



SASH LABELLE EARLY LEARNING CENTER INC.





WELCOME MESSAGE

Welcome to Sash Labelle Early Learning Center, SLELC!

We are excited to have this opportunity to provide child-care services in our community, and we welcome you all who have been able to entrust us with the care of your child.

INTRODUCTION – ABOUT SASH LABELLE EARLY LEARNING CENTER

Sash Labelle Early Learning Center is committed to providing a safe, nurturing, and educational environment for children aged 2.5 to 6 years old. Our policies and procedures are designed to ensure the well-being of every child, maintain a high standard of care, play, education, and explore in a fun and responsible way.

This handbook is made available to all our parents and guardians to help you understand the policies and procedures that we follow as a guide in ensuring that your child is safe, prepared to learn and encouraged to explore. This handbook also clarifies all our roles and responsibilities while caring for your child(ren).

Our Mission

The objectives of Sash Labelle Early Learning center is:

- Provide a positive learning environment that is child-centered to encourage them to freely express themselves as they learn.
- To recognize each child's potential, respect their learning and growth capabilities as each child is special and unique.

Sash Labelle ELC Program Values

Sash Labelle bases its values on accountability, trustworthiness, honesty, and openness, giving each member parties including parent members to voice out their approach to how to work together successfully for the benefits of our children and our community.

DAYCARE HOURS

Sash Labelle Learning Center is a non-profit, 56-space, Government Licensed and Subsidized Child Care Centre that offers Full-Time Childcare services.

Monday-Friday 7:00 am-5:30 pm

Closed on Statutory Holidays

Ages

Preschool: 30 months to the end of kindergarten

CHILD DROP OFF AND PICK UP POLICY

Children will not be permitted in the building prior to opening hours. The doors will be unlocked by a Staff member when we are open for operations as scheduled. At the same time, Children are not allowed to come into our Sash Labelle center area alone or to sign themselves in or out. This is for their protection in case of a lockdown, fire, or other emergencies. When you are coming in and out of the center, please remove ALL wet and muddy footwear.

Drop-Off

- Please assist your child with removal of outerwear and putting on indoor shoes upon your arrival.
- Please SIGN-IN your child(ren) upon your arrival
- Every parent should walk their children to **their assigned staff member station before departing the building.** (*Every Child will be assigned to an educator, and parents will be informed beforehand about the educator responsible for their child to help with the smooth drop-off and pick-up process.*)

Pick-Up

- We will only **release children to parents/guardians listed in the Child**

Release Form during pick-up time. All our staff members will have a sign-out

Sheet and will release the child upon your confirmation. (Parents MUST provide written notice if a person not listed on the form is to pick up the child. Our staff members may request a photo ID from the people picking up the children at any time. Be aware that, if need be, a copy of the photo ID will be kept on file for future reference.

- Only individuals who are over 16 years and older will be allowed to pick up the child from our care.
- Children will not be allowed to walk home unescorted by an adult.

Our Late Policy is as follows:

- A fee of \$50.00 for every 15-minute increment that your Child is in the building after 5:30p.m. is applied per Child, per family. For example, at 2 minutes late, one \$50.00 fee would be applied. This fee must be paid before the end of the month and will be added to your monthly print out.
- After 30 minutes of our closing time, if we are unable to contact anyone on your Emergency and Release Forms, Child Services will be contacted. Sash Labelle will no longer be responsible for your Child and Mobile Crisis will be informed. Responsibility will then be turned over to Mobile Crisis, the Ministry of Social Services, or Regina City Police. There will be no exceptions or warnings. If you are late for any reason, a charge will be issued. This no exception policy allows us to apply the late policy to everyone consistently and fairly. All late pick-ups will be dealing with the Director; no money will be transferred between the Staff and Parent/Guardians. The Mobile Crisis Unit will be called, and their contact number will be posted on the outside of the Daycare door.
- Once a child is signed out by the parent/guardian, the Daycare will no longer be responsible for them, even if they remain on Daycare property.

