



Boys & Girls Clubs
of Saskatoon

EVERGREEN EARLY LEARNING CENTRE

PARENT HANDBOOK

A good place to be

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VISION

All children and youth discover and achieve their dreams and grow up to be healthy, successful and active participants in society.

MISSION

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

CORE VALUES

Boys & Girls Clubs of Saskatoon is a value driven organization. The Core Values that we ascribe to in our dealings with children, youth, family and community define our reason for being.

BELONGING

We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

RESPECT

We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued and treated fairly.

ENCOURAGEMENT AND SUPPORT

We encourage and support every child and youth to play, learn and grow to achieve their dreams.

WORKING TOGETHER

We work together with young people, families, volunteers, our communities and government.

SPEAKING OUT

We speak out with children, youth and families so that we can make our world better.

BOYS & GIRLS CLUBS OF SASKATOON

Boys & Girls Clubs of Saskatoon (BGCS) is a non-profit organization dedicated to serving children and youth in Saskatoon & Area. BGCS has been offering programs in Saskatoon and area since 1974. Over 3900 children and youth are involved in our programs annually.

We currently operate the following programs in Saskatoon and area:

- ✘ Confederation Park Club
- ✘ Pleasant Hill Club
- ✘ White Buffalo Club
- ✘ Core Neighbourhood Club
- ✘ Mini Club Programs
- ✘ Before & After School Programs
- ✘ John Lake & Ecole College Park Preschools
- ✘ John Lake & Evergreen Early Learning Centres
- ✘ Summer In The City Day Camps – East & West locations
- ✘ Pike Lake Summer Day Camp
- ✘ Exhibition Youth Employment Program

BGCS is governed by a Board of Directors (community based) and operated by the CEO, and the Director of Operations. All programs are overseen by either the Director of Early Years Programs or the Director of Children & Youth Programs. BGCS prides itself on employing a group of dedicated staff and volunteers, who work with children, youth and families. Our team is made of people who want to make a difference in the lives of children, youth and families.

Before & After School Program at Sylvia Fedoruk and St. Nicholas Schools:

The Evergreen Early Learning Centre provides childcare for children between the ages of 6 weeks and 6 years or until August 31st of the year they complete Kindergarten). BGCS also provides a Before & After School Program (BASP) for school age children at Sylvia Fedoruk and at St. Nicholas schools, as well as many other schools in the Saskatoon area. The BASP is offered on a fee for service basis with families invoiced at the end of each month for the time used in the program. The BASP program runs from 7:15 am to first bell and from school dismissal to 6:00 pm. Please visit our website at: www.bgcsaskatoon.com or contact the BASP at 306.665.1450 for registration information.

Early Learning Centre Program Description:

The Early Learning Centre (ELC) is in the community use area of the Sylvia Fedoruk/ St. Nicholas Joint Use School in the Evergreen community of Saskatoon. The ELC provides full time licenced childcare services for up to 90 children (ages six weeks to six years old). The ELC uses the Saskatchewan Ministry of Education's "Play & Exploration" curriculum as a guide to ensure developmentally appropriate programming to provide a safe, supportive place where children can develop confidence and skills for life. The ELC is evaluated on a yearly basis using the Early Childhood Environment Rating Scale (ECERS) to assess quality in both programming and

the environment. The ELC is open year-round and provides care between 7:00am and 6:00pm, Monday to Friday except for statutory holidays. Parents pay a monthly fee for childcare however a financial subsidy is available from the Saskatchewan Ministry of Social Services for those families needing assistance. The ELC is staffed with Early Childhood Educators who meet the requirements set out by the Saskatchewan Ministry of Education to work in childcare facilities and receive ongoing professional development to enhance their skills. Staff will develop and post a daily schedule that reflects the practices of play and exploration as well as the needs of the children in attendance.

Important Phone Numbers:

- ✘ Boys & Girls Clubs of Saskatoon (BGCS) – 306.244.7820
- ✘ Evergreen Early Learning Centre – 306.373.3111
- ✘ Director of Early Years Programs, BGCS – 306.244.7820
- ✘ Before & After School Programs, BGCS – 306.665.1450
- ✘ Sylvia Fedoruk School – 306.683.7520
- ✘ St. Nicholas Catholic School – 306.659.7960

Program Philosophy:

BGCS is committed to providing a quality childcare program in our ELC. Programming will promote and support the healthy development of children and will provide an inclusive and respectful environment where children can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

BGCS is committed to the continual development and improvement of our early learning centre utilizing the Joint Use Childcare Model and the three pillars on which it is based – partnership, quality early learning programs and family/community engagement.

Joint Use School Childcare Model and Vision:

Vision Statement:

Children’s earliest experiences set the stage for their ongoing development, well-being, and success. Providing experiences, which stimulate exploration, curiosity and interactions with others, is our collective responsibility. As part of this collective, integrated early year’s programs and services foster positive outcomes for children.

The Evergreen ELC is governed by the BGCS Board of Directors (community based), and is managed by an on-site team, the Director of Early Years Programs, the Director of Operations and the Chief Executive Officer of the organization. The model is also guided regionally by an Early Years Committee which provides strategic direction, shared goals and planning focused on children aged 0-6 years. Each joint use school will also have a site-specific implementation team to identify specific actions needed to support the committee’s strategic direction.

Partnership:

The Evergreen ELC will work in partnership with the Saskatoon Public School Division, Greater Saskatoon

Catholic Schools, community associations/organizations and parents. It is our collective responsibility to provide the children and families attending the ELC with quality early childhood education services and to meet the goals outlined in the Education Sector Strategic Plan (ESSP).

Quality Early Learning:

The JUS model requires that all JUS childcare centres implement Play and Exploration, the province's early learning program guide. The guide supports the vision outlined the JUS model- one of the main principles in the guide is the importance of strong relationships and this will be supported by the practice of continuity of care where an ECE will remain with a group of children throughout their experience at the ELC.

Assessment:

The Evergreen ELC will be utilizing assessments on both its program and the children attending. For child assessments families will complete the Ages and Stages Questionnaire 3rd Edition (ASQ-3) developmental screening tool annually. ECEs will also complete observations and documentation throughout the year to monitor progress. These assessments will be used for reflection and for future planning within the program and with our partners and are not used for any diagnostic or funding purposes.

