



# **Policies and Procedures**

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**1. Hours of Operation:** Regular hours of operation are from 7:00 a.m. to 5.45 p.m. Monday to Friday.

The Centre will be closed on the following days annually:

New Year's Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	Civic Holiday	Christmas Day
Labor Day	-----	Boxing Day

**2. Hiring Procedures**

- Advertisements will be placed for position at the location.
- Applicants will be screened and short listed.
- Interviews are conducted by a minimum of two staff members (preferably Director and Assistant Director) whenever possible.
- Reference checks are completed on the potential candidates for the position. All new staff must have their Criminal Record Checks which are dated not earlier than 6 months prior to the date of commencement with the program and updated every 3 years, before it expires. All educators are required to have their First Aid and CPR certification before they start working with children.
- Volunteers are NEVER LEFT ALONE with children.
- Internal postings will be placed at the site.

### **3. Safety and Security Policies and Procedures:** Please see the following policies

#### **Security**

#### **Alternate Program Director**

#### **Fire Drills**

#### **Evacuation**

#### **First Aid**

#### **Abuse**

#### **Health**

#### **Child Guidance**

#### **Beverage and Smoking**

#### **Security Procedures:**

- Security cameras will be installed to ensure the safety of children and staff.
- Employees of first and last shifts are responsible to check and initial an opening and closing sheet to ensure that the center is safe for use.
- Keys will be distributed to the staff as needed. Acceptance of a key is acceptance of the responsibility to replace locks if the key is lost.

### **4. Entrance to Program (regular hours)**

- Staff and Parents will enter the site from the main entrance on the south side of the building. FURTHER DETAILS WILL BE PROVIDED IN THE REGISTRATION CONFIRMATION EMAIL.
- Outdoor shoes must be removed and carried to the classrooms.
- Parents are advised to fill in a Health Assessment Form for their child/ren before they enter the classrooms.
- Children are advised to wear face masks if unable to practice physical distancing.
- Hands will be washed before entering the classrooms. In absence of soap and water, sanitizers can be used.
- Parents will be required to wear a face covering/ mask to avoid the spread of COVID-19.
- No toys are allowed from home to avoid cross-contamination.

## **5. Alternate Program Director**

In absence of the director, a staff with adequate experience and qualifications will be designated as the director and will assume necessary responsibilities regarding all the policies and procedures outlined until the Director is on site.

## **6. Fire Drills**

- Fire drills will be carried out in accordance with Alberta children's services licensing standards. A fire drill will be organized every month.
- The Director will be responsible to arrange and record fire drills and monitor the fire drill policy according to the following procedures:

A). Check periodically that all children and staff are always wearing shoes.

B) Check periodically that the rooms have emergency procedures posted on the notice boards.

C) Check periodically to ensure that rooms have emergency contact numbers listed and readily available.

D) Plan, carry out and record fire drills monthly.

E) Be responsible for a final check of the facility during the fire drills.

In the event of a fire, the staff will be responsible to

- a) Ensure that all children in the care are escorted outside the playroom doors to the parking lot well away from the site.

- b) Ensure that the attendance record and emergency contact numbers for parents are carried out with the groups.
- c) Ensure that all the doors are closed, and the lights are out.
- d) Ensure that all children are accounted for.

**Note:** It is necessary for all staff to be responsible for all procedures as a drill or fire may occur at any time during working hours.

## **7. Evacuation Procedures:**

All staff are responsible in the event of an evacuation drill or real-life situation to follow these procedures.

- a) Ensure fire drill procedure steps mentioned in section 6 are carried out.
- b) Ensure that the attendance records and emergency contact numbers are carried with the group.
- c) Ensure that all children are relocated to a safe place.
- d) All administrative and support staff are expected to assist early childhood educators in the safe evacuation of children from the site.

## **8. Off-site Activity and Emergency Evacuation Procedures**

All off site activities must have a parent consent form attached to them. In the parent consent form, it states the activity, the date, the time, mode of transportation, and the number of staff accompanying the children. The parents must give SIGNED consent on this form. All classrooms will have their own staff backpacks with emergency contact information of all children, first aid kits and any medication required for the child. Educators must carry the backpacks anytime they leave the building for an activity. The staff will also be equipped with a cell phone for emergency purposes. An emergency telephone number will be posted on the outside door of the center in case of an after-hours emergency. Emergency evacuation plans will be visibly posted in each classroom.

