



Saplings

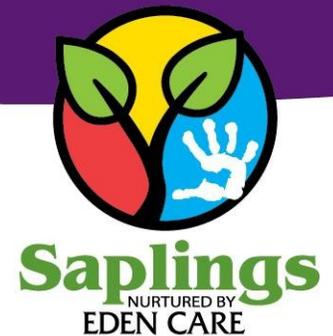
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EDEN CARE

**100 McIntyre Street
Regina, SK S4R 8R1
Phone: 306-206-0267**



Early Learning Child Care Centre
Parent Hand Book 2015





Introduction

Welcome to Saplings Early Learning Child Care Centre, nurtured by Eden Care Communities. We are a not-for-profit, licensed, subsidized, Child Care Centre located at 100 McIntyre Street. We are within walking distance of Imperial Elementary school, St. Michael Elementary school, and Mother Theresa Middle school.

Saplings is licensed by the Early Learning Branch of the Ministry of Education and will be an integral part of our overall community of caring.

Saplings will focus on child-centered and child-directed learning. As part of the Eden Care Communities family we are able to provide consistent intergenerational programming through The Regina Lutheran Home as well as our future Adult Day Wellness Centre. This will allow children to build meaningful relationships with Elders living in our community. Children and Elders alike will be encouraged to socialize, play, explore, learn, be spontaneous, and courteous. Children will work with the Elders to grow and enjoy life together in a safe and secure environment.

Eden Care Communities currently owns and operates The Regina Lutheran Home, Broadway Terrace, Milton Heights, and the Regina Lutheran Hospital Chaplaincy.

*If you have any questions or concerns about our Centre and you have already spoken to the Centre Child Care Leader, you can also call the Early Years Branch at **306-787-4980**. They will put you in contact with the Program Consultant for our Centre.*

Philosophy

We share the philosophy of the Ministry of Education and are committed to ensuring that the Saplings early learning program will be holistic, responsive, and developmentally appropriate. The Saplings program will focus on the healthy development of the whole child – social, emotional, physical, intellectual and spiritual development. Saplings children, family members and early childhood educators will all collaborate in enriching each child's learning and growth. Children will engage in open-ended exploration while increasing independence, acknowledge their expanding abilities, and communicate their understandings of the world with confidence and creativity.

Saplings children will experience healthy, inclusive and safe settings that enhance their learning and well-being.

Saplings children will see themselves reflected in a flexible environment that will stimulate communication, invite questions, encourage investigation and promote exploration. Children will sense that they and their families belong at Saplings.





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Structure

Saplings Early Learning Child Care Centre is part of Eden Health Care INC., a subsidiary of Eden Care Communities (ECC). ECC is governed by 12 volunteer Board of Child Care Leaders. Members of The Board of Child Care Leaders are elected every three years at the Annual General Meeting of the membership. ECC Board of Child Care Leaders is the Licensee of the Centre, approving policy decisions made by the Centre Child Care Leader, Executive Child Care Leader as well as the Chief Executive Officer of ECC with input from the Parental Advisory Committee (PAC). The Centre Child Care Leader will work closely with the PAC, the Early Learning and Child Care Consultant, early childhood educators, as well as the children to implement these policies.

The Board of Child Care Leaders delegates to the Child Care Leader direct responsibility for the day to day operations of the Centre and the supervision of staff. Parent concerns should be addressed with the Centre Child Care Leader and if necessary, the Manager of Intergenerational Care.

Parental Advisory Committee

Saplings will have a Parental Advisory Committee that will meet a minimum of twice a year with the potential for additional meetings if needed. The goal of PAC is to assist in shaping our Early Learning Centre to ensure it is meeting the needs and learning requirements of our community. All parents/guardians are eligible to be active on the committee. Our Centre will be child-centered and child-directed and we ask families to be as involved in the program design and day to day activities as they are able.

These meetings will be decided upon by members.

Hours of Operation

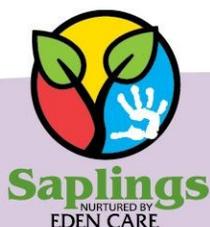
The Centre is open Monday through Friday from 7:00 AM to 5:30 PM.

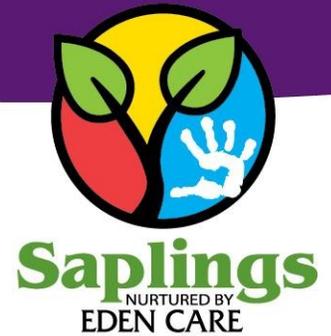
The Learning Centre is closed on all Canadian statutory holidays and Boxing Day (If care is absolutely needed on boxing day the centre will make arrangements to have care for your child) In the event of the above mentioned days fall on a weekend, the preceding or following day will be a holiday and we will be closed.

