withdrawal

Parents may withdraw their child at any time by providing one month's written notice or one month's fee in lieu of notice.

Vacation (Revised September 2012)

Full fees must be paid during vacation time taken.

Parents may choose to withdraw their child (with one month's notice) for longer absences and be placed at the top of the waiting list. We will contact you if your spot is in jeopardy to give you the opportunity to pay for the space and ensure continued enrolment.

Penalties**Late Fees**

If the monthly fee is not received by the 5th day of the month the child may be suspended, unless the parents obtained approval from the Board for delayed payment. Accounts that are in extreme arrears will normally be sent to a collection agency.

NSF Cheques

There is a mandatory charge of \$25 for each NSF cheque. Upon receipt of a second NSF cheque, the parents will be required to pay the monthly payments for the balance of the year with cash or a certified cheque.

Late Pick-up Fine

Parents picking up their child after 6:00 PM will be charged \$1.00 per minute per family. Parents and staff on duty will sign a late slip when the child is finally called for. Waiver of this penalty will be at the discretion of the Board upon petition by the parents/guardians and/or the Director.

2. Admission and Attendance

- The Centre is open from 7:00 A.M. to 6:00 P.M., Monday through Friday. The Centre is closed for one Professional Development Day per year and the following holidays:
 - a. New Year's Day
 - b. Family Day
 - c. Good Friday
 - d. Easter Monday
 - e. Victoria Day
 - f. Canada Day
 - g. August Civic Holiday
 - h. Labour Day
 - i. Thanksgiving Day
 - j. Remembrance Day
 - k. Christmas Day
 - l. Boxing Day
- Our planned programs begin at 9:30 A.M. and we recommend that your child be at the Centre by that time. Kindergarten starts at 8:45.
- Please notify the Centre if your child will be absent or arriving late. Your child will only receive maximum benefit from the program by attending regularly.
- *Parents MUST sign their child in and out using the attendance program on the laptop.* This attendance list will be used in the case of an emergency to ensure that all of the children are present.
- When dropping your child off, please accompany him/her inside the Centre and ensure that his/her staff member is aware of his/her presence.
- The Centre closes promptly at 6:00 P.M. Parents picking up their child after 6:00 will be asked to sign a late policy form and will be charged \$1.00 for every minute late. If you know you will be late, please call and inform the Centre, or expect a call at 6:05 P.M. The SCC Board reserves the right to terminate a child's position at the Centre if his/her parents are extremely late on more than 3 occasions.
- When a person, other than the parent, is to pick up a child, the staff must be informed in advance. For the safety of the child, this notice should be in writing and the person will be asked for identification. The staff will not release a child to persons unknown without proper notice and identification.
- The Centre will make every effort, by using available resources, to help a child, and his/her family, stay in our program. The Centre does, however, reserve the right to remove from its enrollment any child who is persistent in handicapping the progress of the group.
- Please inform the Centre immediately of any changes in custody, home address or phone number, employment information or emergency contact information.

3. Indoor/Outdoor Play Policy (from 4.4 in SCC Policy Manual; Revised Sept. 16, 2019)

Indoor/Outdoor Play

Southview Child Care believes that play is critical in the development of the child's skills throughout their early childhood years. "There are various categories of play which include: functional play (exploratory or practice play), constructive play (building and creating, rough and tumble play (typically in the gym or outdoors), dramatic play (pretend play), and games with rules." (Playful Learning and Teaching. Kieff, Judith E. and Casbergue, Renee M. pg 23-24.) The educators at Southview develop and supervise programming with the belief that play is the work of the child and that, by providing a safe and caring environment, each child will be able to experience and learn from all types of play experiences throughout the day.

The Indoor/Outdoor Play and Supervision Policy will be communicated to the parents during the intake process and included in the Parent Handbook.

Guidelines for Play Experiences:

1. Programming for indoor and outdoor play experiences will include:
 - planning by using the ideas and the interests educators observe from the children;
 - planning by using themes and using the ideas gleaned from the children by reading books to them and discussing the themes with them;
 - planning using seasonal and and/or cultural themes that the educators believes will be of interest to the children;
 - spontaneous ideas from children and/or educators.
2. Play opportunities will be varied and may include (but not only) experiences in:
 - sand, water, manipulative toys (Lego), blocks and construction, quiet areas with books and puzzles, puppets, arts and crafts (crayons, markers, pencils, paints, scissors, glue, variety of paper, play dough), house corner and dress up, music and dance, games, sports, gym and the playground area.
3. Play opportunities will be developmentally appropriate, varied and easily accessible to the children. There will be opportunities for children to experience planned activities and for children to choose which activities they would like to have.
4. Children will be able to have time to play.
 - Educators will ensure that children have ample opportunity for a variety of indoor and outdoor play experiences throughout the day.
5. Children will be encouraged to help set up and cleanup activities and experiences.