Family & Community Engagement:

The Evergreen ELC will ensure that families and the community feel connected and engaged in the learning activities taking place in the ELC to create a sense of community and increased engagement. BGCS values the needs and the input of the families and community we serve and undertake to include the family and the community in our programs. Surveys, community events and opportunities to work with our ELC will be made available on a regular basis.

ELC AGE GROUPINGS & SUPERVISION RATIOS:

The ELC is licensed for 90 spaces and they are allocated as follows:

- ✘ 12 spaces are for infants under 18 months, and are cared for with a 1:3 staff to child ratio
- ✘ 25 spaces are for toddlers (over 18 months but under 30 months of age), and are cared for with a 1:5 staff to child ratio
- ✘ 53 spaces are for preschool and kindergarten age children (over the age of 30 months AND potty trained), and are cared for with a 1:10 staff to child ratio

Evergreen ELC runs 5 separate programs under the following names:

- ✘ Juniper (Infant)
- ✘ Pine (Toddler)
- ✘ Spruce (Preschool/Toddler (2.5 – 3.5 years)
- ✘ Cedar (3.5-4.5 years)
- ✘ Balsam (4.5 years – August 31st of the year they complete Kindergarten)

While these rooms are separated from each other by physical space the Evergreen ELC utilizes mixed age groupings before 9:00am and after 5:00pm to ensure ratios are met.

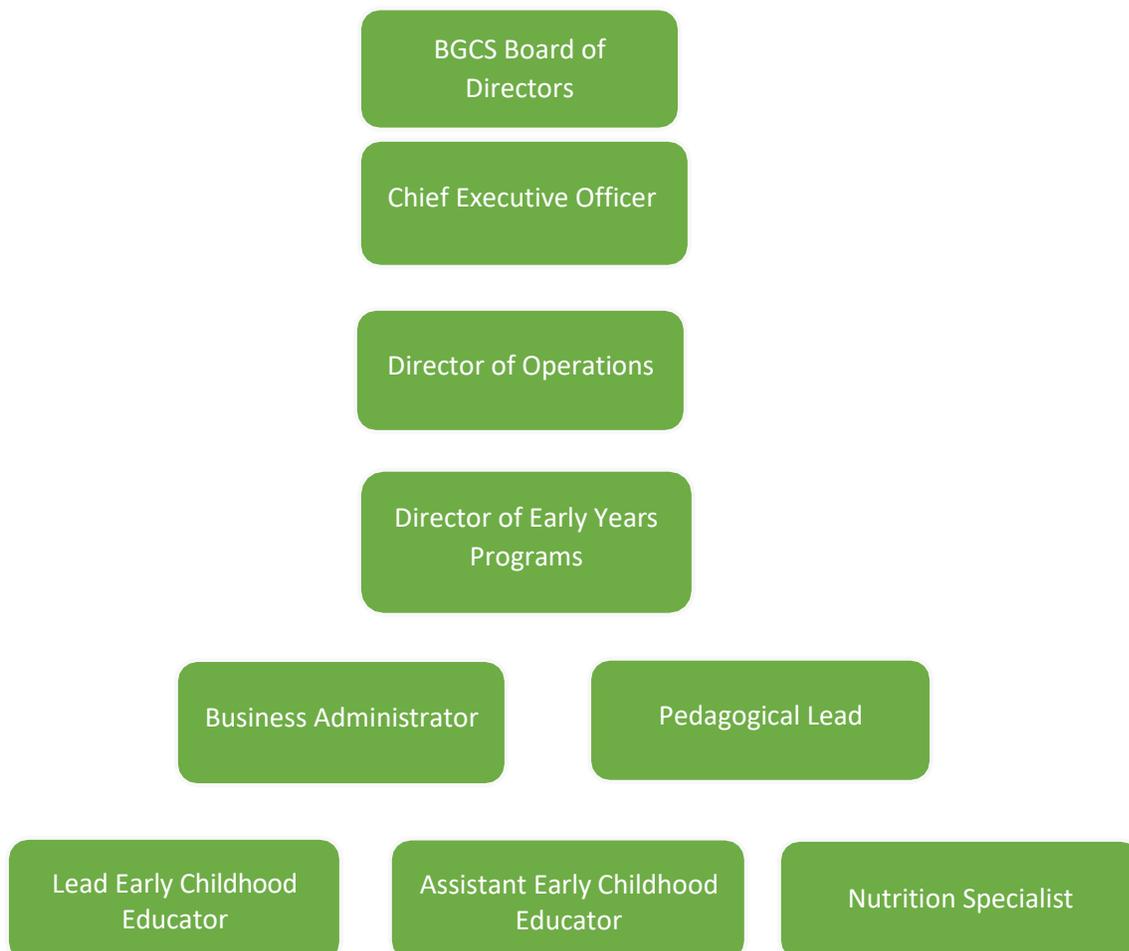
In order to obtain a space in our ELC families must have their children on the waiting list. Contact will be made if/when space for the age group needed become open. Parents/guardians are then invited to come and tour the facility and have 24 hours to accept the space. A deposit is required in order to hold a space. Centre tours are only given to prospective families that have been offered a space, the general public is not allowed to tour the centre when children are in attendance without permission from ELC management.

Staffing Model:

Prior to children being placed in their care, all Evergreen ELC staff are required to have:

- ✘ Criminal Record Check and Vulnerable Sector Check
- ✘ CPR/First Aid Certificate
- ✘ BGCS Confidentiality Agreement
- ✘ BGCS training & orientation
- ✘ BGCS Child Protection training
- ✘ ELC Program Policies and Procedures

Organizational Structure – Evergreen Early Learning Centre:



Business Administrator:

- ✘ Is part of the on-site management team
- ✘ Completes the business requirements of the ELC including day to day and long-term management (billing inquiries, facility maintenance, partnerships, HR etc.)
- ✘ Works closely with the Pedagogical Lead to ensure the business operations of the ELC support the provision of a quality early learning program and the JUS Childcare Model
- ✘ Reports to the Director of Early Years Programs with BGCS Qualifications: Business Administration degree or diploma

Pedagogical Lead:

- ✘ Is part of the on-site management team
- ✘ Is responsible for the provision of a high-quality early learning program for
- ✘ Children (day to day programming supervision, behaviour concerns, environment and communication)
- ✘ Supports the professional development, mentoring and growth of employees reports to the Director of Early Years Programs with BGCS
- ✘ Qualifications: Early Childhood Educator Level III Certification