STATUTORY DAYS

As indicated above, we are closed for all statutory holidays including:

- New Year's Day

- Family Day
- Good Friday (We are open on Easter Monday)
- Victoria Day
- Canada Day
- Provincial Holiday (August)
- Labor Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

If holidays fall on a weekend day, the weekday closest to that day will be observed as the holiday (Holidays that fall on a Saturday will result in a Friday closure. Holidays that fall on a Sunday will result on Monday closure). These days will be decided in January of each year and will be posted on our website for your convenience. We follow the guidelines of Saskatchewan Labor Standards when deciding our closure dates. There will be no discounts provided for holiday closures.

STAFFING RATIO: EDUCATOR TO CHILD RATIOS

- **Preschoolers:** 1:10

Educator to Child ratios is based upon guidelines set by Saskatchewan Child-care regulations and law.

OTHER POLICIES

Home Toys & Electronics

Sash Labelle Center provides a wide variety of toys, games and other resources to offer Children during Centre time. We strongly encourage personal toys to be kept out of the Centre as much as possible, as they can cause disputes and can be broken or lost. We are not responsible for stolen, lost or broken toys or electronics.

- However, we do know that sometimes the Children appreciate having something from home with them. Children enrolled in the daycare will be permitted to bring toys from home to play with on “**Home Toy FRIDAYS**”, and on other special specified days. If we see “Home Toys” out during the other times of the week, we will ask the Children to put them away.

Children Requiring Special Accommodation

Sash Labelle Early Learning Centre is happy to be as inclusive as possible. For example, our center is designed to accommodate wheelchair access for children in need of this special accommodation. We therefore desire to make special accommodations for Children who require any accommodations, provided it is within our power and authority to do so. Accommodation can be specific treatments prescribed by a professional or a Parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the Child’s file. Whenever we deem it appropriate to have a Child with special needs in our Centre,

1. The entire team of educators will be informed and trained provided there is a reasonable time given by the parents of the child to allow them to be informed and be prepared to offer such accommodation as prescribed for the child.
2. Parents may be asked to waitlist their child(ren) tentatively while our educators receive proper training to ensure that the accommodations provided will not jeopardize with their daily duties in caring for the rest of the children under their care.

- Please note that *“Families are welcome to contact us at any time to inquire if we are able to accommodate children’s needs in our Program”*.

Payment Policies and Procedures

FEES AND PAYMENTS POLICY

Registration Fee: A non-refundable registration fee of \$75 is due upon enrollment.

Monthly Fee: Full time enrollment (10 days or more/month) is \$828.00 with the Sask Government covering \$610.50. Parents portion to pay on the first of each month to SLELC will be \$217.50.



Daily Fees: Daily drop ins (9 days or less/month) is \$57.95 with the Sask Government covering \$47.95. Parent portion to pay is \$10.00 prior to or on the day of drop in.

Child-Care Monthly Fees: Fees are due on the first of each month. Late payments may incur additional charges.

When a Child is first enrolled in any of our Programs, their Parents or Guardian will be required to sign an Enrollment Agreement for Services with Sash Labelle Early Learning Centre. These Agreements will be renewed annually or whenever there is a fee change. Agreements will cover hours your Child will be at the Centre, both Parents' information and addresses, and the main policies regarding fee payments. All fees will be due on the first of the month, and fees must be paid no later than five business days after.

- After this *five-day period*, fees will be considered *late*, and a *\$50.00 late payment fee* will be added to the Parent account. If you miss one month's payment, you will receive a payment reminder with your next account statement. If the account is not cleared up completely by the end of the next month, accounts will be immediately suspended to avoid more charges accumulating. If *payment is not made within five days of account suspension*, notice of Termination of Services will be given and any unpaid accounts will then be sent to collections. If at any time there is an issue paying your account in full, you may see the Director to discuss possible payment plan.
- No account will ever be allowed to carry a balance unless arrangements have been approved by the Director. There will be a \$50.00 fee added on all returned checks. After two NSF checks are received by the Centre, payment will be required by cashier's check, or debit.
- Parents may make account payments with cheques (postdated cheques are also available), cashiers' check or money order, debit card or email money transfer. Cash payments will only be accepted if they are personally delivered to the Director. We do not accept payments made by credit card due to the large amount of fees that are charged to the Centre to process those payments.
- All payments will be made payable to: **Sash Labelle Early Learning Centre** using PAD unless otherwise agreed upon in writing by both the center director and the parent. Our Educators will

not be responsible for cash payments and missing payments will need to be paid again by a Parent/Guardian.