Effective Supervision

Effective supervision is about using techniques that promote effective supervision practices and create safe care environments. It requires that early learning educators are involved and familiar with the children in their care. It reduces the risk of harm to children by preventing injuries and accidents and

promotes positive, responsive and intentional learning environments for children and child care providers.

Effective supervision requires child care programs and educators to assess their supervision practices on a regular basis to ensure that they continue to promote safety and to meet the needs of the children enrolled in the program.

Educators should avoid carrying out activities that may draw their attention away from active supervision. Examples of such activities include administrative tasks, cleaning, reading, or using the phone.

Guidelines for Effective Supervision:

Effective caregivers observe children's play and behavior and promote safety by:

1. directing and closely monitoring children when carrying out activities that may involve some risk, such as playing near water, near doorways and stairs, or during transition times when children may gather in larger groups;
2. observing play and anticipating what may happen next in order to provide caregivers with the opportunity to assist children and intervene in the event of potential danger;
3. Listening closely to children, even those who are not in the caregiver's direct line of sight (such as those in outdoor play spaces);
4. positioning educators to allow for the supervision of the entire group of children by:
 - ensuring there are educators on each side of the main room area and in the kindergarten room when it is in use.
 - ensuring that, during outside play, there is a caregiver by each set of stairs, by the monkey bars, on the field area, by the decks, and by the slides,
 - caregivers will limit sitting on the wall, unless they are assisting and interacting with children,
 - caregivers will minimize talking to each other,
5. caregivers will let others educators know when they are leaving the daycare play areas,
6. monitoring children's health to identify early signs of fever, illness, or unusual behavior;
7. watching and participating in children's play to ensure that children are playing in a safe manner.
7. Caregivers will:
 - conduct regular safety checks of the program premises and equipment to remove hazards;
 - establish simple rules for children that promote safe play;
 - position equipment and arrange the environment to allow caregivers to supervise the children's play, rest, and toilet areas;
 - know which individuals are authorized to pick up a child from the program in place of a parent;
 - notice when children arrive and leave the program, ensuring that both arrival and departure times are accurately recorded;
 - remember where emergency medications, first aid kits, and emergency contact number are kept and;

- monitor children at all times and keep an accurate headcount of children in their care, especially during transitions.
- ensure ratio requirements are met at all times.

4. Child Guidance Policy (from 4.5 in SCC Policy Manual; Revised Aug. 15 2018)

Statement/Background:

In the four decades Southview Child Care has been in operation, there have been many words (child discipline, child management, etc.) and approaches that have been used to describe how educators can manage young children and their behavior. Since 2015, SCC has been involved with the ASaP Continuum Project and the Pyramid Teaching Model. This evidence based approach in guiding young children and the development of their social and emotional skills is now the primary approach that is used by the educators at SCC.

“The Teaching Pyramid Model, more recently referred to as the Pyramid Model, is a comprehensive, multi-tiered framework of evidence-based practices that promote the social, emotional, and behavioral development of young children (Hemmeter, Ostrosky, & Corso, 2012). The Pyramid Model focuses on promoting positive behavior and addressing challenging behavior (Hemmeter et al., 2012). The following strategies are emphasized in the effective practices:

- Acknowledging and reinforcing positive child behavior,
- Directly teaching social skills, expectations, and behaviors to children related to different environments,
- Monitoring children’s challenging behaviors, and
- Teaching positive replacement behaviors.