Statutory Holidays include:

New Year's Day
Labour Day
Family Day
Good Friday
Victoria Day

Thanksgiving Day
Remembrance Day
Christmas Day
Saskatchewan Day
Canada Day





Licensed Spaces

We are licensed to accept children between 18 months of age to 6 years.

We currently have:

- 10 Toddler Spaces (18 months to 29 months)
- 10 Preschool Spaces (30 months to 6 years)

We have a total of 20 licensed spaces.

Admissions

Children are accepted into the Centre based on availability of child care spaces in specific age groups. If the Centre is full to its licensed capacity, a waiting list is maintained. When spaces become available families on the wait list are contacted in the order (by date) that they are on the wait list. Eden Care Community Staff and Families who already have child/children attending the Centre will be given first priority when spaces become available.

Enrollment Information & Registration Process

Upon admission to the Centre, parents/guardians are required to fill in the following forms and return them to the Centre prior to the children's start date:

- Child Care Agreement for Services
- Health Resume
- Social Resume
- Emergency Card
- Excursion & Transportation Consent Form
- Subsidy Application (for those parent or guardians applying for subsidy)
- Letter of acknowledgement and agreement of Parent Handbook

If any of the information from these forms changes during the time the child is enrolled in the Centre, it is the parent or guardian's responsibility to inform the Centre of any changes.

Payment of the \$100.00 holding fee is required the day the application is dropped off at Saplings. Payment of the holding fee holds a spot on our waiting list for a child. We strongly recommend that children visit the Centre with their parent or guardian before they begin attending full days. This allows the children to adjust to schedules and routines and helps them to get to know the staff and other children.





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Types of enrollment

Full time enrollment allows a child to attend 5 days per week full days.

Holding Fees

New members are required to submit a \$100.00 non-refundable holding fee per child to maintain a space on our waiting list. Once enrolled, the holding fee will be used towards the first month's fees. In addition, the parent or guardian are required to give 1 month's written notice on the 1st of the month when ending the contract with the Centre. If 1 month's written notice is not received by the first of the month, the parent or guardian will be charged for the full month.

*Refer to Agreements for services contract

Fees Billed

Toddler space \$589.00/month
Preschool space \$539.00/month
Subsidy space Toddler \$295.00/month*
Preschool Space \$270.00/month*

All fees are due on the 1st of the month

Parents will receive a monthly invoice indicating fees owed for the month. Fees charged will be on the latest fee schedule in place. Parent or guardians are responsible for the total fees each month for the child.

For parents or guardians who are eligible for a subsidy, the parent portion and subsidy portion will be indicated on their monthly invoice. At that time the parent or guardian need only pay the estimated parent or guardian portion. **Once the Centre receives the subsidy payment, if the estimate is different than the subsidy received, the parent account will be adjusted accordingly. Amounts owed to the parent or guardian will be adjusted in the next billing period.** Amounts owed by the parent or guardian will be added to the next invoice and are due upon receipt of the invoice.





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Subsidy Applications & Information:
Ministry of Social Services Child Care Subsidy contact is:
(306)787-4114. Fax number is (306)787-4155.

Parents or guardians eligible for a subsidy are responsible for ensuring that all applications and required information are submitted to the Centre's Child Care Leader or Supervisor who will then forward it to the Ministry of Social Services. A copy of any information that the Centre forwards to the subsidy office on behalf of a parent or guardian will be kept in the child's file so that it can be easily resubmitted to the subsidy office if necessary. Subsidy amounts are received approximately 6 to 7 weeks after fees are due.

Payment/Late Payment Policy

Payment of day care fees is due on the 1st working day of every month.

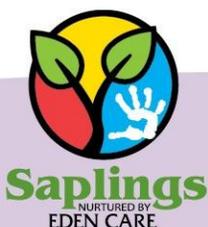
We accept; cheque, money order, certified cheque; or can set up Preauthorized debit for fees. Our preferred method of payment is preauthorized debit. A receipt will be issued for every payment made.

If fees are not paid in full by the tenth of the month, the parent will incur an additional \$10.00 late charge; this fee will automatically be added to your monthly balance. Late fees are charged per child.