MONTHLY FEES POLICY

- Parents are responsible to cover the fees in full for the spot their Child takes in our Centre. This is not based upon attendance but rather on a set monthly fee that is due regardless of the attendance habits of the Child who has the spot. No refunds or discounts will be issued due to missed days during the month. Our fee structure is based upon Staffing costs, as well as covering the costs required to operate all programs in the building. This fee is outlined in the contract which is signed by the Parent/Guardian upon enrolling the Child in the program. These contracts may be adjusted from time to time as needed with thirty (30) days of intent to change services.
- Contracts are re-signed annually should the monthly fees change or during the first month of the school year if there is no increase. Because monthly fees remain the same, no bill will be given to remind you of these fees. A monthly statement of activity may be sent out usually prior to the 30th of each month.

RECEIPTS AND STATEMENTS

- Parent Account statements will be sent home monthly for all families, so please ensure that the office has your proper email address when beginning with the Centre.
- Receipts are available upon request but are usually kept until year end. Receipts will be completed and emailed to a Parent by the end of February.

REFUND POLICY

- In the event you have overpaid the credit will be applied to the month of your choosing or as a refund only upon terminating your enrollment with Sash Labelle. A cheque will be issued for this amount **within thirty days** of your final day of attendance.

VACATIONS, ABSENCES & WITHDRAWAL POLICIES

- Discounts will not be given for vacations or illnesses, and the monthly rate will remain the same. We require a **thirty-day written notice by the first of the month** prior to your Child withdrawing from the Centre or a change in your Child's contract. Fees for one full month will



be added if a proper written notice is not given prior to your Child leaving the Centre. Failure to notify the Centre will cause all fees to continue until written notification is given.

- We expect our Pre-K and Kindergarten Parents to work diligently with us regarding absences. The end of the school day when Children are coming to the daycare is often an extremely busy. If your Child will not be there in the afternoon, Parents must call/text us or send an email to sashlabelle@outlook.com. If Children do not show-up at the care center within 30 minutes of the starting time, we will begin calling Parents and Emergency Contacts.

Health and Safety Policies

HEALTH REQUIREMENTS

- **Immunizations:** All children must have up-to-date immunization records.
- **Health Screenings:** Regular health check-ups are required. Parents must notify the center of any medical conditions.

FOOD, AND ALLERGIES

Allergies

We MUST be aware of *any food or other known allergies that affect your Child*. If your Child has any known food allergies these must be listed on the Emergency Information Form provided to you at enrollment. This allows us to alert all our educators to be on guard of the allergy. The Emergency Information Form must be updated or turned into our office as soon as this allergy has been identified. This form must be updated annually or as needed. Please provide thorough information so that we can properly care for your Child and prevent emergency risks.

We also need to be aware of any Non-Food allergies that can affect your Child, please also include them on the Emergency Information Form provided to you at enrollment. This form must be updated annually or as needed. You will also need to fill out an Ongoing Medication Form if your Child requires an Epi-pen or other prescription medications.

Specialty Foods

Parents must provide alternate milk for **lactose free diets**. Please avoid nut-based milk.

If you require your Child to be on a special diet aside from what we can provide, please speak with the Director about how we can accommodate your Child.

We have access to a microwave in our program, and our educators will be able to help warm your Child's food where needed. To ensure that all Children are eating safe foods for everyone in the Centre, the following guidelines must be met:

- Perishable food brought from home should be sent with an ice pack to avoid contamination.
- Must be nut free.
- Please respect these policies as they have been put into place for the safety of our most vulnerable little ones.

Sash Labelle has a full kitchen equipped with a cook to provide nutritious meals throughout the day. We will provide all children arriving at 7am with Breakfast, and all children enrolled 2 snacks (1 snack in the AM and 1 snack in the PM) and Lunch. Please do not bring food from home unless otherwise arranged with the Director.

Illness Policy

- **Sick Child Policy:** Children who are ill must stay home until they are symptom free for 24hrs. Symptoms warranting exclusion include fever, vomiting and diarrhea.
- **Notification:** Parents will be notified immediately if a child becomes ill during the day. We will ask parents to arrange pick up for their child as soon as possible.