Nutrition Specialist:

- ✘ Responsible for the daily preparation of healthy meals and snacks
- ✘ Works with the children and ECE's regarding the development of healthy habits, nutritional meals and addressing childhood obesity concerns
- ✘ Qualifications: Food Safety Certificate

Early Childhood Educator:

- ✘ Lead educator responsible for providing a high-quality early learning program to a group of children
- ✘ Co-teach/collaborate with an Assistant ECE
- ✘ Complete/participate in assessment activities regarding the program and the
- ✘ children
- ✘ Qualifications: Early Childhood Educator Level III Certification

Assistant Early Childhood Educator:

- ✘ Supports the lead educator in providing a high-quality early learning program to a group of children
- ✘ Co-teach/collaborate with a Lead ECE
- ✘ May also be responsible for supporting the inclusion of children with intensive
- ✘ needs
- ✘ Qualifications: Early Childhood Educator Level I Certification

Content Specialists:

- ✘ Members of the community that may be accessed by employees at the ELC regarding programming content or may provide learning experiences for or with the children

NUTRITION:

The Evergreen ELC uses meal and snack time as an opportunity for the children to socialize and bond with their caregivers and their friends and as an opportunity to learn about new foods/textures and their likes and dislikes. Children are always encouraged to “taste” all foods but may eat only what they like. Meals are served “family style” whenever possible and children are encouraged to serve themselves with assistance as needed.

The ELC follows all requirements regarding nutrition as outlined by the Ministry of Education, Early Learning and Childcare branch:

- ✘ Milk (or soy milk for those with allergies) is served twice a day (typically morning snack and lunch)
- ✘ Morning snack consists of a fruit or vegetable along with one other food group (dairy, grain, meat/alternative) and is served at 8:30am for the Juniper room and 9:00am for all other classrooms.
- ✘ Lunch consists of all four main food groups (fruit/vegetable, dairy, grain, meat/alternatives) and is served at 11:30 am for the Juniper and Pine rooms, at 11:45 am for the Spruce room and at 12:00pm for the Cedar and Balsam rooms. Afternoon snack will consist of a fruit or vegetable with another food group and is served by 3:00pm

Menus are posted monthly on the information board located outside management’s offices and on the HiMama calendar for the ELC. Accommodations/substitutions can be made for food allergies/diet restrictions, but parents may need to supply certain foods depending on costs.

Child Management:

All employees at the Evergreen ELC are trained to guide and facilitate all children to learn, play and explore in a developmentally appropriate environment. When behaviour issues develop staff use a variety of behaviour management techniques to assist children to make positive choices. Daily routines assist children in developing skills in the following areas: speech and language, cognitive, social and emotional, fine and gross motor and self- help.

Early Childhood Educators set consistent limits and expectations for the children and are continually working to develop a trusting relationship with each child at the ELC. Every child is unique and learns in different ways and the staff at Evergreen ELC recognize that – therefore discipline is tailored to each child and their specific needs. At no time does the staff at Evergreen ELC engage in the following types of discipline: name calling, belittlement, physical punishment, or mental anguish.

Preventative action is always the best course to follow when managing a child’s behaviour.

Staff employ several techniques to accomplish this:

- ✘ Redirection: guiding a child to more acceptable options when engaged in unacceptable ones
- ✘ Logical/Natural Consequences: staff attempt to help children become aware of the results of their actions
- ✘ Limit Setting: boundaries are developed by the staff and the children together to follow as a group
- ✘ Modeling: demonstrate appropriate ways of interaction
- ✘ Choices: providing children with a variety of appropriate choices and outlining consequences so children can make informed decisions
- ✘ Distraction- with an activity or physical presence

- ✘ Anticipating Trouble/Time In's: staff properly supervise children's play and their environment or in their play groups in order to prevent the issue (ex: providing multiples of one toy) and will join in play needing intervention vs stopping the play (children playing rough with cars – staff will join in and model appropriate play)
- ✘ Emphasizing Positive Behaviour: giving positive behaviour more attention than negative
- ✘ Communication: encouragement from staff to find a solution when two or more children have a conflict
- ✘✘ Body Breaks: used when a child is emotionally/physically distraught and provides an opportunity to release emotions or physical stress. Staff discusses with the child how they are feeling and help child reintegrate back into group

Inclusion:

High quality inclusive ELC programs have three key components: they are accessible to all children and their families; they are designed and carried out with consideration for the unique needs of each child; and they include ongoing evaluation of programs to ensure full participation (Underwood & Frankel, 2012).

Inclusion Grants:

The Early Learning and Childcare Branch has funding available to licensed childcare centres/homes in the form of Individual Inclusion Grants and Enhanced Accessibility Grants. These grants help children with intensive or additional needs receive additional support (ex: enhanced staffing or equipment). Grants are approved using a collaborative approach involving a referring professional such as an occupational therapist, program management, parents/guardians and the Community Program Consultant to assist in the understanding, determination and facilitation of the supports needed.

Parental Involvement and Communication:

Parents are not required to assist in the day to day operations of the ELC. However, there may be times where the ELC may ask for volunteers to help with field trips or special days. Parents are welcome to visit the centre at any time and join in our daily activities. Parents can use HiMama to see details about their child's day and use their child's unique HiMama email address to communicate directly with their child's ECEs. HiMama is an app based software that tracks attendance, provides daily reports and secure communication between parents and educators/management. Parents are welcome to email or call the centre throughout the day to receive updates on their child however HiMama is the best option to receive a quick response.

Field Trips and Excursions:

The ELC regularly takes field trips with the older children to compliment learning experiences and to experience new opportunities. These excursions are always in the Saskatoon area and either involve using city transit or a bus charter if we are unable to walk to the location. Typical trips could include: Children's Museum, Dutch Growers, the Forestry Farm, public libraries and more. Children under three years of age do not typically go on field trips involving transportation but do go on neighborhood walks and short excursions in the neighborhood (using strollers and wagons).

Before any excursion the Lead ECE will complete a "Risk Assessment". If the assessment identifies possible natural or other hazards (such as open water/high traffic location) then parents will be asked to sign a "Special

Excursion Consent” form for their child to attend the trip. All excursions must be approved by ELC Management and the CEO or an approved designate of Boys & Girls Clubs of Saskatoon. If a parent requests their child not attend certain field trips childcare will be provided at the centre. All excursion notices will be posted using HiMama and on the ELC information board.