Non-payment of fees will result in termination of your child's spot

Fee Changes

The Centre will give parent or guardians a minimum of 1 month's written notice prior to any changes to our fee schedule





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Breach of Contract

If the Centre Leader determines that a parent or guardian has breached the contract, the Centre will provide the parent or guardian with written notice informing the parent or guardian that they are in breach of their contract with the Centre. This will cause the contract to become immediately null and void and the family will no longer be considered a client of the Centre. If the child arrives at the Centre once the contract has been nullified, the Centre will make every attempt to contact the parent or guardian or any other emergency contact previously provided by the parent or guardian to pick up the child immediately. If this action fails to result in prompt removal of the child proper authorities will be notified. Any costs incurred by the Centre for administration fees and care of the child will be the responsibility of the parent or guardian.

Receipts

A receipt is issued any time a payment is made. These receipts may be required to complete your income tax return. It is the parent or guardians responsibility to ensure that receipts are kept in a safe place until needed. If a new receipt is required by parent or guardian the Centre will charge \$5.00 per receipt.

Daily Drop Off

In the event of a child needing to be dropped off at a later time than expected, we ask to please respect our scheduled nap-time. Please do not drop off between the hours of 12:30-3:00. If you need to drop your child off between these hours after exhausting all other options, please inform a staff member of the approximate time in order for us to be prepared.

Daily Child Pick-Ups

Only the persons listed on the Emergency Card will be allowed to remove a child from the Centre. The child will only be released to persons not listed if the Centre has received written or verbal communication from the parent or guardian and the said person displays government identification at the time of pick up. It is the parent or guardian's responsibility to inform the Centre, in writing, of any changes to the Child Release Form.

Late Pick-Ups (after 5:30 PM)

Any parent or guardian picking up their child after 5:30 PM will immediately be charged a late fee of \$10.00 for the first 15 minutes and an additional \$1.00 for every minute thereafter until 6:00pm. Any child remaining at the Centre after 6:00 PM, without notification from the parent or guardian, will be referred to Mobile Crisis. This fee will be added to the monthly invoice.





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PROGRAMS & SCHEDULES

Outdoor play

Children will be outside for a minimum of 30 minutes per day. If it is extremely cold 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, scarf or neck tube, and mitts or gloves. When it is extremely hot or above a UV reading of very high (8) children are again only outside for short periods of time provided that they have a hat, sunscreen, and appropriate footwear or we can find a shaded area. Ultimately the final decision will be made by our Child Care Leader or Supervisor.

Each child will have their own supply of sunscreen and insect repellent to be applied prior to heading outside, when necessary as provided by parent or guardian.

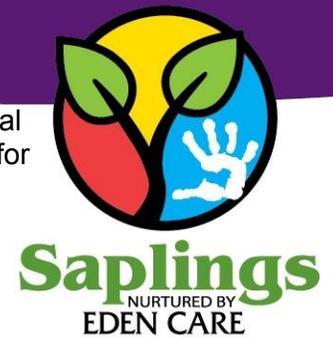
Play and Exploration

The Centre will promote Play and Exploration and provide a balance between active play and quiet play and structured and unstructured activities. We provide many creative activities to stimulate development of the whole child (i.e. social, intellectual, language, physical and emotional.) Music is used in our program in a variety of ways. All programming and activities are age appropriate and are varied for different ages and developmental levels of the children.

Excursions, Field Trips & Special Events

Parents and guardians are responsible for transporting their children between home and the Centre. Children will be taken on outings throughout the year. Various modes of transportation may be used. Buses may be rented; The children will walk, or utilize Regina Public Transit System. Parents are required to sign a release form at registration for child care services for general outings.





A specific form will be required if we are planning large, complicated, and special outings. ****Please note that field trips may be cancelled on short notice if ratios for the trip cannot be met**** There will be no notice given for short neighbourhood walks around the Centre. Parents will be given at least 24 hours' notice of an outing for their child including the following:

1. The destination of the trip
2. Method of transportation
3. The time of departure and estimated time of return
4. The expected route which will be taken (if walking)
5. The names of the participating Early Childhood Educators
6. Fee, if any
7. Special requirements for clothing or materials. All children on outings will wear matching t-shirts with the Centre's name. A first aid kit will be taken on all excursions with appropriate supplies, emergency cards, and a cell phone in case of an emergency. Children cannot be dropped off at the excursion location by a parent or guardian. Volunteers are welcome and appreciated on field trips to assist us in meeting the required ratios.