SENDING A CHILD HOME

There will be times when it becomes necessary to send Children home to limit the spread of illness and disease within the Centre. We will try to work with families as much as possible, but there are some things that we will send a Child home for. These guidelines are based off recommendations from Public Health. We shall send Children home immediately for the following (not a comprehensive list):

- Fever of over 100.0 degrees Celsius • Unexplained vomiting
- More than three episodes of Diarrhea in one day
- Unexplained skin rash/hives/marks on body
- Runny eyes/pus in eyes
- Suspected broken bones
- Suspected concussion type injuries

If a School Age Child is telling us that they are not feeling well, we will listen to them and inform their Parent or Guardian. When it has been determined that a Child must go home, the procedures are as follows:

- Notify the Parent
- If the Parents are unable to be reached, the Educator or Director will call the next listed emergency contact.
- It is expected that someone will come to pick up the Child as soon as possible. If the waiting period is longer than thirty minutes, the Child will wait in the office away from the rest of the group to limit the spread of germs to the rest of the Children. They will be made comfortable while waiting.
- If a Child is diagnosed by a doctor with a communicable illness, it is the Parent/Guardian duty to inform the Centre of the child's absence.

It is important to note that we cannot provide special care for sick Children. If your Child is too sick to be at our childcare center, to go outside, or to participate in our planned activities, please do not send them to the Centre that day. We will not have Staff to take care of these special requests' facility.

MEDICATION ADMINISTRATION

- **Authorization:** Medication will only be administered with written consent from parents and a physician's note.
- **Storage:** Medications will be stored securely and administered by trained staff.

Communicable Disease Policy

We work together with the Regina Qu'Appelle Health Region to help minimize the spread of communicable diseases that are related to foodborne, waterborne, and vector-borne diseases and outbreaks. Communicable diseases can be spread through contaminated food, water, infected animals, or person to person. If you suspect your Child is ill from a communicable disease, it is incredibly important for you to inform the Centre so that we can do extra cleaning to stop the spread of these illnesses. The Centre has a duty to report to Public Health when we have 3-5 cases of Communicable Disease in the Centre. For more information on Communicable Diseases please visit

<https://publications.saskatchewan.ca/#/products/83491>

A copy of these diseases is also posted on our website and at the SLELC Center entryway.

| Symptoms | Could Be | Should my child attend Daycare? | Do we have to see a doctor? | When can my child return to daycare? |
|---|---|---|---|---|
| -High temperature -Fever/Chills -38 degrees or higher | -Strep Throat (usually very painful) -Chicken Pox - Measles | No | Yes, if fever lasts longer than 3 days or cannot be controlled with acetaminophen or ibuprofen, or if Measles is suspected. | After spending 1 full day away from daycare; pending they have been fever free for 24 hours without the need of Acetaminophen or Ibuprofen. |
| -Rash -Rashes have many different causes and some are very contagious. | Allergic reaction, insect bite, heat rash -Fifth's Disease/Parvovirus B19 -Scarlet Fever/Strep Throat -Impetigo - Chicken pox/Shingles - Hand, Foot and Mouth virus -Scabies - Measles | Yes, if allergic reaction, heat rash, insect bite, fifth's disease or treated scabies. _____ | -Parents will be contacted if their child develops a new rash while at daycare. - Parents will be asked to take child to physician to determine cause of new rash. -Parents are asked to communicate to daycare if child is experiencing a rash that is common and attributed to allergies. | -If child is diagnosed with HFM, the child will be allowed to attend daycare pending they do not have a fever or open and leaking sores on their body or in their mouth. -If antibiotics are prescribed for Impetigo or Strep infections, can return to daycare after 1 full day away following the start of treatment. Chicken pox - when feeling well enough to attend. Shingles - if lesions are covered. |
| Vomiting and/or Diarrhea | -Upset Stomach (caused by bacteria, virus or the toxins they produce) - Gastroenteritis - Norovirus -Common Flu | No | Yes, if the child : -is unable to keep any fluids down for 24 hours -is dehydrated - has blood in stool | Not until it's been at least 48 hours since the last episode of vomiting or diarrhea |

