

Kidz Club Daycare



**Daycare/Out of School Care and
Pre-School Programs**

Child discipline

Kidz Club Daycare will ensure that child discipline methods are communicated to the parents, staff and children through parent Handbooks, staff handbooks/orientation manuals, policies posted on the Parent Boards. Parents and staff will also verbally communicate successful strategies to maintain consistency at home and at school. These are communicated to the children as best as possible and as developmentally appropriate, that any child disciplinary action taken is reasonable in the circumstances

- our centre must not, with respect to a child in the program, 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.

Off-site activity and emergency evacuation

Kidz Club Daycare may take a child to an activity off the program premises only where: The child's parent has been advised of the activity, including the transportation and supervision arrangements with respect to the activity, and The child's parent has consented in writing to the child's participation in the activity. Kidz Club Daycare must ensure that in the case of an activity off the program premises or an emergency evacuation a staff member takes the portable record referred to in section in respect of each child to be taken off the program premises.

Emergency and safety contacts and procedures

Kidz Club Daycare must ensure that the following telephone numbers are posted on the program premises and are readily accessible:

- Emergency medical service;
- Ambulance service;
- Fire department;
- Police service;
- Poison control centre;
- Nearest hospital or emergency medical facility;
- Child abuse hotline.

Kidz Club Daycare must ensure that the telephone number for an after-hours emergency program contact is posted in a place that is visible from the outside of the program premises.

Kidz Club Daycare must ensure that emergency evacuation procedures are made known to all staff and to children where developmentally appropriate.

Accident or illness

In the case of an accident or serious illness involving a child, Kidz Club Daycare must forthwith ensure that the child's parent is notified, and the child receives medical attention if necessary. Child Care Services will be notified within 24 hours.

Incident reporting

In this section, "incident" means a serious illness of or injury to a child that occurs while the child is attending a program, and any other incident that occurs while a child is attending a program that may seriously affect the health or safety of the child.

Our program will maintain an onsite incident/accident reporting form to report any occurrence for any child. Descriptors on form will include name of child, date of birth, time at which incident/accident happened, what was the incident or accident, where it happened, how it happened, form of first aid applied if applicable, who administered first aid treatment, time parents were notified of incident or accidents.

Reporting staff will sign and date form, program director will read, sign and date form, and parent/guardian will read, sign and date form as well. Parents will receive immediate telephone call to inform them about any bodily harm or injury to their child before arrival.

Any serious incidents will be reported immediately using prescribed form to our licensing office or Regional Child and Family Services office.

Serious incidents include any of the following:

1. Emergency evacuation
2. Program closure due to an emergency
3. Intruder on the program premises
4. A child removed from the program by a person without parent/guardian consent
5. An injury requiring medical attention
6. A lost child or a child left on the premises after operating hours.

Potential health risk

Where a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness as set out in this subsection, Kidz Club Daycare must ensure that the child's parent arranges for the immediate removal of the child from the program premises, and that the child does not return to the program premises until our Centre Kidz Club Daycare is satisfied that the child no longer poses a health risk to persons on the program premises.

Signs or symptoms of illness exhibited by a child include the:

- child vomiting, having a fever, diarrhea or a new or unexplained rash or cough,
- requiring greater care and attention than can be provided without compromising the care of the other children in the program, or
- having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises.

To assess if a child is ill within our program, a Program staff will take child's body temperature using a thermometer to assess for fever, observe child's general temperament and play pattern, observe child's bowel movement type and frequency, and vomiting if any and observe child's eating during meal times.

Our program will record and document on file children who are removed because of an illness. Form will provide information about name of child, date the child was observed to be ill, name of staff member who identified the child was ill, time the parent was initially contacted, name of staff person who contacted the parent, time the child was removed from the program, and the date the child returned to the program and evidence provided to warrant return to the program. Document will also include where symptoms/traits have changed if applicable, including where parents are not called to pick up child.

This subsection does not apply if the child's parent provides written notice from a physician indicating the child does not pose a health risk to persons on the program premises.

Our program will communicate how we manage children who are ill and require immediate removal during parent-child orientation into our program, via email, parent handbook, and policy and procedures manual.