Newsletters/Calendars

Parent or guardians will receive a monthly newsletter and/or calendar detailing monthly events, themes, birthdays, special days, field trips, etc. for the month.

Nutrition/Meals

We serve:

Morning Snack	9:00 a.m.
Lunch	12:00 p.m.
Afternoon Snack	3:00 p.m.

We follow a 3-week rotating menu for summer and winter. The menu is nutritionally balanced and planned in accordance with the Canada Food Guide. Each snack contains 2 food groups, one of which is fruits and vegetables and lunches contain 4 food groups. Menus are posted on the Parent Information Board and in the kitchen. We make an effort to limit the amount of processed foods, sugar and preservatives used. We also make an effort to provide a wide variety of fresh fruits, vegetables and meats in the food prepared for the children.



Children are encouraged to taste or try all foods but are never forced to consume unwanted food. Meals and snacks are never withheld as a means of discipline. If a child requires special dietary requirements or must follow a specific diet, it is the parent or guardian's responsibility to provide foods that accommodate the diet or dietary requirements if the Centre is not able to accommodate their needs.

***Saplings is a Nut Free Environment**

CHILD BEHAVIOUR GUIDANCE POLICY

Behaviour Guidance Policy

According to the Child Care Regulations, no person shall practice any form of:

- Corporal punishment (i.e. spanking, hitting, etc.)
- Physical, emotional or verbal abuse
- Denial of necessities (i.e. food, water, bathroom facilities etc.)
- Isolation

Questions, concerns or problems should be addressed with the Centre Leader and or Supervisor. In order to prevent behaviour problems we will at all times provide for the basic needs of all children in our care. We will teach and model acceptable behaviour and will handle unacceptable behaviour. We will focus on building self-esteem and independence in children.

We set the following limits:

- We do not hurt other people
- We do not tease or bother other people
- We take turns with the toys and activities in the centre
- We take care of our things as well as other people's things
- We are kind to ourselves, our friends and our educators
- We use our words and respect when people are talking to us
- We do not use threats, shame or humiliation

When limits are not met, staff will:

- Remind children of the limit
- Use alternate methods (i.e. humour, praise, compliments, offer encouragement, offer choices, distract to a positive role model, clarify messages, practice planned ignoring, point out natural consequences, etc.)
- Encourage listening, respect and independence
- Teach children to solve problems with little adult intervention



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Staff will:

- Remain calm at all times
- Teach children appropriate ways of expressing feelings
- Be consistent in their discipline

Methods available for educator use to aid in behavioural guidance can include:

- Providing good supervision
- Providing developmentally appropriate activities
- Provision of appropriate activities and transitions to prevent children from getting bored
- Provision of appropriate time for activities and transitions so children do not feel rushed
- Providing children with responsibility and allowing children to help when appropriate
- Give warnings of upcoming transitions
- Showing respect for children's feelings
- Showing pride and pleasure in children's interests, accomplishment
- Setting reasonable limits
- Giving gentle reminders of expectations and limits, routines, etc.
- Offering children appropriate choices
- Helping children make choices
- Anticipating children's needs
- Helping children recognize the consequences of their actions and words
- Recognition of child differences in age, temperament and experience
- Redirection from potential problems

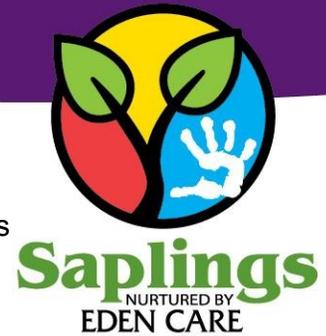
Incident Reports

Incidents are written to inform parent or guardians of unacceptable behaviour. This is used for serious incidents, on-going behaviours and behaviours that are out of the ordinary for the child. Incidents are kept in the child's file. If incident reports are continual the Child Care Leader and the Board of Child Care Leaders may review the child's status in the Centre. If necessary 1 month's written notice to terminate child care services may be given to the parent. Incidents reports are filled out and signed by the attending staff person and they are signed by the Centre Child Care Leader and the parent or guardian. A copy of the incident report will be made for the parent or guardian if requested.

On-Going or Worsening Behaviour

When a behaviour problem is continual and/or becomes worse, there will be a consultation between the Child Care Leader and Supervisor, staff and parent or guardians and if necessary the Early Years Consultant. A program may be developed or parent or guardians may be referred to other professionals. If an agreeable situation cannot be reached, the parent or guardian may be given 1 month's written notice of termination of child care services.