| | | | | |
|---|---|---|--|---|
| -Redness in the white part of the eye or along eye lids -Itching or pain in eye - Watering eyes (tearing) - Discharge from the eye | Conjunctivitis "Pink Eye" | No | Yes, if discharge is seen from the eye(s). | If antibiotics drops are prescribed for pinkeye, can return to daycare after 1 full day away once the antibiotic was started. |
| -Cough -Minor Cold -Runny Nose -Minor Sore Throat | -Seasonal cold -Influenza (a very contagious viral infection that attacks the nose, throat and lungs and also causes fever, weakness and severe aches.) | Yes, if the child is eating, sleeping and playing normally, symptoms are minor and any fluid running from nose is clear. No, if it is influenza (A very contagious viral infection that attacks the nose, throat and lungs and also causes fever, weakness and severe aches.) | Yes if there is a fever lasting longer than 24 hours or breathing becomes difficult. | Children can return 48 hours after symptoms start to improve or once cleared by a doctor's note. |
| -Itchy scalp | Lice | no | no | -Can return after 1 full day away from daycare and with a lice treatment completed. |

HYGIENE

Children are to be trained to wash their hands before and after eating, handling food, using the bathroom, coughing, or sneezing by their parents to make this an easy transition for the educators. We will do our best to create a fun learning activity on how to and when to wash hands at our center, but it is recommended that parents should continue to train their children about this routine when they are not under our care. Pre-school aged children may have their faces washed and noses wiped regularly.

POTTY TRAINING

When your child is undergoing potty training it is important to remember the following:



- Your child should attempt diaper/pullup free days at Daycare after having multiple consistent dry days. This sets your child up for success at Daycare and helps continue positive potty training. In the interim your child should wear pull ups
- Staff will not force the child to use the toilet/potty at daycare if the child chooses not to. Staff will provide encouragement and positive reinforcement.
- Please provide plenty of underwear and pants to Daycare during the potty-training process.
- Parent Volunteers on Field Trips and Outings (can be other family members as well)

YOU MUST SEND YOUR CHILD TO THE CENTER WITH ADDITIONAL DIAPERS (or ensure that there is enough diaper per week to accommodate your child's transition)

Minor Incident Reports

If anything happens to your Child while at Sash Labelle center that causes them physical harm or distress during the day, the Educator in charge of your Child's group that day will fill out a Minor Incident Report. We strive to fill these forms out any time there may be a bump, bruise or scratch on a Child no matter how inconsequential it may seem. We hope to hold ourselves accountable in informing you of each part of your Child's Day, especially when they are not capable of communicating with you verbally about what may have happened. As hard as we work to make sure that we are informing you of each instance there may be rare instances that you notice a small bump or bruise on your Child that we did not explain to you. If this happens, please talk with your Educator or the Director to find out what may have happened to your Child. Minor Incident Reports are kept in your Child's file in the Office and are signed off on by the attending Educator, the Parent/Guardian, and the Centre Director. Copies of these are available to any Parent who requests them.

Emergency Procedures

FIRST AID KITS AND ADMINISTRATION

Sash Labelle Early Learning Center takes the safety and well-being of all the Children enrolled in our Centre seriously. All Staff will be trained in CPR/First Aid from, and a record of their qualifications will be kept on file at our facility. Each Educator employed will be responsible for being aware of the Children in their group and always seeing to their well-being. If First Aid or CPR is to be performed, they are to ensure that someone around them is aware of the situation. If needed, they will yell for help, and the team members will assist them in any way needed as well as call 911 if needed.

The Director will be informed of any First Aid performed in the Centre and will always be available by phone in case of emergency when they are not physically in the Centre. The Director shall be responsible for re-stocking First Aid kits based on monthly reviews of kits and recommendations from the Educators. Individual Educators shall be responsible for filling out medication forms and administering medications based on Parent/Guardian recommendations, minor incident reports, and unusual occurrence forms when needed.

Fire Evacuation

When the fire alarm goes off and will not turn off, we will begin fire evacuation procedures. We will follow all the fire alarm safety policies. 911 will be called by one of our Educators to ensure that the School Fire System is functioning properly.