This model incorporates the ongoing collection and use of teacher, classroom, child and family data for decision-making regarding children’s response to intervention, and employs teambased decision making.”¹

The goals of this policy are:

- to encourage ongoing two-way communication between the centre’s educators and the families enrolled
- to create opportunities in which children can develop their social and emotional skills with their peers and educators.
- to support children as they develop their problem solving skills including identifying the problem, creating a plan in moving forward, and understanding that when a problem is “fixed, it is in the past”.
- to encourage positive interactions with others
- to help children develop an awareness of socially acceptable behaviours
- to ensure that any action taken by educators is reasonable in the circumstances

¹ Pyramid Model for Early Childhood Education
https://k12engagement.unl.edu/strategy-briefs/Pyramid%20Model%208-22-16_0.pdf

This policy will be communicated to parents during the intake visit and given to them in the Parent Manual and in the accompanying SCC Pyramid Model brochure

Educators are given the Policy Manual upon employment at the centre. During the employment interview an applicant will be asked about their personal philosophy regarding child guidance and verbally informed of Southview's policy regarding the use of the Pyramid Teaching Model

Newly hired educators will take the Pyramid Model Training as soon as it is offered after their employment start date. This training is mandatory as stated on their employment contract.

The educators will create an environment in which children feel respected, accepted and safe. They do this in the following ways:

- a) Verbal rewards by using descriptive language – “I like the way you are sharing that toy, Tommy and Lisa”.
- b) Physical rewards – a hug or a high 5.
- c) Activity rewards – use of a special toy or special activity/time with an educator
- d) Tangible rewards – stickers
- e) Visual schedules, emotion photographs, and classroom theme words chosen by the children.(e.g. respect, kindness, safety)
- f) Create visual action plans with the child(ren) that will be posted in the classroom and referred to when necessary.
- g) The childcare educators will not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation; deny or threaten to deny any basic necessity; or use or permit the use of any form of physical restraint, confinement or isolation.

The educators will model appropriate problem solving skills by using a calm voice and helping children to identify their feelings by using “I” messages (e.g. I see that you are angry”) as well as teaching them calm down breathing exercises. Educators will give children ideas for the choices they can make to solve a problem and options on how they can solve a problem with a peer (e.g. draw a picture, give a hug or high 5, create an action plan, or say “sorry” if that seems developmentally age appropriate. Educators will be swift to intervene when the physical or emotional safety of any child or another educator is threatened.

The educators will communicate with parents regarding the behaviour of their children and will document their child's social and emotional development and share it with their parents. Any incidents where another child/educator was harmed will be documented on an incident form which will be kept in the child's file.

Children that exhibit ongoing aggressive behaviour will be monitored (documented). If behaviour persists, a meeting with the parents/guardians will be arranged with the Executive Director. Strategies will be discussed to help the child and to ensure no children or educators are physically/emotionally hurt. These strategies may include documentation, seeking outside profession help (psychologists). If

the family refuses to meet with the daycare educators, the board has given the Executive Director the authority to terminate the child's enrollment without notice.

After consultation with professionals, the family, the Executive Director and daycare educators, it may still be determined that the daycare setting is not the best setting for the child. The family will be given options and helped in the transition of the child to a more appropriate setting.

Removal from Program: The Executive Director with the support of the SCC Board reserves the right to remove from the program any child who persistently disrupts the social and emotional progress of other children and/or whose presence threatens the safety of others.

5. Health and Safety of Children (from 4.6 in SCC Policy Manual; Revised Sept. 16, 2019)

Southview Child Care believes in providing a safe and healthy centre and will do everything necessary to comply with Child Care Licensing regulations in this area. SCC has established a set of guidelines to meet Child Care Licensing regulations, which will enable educators to ensure the health and safety of the children. SCC educators will be familiar with and practice Universal Precautions, which include regular and proper hand washing as recommended by health professionals.

Every educator will have a valid first aid in childcare certificate and will use this knowledge when first aid is required. If a child requires specialized health care, written consent from the parent will be obtained and an educator will be trained in the specialized health care required. (see Administration of Medication)

Health Care

Southview Child Care will ensure that parents/guardians are aware of these policies by communicating them during the intake interview. Upon registration, the parent/guardian will sign the statement on the Agreement for Service/Enrolment form that allows Southview to provide and allow for the provision of health care, and in signing this statement, understand that the health care provided is in the nature of first aid.

Sickness and Potential Health Risk

1. Where an educator's member knows or has reason to believe that a child is exhibiting signs or symptoms of illness as set out below, SCC will ensure that the child's parent/guardian is notified by phone to arrange for the immediate removal of the child from the premises, and ensure that the child does not return to the program premises until SCC educators are satisfied that the child no longer poses a health risk to persons on the program premises. The Potential Health Risk form will be filled out.
2. Signs or Symptoms of illness exhibited by a child and assessed by the educator, include the child
 - a) vomiting, having a fever (assessed using an ear thermometer), diarrhea or a new or unexplained rash or cough
 - b) requiring greater care and attention than can be provided without compromising the care of the other children in the program, or
 - c) having or displaying any other illness or symptom the educator knows or believes may indicate that the child poses a health risk to persons on the program premises.
3. Point 1 does not apply if the child's parent provides written notice from a physician indicating that the child does not pose a health risk to persons on the program premises.
4. Subject to Point 3, the educators must ensure that the parent removes the child. The child cannot return until the license holder feels they are well enough to return.