ELC Hours of Operation and Closures:

The Evergreen ELC is open Monday – Friday from 7:00 am – 6:00 pm except for statutory holidays. If a statutory holiday falls on a on a weekend the ELC will either observe the holiday on the Friday or Monday (notice of the date will be posted one month before the date of the closure).

Families will be asked to complete a Survey of Childcare Needs before Christmas holidays and additional closures may occur if there isn't a demand for childcare during the holidays. Management will advise families with as much notice as possible of these closures and work with families to ensure they are not inconvenienced.

Leave of Absence from the ELC:

The ELC does not hold spaces for a leave of absence from the centre – fees must be paid during the absence to retain the childcare space during an extended absence.

Parking at the ELC:

Please use only the designated childcare drop off spaces located in the school parking lots or street parking. Staff parking is not to be used for drop offs at any time with the exception of school holiday closures (ex: summer holidays/Christmas break). Please respect the disability and school bus loading zones located in the front of the schools.

Kindergarten and the ELC:

From September to June children who attend Kindergarten will receive a reduced rate for childcare.

For those children who attend Kindergarten at either St. Nicholas or Sylvia Fedoruk schools:

- ✳ ELC staff will walk the children to their classrooms at their morning warning bell and will be picked up at dismissal time by a member of the ELC staff. Parents must send their child with lunch/snacks to be eaten at Kindergarten. Parents must also sign a waiver form allowing communication between their child's Kindergarten teacher and the ELC staff regarding their child.

Depending on availability, ELC management may offer shared Kindergarten spaces at a reduced fee for families who have children attending Kindergarten on opposite schedules. Please speak with ELC management for more information.

Required and Other Forms for Children's Records:

The following forms must be filled out before the first day of attendance:

- ✘ Agreement for Childcare Services
- ✘ Child Health Resume
- ✘ Child Emergency Information Card
- ✘ Excursion and Transportation Consent Infant/Toddler/Preschool Social Resume Media Release & Sharevision Data Form
- ✘ Permission to Apply Sunscreen and Insect Repellent. Permission may be refused but parents must provide the ELC with the alternative products to be applied to the child. ELC staff will keep an updated list of which children can or cannot receive application of sunscreen or insect repellent in each age group room
- ✘ Child Release Form
- ✘ Billing Information/Voluntary Declaration Form
- ✘ HiMama Participation Agreement
- ✘ These forms only become activated as required:
 - Minor Injury Report - report listing the details of an accident that occurred while the child attends the ELC
- ✘ Medication Form: this form gives staff permission to administer medication at the Centre.
- ✘ Major Injury/Unusual Occurrence Report: report detailing an unusual occurrence or detailing an injury requiring medical attention.
- ✘ Kindergarten Communication Waiver

Confidentiality:

All contents and information contained in children's records or files may only be shared with the ELC Management, BGCS staff including the Director of Early Years Programs, the Director of Operations and/or the CEO, relevant ELC staff, custodial parents or legal guardians and agencies within the Government of Saskatchewan such as Social Services, Education, and Health etc.). Information WILL NOT be released to any other source without the consent of the custodial parents or legal guardians. Children's records and files are locked in the Business Administrators office.

Parents Duty to Inform:

Parents must inform ELC Management of any changes to information contained on any of the required forms as soon as possible. Management must be alerted immediately to situations affecting custody and access, health information (e.g. Allergies, contagious illness), emergency contact information or changes to who is authorized to pick up their child.

Fees, Invoices, Payment Information, Overdue Accounts and Tax Receipts:

As of 09/01/2018 the following fees are in effect:

- ✘ Infant (under 18 months): \$975.00
- ✘ Toddler (19 months to 30 months)-\$875.00
- ✘ Preschool (31 months & potty trained first day of kindergarten) -\$800.00
- ✘ Kindergarten (only in effect during the Kindergarten school year) -\$750.00

An email will be sent to parents at least ONE month PRIOR to any fee changes. Payments ARE NOT ACCEPTED at the ELC. Your invoice will be processed by the 2nd day of the month. All invoices will be emailed.

Your invoice payment options are:

- ✘ Direct Payment (PAP): you can be set up on either a bank account for direct withdrawal
- ✘ Visa/MasterCard for automatic monthly payments

You will receive your invoice by email, and your payment will be taken directly out of your bank account or charged to your credit card within 1 to 3 business days after your choice of either the 15th of the month or within 1 to 3 business days after the 25th of the month (or the first business day after the 15th or 25th).

Payment is due upon receipt of your invoice. There will be a \$25 charge for all declined Direct Payments or Visa/Mastercard payments.

Overdue Accounts:

If your invoice payment has been declined by either your Direct Payment or your Visa/Mastercard and has not been paid by the last day of the month, your account is considered to be overdue. Your next invoice will reflect a late charge of \$5.00.

After an account is 60 days overdue, parents will receive written notice with repayment details. If payment or payment arrangements are not made by this date, parents will be told to withdraw from the ELC. Your account will be closed and sent to the Saskatoon Credit Bureau for collection.

A late fee of \$50 per half hour may be charged if pick up is after 6:00 pm.

Tax Receipts:

The payments that you have made for childcare services for your children at the Evergreen ELC are tax deductible. A tax receipt will be issued for all amounts paid by you during the tax year by the end of February and will be emailed to the address provided on your billing information sheet. Tax receipt amounts will not include any late payment charges. Please email the main office at office@bgcsaskatoon.com with any changes to your email/home address.

Please note: any payments made after December 31 will not be included on your tax receipt for that year but will be included in your tax receipt for the following year. BGCS can only issue receipts for payments made during the current tax year.

Government Subsidy:

The Government of Saskatchewan Ministry of Social Services provides a subsidy toward childcare fees in licensed childcare facilities. Subsidy will cover part or all the childcare fee depending on family income. For more information please contact the Subsidy Office toll free at: 1-888-667-7155. You can also visit: www.saskatchewan.ca/residents/family-and-social-support/child-care/paying-for-child-care.