Communication

Communication among staff and parents/guardians is essential. Staff will keep parent or guardians informed as to how the children's days are and parent or guardians are expected to make staff aware of anything that may affect a child's behaviour. This includes illness, medication, family difficulties, changes in routine etc.

Ongoing two-way communication between parent or guardians and staff is essential for quality child care and necessary in order to further your children's development. Please take the time to communicate with the staff. Our staff will do their best to keep you informed about your children both verbally and through a written communication book kept in each child's locker.

Accidents, Injuries, Evacuation

Accident Reports

If a child receives a minor injury while in the care of the Centre, staff will fill out a Minor Injury Report. The report will state what happened and what, if any, first aid was administered. The parent or guardian will be required to sign the report and the report will then be kept in the child's file. If the parent or guardian requests a copy of the report, a copy will be provided.

Injury/Unusual Occurrence Reports

If a child receives an injury, while in the care of the Centre, that requires medical attention, or if a serious occurrence occurs that is unusually upsetting to a child, an Injury/Unusual Occurrence will be filled out and the Early Years Consultant for licensing will be notified within 24 hours. This report must be signed by the parent or guardian and then the report will be forwarded to the Centre's consultant within seven days, at Early Learning and Child Care Branch. A copy of the report will also be kept in the child's file. If the parent or guardian requests a copy of the report, a copy will be provided.

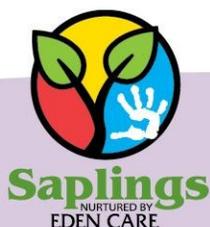
Evacuation

Fire drills are held to familiarize the children with the evacuation procedure. In the event of a fire drill, the Child Care Educators lead the children out of the building. We do not stop for foot wear or coats. Emergency procedures are posted in a visible location within the Centre.

In the event of a fire, children will be sheltered at:

1. Eden Care Communities Corporate Office 107 Albert St.
2. Tim Horton's at 103 Albert St.
3. The Regina Lutheran Home at 1925 5th Ave N.

In the event of an emergency where the children must be evacuated, the goal is to get the children out as quickly and as safely as possible. 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.





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CHILD CARE ISSUES

General

- Shoes must be worn at all times while on Centre premises. Please ensure your child/children have indoor shoes to wear in the Centre every day. Please make sure that shoes have non-marking soles with a back on it.
- Children must be dressed appropriately for play on a daily basis. Please make sure your child is wearing clothes that they can get dirty in.
- All children need to have extra clothing at the Centre in case of spills, accidents, etc. These should be labeled with the child's name.
- All children who nap are required to have a blanket (we provide sheets) for nap time. Pillows are optional; blankets/sheets will be washed weekly in the Centre.
- Please allow enough time in the mornings when dropping off your children to help them get settled in.
- Please allow enough time in the evenings when picking up your children to speak to your children's early childhood educator and get your children ready to leave.
- Parents will sign all children in and out of the Centre each day. These hours will be transferred to the Attendance Reports and all parent or guardians (regardless of subsidy eligibility) will be required to sign this report at the end of each month.
- Please refer to your monthly newsletter or calendar and ensure your children are on time for field trips or special events and have any necessary clothing or materials needed for the day.
- Due to health concerns only disposable diapers will be used in the Centre.

What to Bring to the Centre

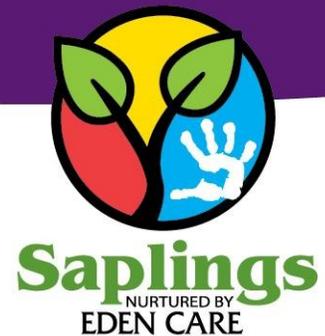
- Change of clothes including indoor/outdoor runners
- Diapers (if applicable).
- Bedding for nap time (if applicable)
- Bibs (if applicable)
- During the Summer: bathing suit, towel, hat, good walking shoes as well as sunscreen and bug spray
- During the Winter: ski pants, jacket, hat, mitts, scarf, boots, indoor shoes

Whenever possible, please label items with the child's name!

What NOT to Bring to the Centre

- Candy/Gum/Food/Drink
- Toys (unless for special occasions such as Show & Tell)
- Toy Guns
- Video Games
- Expensive Clothing





NSF Fee

A \$45.00 fee will be charged if any cheque is returned for non-sufficient funds. If one cheque is returned for non-sufficient funds, cheques will no longer be accepted from that client and another method of payment will be required. If NSF is because of a bank error, bank verification will be required. Any cheques that are returned as a “Stopped Payment” will be handled in the same manner as an NSF cheque and the \$45.00 charge will still apply.