If ratios permit, the educators break room will be used as the infirmary when a child is ill and cannot be with the group. The child will be supervised by a primary educator.

If a child is too ill to go outside, then that child is considered to be too ill to attend SCC. Parents will be made aware of this policy upon registration of their child at SCC.

SCC will not be held responsible for a child's contracting illness while at SCC.

Parents must observe quarantine regulations set by the local Board of Health. Up-to-date regulations are posted within the Child Care Centre.

If it appears that an outbreak of contagious disease has occurred at SCC, the Director or Assistant Director will inform Alberta Health Services. The Director or Assistant Director will document symptoms and keep a record of who has apparently contracted the illness. SCC will take whatever steps it deems necessary to prevent such outbreaks from happening or becoming worse, including closure of the Centre, and will follow any recommendations and requirements made by Alberta health Services.

Injury

In an emergency, the educators will take whatever steps are necessary to obtain medical aid.

Any accident that occurs at the Child Care Centre requires that an accident form be filled out completely and kept on file. Parent/guardian and Director must both sign.

A booklet containing the Accident/Incident Policy and Accident/Incident forms is to be kept in the Sign-in Counter area. Ensure that the Director/Acting Director is informed about all accidents that are noted. When in doubt complete a form. The educators will record all incident/accident information on the appropriate form. This will be kept in the child's file for the duration of the child's enrollment at SCC.

In an emergency, Emergency Medical Services will be called and the parents/guardians will be notified by phone as soon as possible. The most likely hospital to be used is the Grey Nuns' Hospital Emergency Department.

SCC will not be responsible for any cost incurred in an injury situation.

SCC will keep a record of accidents and review yearly to identify trends or issues and work to resolve them.

Administration of Medication

All medication will be received by staff directly from the parent/guardian. **Medication delivered by the children or in lunch boxes is not acceptable and will not be administered.** All medication and herbal remedies will be returned to parents when the authorized period has ended.

All medication will be stored in a locked box inaccessible to the children. Medication needed in an emergency will be kept outside of the box and inaccessible to children.

Written authorization from the parent/guardian will be obtained for administration of both prescribed medication and 'over the counter' medication.

Prescribed medication must be:

- in its original container
- clearly labeled with the physician's name

- clearly labeled with the child's name
- date of issue
- dosage and instructions for administration including when last given at home.

Over the counter and herbal medication must be:

- in its original container
- clearly labeled with the child's name
- reason for medication
- dosage and instructions for administration including when last given at home.

The completed "Administration of Medication" form will constitute the authorization by the parent/guardian to the Child Care Centre.

Smoking

Southview Child Care does not allow smoking on the premises or property (outdoor spaces) any time childcare is provided. Smoking is not allowed anywhere that children are being looked after.

Child Wellness Policy (from SCC Policy Manual; Revised Aug. 10, 2018)

1 Statement: At SCC, the child's overall well-being is a critical part of their early development. This includes being physically active and eating nutritionally balanced meals and snacks.

2 Guidelines: This policy will include the areas of nutrition environment, drinks, meals, weekly menus, physical activity, physical environment, active and inactive times, and education about healthy lifestyles.

3 Procedures:

A. Nutrition Environment:

- Children will wash their hands before and after every meal and snack
- The Kitchen Manger, the Executive Director and Assistant Director will have Food Safety Certificate approved by Alberta Health Services.
- Foods will be served family style; children will be encouraged to serve themselves and decide how much to eat.
- Children will be encouraged-but never forced-to try new or non-preferred food by taking a "practice bite."
- Food will never be withheld or forced as punishment.
- Healthy foods and habits will be promoted through posters and planned activities.
- Parties and celebrations will focus on activities rather than food and will include healthy foods in addition to any special treats.

B. Drinks:

- Drinking water will be available for children to access independently.
- Juice will be served no more than three times a week. When juice is served, it will only be 100% fruit or vegetable juice.

