

# **YMCA of Regina**

## **CHILD CARE CENTRES Parent Manual**

**September 2011**



**YMCA**

We build strong kids,  
strong families, strong communities.

**YMCA OF REGINA  
CHILD & INFANT CARE CENTRE  
PARENT MANUAL**

**Welcome**

Welcome to the YMCA of Regina Child Care Centre. We take our job of caring for your children very seriously.

We believe that the partnership between parents and our Early Childhood Educators is essential to the healthy growth of your children and your family. We understand that parents need to have peace of mind, knowing that their children are in a safe, nurturing environment that fosters healthy development.

**Our Philosophy**

We believe that children learn more effectively through play. Our goal is to provide the guidance and stimulation required for children to choose activities that interest them and allow them to experience the world around them. We encourage language development, problem solving and decision-making with the emphasis on verbalization of feelings, thoughts, and ideas.

In order for children to learn, they must first feel good about themselves and feel confident in their capabilities. We strive to provide a variety of experiences that will encourage children to have the confidence to successfully face new challenges.

Our rules are simple and few; the two basic rules within our Centre are that people and property are to be respected and cared for.

Dedicated to quality service, our focus is on the family and the importance of providing a stimulating, nurturing and secure environment - a special place where you are assured that your child/ren will learn in a happy, loving atmosphere.

**Our Values**

The YMCA of Regina Child Care has a unique set of beliefs that are handed down through years of helping people help themselves. We believe:

- Children have a right to a secure and enriching environment that fosters cognitive, social, emotional and physical development.
- Parents have a right to pursue education, job opportunities and personal growth, knowing that their children are cared for in a safe and dependable Centre.
- Families require support and service at the challenging stage of life when Child Care is required.
- Parent participation in their child's program develops personal growth, confidence in parenting and service to others.
- Parents should have opportunities to make informed choices about Child Care from a variety of sources and models.

## **Our Program**

***“Play is the finest system of education known to mankind.”***

**- Neville Scarfe**

The Child Care programs have adopted the national YMCA “Playing to Learn” curriculum. A curriculum that fosters the development of all facets of development through developmentally appropriate activities that are based on the interest of the child.

Your child will not receive monthly calendars with pre-selected activities, instead, your child will participate in class planning by having their ideas heard, their interests followed and their talents pursued. Staff become play partners, partners who extend, expand and scaffold play.

“Playing to Learn” is based on the foundations of:

- Language and Literacy
- The Arts
- Mathematics
- Science and Technology

As a values-based organization, we build upon the human values that you teach your child/ren. We encourage the development of the individual, understanding and appreciation of differences, creativity, exploration, appreciation for our natural environment and caring for others.

As well as teaching social and educational skills, our programs also include consideration for the physical development of your child/ren. Our programs are designed to help each child develop and enhance their gross motor skills, through activities such as gym, swim or outdoor play, that give each child a sense of pride and accomplishment in their own abilities.

## **Parent Involvement**

We see the role of the Child Care Centre and Early Childhood Educators as being a support system to the family. It is, therefore, important that there is open communication between parents and the Early Childhood Educators. We encourage you to become involved in your Child Care Centre, through visits, participation in the Parents’ Advisory Committee, sharing your expertise and talents, or by contributing to the weekly themes, newsletters, or special parties. There is, however, no mandatory "parent co-op time".

Our Parent Advisory committee is open to all families in our centre. We welcome your attendance. Notices of meetings are always posted. For further information on how you can play a vital role in your Child Care Centre please discuss this with any of the Early Childhood Educators.

## **Quality Checklist**

The YMCA provides high quality Child Care programs so that parents feel comfortable in leaving their children and their children look forward to coming to Child Care.

Parent evaluations, current research and many years of experience in delivering Child Care programs helped us to develop Checklists:

- Children are happy and safe.

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- Providers have a caring attitude.
- Centre, equipment and toys are accessible, clean and safe.
- Small groups of children are participating in stimulating activities with others.
- Food is nutritionally balanced.
- Parent-teacher communication is open.
- Parents feel welcome at the Centre.
- Sufficient play materials are available.
- Outdoor activities are taking place in well-maintained play areas.
- Providers are good role models and have appropriate training.
- Parents have regular feedback about their child in either meetings with providers or director, written reports and daily communication.