## **9. First Aid Equipment and Procedures**

- All Early Childhood Educators are required to hold a valid first aid certificate.
- Educators are required to have relevant training in the administration of epi-pens, or any other health issues a child in their room may have.

- First Aid equipment and supplies are stored in the kitchen and in each room, the director will be responsible to maintain and organize the first aid supply centre and to monitor the use and purchase of supplies and equipment.
- Employees are responsible to **RETURN** all equipment to its proper place so that it remains available for future use.
- Each room is responsible to maintain a separate portable standard first aid kit. This kit must be replenished regularly and must be carried with room staff on ALL outings.
- In all first aid situations, the employee is responsible to act. Then inform the director. Parents will be contacted if the injury is serious. Any accident and first aid procedure will be recorded on the accident/incident report.

## 10. Medication and Health Care

Camrose Little Angels Daycare has a Policy stating that **medication is only administered to a child when Written consent has been provided by the parent of the child**. Medication will be stored in locked containers, in a bag that includes the paperwork as well, that is inaccessible to children but is easily accessible to the staff. When going offsite, staff will be carrying the portable backpack that has First aid kits, Emergency contact information and the medication that will be administered to the child. All the records will be received by the Director or the primary staff and on completion will be saved and recorded in the child's file.

Medication will be administered to the child by ONE ASSIGNED PERSON only. All staff must hold a current First aid certificate before they administer the medication. Medication can only be administered to the child when:

- The Written Consent of the child's parent has been given.
- The medication is in its original labeled container.

The medication is administered according to the labeled directions. Once the medication is administered to the child, staff must ensure that the following information has been recorded:

- The name of the medication
- The time when medication was administered.
- The amount of medication administered.
- The initials of the person who administers.

Without this information, staff must **NOT** administer any medication.

### **\*UPDATES TO THE MEDICATION POLICY\***

All prescription medications must be brought in their original pharmacy containers showing the patient's name, physician name, date of issue, and instructions for the dosage to be administered. All non-prescription or herbal medication must be in the original container and labeled with the child's name, in order to be administered. Non-prescription and herbal medications will be administered as per the directions on the medication bottle or container. Any and all medication provided to the Daycare in second-hand containers and unlabeled will NOT be administered to the child. Parents must fill out the medication form with all the required information. A staff member will give you the appropriate medical form to fill out. This form MUST be signed by the parent who gives Staff permission to administer the medication. Staff must ensure that a medication is administered to a child, ensure the name of the medication, the time it was administered, the amount administered, and the initials of the person who administered the medication. Only staff with valid first aid will be permitted to administer medications to the children. All medications are kept in a locked container either in the fridge or in the classroom that is inaccessible to the children. Rooms that have teething children will have their own medication lock box to assist in monitoring medication forms and having the medication easily accessible to staff and Parents. All medications must be taken home upon the expiry of the signed medication form. It is the room staff's responsibility to ensure all forms are current and present if medication is in the lockbox. Emergency medication will be stored for easy access but inaccessible to children. If your child is in need of non-prescription drugs such as Advil, please send the medication in the original bottle labeled with your child's name and date. Parents are asked to complete a medication form for this with clear instructions as to the exact time the medication is to be administered. Non-prescription medication will NOT be given on an



as-needed basis. Please include a list of specific symptoms to watch for so staff are aware of when you would like your child to have the medication. (Example: Symptoms you know your child presents during teething, fever due to teething, chewing on fingers, excessive drooling).

Should your child require emergency medications such as inhalers or epi-pens, you must fill out a special medication form for extended use with the required information including specific symptoms the staff should watch for. A Medical Plan for Specific Symptoms form will be completed for the children requiring emergency medications or having chronic symptomatic illnesses. These emergency medications will be kept within the child's room in a visible and immediately accessible location. A clearly defined space will be provided out of reach of other children. These medications will be carried in the emergency backpack when your child leaves Camrose Little Angels Daycare Society.

As part of the Parent Orientation, parents will be asked to review the Medication Policy with the Director or Assistant Director. You will be asked to initial that you have read and understood this policy.

## **11. Children's Records:**

All children records are kept in the main office and portable in each of the classrooms. These records are always available to staff and the child's parents.

Staff must ensure that the portable records are updated as soon as new information is given by the parent. An up-to-date record containing the following information must be kept on each child in the program.

- The Child's name, date of birth, the home address.