Adjusting to our Centre

Parents or guardians are encouraged to stay for 5-10 minutes with their child upon admission into Saplings for the first week. Each child will adjust to our Centre at a different pace; parents or guardians will work closely with Child educators to ensure children feel safe and secure at Saplings.

Attendance

The Early Years Branch of the Ministry of Education requires that attendance sheets be maintained daily. Parents will sign all children in at the time they arrive at the Centre each day and sign them out when they are picked up at the end of the day.

If children leave throughout the day and return (i.e. for school, appointments, etc.) they will be signed out when they leave and signed in again when they return.

At the end of each month, there will be a monthly Attendance Report that all parents or guardians are required to sign to verify their child’s attendance at the Centre. All parent or guardians are required to inform the Centre if their child will not be in attendance. Please indicate if the absenteeism is due to sickness, holidays, etc.

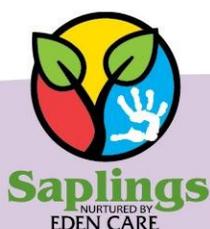
*All children, who are eligible for subsidy payments must be in attendance in the Centre for a minimum of 36 hours each month.

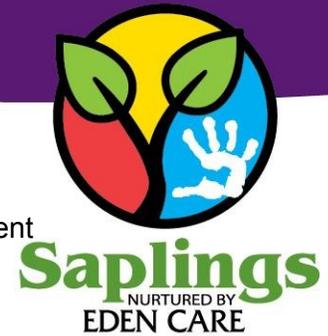
Emergency Contacts

The persons listed by the parent or guardian on the children’s Emergency Cards will only be used by the Centre in case of emergency. It is the parent or guardian’s responsibility to inform the Centre immediately, in writing, of any changes in the information provided on the Emergency Cards. On a yearly basis the Centre will provide the parent or guardian with new cards to be filled out for updates.

Confidentiality

Parents or guardians are reminded that all childcare information (attendance, financial, policies, etc.) is confidential. This information is not to be shared. If inquiries are made regarding childcare information, please direct the inquiry to the Centre’s Child Care Leader.





Fundraising

Fundraising is a key part of keeping costs low at Saplings and allows us to subsidize the cost of new equipment for the Centre. Fundraising is a requirement for all families with children at Saplings. The Centre will hold or assist Eden Care Communities with a minimum of one fundraiser per year. All fundraisers require mandatory participation. If you do not participate in each fundraiser you will be charged an “opt out fee” of \$30.00. Failure to pay the charge will be handled in the same manner as non-payment of childcare fees.

Volunteering

From time to time, assistance may be requested from the parents or guardians for such things as field trips, spring cleaning, disinfecting toys, set up or cleanup of meetings and events, moving of equipment and/or furniture, set up of new equipment etc. Your assistance in helping out with these duties will be greatly appreciated. Parent and guardian volunteers may not be directly involved with the children unless the individual has a criminal record check including the vulnerable sector on file with the Centre. Criminal record checks are completed through the City of Regina Police Department. Criminal record checks are completed free of charge for volunteer purposes. If you are interested in volunteering for any activities that are directly involved with the children, a Request for Criminal Record Check for Volunteer Purposes is available from the Centre’s Child Care Leader.

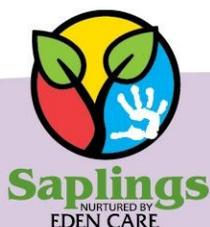
Transportation

Parents or guardians are responsible for arranging transportation to and from the Centre, school or any other agency the children attend during Centre hours. The parent or guardian is responsible for notifying the Centre, in writing, with the following information: arrival and departure times, location, bus or cab number, driver’s name etc.

The parent or guardian is also responsible for notifying the Centre of any changes in the daily routine. It is not the Centre’s responsibility to escort children to the bus or school. The Centre’s responsibility ends when the child leaves the Centre and resumes when the children return to the Centre. It is the Parent or guardian’s responsibility to inform the school, other agencies and Transportation Company if the child is absent for any reason.

Information Disclosure

At no time will any personal information pertaining to any children be released or shared without the written consent of the parent or guardian who has custody of the children. The exception to this policy is in The Child Care Regulations, 2001 Section 39 (1) and (2) which deals with confidentiality.