### **Goals & Objectives**

To assist each child to develop a sense of dignity and self-worth:

- By providing a wide variety of social activities and learning experiences that encourage the development of self-confidence and the ability to get along with others.
- By building warm relationships of trust between staff and children.
- By maintaining a staff-child ratio that permits each child to receive individual attention.

To assist each child to improve his or her mental processes and skills:

- By providing educational experiences that change and progress as the child develops and which add enrichment to life experiences.
- By providing stimulating space, equipment and resources.
- By encouraging creative activities that develop verbal skills, self discipline, decision making, and problem solving.

To assist each child to maintain good health and improve his or her physical abilities:

- By sharing with parents' resources on health, nutrition and parenting skills.
- By providing nutritious snacks.
- By providing a daily period of physical activity.
- By providing an environment free from health and safety hazards.

To enhance family life:

- By providing opportunities for family involvement

### **Staff**

Our Early Childhood Educators are warm and caring individuals who are trained in child development in order to provide appropriate activities for children to develop to their fullest potential.

Our providers must be certified in First Aid and hold current CPR certification. All staff are required to present a current police record check prior to employment. As well, a TB test as requested by the Ministry of Education. Staff are also required to get Child Abuse Registry Checks done by the Ministry of Social Services.

### **Volunteers**

Volunteers are a valuable resource to our Child Care Centre. Our volunteers are given the opportunity to experience the responsibilities of Early Childhood Educators. We encourage

participation of volunteers in order to provide opportunities for career exploration, community involvement, and self-development. The program and the children receive tremendous benefit from the efforts and commitment of the volunteers.

Volunteers are not included in the child/provider ratio and are never left alone with the children. Child Care program volunteers must provide a police record check prior to working in the Centre. All volunteers are given an orientation to the centre and the hours of contribution are monitored.

### **Registration**

Registration will be considered complete once the following criteria has been met:

- Parent/Guardian has met with the Director/Designate to tour the centre, review the parent handbook and all relevant information has been shared regarding their child.
- All contract/registration forms have been completed including, child's health and social resume, emergency card, agreement for fees and service, and transportation release.
- Director has received a \$75.00 administration fee (administration fee is non-refundable)

### **Eligibility**

There are currently 5 YMCA Child Care Centre's that serve a variety of age groups.

- YMCA Northwest Child Care Centre serves children between the ages of 6 weeks to 6 years.
- YMCA Rochdale Child Care Centre serves children between the ages of 18 months-12 years.
- YMCA Downtown Child Care Centre serves children between the ages of 6 weeks to 6 years.
- YMCA South Child Care Centre at the McVeety location serves children between the ages of 18months-6years and at the Massey location they serve children between the ages of 30months-6years.

If an individual employed with the YMCA wishes to use the facility for means of child care, they will be given priority over public if there are openings.

Kindergarten children are enrolled in the Centre as full-time participants since they spend the majority of their day and all holidays at the Centre. As well, the centre will not provide snacks for children to take to kindergarten. In the event of an unplanned school day off, example: teacher strike, transportation shut down, school aged children will be charged an additional \$5 per day to a maximum of \$530 for the month. Each Centre has agreements with the two School Boards to have transportation provided as stated below: (\*denotes French Immersion)

#### **DOWNTOWN CHILD CARE**

##### **Catholic School Division:**

Holy Rosary  
St. Pius \*

##### **Public School Division:**

Davin  
Connaught\*

#### **NORTH WEST & ROCHDALE CHILD CARE**

##### **Catholic School Division:**

##### **Public School Division:**



**Non-payment of fees will result in termination of your child/ren's spot.**

Your Child Care expenses may be tax deductible. Please keep your receipts for income tax purposes. **Receipts will be duplicated for a cost of \$15.00 per receipt.** Please be advised that this policy will be strictly adhered to.

All unsubsidized families will be required to set up a preauthorized payment plan which debits your account monthly. Options for payment include credit card or bank accounts with withdrawal dates for the 1<sup>st</sup> or the 15<sup>th</sup>. Subsidized families will be required to pay their portion by the 5<sup>th</sup> of the month. Should a question arise regarding fees, parents are asked to see centre director.

We require all families to pay a \$75.00 non-refundable administration fee upon registering with the YMCA Child Care Centres.