Supervised care for sick children

Kidz Club Daycare must ensure that a sick child is kept as far away as is practicable from the other children, and directly supervised by a primary staff member.

Medication

Kidz Club Daycare may administer or allow the administration of medication to a child only where:

- the written consent of the child's parent has been obtained,
- the medication is in the original labeled container, and
- the medication is administered according to the labeled directions.

Where medication is administered to a child, Kidz Club Daycare must ensure that the following information is recorded:

- the name of the medication;
- the time of administration;
- the amount administered;
- the initials of the person who administered the medication.

Kidz Club Daycare must ensure that

- all medication is stored in a locked container that is inaccessible to children,
- Medication that may be needed in an emergency is stored in a place that is inaccessible to children.

Parent/guardian(s) must complete a form and send all medications for their child in the original container, clearly labeled with the physician's name, child's name, and date of issue, and instructions for administration. The Executive Director or Room Supervisor will only administer oral medications prescribed by a doctor. Non-prescribed medications will not be administered at the centre. Medications are kept in a locked cabinet (or locked container in fridge if appropriate). Once medicine has been given, the staff will watch for any reactions that could occur from the medication taken. Parent/Guardian will provide on medical form when medicine was last administered at home. All medication when finished will be given back to the parent for proper disposal.

Health care

Kidz Club Daycare may provide or allow for the provision of health care to a child only if

- the written consent of the child's parent has been obtained, or
- the health care provided is in the nature of first aid.

Smoking

Kidz Club Daycare must ensure that no person smokes on the program premises. No staff member shall smoke at any time or place where child care is being provided.

Nutrition

Kidz Club Daycare will provide a morning snack at 09:00 AM and an afternoon snack at 3:00 PM. We provide lunch at 11:45 AM that is hot and nutritious according Canadian Food Guide. That snacks and lunch routine is for those kids who are attending daycare on fulltime basis.

For out of school care program we provide them morning snacks at 7:30 AM and afternoon snacks at 3:30 PM

For pre-school program kids we provide them morning snacks only at 10:00 AM

Special food requirements due to allergies or other restrictions are to be provided by the parents. If you are bringing food for your child please ensure that you are following the

Canada Food Guide. Snacks must have a serving from two different food groups and lunch must have one serving from each of the four food groups. If child's meals and snacks brought from home we will supplement the child's meal with our food items following the Canada Food Guide. Please do not send any products containing nuts or products from the peanut and nut family.

We review our menu frequently to ensure it is meeting the changing nutritional guidelines and to incorporate new foods. If you have any ideas for meals please let us know as we are always looking for new items to try out. All staff that is responsible for food storage and preparation has completed a food-handling course. Staff members will ensure hot foods are kept hot and cold foods are kept cold at all times. Food preparation and serving utensils and surfaces are sanitized after each use.

Menus

Kidz Club Daycare must ensure that menus for meals and snacks provided by us are posted in a prominent place on the program premises.

Manner of feeding

Kidz Club Daycare must ensure that the manner in which children are fed is appropriate to their age and level of development, children are seated while eating and drinking, and no beverages are provided to children while they are napping.

Records Requirements

Children's records

Kidz Club Daycare must, in respect of each child, maintain on the program premises an up-to-date record containing the following information:

- the child's name, date of birth and home address;
- a completed enrolment form;
- the parent's name, home address and telephone number;
- the name, address and telephone number of a person who can be contacted in case of an emergency;
- if medication is administered,

The written consent of the parent required under this section the particulars of any health care provided to the child, including the written consent of the child's parent required under section any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any.

Our Centre Kidz Club Daycare must ensure that a record referred to in subsection is available for inspection by the director at all times, and by the child's parent at reasonable times.

Administrative records

Kidz Club Daycare 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;
- with respect to the program supervisor and each primary staff member,
- evidence of the supervisor's or member's child care
- certification, and
- a current first aid certificate, where applicable;
- with respect to each staff member and each volunteer referred to in section of this Schedule, verification that a current criminal record check required under that section has been provided to the licence holder.

Kidz Club Daycare must ensure that the records referred to in this subsection are available for inspection by the director at all times, the information referred to in subsection is available for inspection by the child's parent at reasonable times, and the information referred to in subsection is retained for a minimum period of 2 years.