Parents must ensure that the Subsidy Office has ALL the information necessary, such as paystubs, to process their monthly subsidy. The Subsidy Office may periodically ask that certain information to be resubmitted. The monthly subsidy payments that are remitted to BGCS are for the previous month's fee so please ensure that you are timely in sending in your required documentation to Subsidy, so payments will be received on time. If subsidy delays your payment to BGCS due to missing documentation you will be required to pay the full fee in

order to continue to receive childcare services. Parents, regardless of receiving subsidy, are responsible for the full fee charged at all times.

Custody & Access:

Custody/access restrictions must be indicated on the Childcare Agreement by the custodial parent. A copy of the court order or agreement must be provided to ELC Management to substantiate this, otherwise, ELC staff cannot deny a natural parent access to their own child. Please ask the ELC Management for more information about non-custodial parents picking up their children if required.

ELC employees will not become involved in custodial disputes if parents using the ELC divorce, separate or become involved in legal proceedings over custody and visitation, unless ordered by the court.

ELC employees will not act as a third-party agency to supervise visitation rights by the non- custodial parent, unless ordered by the court.

ELC employees are unable to withhold a child from either of their parents unless there is a custody and access agreement ordered by the court.

If both parents enter into a contract for childcare services (Agreement for Childcare Services) while living together, then separate or divorce, the ELC Management will ask the custodial parent to enter into a new contract for childcare services. A copy of the custody and access order will be placed inside the child's record or file. In instances where the court has been involved in guardianship of the child, ELC Management will require a copy of any legal documentation indicating parental guardianship and (if applicable) a copy of the court order limiting or restricting access to a child.

Child Release:

Children will only be released to their custodial parents or legal guardians or to the preapproved parent designates on the Child Release form authorized by the custodial parents. Parents may add/delete names off this list as needed. Authorized individuals may still be asked to show government issued photo identification in the event an ELC employee does not recognize the individual.

We will not accept individuals that are under the age of 16 years old to be part of the parent designates on the Child Release form.

Procedure for when a NON-CUSTODIAL Parent OR UNAUTHORIZED INDIVIDUAL tries to pick up a child from the ELC:

- ✘ Staff will call the custodial parent to confirm that the child may leave with the individual. Should the non-custodial parent/unauthorized individual refuse or become violent or take the child before the contact has been made with the custodial parent, the ELC staff will not put themselves in physical danger to prevent a release.
- ✘ The ELC staff will attempt to note the license number of the vehicle, and a physical description of the person, and will contact the custodial parent and the police.

Child Abuse and/or Neglect:

ELC staff is legally required to follow the Saskatchewan Child Abuse Protocol (2014) when faced with possible child abuse or neglect of the children enrolled in our ELC. For more information on the Saskatchewan Child Abuse Protocol, please see management, or find a copy of the protocol at: www.publications.gov.sk.ca/details.cfm?p=12574.

All staff working in licensed childcare facilities in Saskatchewan are required to report (not investigate) suspected cases of child abuse and to advise management that a report has been made to a child protection officer or the police. All BGCS employees receive mandatory training in our Child Protection Manual on their first day of employment.

Please note that it is the responsibility of all adults (not just ELC staff) to report possible child abuse/neglect – failure to do so may result in a fine, jail term or both.

Individual Behaviour Concerns:

Staff will monitor the behaviour of individuals who are dropping off and/or picking up children from the Evergreen ELC to check for any behavioural concerns such as impairment, violence towards the child and/or youth and signs of abuse. When necessary, staff, volunteers and/or students will report the situation to management and the appropriate agency.

Injury and Accident Response:

All full time ELC employees are trained in CPR and First Aid. Emergency telephone numbers are posted in each room.

Minor Injury Procedures:

Minor injuries are a normal part of running a childcare program. Minor injuries can include but are not limited to:

- ✘ Scrape, scratch or cut that does not require stitches
- ✘ Nosebleed that resolves itself in less than 10 minutes
- ✘ Bumps/bruises that do not impede the child's full participation in the program
- ✘ Any injury that leaves a mark on the child, but does not require medical attention beyond basic first aid

Minor injuries must have a Minor Injury Form completed by the staff who witnessed the injury. The Form must be signed by ELC management, and the parent/guardian.

Minor Injury Forms are legal documents. Parents will be sent a message on HiMama with a summary of the minor injury and will be advised to sign the Minor Injury Form when they pick up their child. Once all signatures are obtained, the form is submitted to ELC Management to be filed in the child's folder.

Documentation of a Minor Injury:

A complete MINOR INJURY REPORT is:

- ✘ Completed as soon as possible by the staff after the injury
- ✘ Signed and read by the parent/guardian at pick up
- ✘ ELC Management will review and sign
- ✘ The report is kept in the child's folder

Serious Injury Requiring Emergency Medical Treatment Procedures:

According to the Saskatchewan Health Authority, the following are emergency medical conditions, and require emergency care:

- ✘ Chest pain
- ✘ Difficulty breathing
- ✘ Sudden, severe headache
- ✘ Frequent vomiting and diarrhea
- ✘ Large cut or wound (extreme bleeding, deep wounds)
- ✘ Possible broken bone (severe pain, swelling, bent or misshapen limbs etc., numbing or tingling, inability to use injured area)
- ✘ Severe abdominal pain
- ✘ Sudden confusion or weakness

If a child exhibits any of the above or any other life-threatening conditions the ELC employee will call 911 immediately and then the parents. An ELC employee will accompany the child in the ambulance and meet the parents at the hospital.

Unusual Occurrence/Major Injury Report:

As described by the Saskatchewan Childcare Regulations, 2015, a major injury or unusual occurrence include but are not limited to:

- ✘ Any serious injury to a child while attending the ELC (this includes a bite that breaks the skin and can also be defined as requiring additional medical attention beyond basic first aid OR an injury that didn't appear to need additional medical attention at the time of the injury, but eventually did require medical attention within 48 hours of the injury)
- ✘ Any instance of a child becoming lost while attending the ELC
- ✘ Any allegations of corporal punishment, physical, verbal or emotional abuse, isolation or denial of necessities to or on the child while the child attends the facility
- ✘ Inappropriate sexual or physical play
- ✘ The death of a child while attending the facility

Staff/Management will complete an Unusual Occurrence/Major Injury Report when a child is involved in an unusual occurrence or incident as described above. The report is signed by a parent, staff and the CEO of BGCS and is then sent to the Community Program Consultant from the Early Learning and Childcare Branch (Ministry

of Education).