In the infant centre it is our goal to try and progress each of our infants into the toddler program. However we cannot guarantee there will be an opening for your child when they turn eighteen months. We have put in place a policy regarding the transition of infants to toddlers; if at eighteen months there is no room for your child in the toddler program your child can remain in the infant centre. The fee for this service is \$680.00 per month as your child is still receiving the ratio of an infant. This is offered until the end of your child's 20<sup>th</sup> month. In the event that there is no spot we will give you one month's notice and you will be required to seek alternative care.

**Financial Assistance**

Regina YMCA Child Care Centre is licensed by Saskatchewan Ministry of Education. All of our spaces are subsidized. Families wishing to apply for child care subsidy should contact the Centre to ensure that subsidy is available and then contact the Ministry of Social Services.

Child Care Subsidy Unit  
P.O. Box 2405 Station Main  
Regina, SK S4P 4L7  
1-800-667-7155  
Fax: 787-4155

The Government of Saskatchewan provides subsidy to families according to their income. **Families are responsible for ensuring that subsidy has been approved** prior to the enrollment of their child in the Centre.

The Ministry of Social Services allows approximately three days per month for sick days and holidays (i.e. 15% of the total period of subsidy approval). If the child exceeds the allowable absent days, the parent will be responsible for the child care fees. The minimum hours to receive your full subsidy for the month are 36 hours.

Given that the subsidy is granted by Saskatchewan Social Services for limited periods of time, re-application by subsidized families is necessary. Subsidized parents are responsible for renewing their subsidy prior to the expiry date.

**Parents are responsible for full child care fees if request for subsidy is not approved or put**

### **on hold.**

Please discuss payment options with the centre director.

### **Overdue Accounts**

There is an additional cost of \$15.00 for NSF cheques.

### **Overdue accounts may result in termination of child care.**

Overdue accounts will be referred to a collection agency if there is no attempt to pay the account.

### **Behavior Management**

We believe that children both need and want limits. Being gently firm and consistent demonstrates that we care and provides the basis for developing trust between child and Child Care Provider. Our goal is to help the child develop self-discipline and inner control as he/she learns to meet his/her needs in an acceptable manner.

Generally the Early Childhood Educators keep limits few and expectations realistic and clearly communicated. The safety of the children often determines whether staff intervenes. We will also protect a child from him/herself and from others when necessary. "Leeway for learners" is always considered. When necessary, we tailor behavior management to be meaningful to a child in his/her own terms mindful of temperament, developmental stage and ability. Children are always treated respectfully. No form of physical punishment is permitted.

Since preventive action is always preferable we use a number of techniques to encourage appropriate behaviour including:

- Positive reinforcement with verbal approval for desirable behaviour as well as phrasing limits in positive terms
- Persuasion using humour or verbal expression in confidence in child's ability to solve his/her own problems.
- Conflict avoidance by clearly communicating expectations, rephrasing a limit firmly and expressively when necessary or interceding in potential conflict between children.
- Distraction with activity, physical presence or touch.
- Defining procedures in advance. E.g.: Providing time for transition from activity to another or setting time limits for turns with a new toy, etc.
- Providing choices for alternate activities or behaviours as well as outlining consequences for unacceptable behaviour
- All feelings are acknowledged as legitimate by verbally empathic responses which clarify the child's feeling and the adult's acceptance of that feeling.
- Wish fulfilment, since what cannot be granted in reality can usually be granted in wishes.

In response to inappropriate behaviour (social, aggressive, destructive) any of the following methods may be employed.

- Ignoring negative behaviour if motive is attention seeking.
- Brief expression of disapproval, verbal or non-verbal.
- Brief reminder of a limit in successively empathic and detailed stages allowing the child to comply after each statement.

- Clearly state what is seen, heard, etc., that is unacceptable
- Re-state the problem adding your own feelings about it
- Re-state the problem, your own feelings, and add your expectations for what needs to be changed, done, etc.
- Provide physical assistance toward effecting the desired change.

We find it effective to communicate expectations in terms of “need” rather than “I want”. Limits remain objective standards and opportunities for power struggles are minimized.

- Physical restraint to prevent hurting self or others until calm.
- “Conference” time-out for two or more children to resolve conflict independently.
- Separation to another play area with child selected toys. E.g. “You’re telling me by how you act that you are not happy playing with the group. Maybe you’ll be happier playing alone until you feel better.”
- Separation to cool off and reflect on the situation.