- Only 2% milk will be served. If children require lactose-free or a milk alternative, SCC will ensure these items are available.
 - Milk will be unflavoured most of the time, although chocolate milk will be offered on special occasions.
 - Sugary drinks like Kool-Aid will never be served.
 - No beverages will be provided to children while they are napping.
- C. Meals:
- Meals and snacks will take place at the table; children will not be allowed to walk around with food or drinks.
 - Food will be served following recommended portion sizes for children as provided by the Canada Food Guide
 - A variety of fresh fruits and vegetables will be served every day.
 - A variety of proteins will be served weekly, including cheese, eggs, poultry, meat and yogurt.
 - Only real cheese will be served; no processed cheese or cheese foods will be served.
 - Processed foods in general will be limited.
 - Processed meats will be served less than once per week.
 - Whole wheat bread will be the preferred type of bread used for sandwiches and buns.
- D. Weekly Menus.
- A four-week cycle of weekly menus will be distributed with the monthly newsletter.
 - Breakfast, including Rice Krispies, Shreddies, Raisin Bran, Whole Wheat Cheerios, and 2% milk will be available for early arrivers from 7 AM to 8:30 AM
 - Weekly menus include a variety of fruits and vegetables. These will be available to the children at all meals and at least one snack per day. Snacks will include foods from two groups on the Canada Food Guide.
 - Special dietary needs and food allergies will be respected.
 - SCC is a nut free child care centre.
- E. Physical Environment:
- All children will have ample open and safe space for moving and being active.
 - A variety of safe indoor equipment will be available.
 - Children will have access to large outdoor play equipment at all times.
 - Children will have a wide variety of outdoor portable play equipment to choose from at all times.
- F. Active vs. Inactive Time:
- Children will have the opportunity to play actively at least 60 minutes each day.

- Weather permitting, children will play outdoors daily. Active play will be planned indoors during inclement weather.
 - Both structured and unstructured physical activities will be available regularly for all children enrolled.
 - Screen time will generally be limited to 2 hours per week. No child will ever be required to watch TV.
- G. Encouraging Physical Activity:
- Parents are encouraged to dress their child(ren) in clothing they can move freely in and get dirty.
 - Children are re-directed to safe physical activities and involved in discussions (“kid meetings”) about safety as needed.
 - Children are encouraged to be physically active through teacher-directed and self-directed activities throughout the day.
 - Inactive time will be limited as much as possible; a balance of quiet and active activities will be offered throughout the day.
- H. Education:
- Children will be offered nutrition and/or physical activity education through informal discussions and/or books, games and activities.
 - Educators will promote good nutrition and physical activity.
 - Educators will use children’s interests in planning nutrition and physical activity education.

Emergency Evacuation Procedure

SCC has developed an emergency evacuation procedure that is in place and will be set in motion in the case of a fire drill or actual fire (or other disaster). A detailed emergency evacuation plan is posted to the entrance of the daycare centre.

- At the sound of the alarm, the staff member who detected the fire/emergency will determine the safe exit and lead the children to safety.
- The Director/designate will check all rooms to ensure that all people have been evacuated. She/he will shut all doors and collect the attendance sheets, the Portable Emergency Book, and the emergency cell phone. The Director/designate will be the last person to leave the building and is responsible for taking attendance once outside.
- After everyone has been evacuated, the sign-in/out sheet will be used for roll call.
- In case of a prolonged emergency evacuation, we will go to the Southeast District Parks and Recreation Office at 9120 - 37 Ave.
- Parents/guardians will be contacted immediately and will be asked to pick up their children. More information will be given as events happen.

Lockdown Policy: Inside or Outside Threat (October 2007)

In Southview Child Care's efforts to create a safe and caring environment for the children and staff, the following procedures will be activated in the event of a crisis and /or threat.

Preparedness:

- An emergency kit containing a full first aid kit and a wind-up flashlight/radio will be kept in the kindergarten room cupboard.
- A garage key and key for the gate will be attached to the "How Many Do We Have" checklist clipboard.
- All interior doors are set so that, when shut, they lock automatically. The only door to remain normally unlocked is adjacent to the kindergarten.

Event: Intruder or other threat inside of building or on the property.

Authority to Initiate the Procedure:

any of the following may initiate a lockdown:

- Staff
- Member of the Public (e.g., parent)
- Law Enforcement Personnel
- Fire Department Personnel

Immediate Actions:

Activate the procedure.