Tornado/Windstorm

Notification of a tornado will be made to the Staff by the Director. During summer storms and inclement weather, the Centre is always paying attention to what is going on outside. The Children will be kept inside for all play during this weather. In the case of an actual tornado, Educators will take a headcount,



and everyone should take cover in hallway areas with no outside doors or windows. They will work to keep the Children calm, in the contained area until it is deemed safe for the Children to be released.

Blizzard and Power Failure

If Regina Schools are closed for the day due to inclement weather, we may or may not also close. If the center will be closed due to inclement weather the daycare will notify parents of the closure as soon as possible.

If Regina Schools dismiss early due to a blizzard, Parents are required to come as quickly and safely as possible to pick up their Children. As ratios allow, we will start sending members of the Staff home according to those that live the farthest away. If the Parents cannot come to pick up their Child, we will work to place that Child under a supervision of a staff who lives close by; providing that we have the Staff and space to do so.

In the case of a power failure, we will notify the Parents and allow them to pick up their Children as needed. If the power outage is less than half a day or during nice weather, we will not require Children to be picked up. If the Centre power or water is turned off for more than two hours, or if the power goes off in winter weather, Children will be sent home based on recommendations by Public Health and sanitary reasons.

Intoxicated Parent

If an intoxicated Parent comes to pick up his/her Child, the Educators on duty will try to detain the Parent. The most senior Educator that is working will call the next person on the emergency list and request that they pick up the Child, and they will then tell the intoxicated Parent of the new pick-up plan. If they are unable to contact another pick up person, the Child must be allowed to leave with the Parent. The Parent would be informed that the police and Child protective services will be called to inform them of the incident.

If a Child leaves with an intoxicated Parent, the most senior Educator in the building will be responsible to immediately call the Regina City Police and Social Services.

Intruder

If an unknown individual gains access to the property/building, any Staff member would see if they could be of assistance. This Staff member should determine if the individual is an intruder and if they are deemed a threat to the Centre, try to get them to leave the property. During this time, another Staff member would then alert other team members in the building and to contact the police. If possible, Children will be as far removed from this intruder as possible. Staff would then proceed as directed by the police. An attempt will be made to try and keep in contact with all Staff members who are taking care of the Children to keep them apprised of the situation.

Staff members who approach alleged intruders should refrain from putting themselves, the Children or other Staff member in an endangering situation. If the situation becomes hostile, they should try to escape or do what the individual asks until the authorities arrive. The remainder of the Staff will be ensuring the safety of the Children and will respond accordingly.

Lost or Abducted Children

One Educator would alert the Director or Supervisor for assistance with the search while the other Educators stayed with the other Children. If the Child is not found, the Centre would contact the Parent and the police. Staff would then proceed as directed by the police.

The Children's emergency forms should always be taken when leaving the building. A head count must be taken when leaving the building in every procedure. It is also policy that the incident be reported to the Ministry of Education regardless of the length of time the child was lost for.



Field Trip Information

We are interested in all areas of growth and development of your child. Due to this fact, field trips are an important part of meeting this requirement. We will go outside and on outings with the temperature remaining at or under 28 degrees Celsius, or warmer than -20 degrees Celsius.

PERMISSION SLIPS

Excursion/Transportation Form will be provided at enrollment. Excursion notice will be given a minimum of forty-eight (48) hours prior to the outing, we will inform parents of upcoming outings up to one week in advance, so all families can decide to attend if they desire. Sash Labelle will not be responsible for paying any fees for any family members joining us on our outings.

WRITTEN FIELD TRIP PLAN

The Educator in charge of planning the field trip will fill out an Excursion Risk Assessment with the office and will write a field trip plan that will include all Educators and groups of Children involved: the maximum number of Children potentially attending the outing; the times of departure from and return to



the facility; the license plate number of any motor vehicle used on the field trip or charter transportation company name; and the name, street address and telephone number of the field trip destination.

CHILD: EDUCATOR RATIOS

When planning an outing, each Educator shall determine the number of Educators needed to meet the requirements for ratios. They shall consult with the office prior to their field trip to ensure extra team members are scheduled to aid in the ratios.