Any type of time-out is followed by discussion between child and adult to help the child identify his/her thwarted need, review what happened and the consequences (did you get what you needed?) and suggest acceptable alternatives for next time (how could you get what you need?). We encourage children to accept responsibility for their own behaviour (what you do affects what happens to you) and emphasize that the child’s choices determine the results. Finally we try to communicate our understanding of their struggle to achieve self-control and our support and faith in their ability to succeed. Kids can always try again.

Our objective in providing behaviour management to children is to maintain a feeling of self-worth in the child as we provide guidance in developing appropriate behaviours. It is of the utmost importance that a child is given the opportunity to express her/himself in a socially acceptable manner. Our basic rules are that people and property must be respected and all persons should be responsible for their own actions.

Our Early Childhood Educators work as a team to provide consistency in working with the children and parents. We recognize and respect the individuality and uniqueness of each child and family.

Children are always being encouraged to “USE WORDS” rather than strike out at others when they feel anger and frustration.

When we refer to behavior management we do not mean punishment. Children will only learn fear and hostility if the reaction to their unacceptable behaviour is punishment. The children are never spanked or deprived of food or other necessities. The guidance and behavior management of the child is directly related to the unacceptable behaviour. We do not undermine a child’s self respect. When behavior management is necessary, she/he is made aware that her/his behaviour is not acceptable but she/he is still a loved and valued individual.

### **Withdrawal and Dismissal Policy**

One month written notice is required if a child is to be withdrawn from the centre. Notice is due by the first of the month, as indicated in the services contract.

***Note: Parents are responsible for the month's fees if proper notice is not given. The YMCA will actively pursue the recovery of bad debt.***

The following circumstances may/will warrant termination of services to the parent:

- Non-payment of fees (unless arrangements have been made with the centre director
- Non-compliance with the policies and procedures of the Centre.
- Parent's use of abusive language or any inappropriate behaviour toward others. Should this continue parents might be asked to have another individual drop off their child.
- When all guidelines have been followed, as stated in our Behavior Management Policies and continually destructive, violent behaviour by a child is harmful to other children.
- Consistent lateness in picking up the child.
- In the best interest of each child, the Child Care Centre reserves the right to request that the parent make alternative child care arrangements if it becomes apparent that a child is not adjusting to the day care environment. No request will be made without consultation between the parents, staff and management. Refund of prepayment may be given within the first five business days if withdrawal is by mutual agreement between the parent and the centre.

For the above noted situations the Director shall provide a verbal reminder of the policy. Where necessary the Director shall also provide notice to the family in writing. Continued failure to follow policy shall result in withdrawal of services.

- Assault or threat of assault by any parent/guardian to others will warrant **immediate expulsion** from the Centre.

If a child continues to challenge the policies and causes harm to other children or centre property documentation will be provided to parents at meeting requested by the centre's director. No child will be asked to leave the center based on behavior without a meeting. The purpose of the meeting will be for the centre staff and parents to work out a behaviour management strategy to ensure the children are safe at the centre.

The strategy will employ the efforts of the parents, staff and consultant from the Ministry of Education and any other agency by request of either party. We will work to find techniques that can be put in place with a desired outcome for all staff and children.

### **Children with Diverse Needs**

(Information and policy was adopted from **Inclusion: Policy Development Guidelines for Early Learning and Care Programs Toronto**)

Our centre is dedicated to meeting the needs of our community. This dedication enables us to provide care with enhanced staffing (should government grants be available) to children with diverse needs.

Our centre believes that:

- inclusive programs are quality programs
- we must be responsive to the needs of our community
- our programming should be reflective of the varying needs of our participants
- all children are welcome and bring value to our program
- parents are integral to a successful inclusion process
- children learn best when they participate with others who have different goals and abilities

Children with diverse needs is defined as: Children who, due to emotional, familial, physical, behavioural, developmental, cognitive, communicative or emotional factors, are at risk of not

maximizing their potential. Diverse needs encompasses children who require support and assistance with daily living, whether formally diagnosed or not, and whether a diagnosis is short or long term in nature.

The centre will foster partnerships by working collaboratively with parents and community supports to meet the needs of children.

The centre relies heavily on Enhanced Accessibility funding to integrate children with diverse needs into our program. Offering care to children with diverse needs is challenging yet very rewarding, in order to be successful the centre believes the following is essential for a positive experience for both the centre and its staff and the children and their family:

- Parents of children with diverse needs will be treated in a fair and equitable manner in regards to enrollment
- The centre reserves the right to limit the hours of care for children with diverse abilities
- Parents must be involved and current with community supports to ensure the needs of the child are being met

Notice of withdrawal is consistent with the withdrawal policy of the centre and is the same for all families. Our centre provides care for children up to the age of 6, children with diverse needs must plan for transition out of program for September 1 after their 6<sup>th</sup> birthday. Our centre does not provide programming for children over the age of 6, unless enrolled in the school age program at the Rochdale Child Care Centre.