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Child Abuse

The law and government regulations require any staff/parent or guardian to report any suspected forms of child abuse and/or neglect to The Ministry of Social Services– Child Intake Unit. 787-0277. Staff is required to follow The Saskatchewan Child Abuse Protocol 2014 regarding child abuse/neglect suspicions, disclosures and witnessed evidence. Further information is available from the Centre Child Care Leader if requested.

Intoxication

If the Centre suspects that a child is being transported by a person that is intoxicated the Centre will contact the local police and child protection. The Centre will provide the license plate, make and model of the vehicle and any other pertinent information requested by the authorities. The Centre's main concern will always be the safety of the children.

Ethical Conduct

Harassment Policy

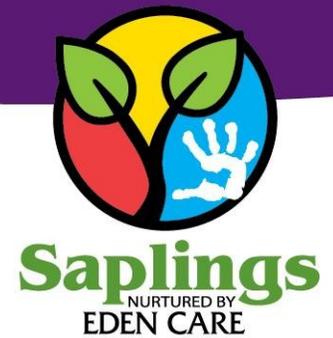
Saplings Early Learning Child Care Centre has a zero-tolerance policy for abuse or harassment towards staff. This includes yelling, swearing, violent behaviour, inappropriate accusations or arguments regarding Centre policies (including Sick Children Policies, Health and Communicable Disease Policies, Late Pick-Up Policies, Confidentiality Policies, etc.) set up in the Parent Handbook. Any parent or guardian concerns can be addressed with the staff, Supervisor or Child Care Leader in a professional and proper manner. In the case of harassment or abuse towards staff persons, the parent or guardian will receive a verbal warning. A second occurrence will receive a written warning and a third occurrence will result in termination of child care services. All warnings will be recorded in the child's file.

Professional Relationships

It is the policy of Saplings that the Early Childhood Educators will not provide any childcare for parents/guardians of the Centre outside of Saplings Early Learning Child Care Centre.



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Health & Hygiene

Smoking is prohibited on Eden Care Communities and Saplings properties. We ask all parents/staff to refrain from smoking near the outdoor play yard.

General

Proper health, hygiene and sanitation procedures are followed by the Centre at all times. Washing hands is the best way to prevent infection. Staff and children will use good hand-washing techniques. Hands are washed:

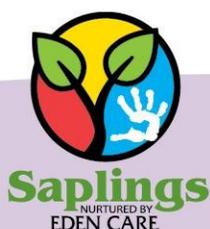
- Before eating and drinking
- After using the toilet or diapering
- After wiping noses or cleaning up a spit-up
- Before food preparation or food serving
- After playing outdoors in sensory bins

Allergies

Please inform the Centre of any allergies your child has and the expected reaction. A listing of all children and their allergies will be posted in each room of the Centre.

Sick Child Policy

The intent of this policy is to reduce the acquisition and transmission of communicable diseases. Daily health assessments of the children are conducted through direct observations, communication with families and conversations.





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Sick Children

In order to protect the health of your children and others we cannot care for children who are sick.

A child should not attend the centre if he/she has or is developing any of the following:	A child may return to the centre when he/she:
A fever of 99.5° F (37.5° C) or higher when taken under the arm.	Fever has remained below 99.5° for 24hours without medication.
Diarrhea that cannot be contained in a diaper or in which an older child is soiling their underwear. Frequent diarrhea symptom (2 in one hour)	24 hours after diarrhea has resolved.
Child has been on antibiotics less then 24 hours (urinary tract infections.)	Child has been on antibiotics for over 24 hours.
Unusually 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 and is not contagious.
Skin infection, undiagnosed rash, sores, including severe diaper rash.	A doctor's note saying child may return to centre and is not contagious.
Infected eyes, yellow skin or eyes (jaundice)	A doctor's note saying child may return.
Impetigo, scabies, etc.	A doctor's note saying the child may return and is not contagious.
Hand foot and mouth	Excluded until blisters have scabbed/crusted over.
Head lice	Nit Free and treated at home. Staff members will check the child before given the okay to attend.
Eye Infection/Pink Eye	24 hours on antibiotics before child can return to centre.



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If children are not well enough to fully participate in the program, they are not well enough to attend. This included playing outdoors and any other activities. If your child/ran are lethargic, not wanting to eat, or crying because they are not feeling well please keep them at home. If the child is deemed too ill to attend the centre we will deny care for that day.