Portable record

Kidz Club Daycare must maintain a portable record of emergency information, including the following:

- (a) the child's name, date of birth and home address
- (b) the parent's name, home address and telephone number
- (c) the name, address and telephone number of a person who can be contacted in case of an emergency
- (d) any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any
- (e) The telephone numbers of the local emergency response service and poison control centre.

Emergency Procedure/Evacuation

Emergency procedures are posted at all emergency exits and fire drills are practiced with the children each month.

1. If a staff discovers fire, smells smoke or gas he/she will operate the fire alarm and warn other staff members and visitors at once. Staff will then start the evacuation procedure immediately. The Director or acting Director will take the emergency contact binder, the attendance book and phone 911.

2. All children and staff will exit out the nearest door and proceed to the meeting point (Muster Point) west of building at the NW corner of Parking lot.
3. The Director or alternate Director will check all the rooms and bathrooms and proceed to the meeting point. Staffs members will take a head count and roll call and ensure all children are accounted for
4. If anyone is missing, the Director will be sent to locate the missing child.
5. Staff will encourage children to stay calm and not run.

Minimum staffing and general supervision

Kidz Club Daycare must ensure that where 7 or more children are present at a program, whether on or off the program premises, a minimum of 2 adult staff members, one of whom is a primary staff member, are on duty, and children are, at all times, under supervision that is adequate to ensure their safety, well-being and development.

Our program supports families who need assistance to transport children enrolled into other local neighboring programs. Please check with us for schools we transport to and for spots availability. We also request parents' sign our transportation contract and inform us of any changes to their pick-up or drop off schedule.

Transportation contract form will include name of child (ren), school year, and specific school name, drop off and pick up time. Our program will inform parents about type of transportation provided, all stops within the transportation routine if applicable, and staff-child supervision arrangements. Transporting staff will not have more than 5 children to transport at the same time. Relevant portable records will always accompany the transporting staff in respect of each child to be taken off our program premises.

Our program maintains onsite a list of all children to be transported, name and telephone numbers of local schools attending, days attending, drop-off and pick up time. Staff responsible for transport must have a driving record abstract on file, and emergency contact cards of each child to be transported on self at all times during this transition.

Our program requires transport staff walk down with children to the schools and into transporting vehicle during drop off and pick-up. No child will be left in transporting vehicle during transporting routine stops. This practice is to ensure that all children are accounted for. Unless, advised by parent/guardian, transport staff is always aware of the number of children to expect to pick-up or drop-off each school day. Parents are encouraged to call in to inform our program of any changes.

Staff will introduce self to attending schools and personally meet and get familiar with children's specific classroom teachers. In the event that a child fails to show up at the centre on a regular school day for drop-off, transport staff is required to call parent to

confirm child's attendance. If a child fails to show up at the arranged pick-up time or location, an inquiry is made with the attending school to confirm child's attendance. A parent may be called to clear any miscommunication or informed about a potential risk of child's disappearance. Appropriate authorities will also be immediately contacted to alert of a removal of child without parental consent.

Staff will always position themselves so as to ensure clear sight lines throughout the entire play space. Exceptions to the policy may include occasions where Staff may be required to assist a child with toileting and diapering routines or in assisting a child in need of quiet or one on one care. In these instances, Staff needs to ensure communication of their absence to remaining Staff so as to support increased momentary supervision challenges. Will inform their coworkers whenever they are leaving the room or playground Situate them equally around the play space either indoors or outside-carefully avoiding congregating or grouping together due to increased supervision needs during active play. Staff should wherever possible be actively engaged with children and facilitate interactions at the child's level as appropriate. Kidz Club Daycare will strive to continually scan the playroom and/or playground, being alert to any potential issues that may increase risk of effective supervision or safety of children. All staff in our program will be made aware of the above guidelines and required to acknowledge content by signing.

To ensure that staff effectively observes children's play and behaviors both indoors and outdoors, reminders about appropriate staff supervision of children during play both indoors and outdoors will be done during staff meetings and as needed throughout the day. Staff will also have opportunities to attend professional development training on varied topics such as programming, child guidance, and effective supervision of children plays both indoors and outdoors throughout the year. Staff in our program will receive periodic evaluations and a face to face feedback about work performances and expectations to ensure understanding about child supervision. Updates shared by childcare licensing regulations about child supervision will be passed on to all staff to support their work.