The Community Program Consultant for the ELC completes a follow up with the ELC after receiving the report to verify the explanation of the situation or occurrence. The Consultant may also follow up with the parent(s). A copy of the report is kept in the child's file. Management will follow up with the parent(s) of the child to answer questions, address concerns and to provide updates as necessary after they have debriefed with the Community Program Consultant and the BGCS Director of Early Years Programs.

Health and Illness:

Health & Well Being:

Staff assess each child's health daily and maintains communication to the parents and ELC Management regarding the children's health observations and requirements.

A child is not suitable to attend the ELC if they have:

- ✘ A fever above 37.5 degrees Celsius (99.5 degrees Fahrenheit) or more by axilla (armpit)
- ✘ More than 1 instance of illness related vomiting or diarrhea/loose stool accompanied by behaviour changes and/or signs of dehydration
- ✘ An undiagnosed rash or discoloration of the eyes persistent pain
- ✘ A suspicion of communicable disease
- ✘ Signs of illness that prevents them from participating comfortably in normal program activities)

ELC employees must report any irregular symptoms of children to the ELC Management who will further assess the condition of the child as necessary. The ELC will contact the parents according to the guidelines indicating suitability to attend or if there is any suspicion of a contagious disease. If parents cannot be reached, the ELC will contact the people listed on the Child Emergency Information Card. A sick child will be isolated from the group until they are picked up from the ELC. Parents are encouraged to take their children to a health care professional to perform a complete health assessment if needed.

Specific Communicable Disease & Illness Procedures:

Parents must inform the ELC of a positive medical diagnosis of an infectious or communicable disease within 24 hours of diagnosis (as listed below). The ELC will report any incidence of a communicable disease to the public health department and follow the procedures outlined by public health to reduce the likelihood of further illness at the ELC.

A CHILD WHO HAS CONTRACTED AN INFECTIOUS OR CONTAGIOUS DISEASE MUST BE EXCLUDED from the ELC until the INFECTIOUS PERIOD IS OVER (as described by public health).

ELC Management will post a notice on the parent information board and on HiMama informing other parents that a communicable disease has been introduced to the ELC.

The notice will include:

- ✘ Name of the disease

- ✘ Last date it was introduced
- ✘ Symptoms of the disease
- ✘ Number of days an infected child must be excluded

The following diseases (but not limited) require treatment BEFORE return to the ELC:

- ✘ Eye infections
- ✘ Hand, Foot and Mouth Disease
- ✘ Impetigo
- ✘ Strep throat
- ✘ Head lice
- ✘ Ring worm Scabies
- ✘ Scarlet Fever
- ✘ Pin Worm
- ✘ Bed Bugs

The following diseases (but not limited to) may require a note or certificate from a physician stating they are well enough to return:

- ✘ Measles
- ✘ Mumps
- ✘ German Measles
- ✘ Whooping Cough
- ✘ Croup
- ✘ Pneumonia
- ✘ Tonsillitis
- ✘ Bronchitis

Specific Illnesses:

Fever:

Children with a temperature measuring above 37.5 degrees Celsius (99.5 degrees Fahrenheit) or higher by axilla (armpit) OR with a temperature measuring 37.8 degrees Celsius (100 degrees Fahrenheit) or higher by oral thermometer must not come to the ELC.

Children may return when they have been free from fevering for 24 hours without the use of fever reducing medication such as acetaminophen (Tylenol), or ibuprofen (Advil).

Diarrhea & Vomiting:

Children who have illness related vomiting and/or diarrhea should not return until symptom free for a full 24 hours while at home.

Skin Rashes (pending diagnosis):

The child may return to the ELC if the rash is determined to be non-communicable, is under treatment or

resolves itself. If a child develops a skin rash due to allergies or medication, they will be allowed to stay unless more symptoms occur. If the cause of rash is unknown the child must NOT attend until cleared to attend the ELC by a physician.

Prevention of Illness:

Universal Precautions:

All STAFF are trained to follow the appropriate steps to stop the spread of blood-borne disease. These steps assume that the blood and body fluids of ALL individuals contain HIV, Hepatitis B and C. We post reminders of these steps in our washrooms at the centre.

Immunization:

Parents are encouraged to follow the Saskatchewan Routine Childhood Immunization Schedule. Please consult a Saskatchewan Public Health Official for more information regarding immunization schedules for infants and children.

Hygiene:

Maintaining good personal hygiene is important in preventing illness. Hand washing IS the most effective way to prevent and control the spread of communicable disease and to prevent contamination of food that could cause a food borne illness. All children and staff must wash their hands upon entering the ELC each morning.

Cleaning & Sanitization:

Staff follow guidelines and regulations outlined in the Licensee's Manual regarding toy/equipment and bathroom sanitizing. The ELC uses a combination of diluted bleach for regular cleaning as well as a hospital grade viricide for use on tables where children eat, diaper change areas, doorknobs and bathrooms.

Food Safety:

The Nutrition Specialist and ELC Management are trained in Food Safety to ensure proper handling of food. Children are encouraged to serve themselves when appropriate and serving utensils are used to serve portions. Staff and children wash hands before every meal is served.

Personal Belongings:

Children are provided with a cubby to store all personal items. Parents must provide personal items such as second sets of clothing, hats, weather appropriate clothing. Medication, sunscreen etc. is not to be stored in a child's cubby or locker – please give directly to staff for safe storage.

Medication at the ELC:

Medication Authorization Form:

Parents must submit a completed Medication Form for each medication that is signed before staff can administer medication to their child. This form explicitly states the name of the medication, dosage instructions, and time(s) to be administered.

Packaging and Instruction:

Medication must be submitted in its original container with a pharmacy label stating the name of the child and the dosage. Staff CANNOT administer in excess of the dosage, administer expired medication or give medication not in original packaging/bottle.

Physician's Written Permission:

Written permission from a physician must be obtained in order to administer prescription and Over the Counter Medication in combination (not including Tylenol/Ibuprofen). This includes administering cough/cold medication to children under the age of 6.

Medication Storage:

Medication must be given to the staff for proper storage in either Non-refrigerated or refrigerated locked containers. It is not permitted to be stored in a child's locker. This includes epi pens and asthma inhalers which are stored in a safe but not locked location.