## **Arrivals & Departures**

Parents will be asked to provide an expected time of arrival and departure upon registration. Please inform us if your schedule changes.

To enable us to schedule our programs effectively, we request that you inform us if your child/ren will be arriving at the centre later than scheduled. This will allow us to ensure that appropriate staffing is available. **Our policy is that all children are here by 10:30 am or after 2:30 pm unless previous arrangements have been made.** It is very difficult for children to make the transition to our routine when brought in directly before lunch or during nap.

Please do not leave your child/ren unattended while you are in the Centre. You are responsible for your child/ren until you have left the Centre. Please ensure staff are aware of your arrival and departure and that your child/ren has been signed in/out by providers. **If you have arranged for another person (friend or family member), to drop off your child, please make sure that they understand that they are responsible for signing the Attendance Sheet as well as taking the child to the child's teacher.**

We will not release your child/ren to anyone under the age of 12 years. Your child/ren will not be released to any person other than those persons named by the registering parent, unless we are given permission by that parent. Proof of identification will be required from any person not mentioned on the child's registration form for pickup.

Your child/ren will not be released to any person who, in the opinion of the provider on duty, is intoxicated or indicates a potential threat to the child. Should this occur, the Child Care Provider will immediately contact the parent/guardian or alternate emergency person listed in the child's file and request that they immediately pickup the child.

**The staff are not responsible for your child/ren until the parent/guardian has left the child with a staff member and acknowledgement has been given to the parent.**

Please check the Parent Information Board and your child/ren's locker or binder for any current information.

### **Late Policy**

If your child/ren has not been picked up fifteen minutes past closing time and we have not been notified, the following steps will be taken:

1. We will call your home or place of work.
1. If unsuccessful, we will notify the person on the emergency list.
2. If we are unable, Mobile Crisis will be contacted to pick up child one half hour after closing time.

If circumstances occur that a child is picked up after the centre closing time a late fee of an initial \$10.00 per family will be charged for the first fifteen minutes. Thereafter, an additional \$1.00 per minute, per family will be charged until your arrival. The clock at the centre will be the time you arrived at. The late fee is applied to account balances and payable within one week. You will be asked to initial the late pick-up form, which will confirm the details regarding late pick-up. i.e. time picked up and the charges applied.

If families are consistently picking up a child/ren after 6:00 pm they may be asked to find alternate care arrangements.

### **Transportation Policy & Field Trips**

Parents and guardians are responsible for transporting their children between home and the centre.

Children will be taken on field trips throughout the year. Various modes of transportation may be used. Buses may be rented; the children will walk, or utilize Regina Transit System. Parents are required to sign a release form for specific field trips. No release form will be required for short excursions in the immediate neighbourhood.

Our plan for transporting children on field trips and to/from school will be posted at the centre a week before the field trip. Parents will be given at least 24 hours notice of an outing for their child including the following:

1. The destination of the trip
1. Method of transportation
2. The time of departure and estimated time of return
3. The expected route which will be taken (if walking)
4. The location where any latecomers may expect to join us
5. The names of the participating Early Childhood Educators
6. Fee, if any
7. Special requirements for clothing or materials

Upon registration, guardians grant their permission for the providers to take their children on outings within walking distance of the centre.

- All children on outings will wear bibs with the centre's name and phone number.

- A first aid kit will be taken on all excursions with appropriate supplies, emergency cards and money for a payphone in the event of an emergency.
- Children cannot be dropped off at the excursion location by a parent/guardian.

If you are a parent helper for swim times please ensure appropriate swimwear is worn. Men should wear approximate knee length shorts and women must wear a one piece or a shirt over their two piece bathing suits.

### **Outdoor Activity Guidelines**

Outdoor play is an important part of the centre routine and program. **All children in the centre will spend a minimum of 30 minutes outdoors each day.**

Children will not be taken outside when the temperature is below -25°C (with or without the wind chill). During these colder temperatures, children are only outdoors for short periods of time provided that they have the appropriate clothing required for the weather including a warm jacket, ski pants, winter boots, a toque and mitts or gloves.