Call 9-1-1

Procedures:

In the event of a lockdown, it is mandatory that:

- outside activities are routed to a safe location away from the building, normally the garage, which should be locked immediately
- halls and the bathrooms are checked for students
- attendance sheets and emergency cell phone are gathered immediately
- interior doors and windows are closed and locked, and blinds are closed
- all children and staff are moved into the kindergarten (Room 18)
- attendance is verified
- children and staff are moved away from doors and windows
- lights and computer monitor are turned off
- children and staff remain quiet
- children and staff remain in the kindergarten room until otherwise notified
- all persons entering the building automatically become part of the lockdown
- office staff proceed to the nearest enclosed office, lock it, turn out lights, and remain out of sight of any intruder or person from the outside
- all individuals remain in lockdown until the danger has passed and they have been notified by law enforcement officer, director, or designated staff member

Off-site Activity Procedure

Southview Child Care routinely includes fieldtrips/activities as part of the program plan. Parents/guardians are informed of off-site activities through the monthly Newsletter, emails via HiMama, posters, the Fieldtrip Permission Form and through verbal reminders.

Parent/Guardian Responsibilities:

Parents/guardians are required to sign a Fieldtrip Permission Form prior to each activity and are encouraged to volunteer to go along.

If the permission form has not been signed, the child will not be permitted to go with the group on the Fieldtrip.

Educator Responsibilities:

The Child Development Supervisor in charge of the trip will take the Portable Emergency Record, the signed Permission Form, the portable First-Aid kit and a cell phone on all off-site Activities/Fieldtrips. Primary educators will take cell phones along for communication purposes and documentation.

Educators will prepare the children and volunteers for each outing by:

Explaining where they are going, what will happen and whom they will see

Explaining whom they will listen to, and

Reviewing the safety rules.

For every fieldtrip the adult to child ratio will exceed the required ratio either by having more educators than required or by having parent volunteers. One Child Development Supervisor will be responsible for the group as a whole and will assign a smaller number of children to be supervised by each educator.

The Child Development Supervisor in charge will do a head count of children and adults at every transition point during a fieldtrip/off-site activity or more often if necessary. Educators will be responsible for taking children to the washroom during the course of the trip.

Volunteer Responsibilities:

Volunteers will help with putting nametags on the children before the fieldtrip begins.

Volunteers will help the children board the bus and find a seat.

Volunteers will help pass out snack to the children.

Volunteers will hold children's hands as requested by the Child Development Supervisor in charge.

Transportation of Children

Southview Child Care/First Mennonite ECS will arrange transportation for children going on a field trip as follows:

- Parents/guardians will sign the Field Trip Permission form that will indicate mode of transportation to be used.
- Parents/guardians will pay a transportation fee if requested by the program.
- Mode of transportation is Yellow School Bus, Public Transit, or walking.

6. Conflict Resolution and Complaint Procedure

When conflicts occur between staff and parents, it is assumed that the individuals involved will normally resolve the disagreement informally. When appropriate, the Director may also be asked to help bring about the resolution of such a dispute. In the rare case that this process fails, the following conflict resolution procedure should be used:

- 1) Within seven days of the incident or dispute, a complaint should be made, in writing, to the Personnel Sub-Committee of the Board.
- 2) At the discretion of the Personnel Sub-Committee, further written statements should be obtained from other people involved; in addition, interviews may be held.
- 3) The Personnel Sub-Committee should come to a decision regarding the complaint as quickly as possible, and convey its finding to the Board, the Director, and all other people involved.
- 4) In the event that the finding of the Personnel Sub-Committee is not considered satisfactory, there is recourse to appeal to the Board, whose decision is final.
- 5) At the discretion of the Board, the enrollment of a child may be terminated immediately if the Board believes that a family member of the enrolled child has demonstrated abusive or inappropriate behaviour toward the children or staff of SCC.
- 6) Likewise, at the discretion of the Board, the employment of a staff member may be terminated, according to labour laws, if the Board believes that the staff member has demonstrated abusive or inappropriate behaviour toward the staff, children, or families of the Child Care Centre.

7. Programs

Children, grouped by age and developmental level, engage in small group programming in the mornings. The groups are free to mingle during the afternoons and supervised free-play periods.

Child Care Groups:

- Through the use of the FLIGHT Curriculum Framework, Educators plan a program where children are able to explore and discover the world around them.