Termination of Medication:

Parents must inform staff and sign the back of the Medication Form indicating termination.

Errors in Administering Medications:

Staff must report the mistake IMMEDIATELY to the ELC Management when they recognize the error. Management will contact the pharmacist to ask about the effects of the medication and parents will be contacted immediately after.

Allergies:

The ELC is peanut, almond and tree nut free. If you are sending a snack for your child that appears to contain peanuts, almonds or tree nuts it will be discarded. If you are using a nut replacement (such as WOW butter) please label the item as such.

Duty to Inform:

- ✘ Parents must report to the ELC ANY and ALL allergies
- ✘ Allergy information will be posted in the kitchen and in each room
- ✘ Parents must report new allergies to the ELC immediately

Contact with Allergen:

We cannot guarantee that other children will not bring the food allergens to the ELC. Signage will be displayed excluding an item when an extreme allergen has been disclosed to the ELC. It is extremely important that all parents follow these exclusions as some children and staff may experience a severe medical emergency with even a minor exposure to the allergen.

Food Allergens:

We will not include EXTREME food allergens that the ELC is notified of in ANY of our menus (e.g. we do not use any products containing nuts and/or tree nuts). Substitutions to accommodate other food allergies/intolerances will be provided when the food allergen is being served (e.g. soy milk instead of dairy milk).

Medication (EpiPen's, Oral Medication etc.):

MEDICATION MUST BE PROVIDED AT ALL TIMES, if it is known that a child has severe reactions to an allergy. It is the parent's responsibility to ensure medication is not expired and replace as needed. If the child is attending Kindergarten or Preschool as well as the ELC please provide separate EpiPen's for each location.

Parents will be asked to complete an Anaphylaxis Emergency Plan with their child's doctor, copies of which will be stored with the child's Emergency Contact Information form and with the child's EpiPen/Medication.

Weather Guidelines:

Winter:

Children will NOT go outside if temperatures are below -25 degrees Celsius, including wind chill values (except for emergency evacuations).

Temperatures close in range to -25 degrees Celsius are used as an indicator that children should spend minimized time outdoors). Parents are responsible for providing appropriate clothing for their child.

Summer:

Staff will reduce the time children spend outdoors when temperatures are from 25 - 30 degrees Celsius or the UV index is 6. Staff are instructed to take children to play in areas with adequate shade and drinking water is provided at regular intervals.

Children will NOT play outside at temperatures 30 degrees Celsius & over, or where the UV index is above 6. In late April/early May staff will remind parents to bring 3 bottles of either Coppertone or Neutrogena children's sunscreen to be shared by the group over the summer months.

Sunscreen and insect repellent will be applied only if the permission form is signed. Parents are responsible for providing alternative products if needed.

Parents are responsible for providing appropriate outdoor clothing for their child.

All children should have a sun hat at the ELC daily

Bad Weather, School Closures, Crisis Management:

Saskatoon schools may be affected by exceptionally bad weather and/or such things as water main breaks, natural disasters, fire, interior/exterior construction or severe power outages. If students are being sent home from Sylvia Fedoruk and/or St. Nicholas Schools due to these circumstances, but not limited to, the ELC will also require all children to be picked up as well. In the event of any closure without notice or the need for emergency pick up parents/guardians will be notified using a mass text message from HiMama and an email from HiMama.

All updates will be sent on the HiMama system and will also be posted on BGCS social media feeds as necessary. Parents may also contact the main office for more information. The ELC follows SPSD policies for all “Crisis Management” situations (extreme weather, fire, lockdown, bomb threats). SPSD/GSCS/ELC staff and children practice 1-2 lockdowns per year (blinds are closed, all interior and exterior are locked, and children are moved to the most sheltered area in the classroom).

In the event staff and children need to be evacuated out of the area please note that our safe location will be at Holy Family Cathedral, 123 Nelson Rd., Saskatoon, SK. Please see ELC Management with any questions regarding the ELC's crisis management or weather policies.

Fire Drill and Evacuation Procedures:

A fire drill is conducted every month at varying intervals throughout the daily routine at the ELC. The evacuation routes are posted beside each exit in the ELC.

Each year the ELC undergoes a fire inspection to ensure that all equipment such as fire extinguishers and alarm systems are working properly and approve the evacuation plan for staff and children.

All children, staff and parents are to follow ELC fire drill procedures ANYTIME they are present when the alarm system sounds (regardless of weather conditions). Infants are evacuated using triplet strollers (3 infants to a stroller).

Attendance:

The ELC is to be notified via HiMama or by email when a child will be absent from the ELC due to holiday, sickness or other reasons. Staff will message parents on HiMama if a child has not been dropped off during their typical drop off time and there is no notification from the parents.

Failure to Attend the ELC for 2 Consecutive Weeks:

If a child, without notification from the parents, does not attend the centre for 2 consecutive weeks, the following steps will be taken:

- ✘ ELC Management will attempt to contact the parent by phone
- ✘ An email will be sent reminding parents of their financial obligation to the ELC, overdue account procedures and the proper withdrawal procedures that are listed on the Childcare Agreement. This email will specify a cut-off date in which the parents must contact the ELC. If no contact is made before

that date the childcare space will be withdrawn. Parents will be billed for usage of the ELC program if proper withdrawal procedures are not followed so please ensure you communicate your child's withdrawal promptly to avoid unnecessary charges.

Daily Attendance:

ELC employees will check your child in on HiMama and check your child out at pickup – you must ensure that staff see you drop off and pick up each day

Monthly Childcare Attendance Reports:

The ELC is required to track all attendance on a monthly basis. At the end of each month parents will be asked to sign off on their child's attendance for the month (information is taken from HiMama directly) and verify the number of hours of attendance and the childcare fees they are being charged. These reports allow the Ministry to process subsidy payments for qualifying families and to track usage of licenced childcare spaces.

Safe Arrivals and Departures:

Children must be dropped off with an ELC employee who will sign the children in on HiMama. Parents/guardians or authorized pickups must ensure that ELC staff witness the children being picked up AND sign the child out of the ELC. All ELC staff are expected to wear BGCS staff shirts/branded items for easier identification by parents/authorized individuals dropping off children.

Parents are responsible to ensure that anyone dropping off or picking up their child is appropriate and responsible for the task. BGCS accepts no liability for children who have not been left with a staff member at the time of drop off.