Children will not be taken outside at temperatures of 30°C or above or a UV reading of 8 or above. During these warm temperatures children are only outside for short periods of time provided that they have a hat, sunscreen and appropriate footwear. Each child will have their own supply of sunscreen and insect repellent to be applied prior to heading outside, when necessary and parents must provide approval for child care staff to apply these products.

### **Naps**

All children will have an opportunity to nap/rest after lunch. Please send a small blanket with your child for his/her comfort. Children who are non-nappers will have the opportunity to participate in quiet activities based on the needs of the centre. Please note that non-nappers may be required to have a quiet rest time.

Infants follow their own sleep pattern and schedule. Their rest time is recorded by the staff and written in the daily reports for the parents to see.

### **Nutrition/Snacks**

Our centres provide morning and afternoon snacks. We also provide a nutritious lunch based on Canada's Food Guide. Menus are posted on the parent bulletin board for your information. Please be certain to inform Early Childhood Educators of allergies - a plan will be developed which may involve parents bringing a portion or all of the child's special diet.

2% or Homo milk is provided for children 12 months or older but formula is not. If allergies arise, we will develop a plan which may involve parents bringing a portion or all of the child's special diet. Formula or breast milk is a mandatory part of the child's diet during their first year.

Each infant is on an individual schedule when it comes to feeding. The child will be introduced to a variety of foods and textures of foods throughout their stay at the centre. We will cater to the child's age and texture of food they have advanced to. We have three steps: smooth, semi-smooth, and chunky. The texture used for each child is under the parent's consent or based on age appropriate. The parents are always consulted on the food preparation and feeding procedures

of their child.

**Note: The YMCA of Regina is a nut-free zone and all centres are nut-free.**

### **Clothing**

Please bring the following labelled articles when your child is first enrolled:

- one small blanket (optional)
- one large towel
- one bathing suit
- appropriate indoor/outdoor footwear
- an extra set of clothing, underwear & socks (size and season appropriate)

Keep an extra set of clothing in your child's locker in case of accidents such as spills, falls in puddles, messy play or toileting accidents. Please ensure that your child/ren are dressed appropriately for outdoor play in all seasons. Parents are asked to check with their child's teacher for swim days and are required to supply appropriate swimwear.

**We are not responsible for lost clothing, but will certainly make a concerted effort to locate lost articles.**

### **Diapering**

The children are changed by the caregivers on a regular basis throughout the day. The parents are required to provide the centre with a supply of disposable diapers. Parents must provide any medicated cream or non-medicated. Our centre does not have the proper set up to disinfect and store cloth diapers properly so we do not allow cloth diapers at the centre.

## **Illness & Medical Conditions**

### **Guiding Principles**

The YMCA experience must be one that is safe and healthy for all participants. Although the YMCA strives to welcome all children at all times, there are occasions when children should not be in child care.

#### **The over-riding principles are:**

- The well being of the child. Can the child participate in all areas of the program?
- Does the child have a condition that is contagious? (persistent runny nose, consistent sneezing/coughing, head lice, undiagnosed rash, Chicken Pox, Whooping Cough, Hepatitis A, Impetigo, Measles, Mumps, Pink Eye, Ring worm, Rubella,, Scabies, Step Throat, active diarrhea, vomiting, or a fever above 38 degrees)
  - When a child shows signs of sickness at home, it is the parent's responsibility to find out what the illness is and keep the child at home.
  - It is imperative that these guidelines are followed so we can prevent the spread of infectious diseases to other children and our staff.
  - At the centre, if your child develops symptoms of an infectious disease, or an undetermined illness, or if the child is uncomfortable and unable to participate in normal activities, the Director or designate will contact the parents or emergency contact requesting that your child be picked up as soon as possible.

Should you have any questions or concerns in regard to the above procedure, please speak with your centre Director.

**What if my Child Requires Medicine?**

- If your child requires medication that is to be administered during their day at the Child Care Centre the Director or designate will administer the medication provided it's in a prescription form.
- If the medication is not in a prescription form (over the counter) you must provide the Director with a written letter from your child's doctor. The letter must be on doctor's letterhead or prescription pad with signature stating the amount, time(s), duration and reason.
- If the letter is not specific enough medication will not be administered until proper instructions are given and/or the above requirements have been met.
- All medication must be locked up by a YMCA Child Care staff. It cannot be left in a locker, backpack or cubby.
- All medication must be clearly labeled with your child's full name, arrive in its original package which should be placed in a zip lock bag, to prevent cross contamination. We do not have a measuring device at the centre. Therefore, please ensure your measuring device is labeled and accompanied with your medication.