Caterpillar group:

- Ages 2 – 3 ½ years

Butterfly group:

- Ages 3 ½ – 4 ½ years

Alberta Education Programming (E.C.S.):

Kindergarten Program:

- Age 5 on or before December 31 of the school year enrolled.
- Kindergarten runs 8:45 A.M. – 11:45 A.M., September through June.
- Alberta Learning provides funding for the Kindergarten Program.
- This program, taught by a certified teacher, follows the approved Kindergarten Program Statement.
- Small class sizes ensure that each child receives one-on-one attention.

Program Unit Funded Program:

- Ages 3 (on or before December 31 of the school year enrolled) - 6 years
- The PUF Program is available for children with diagnosed special needs. These children are placed with their peers and receive additional support as needed. The staff team works to adapt programs to include ALL children in regular activities.

Supported Child Care:

- Funded through Alberta Children's Services to provide ratio enhancement educators.

Appendices

Parent Code of Conduct

SOUTHVIEW CHILD CARE CODE OF CONDUCT FOR PARENTS/GUARDIANS

The Code of Conduct consists of four statements which outline acceptable behaviours that are in keeping with values and expectations of the Southview Child Care (SCC) program. The Code of Conduct is designed to guide parent/guardian interactions with SCC staff, other parents and children when they are on SCC premises.

Failure to abide with the SCC Code of Conduct may result in immediate termination of SCC services and possible legal action.

1. Any verbal, emotional or physical abuse towards children, other parents and/or SCC staff will not be tolerated.
2. Profanity is not permitted under any circumstances.
3. SCC staff, other parents, children and property shall be treated with respect.
4. Unresolved issues that cannot be dealt with constructively shall be brought to the attention of the Director.

Daily Routine (Revised Sept. 2019)

7:00 – 7:30 Centre opens. Family grouping and free choice activities including outdoor play. Cold cereal breakfast program available for children until 8:30 am.

7:30 Caterpillars leave for free choice activities in their room. Butterflies and Kindergarten group remain in main daycare space.

8:45 Kindergarten group leaves to start the kindergarten program.

Caterpillars:

7:30-9:15 Free choice activities

9:15-9:45 Bathroom time and wash hands

9:45-10:15 Snack time

10:15-10:30 Circle time (ASaP, Theme)

10:30-11:30 Group activities (tabletop, gym, outside)

11:30-12:00 Bathroom time and wash hands for lunch

12:00-12:30 Lunch.

12:30-1:00 Bathroom time, brush teeth and wash hands.

1:00-2:30 Naptime. Quiet music for the Caterpillar group.

2:30-3:00 Wake up time. Bathroom time.

3:00-3:30 Snack time and transition to Family Grouping.

Butterflies:

7:30-9:30 Free choice activities

9:30-10:00 Bathroom time, wash hands, and snack.

10:00-10:30 Quiet center time and group discussion time.

10:30 -11:30 Story and craft time. The group splits into two smaller groups. One group does a craft and center time. The other group has a circle/story/discussion about interests.

11:30 Go outside or to the gym.

11:50 Butterflies wash hands for lunch

Kindergarten:

8:45-11:45: Program is designed to follow the Kindergarten Program Statement put out by Alberta Education. The children attending this program are signed out of daycare.

11:45-12:00 Transition to family grouping with Butterflies and lunch.

Family Grouping for Butterflies and Kindergarten group:

12:00-12:45: Lunch. Butterflies and Kindergarten eat together in the main daycare space.

12:45-1:00: Bathroom time, story/circle time in the sensory room and transition to nap.

1:00-2:30: Naptime. Chapter book is read for the first 20 to 30 minutes.

2:30-3:30 Wake up time, bathroom time, snack

Afternoon Program:

3:00-6:00 Indoor activities and/or outdoor activities chosen by children as per their interests (gym, playground, sensory room, quiet craft room, tabletop and floor activity centres in Butterfly and Caterpillar rooms).