BGCS assumes no responsibility or liability for:

- ✘ Children who are left inside the school entrance doors and have not been accompanied into the ELC
- ✘ Children who have not been left in the care of a staff member employed by BGCS in the ELC

Absentee Pick Up:

If a child has not been picked up by 6:15 pm and no contact has been made by the parent, the ELC staff will attempt contact with the parent/emergency contacts or authorized pickups listed on the Child Release Form. Staff will also inform ELC Management.

If the ELC staff was unable to reach any of the parents/emergency contacts or authorized pickups provided on the Child Release Form, they will wait until 6:30 pm for contact to be made.

If NO contact has been made by 6:30 pm, staff will contact the Crisis Nursery and arrange for them to pick up the child. Any expenses incurred during the transportation or stay at the Crisis Nursery will be the responsibility of the parents.

Withdrawing a Child from the ELC:

Parents are required to give ELC management, in writing or via email, 1-month advance notice of the termination of childcare services. This notice must be received by the first day of the month. The written statement must include: the date, the name of the child, the last day of attendance and the signature of the custodial parent (if not by email).

Request to Withdraw a Child from the Centre by Management:

BGCS attempts to meet the needs of ALL children attending the ELC but may request that a family withdraw their child due to extreme behaviours from the child, non-payment of fees or abuse of staff/other children or families by a parent. If, under reasonable circumstances, the ELC is unable to accommodate the needs of a child the parents may be asked to withdraw their child from the ELC. The ELC will, WITHIN BEST POSSIBLE MEANS AND EFFORT, attempt to link the parents with support services or facilities that would be better suited for the child.

Smoking, Alcohol, Cannabis:

Smoking (including but not limited to: chewing tobacco, cannabis, cigarettes/cigars, e- cigarettes or vaping) is prohibited on ALL Early Learning Centre and Saskatoon Public School property.

Consumption of any alcohol, tobacco or cannabis products is prohibited on ALL Early Learning Centre and Saskatoon Public School property.

Lost, Stolen or Broken Items:

The ELC assumes no responsibility for any items brought to the centre that may become lost, stolen or broken. The ELC recommends that children do not bring toys from home to the ELC for this reason.

Please send children in clothing that they can play in each day – children will have access to a variety of play materials including paint, playdough, sand, glue etc. that can possibly stain clothing.

Parent Advisory Committee (PAC):

The PAC is elected or formed on a voluntary basis each fall. The PAC membership is comprised of approximately 5 – 7 parent users of the ELC. Each member serves a one year term and requires a commitment to meet at least 2 times per year.

We encourage parents to become involved with the PAC to assist ELC Management in many areas such as improving the quality of the ELC, problem solving/raising concerns, fundraising. The PAC can act as a forum for parents.

BGCS Annual General Meeting (AGM):

The BGCS Annual General Meeting is held within 4 months of BGCS's fiscal year end. Parents will be notified of the date, location and agenda for the AGM at least 2 weeks' prior.

Grievance Procedures:

Parents are encouraged to informally discuss any concerns with their child's ECE(s). Parents can ask that management be present during the conversation or speak with management privately. If the situation cannot be resolved to the satisfaction of both parties', parents may contact the Director of Early Years Programs. If the situation still cannot be resolved to the satisfaction of both parties, the Director of Operations and/or the CEO will become involved.

Parents may also discuss any concerns/grievances/noncompliance with the ELC's Early Learning and Childcare Consultant.

Program Consultant Role, Ministry of Education, Early Learning & Childcare:

The primary responsibility of Early Learning and Childcare Program Consultants is to enforce The Childcare Act and The Childcare Regulations, 2001 and to promote the high-quality care of children.

The role of the Program Consultant includes:

Licensing childcare facilities:

- ✘ Establishing a basic standard of care in childcare facilities
- ✘ Conducting inspections to confirm that the requirements of The Childcare Act, The Childcare Regulations, 2001 and policies are met (Note: A licence is issued respecting compliance / noncompliance.)
- ✘ Informing childcare home providers, board members, operators and centre directors of the requirements, processes, policies and procedures of the early learning and childcare program

Monitoring Childcare Facilities:

- ✘ Checking to see if licensing requirements continue to be met
- ✘ Conducting a minimum of two unscheduled visits per year and an annual review at each facility
- ✘ Attending a minimum of one parent advisory committee meeting and one board meeting at other centres
- ✘ Note: The amount of monitoring varies, as new facilities and facilities observed to have difficulty meeting standards receive more monitoring. Parents are also encouraged to monitor their childcare service
- ✘ Addressing noncompliance when it is observed or when reports are received. Note: Response to noncompliance depends on the severity of the noncompliance. Response is coordinated with other agencies (e.g. Child Protection, Health, Police/RCMP) as required

Supporting Parents and Caregivers:

- ✘ Encouraging boards/operators, directors, centre staff and home providers to exceed requirements and provide the highest quality of care they can
- ✘ Providing information about what supports are available and how to access them (Note: support provided depends on the needs and wants of parents and caregivers – includes offering new resources, assisting with problem solving, facilitating grants, modeling new skills, listening and

communicating understanding, providing feedback and encouraging professional development)

For more information on the Role of the Consultant or to view the Childcare Licensee's Manual please visit:
<http://publications.gov.sk.ca/deplist.cfm?d=11&c=3955>.

For more information on childcare in Saskatchewan please visit:
<http://www.saskatchewan.ca/residents/family-and-social-support/child-care>

To contact the ELC's program consultant:

Saskatoon office - Early Learning and Childcare
Phone (306) 933-6071
Fax: (306) 933-7082
8th Floor, 122 3rd Avenue North, Saskatoon, SK, S7K 2H6

Childcare services in Saskatchewan are governed by the following provincial legislation:

- ✘ The Childcare Act: <http://www.publications.gov.sk.ca/details.cfm?p=461>
- ✘ The Childcare Regulations, 2001: <http://www.publications.gov.sk.ca/details.cfm?p=32466>

Copies of the Act and Regulations are available on the Parent Information board located by the ELC management offices.

External Childcare Arrangements with ELC Staff:

Any external childcare arrangements between families and ELC staff must be disclosed to ELC management BEFORE the arrangement begins, and a Disclosure of External Childcare Arrangements form must be signed by both the staff member and the parent(s)/guardian(s) of the child being cared for.