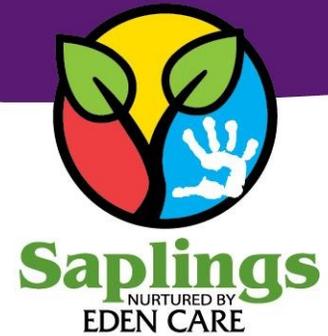
We understand that during cold and flu season, your child may be well enough to attend the centre, but we may ask that your child's bedding is sent home every day to be washed during this time to prevent germs from spreading throughout the centre.

Fevers that are above 37.5° (armpit temp) will be sent home. Please contact the Director if you have any concerns regarding a temperature

If a child becomes ill while in attendance at the Centre or is suspected to have a communicable disease, the parent or guardian will be contacted and expected to remove the child from the Centre as soon as possible. Until the parent or guardian arrives at the Centre to pick up the child, the child may be separated from the other children so as not to jeopardize the other children's health and safety. If after 1 hour, the parent or guardian has not removed the child from the Centre, the Centre will either call the parent or guardian again or the next person listed on the child's Emergency Information Card. If a child is absent from the Centre due to illness, please inform the Centre. If children in the Centre have been exposed to a contagious illness, it will be posted in the Centre



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MEDICATION POLICY

Medication Form

No medication, either over-the-counter (OTC) or prescription, will be given without the parent or guardian completing a Medication Form. This is a licensing requirement. The only time this may be waived is in the case of an emergency when the Child Care Leader, Supervisor or a staff member has obtained the parent or guardian's permission by telephone. In these cases, the parent or guardian will be required to sign a form immediately upon arrival at the Centre. A separate Medication Form is required for each medication the child is taking. Parents will be required to sign off on the medication form once the medication is completed and it will be kept in the children's file.

Prescribed Medication

Only prescribed medications will be routinely administered by the Centre. Prescribed medications must:

- Be in the original container with the pharmacist's label
- Prescribed for and named with the child's name
- Be a current prescription (i.e. we will not give medicine that was not all used up the last time the child was sick)

Over-The-Counter (OTC) Medication

Over-the-counter medication will only be administered for 2 days without authorization from a doctor and only if the child is not taking any other OTC (including Tylenol) medication. After 2 days, a doctor's written recommendation is required. Sometimes a doctor will suggest that you give your child medicines that can be purchased without a prescription or will give office samples. You must ask the doctor to give you this recommendation in writing or indicate that he/she has given the sample medication. This policy will be administered at the discretion of the Child Care Leader or Supervisor. All OTC medication must be in the original container.

Tylenol may be administered to a child in an emergency situation provided:

- Verbal permission has been obtained over the phone
- The situation warrants the administration (i.e. the child develops a fever during the day)
- The parent is in the process of making arrangements to have the child picked up from the Centre.
- No other medication is being taken by the child.





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General

Medicine doses administered to a child will not exceed amounts indicated on the prescription label or the OTC label (based on the child's age, weight or other determining factor).

If possible, new medications (one a child has never had before) should be given at home for 24 hours. This way the parent or guardian can monitor the child for any reactions. If this is not possible, please inform the Centre that the medication being used is new.

Please inform the Centre if your child has received any medication at home so that we can watch for any side effects. This will also prevent the mixing of medications.

All medications have an expiration date. We will not administer any prescribed or OTC medications that have expired.

The staff record every time the administer medications. You can check what time your child received their medication by asking to see the form.

Please let the staff know how to give medicines and any suggestions you may have to make the experience easy. Whenever possible we let the child have some control over the situation by helping to hold the syringe or cup or choosing where they will sit while they have their medication, but you may be able to give us some valuable tips about your child.

Whenever possible, the parent or guardian should ask for prescription medication that may be administered at times convenient for the parent or guardian to administer at home (i.e. 12 hour dosages).

Whenever possible, parent or guardians should ask for prescribed medications to be put in 2 bottles so that 1 can remain at the Centre.

All medication is kept in a locked box and cannot be kept in the child's locker. Refrigerated medications are stored in a lock box in the fridge.

Public Health Contact Information

https://www.rqhealth.ca/programs/comm_hlth_services/pubhealth/pubhealth.shtml

Talk to your Public Health nurse or call (306) 766-7790 if you have questions or concerns.

*****Please sign agreement on next page*****





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Agreement of Service Between Saplings and Parent or Guardian

As a family enrolled at Saplings Early Learning Child Care Centre, I have read the parent handbook and I understand the policies in place. I also understand the responsibility and the actions required by me.

Please Print:

Name: _____

Children's Name: _____

Signature: _____

Date: _____

Day/Month/Year

Signature: _____

Date: _____

Day/Month/Year