**\*\*\*\*\*please note that in the chance of a health pandemic Public Health will provide direction to the centre and may change policy that will supercede our own health policy\*\*\*\*\***

**Regulations For Communicable Disease  
Provided by Regina Health**

<u>Disease</u>	<u>Patient</u>	<u>Contact</u>	<u>Incubation</u>
Red Measles (Rubella)	Exclude for 5 days from appearance of rash.	Not excluded.	14 days
German Measles (Rubella)	Exclude for 5 days from appearance of rash.	Not excluded.	14-21 days.
Chickenpox	Exclude for 7 days (provided scabs are dry)	Not excluded.	14-21 days.
Mumps	Exclude for 7 days (provided swelling has subsided)	Not excluded.	12-26 days.
Scarlet Fever & Strep Throat	Exclude for 7 days	Not excluded.	2-5 days.
Infectious Hepatitis	Exclude for 7 days (min)	Not excluded.	10-50 days.
Whooping Cough	Exclude for 21 days from onset of paroxysmal cough	Not excluded	7-21 days.
Diphtheria	Exclude for 10 days	Excluded	2-5 days.

These are minimum requirements and should be considered only as a guide. Ex: chickenpox cases with moist scabs or secondary infection should not attend the Centre.

Pink Eye: Children may be permitted to return to DayCare if they have a certificate from their attending physician stating that they are under active treatment. Those children not being treated by a physician may return to DayCare after three days provided that there is no obvious

inflammation.

The following must be excluded:

1. Children with rashes, pending diagnosis.
2. Children with sore throats, pending diagnosis.
3. Children suffering from Pediculosis, Ringworm, or Impetigo Contagiosa.
4. Children who have been exposed (ex: contacts) to serious diseases. Ex: Diphtheria or Epidemic Encephalitis may be re-admitted only with the permission of the Medical Health Officer.

A child who has had a communicable disease may be re-admitted to the centre on submission of a certificate from the Public Health Department or from any doctor.

**Preventative Health Measures:**

**No child may attend the daycare who is judged to be unwell or a source of infection. The Childcare Provider in charge can refuse to accept a child deemed too ill to attend.**

<b>A child should not attend the centre if he/she has or is developing any of the following:</b>	<b>A child may return to the centre when he/she:</b>
A fever of 99.5°F (37.5°C) or higher when taken under the arm.	Fever has remained below 99.5°F for 24 hours without medication.
Diarrhea that cannot be contained in a diaper or in which an older child is soiling their underwear.	Diarrhea has resolved
Child has been on antibiotics less than 24 hours (except for ear or urinary tract infections).	Child has been on antibiotics for over 24 hours.
Vomited in the past 24 hours.	24 hours have passed since last vomiting.
Usually tired, eating poorly, persistently crying or irritable.	Symptoms have subsided.
Severe cold with sore throat or persistent cough.	Symptoms have subsided.
Any contagious disease (ex: measles, chicken pox, etc).	A doctor's note saying child may return to centre.
Skin infection, undiagnosed rash, sore	A doctor's note saying child may return.
Infected eyes, yellow skin or eyes (jaundice)	A doctor's note saying child may return.
Impetigo, scabies, head lice, etc.	A doctor's note saying child may return.
Hand, foot & mouth.	Excluded until blisters have scabbed/crusted over.

If a child has a slight fever (under 37.5 C axillary temp.), a contagious cold, an allergic rash, diaper rash, prickly heat, a loose bowel movement, diarrhea caused by food or medication, she/he can not be brought to the centre.

**Children who are not feeling well enough to be part of the Centre's program or who are not supposed to play outdoors need to stay at home.**

## **Parents must pick sick children up within ONE HOUR of the phone call from the centre.**

### **Abuse**

Any suspicion of child abuse is immediately reported to Community Resources.

In Saskatchewan, it is everyone's legal obligation to protect children. This responsibility involves identifying and reporting a child who is/or might be in need of protection.

The Child and Family Services Act (1989) requires that a Child Care Provider who has reason to suspect that a child has suffered or is suffering from abuse (neglect, emotional, physical, sexual) that may have been caused or permitted by a person who has or had charge of the child, must report the suspected abuse to Child Protection.