The ratios established and used for each class and age group shall be what is listed in the Childcare Licensee's Manual (which we also work closely to adhere to). Parents and volunteers may only be used to supplement the ratio if they have gone through the screening process requiring a Criminal Record Check. Each Educator and adult shall ensure that each Child on the list is always present and place a checkmark next to the name of each Child present at the following times:

- At the beginning of the field trip or when boarding the motor vehicle or transportation
- Upon arrival and each hour while at the field trip destination
- When preparing to leave the field trip destination or when boarding the motor vehicle to return to the facility
- When reentering the facility at the conclusion of the field trip

In case of an emergency while on a field trip:

- We will make sure that all the Children are kept together in a safe place.
- We will take a head count based off the daily attendance sheet and keep all the Children calm.
- Staff members will use their cell phone to contact 911, the Centre and Director. They will also contact the Child's Parent if necessary.
- Staff members will follow the directions given by either the most senior supervisor on the outing or on duty at the Centre or 911.
- One insured vehicle will remain accessible during all outings in case of an emergency. Parental and Volunteer Help All Parents or volunteers must complete a Volunteer Criminal Record Check through the Regina City Police or through the RCMP Detachment in their community. The office will provide you with a letter requesting this so that your criminal record check will be done free of cost as a Parent/Adult Volunteer.

Child Abuse Reporting Policy

Behavioral Guidance Policy

Working with the Children in our School Age Program can often be difficult, as Children at this age are wanting to assert their independence and be allowed to feel mature as they develop all sorts of new skills. We want to help them feel this way and to be empowered to make positive choices as they grow. We expect that the Children enrolled in our program follow some basic rules and guidelines while in attendance with us. We believe that Children in this Program are very capable of being respectful and following some simple rules. We strive to develop a positive relationship between the Educator and your Child.

Our Educators work hard each day to be paying attention to the Children and helping them learn appropriate social and problem-solving skills. If inappropriate behavior does occur, we begin with a positive approach. However, when there is persistent behavior that is willfully defiant or out of control, it affects our entire program in a negative way. We have learned from experience that we need to work together with Parent support to change these behaviors. We have also learned that if we work hard to help Children with no positive results, that we need to remove that Child from the program for the sake of everyone else's enjoyment.

Due to the large size of our program, it becomes difficult to manage group behavior when we have one or two Children consistently acting out or drawing Staff away from the larger group. We do work with the Children as much as possible and accommodate our families who have Children with Special Needs.

We expect the Children in our program to adhere to the following rules and guidelines:

- Be Respectful to Staff. Most of these rules will be simple to follow if they are listening to the Staff in charge. We expect them to speak respectfully to the Staff and to be polite.
- Be Respectful to their Peers. This means being hands off and being non-violent. We encourage the Children to use words and to problem solve independently before we step in, as these are important years to develop these skills.
- Keep electronics put away. We want the Children to be able to talk to each other, face to face, and to develop play and co-operative skills with Children that are their own age. We have found that having electronics in our programs makes this development much harder.
- Keep “Home Toys” away or out of the daycare except for Fridays. Lost or missing toys is not our responsibility, and it is often very hard on the Children when they lose their favorite toys.
- All meals and snacks must be eaten while sitting at a table.
- Be respectful of the games and toys we have provided.
- Absolutely no swearing will be tolerated at any time by anyone.
- Running away from Educators or hiding in the daycare from our Educators will not be tolerated at any time.
- Children need to ask for permission before leaving the program, either inside or outside, to go to the washroom or get a drink. This is so that we can be safe and keep track of where everyone is.



These are all simple guidelines for the Children to follow. If a Child is struggling with any of these areas, we will begin first with trying to help them. We want to try to deal with things in a positive way first, as that will usually solve what is going on. Most things during the day are quickly solved and we would consider them non-issue.

If there is a Child who persistently chooses to engage in a negative behavior with no response to what our Educators are trying, we will then bring it to a Parents attention. This usually is enough to help the Child understand why it is important to listen or follow a specific rule/guideline.

If after that, the behavior continues to be negative and disruptive to the program, there will be a meeting with our Director, the Parent/Guardians, and our Educators. This would take place to come up with a formal plan for positive behaviors going forward with timelines in place. If timelines for improvements are not met, the Child would be removed from the Program. **Depending on the severity of the behaviors, thirty days' notice may not be given.**

We want to work with our families as much as possible but will not allow out of control behavior to compromise the care of others.

Welcome to Sash Labelle, we are so excited to have you!