Menu (Revised September 2019)

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Week 1:</u>				
Applesauce, Nilla wafers, water	Cereal (Raisin Bran, Shreddies, Rice Krispies, WW Cheerios), milk	Croissants, cheese slices, milk	Muffins, milk	Vanilla yogurt, granola, water
Butter chicken, rice, veggies, fruit, milk	Tortellini, tomato sauce, Parmesan cheese, veggies, fruit, milk	Taco salad (lettuce, tomato, cheese, hamburger, chips, ranch dressing), fruit, milk (plus pasta for Caterpillars)	Chicken strips, pita bread, hummus, cucumbers, milk, yogurt	Make your own sandwich (ham, turkey, cheese, cucumber, tomato, lettuce), fruit, milk
Pickles, garlic sausage, crackers, cheese cubes, juice	Apples, cheese strings, water	Veggies, dilly dip, fish crackers, water	Fruit, pretzels, water	Fruit, Arrowroots, water
<u>Week 2:</u>				
English muffins, cheese slices, milk	Granola bars, milk	Pita pockets with cucumbers and hummus, milk	Vanilla yogurt, granola, fresh blueberries, water	Cereal (Raisin Bran, Shreddies, Rice Krispies, WW Cheerios), milk
Sloppy Joes (hamburger, ketchup, seasoning, buns), veggies, milk, fruit	Macaroni & cheese, carrot sticks, cucumbers, fruit, milk	Tomato soup, grilled cheese sandwiches, carrot sticks, milk, fruit	Spaghetti, meatballs, sauce, veggies, milk, fruit	Cheese perogies, sour cream, bacon bits, veggies, fruit, milk
Fruit, animal crackers, water	Veggies, dilly dip, fish crackers, water	Fruit smoothies (frozen mixed fruit, yogurt), Digestive cookies	Rice Krispie squares, milk	Fruit, Arrowroots, water
<u>Week 3:</u>				
Fruit, pita chips, water	Vanilla yogurt, granola, fresh blueberries, water	Fruit, fish cracker pretzels, water	Apples, cheese strings, water	Nurtigrain bars, milk
Chicken fried rice (rice, chicken, peas, egg), fresh veggies, fruit, milk	Pasta Alfredo, fresh veggies, Parmesan cheese, fruit, milk	Soft tacos (hamburger, cheese, lettuce, tomato, salsa, tortilla shells, sour cream), fruit, milk	Tropical Chili (hamburger, tomato sauce, pineapple, green peppers, baked beans), bread, fruit, milk	Make your own sandwich (Ham, turkey, cheese, cucumber, tomato, lettuce), yogurt, milk
Trail Mix (Cheerios, Choc Chips, Pretzels, Shreddies, Raisins), milk	Veggies, dilly dip, fish crackers water	Muffins, milk	Pudding cups (choc., vanilla, butterscotch), arrowroots, water	Fruit, rice crackers, water
<u>Week 4:</u>				
Fruit, rice crackers, water	Pita pockets with cucumbers and hummus, milk	Fruit, Arrowroots, water	English muffins, cheese slices, juice	Vanilla yogurt, granola, fresh blueberries, water
Cheese & chicken quesadillas (tortilla shells, sour cream, salsa), cucumbers, fruit, milk	Baked beef/chicken lasagna, French bread, vegetables, milk, fruit	Meatballs, rice, Soya sauce, fresh veggies, milk, yogurt	Chicken noodle soup, crackers, fresh veggies, fruit, milk	Cheese pizza, corn on the cob, fruit, milk
Veggies, dilly dip, fish crackers, water	Fruit, Social Teas, water	Cheese strings, garlic sausage, pickles, crackers, water	Turkey pepperoni sticks, cucumbers, water	Granola bars, milk

Selection of vegetables can include: cucumbers, carrots, celery, snap peas, bell peppers, broccoli, cherry tomatoes, corn on the cob, cooked peas/carrots/corn.

Fruit selections can include: apples, oranges, bananas, cantaloupe, pears, canned peaches, applesauce, strawberries, blueberries, blackberries, fresh or canned mandarin oranges, watermelon, pineapple, Sunrype Fruit Bars.

List of things your child will need:

Please label EVERYTHING your child brings to the Centre!

- Children should be dressed appropriately for the weather, according to the season and suitable for outdoor play. SCC provides sunscreen and mosquito repellent.
- A complete change of clothes (shirt, pants/skirt, underwear, socks) should be kept at the Centre in case of any accidents.
- A pair of indoor shoes must be kept at the Centre.
- A blanket for naptime. Blankets will be sent home every Friday for laundering, and therefore must be returned every Monday.
- A small birthday cake, cupcakes or some other treat to share with the children on your child's birthday. We make birthday circle an exciting event and the cake, with burning candles, just seems to complete the celebration.
- If your child is not yet potty trained, we ask that you send an adequate supply of diapers for each week. Southview supplies the wipes.

That is all the information you should require. If you ever have any questions regarding our Centre, do not hesitate to talk to the staff or call the office at 780-436-1823.