### **Accident Procedure**

The Child Care Educator makes every effort to reduce the possibilities of accident and injuries.

Early Childhood Educators are trained in Emergency First Aid and CPR C.

Injuries will be recorded on an Incident Report form (except for minor scratches, etc.)

If the Child Care Educator feels it is necessary for the child to be picked up by a parent, you will be called immediately. If the minor injury only needs cleaning, a Band-Aid or a hug, you will not be called, but you will be informed when you pick up your child/ren.

If an injury requires medical care, we will contact parents immediately to pick up the child to take him/her to the hospital. If we feel the injury is too severe for the child, we will attempt to contact you and an ambulance will be called immediately. We contact parents for all head injuries to children, a small bump or cut will warrant a call so you are made aware of the situation. The call is merely informational but allows for you to make a decision based on the injury to pick your child up and seek medical attention.

All injuries that require medical care will be reported to Saskatchewan Ministry of Education.

### **Evacuation Plan**

Fire drills are held to familiarize the children with the evacuation procedure. In the event of a fire drill, the Child Care Education leads the children out of the building. We do not stop for footwear or coats. Emergency procedures are posted in a visible location within the centre. In the event of a fire, children will be sheltered at:

South: Wascana Rehab Center

Downtown: CUETS (Albert Street)

North West: McDonald's (Rochdale Boulevard)

Rochdale: Regina Public Library (Rochdale branch)

In the event of an emergency where the children must be evacuated, the goal is to get the children

out as quickly and safely as possible. For the infants, two staff will put three to four children in a crib with one staff on each and wheel them out. One staff will stay with the children and the other will assist taking out the other children in the same manner until all the children are out safely, toddler children will walk out with their staff. The supervisor or senior staff member will be the last person to leave the building, and will do a final check of the centre.

### **Confidentiality Policy**

Access to a child's information record is given only to the legal guardians of the child and the staff of the Child Care Centre. In the case of an emergency or injury to a child, information may be released to the proper authorities, medical staff attending a child or, in the case of suspected abuse, the appropriate child protection agency.

Parents should be aware that, in the case of bad debts or overdue accounts, pertinent information will be provided to an external collection agency.

Otherwise, no information, verbal or written, regarding a child or his/her family shall be released to anybody other than the guardians of that child, without the permission of the guardian.

**Parents are responsible to update children's files in the event there are any changes of address, work/home phone numbers, etc.**

Confidentiality of families is to be respected by all Early Childhood Educators. Confidentiality of the centre is to be respected by all ECE and families.

In the event of research situations, you will be informed in advance as to the nature of the research, the extent of your child/ren's involvement, and, in addition, you will be requested to give written consent for your child/ren to participate in the specific study.

### **Open and Frequent Communication**

Your input is always encouraged and appreciated. Quality Child Care is a partnership between parents, children and Early Childhood Educators. **We hope that you will seek us out to discuss concerns before they become complaints.**

Any communication should be made discreetly and quietly in the absence of the children. Parents are encouraged to discuss any concerns with the Early Childhood Educators or the Director of the Centre.

We welcome your suggestions. In the course of your busy day, please take the time to read the information on the Parent Information Board in the Centre. Menus, daily schedules, planning sheets detailing program activities, and YMCA Child Care Policies and Procedures are posted here. Notices regarding special events or other important information can also be found posted on the board. We believe that parent/staff communication is vital in promoting a healthy child care environment.

The YMCA of Regina Child Care Centre's are licensed by the Saskatchewan Ministry of Education. If you have concerns or questions regarding licensing matters, please contact the designated child care consultant.

Ministry of Education

Early Learning and Child Care  
1831 College Avenue  
Regina, SK  
S4P 4V5  
Phone: (306) 787-4980

## YMCA of Regina Child Care Centre Parent Manual Sign off Form

As a family enrolled at one of the YMCA of Regina Child Care Centre's:

- I have read the YMCA Parent manual
- I understand the YMCA policies in place; and
- I understand the responsibility and the actions required by me.

**Name:** \_\_\_\_\_  
(Please print)

**Child/ren' Names:** \_\_\_\_\_

**Centre:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
(Day/Month/Year)

*Note: This form is to be submitted to the centre director for filing by 1<sup>st</sup> day of child's enrollment.*



**YMCA**

We build strong kids,  
strong families, strong communities.