All staff in our program will be made aware of the importance of staff child ratio to ensure adequate supervision during play indoors and outdoors. To ensure that staff effectively observes children's play and behaviors both indoors and outdoors, reminders about appropriate staff supervision of children during play both indoors and outdoors will be done during staff meetings and as needed throughout the day.

Kidz Club Daycare will ensure that all staff actively engages in developmental and age appropriate program planning in their classrooms. Staff is expected to have program planning posted to demonstrate that activities are planned for children to engage in interested play activities to minimize unwanted behaviors indoors and outdoors. Outdoor program planning is also required to provide varied developmentally appropriate outdoor gross motor play opportunities for the children.

All staff will be given the responsibility to daily check for and remove damaged toys within their rooms. Staff is to daily observe all room furniture and fixtures within room for damaged or repair needs and alert program administrator immediately. Outdoor play equipments are also checked daily by staff for damages or need for repairs. Damaged outdoor play structure will be removed and items needing repairs will also be removed until properly fixed. Program staffs are given a walkthrough of the entire indoor and outdoor program facility during orientation to make sure all staffs are aware of our indoor and outdoor physical environment layout. Each classroom will have an outdoor floor map identifying different outdoor play structures, locations and exits to support outdoor program planning.

Individual classroom maintains a classroom attendance sheet to account for the number of children in attendance daily. Staff are required to do a head count before, during and at the end of any outdoor activity to ensure that all children are accounted for both on and off program premises. The same practice is observed when children are entering or leaving program premises and especially during field trips requiring bus rides, staff is required to carry out a head count before entering and after leaving vehicle or bus. Staff responsible for transporting children from our program to other programs, are required to observe the same safety caution with the children.

Staff

All staff members and volunteers are required to hand in a recent Criminal Record Check upon starting or within 8 weeks of starting their position. This is in the staff Handbook. The Criminal Record Check will be submitted and dated not earlier than 6 months prior to the date of commencement with our program and then resubmitted every 3 years after that date.

Prospective employees must complete our program application form and submit a resume for review. Applications submitted in person or through email may result in immediate interview depending on program staffing needs.

All applicants will be interviewed in person and questions will be asked to verify information provided on resume. Applicants may also submit a written reference with their application. Reference checks are also done by telephone.

A second interview may be required if all persons involved in hiring were not in attendance at initial interview. Our program also accepts recommendations from parents or current employees.

Each staff will have a file to save all hiring documents which includes but not limited to the following: application form, offer of employment, resume, criminal record check, first aid/CPR, and terms of employment agreement form, oath of confidentiality, policy/procedure/handbook agreement form, peanut policy, and orientation checklist.

Staffing Plan

With 5 classrooms, we will operate our program with 13 full time primary Staff excluding program director in the following Certification Levels:

- 3 Early Childhood Development Supervisors
- 2 Early childhood Development Workers
- 8 Early Childhood Development Assistants

Staff-Child Supervision Ratios by Rooms

Babies: 0-12 months old: 1 to 3 children (6 spaces, 2 staff minimum)
Infants: 12-18 months old: 1 to 4 children (10 spaces, 3 staff minimum)
Toddlers: 19-35 months old: 1 to 6 children (17 spaces, 3 staff minimum)
Pre-School: 36 months to 4.5 Years: 1 to 8 children (16 spaces, 2 staff minimum)
Kinder: 4.5 Years to 6 years: 1 to 10 Children (20 spaces, 2 staff minimum)
OSC: School Age Kids (6 Years to 12 years) 1 to 15 children (15 spaces, 1 staff minimum)

We will always have a program supervisor on program premises at all times between 8:30 AM and 4:30 PM daily. Our program will have onsite relief staff to assist with lunch breaks, nap time routines, and other duties to support smooth operation of our program routine. We will always meet the minimum staffing standards set out by the Licensing Regulations. During nap times, our ratio doubles. However, our program will strive to have 2 staff member supervision during nap times whenever possible or needed especially in cases where we have children who do not nap for very long or children who do not nap at all. Staff members take their lunch breaks during nap time.