- A completed enrollment forms.
- The Parent's name, home address, and phone number.
- The name, address and phone number of a person who can be contacted in the case of an emergency.
- If medication is administered to the child, ensure that all policies are followed regarding the administering of the medication. (Please refer to medication procedure). All parents sign consent form allowing for provisions of health care to their child.
- The child's record will also state if the child has any allergies and if immunization is up to date.

## **12. Administration Records:**

All staff certification and first aid is kept in the main office in the staff member's files and a copy of these certifications is posted for parents and the licensing officer to view. Every three years CRC/CWIS will be renewed and kept on file.

A staff attendance sheet is to be filled out each day and a direct childcare attendance sheet. These sheets will be located in the room binder and will be collected at the end of each week/month to total up the hours. It is the responsibility of the staff members to ensure that the correct times are written on these attendance sheets, failure to do so could result in less wage top up dollars, and also licensing regulations require an attendance sheet to be filled out each day to ensure ratios are met.

All arrival and departure of children must be signed in by the staff each day.

Educators are required to make sure that the children are signed in and out.

All records are kept for a minimum of two years.

## **13. Termination of Childcare**

If the Centre gives termination of childcare service, the Centre will and MUST GIVE TWO WEEKS written notice.

\*Consistent violation of Centre policies and procedures, parent handbook and program expectations

\*Failure to make childcare payment for more than **ten working days** after payment is due.

\*Failure to pay subsidy fees due to loss of subsidy status.

\*Uncontrolled child's aggressive behaviors with potential danger to self and others

Challenging Behaviors are sometimes difficult; however, we will make every attempt to work with a child. If there are continual problems with severe disruptive or aggressive behaviors, in which child is a danger to self and to others, parents will be invited for a conference to work out a plan of action. Unsuccessful attempts will lead to removal of a child from our program.

### **Other reasons for a child's exclusion from our Program**

We are unable to list all existing communicable illnesses. We will seek advice from a public health nurse on any communicable illnesses we are not familiar with. Parents would be informed to seek alternate childcare or keep their child at home if the child is not well enough to participate in the regular activities of our program, if the illness requires greater care from the child care staff than can be provided without compromising the care of the other children in the program, or their child has received one or more of the following diagnoses from a physician or other health professional:

\***Chickenpox** (the child can be permitted to return to the program when he or she feels well enough to participate in all activities, regardless of the state of the rash and as long as the child returns to the same group they were with one to two days before the onset of the rash);

\***Diarrhea or loose stool** (the child would be excluded for 24 hours until symptoms are resolved or assessed by a physician);

\***Hepatitis A** (the child would be excluded until 14 days after onset of illness or seven days after onset of jaundice);

\***Impetigo** (the child would be excluded until 24 hours after antibiotic treatment has been initiated);

**\*Wheezing/Persistent Coughing;** (the child would be excluded until assessed by a physician or the symptoms are resolved);

**\*Measles** (the child would be excluded until four days after the appearance of a rash);

**\*Mouth** sores with drooling (the child would be excluded until a physician has determined that the symptoms are non-infectious);

**\*Mumps** (the child would be excluded until nine days after onset of parotid gland swelling);

**\*Pertussis, or “Whooping Cough”** (the child would be excluded until five days after antibiotic treatment has been completed, until three weeks after onset of symptoms, or until the coughing has stopped);

**\*Purulent conjunctivitis, or “Red/Pink Eye”** (the child would be excluded until 24 hours after antibiotic treatment has been initiated);

**\*Rash, with fever or behavioral change** (the child would be excluded until a physician has determined that the symptoms are non-infectious)

#### **14. Inclusive Rights of Children/Parents/Staff**

- Camrose Little Angels is an inclusive program accepting children of varying abilities.
- We welcome families from all income level, ethnic, religious, and lifestyle backgrounds.
- Camrose Little Angels is an equal opportunity employer encouraging diversity and gender.
- Any staff found to violate this policy with demonstrated harassment or rejection of a child/parent or fellow staff member will be terminated.
- Any parent displaying negative actions toward a staff member will be terminated from the program.

#### **15. Abuse/Sexual Harassment of Children.**

Camrose Little Angels will take all allegations of abuse seriously and investigate thoroughly.

All employees are asked to agree to the following as a condition of employment:

- Agree not to harm a child/client physically, sexually, or emotionally.
- Agree not to use corporal punishment as a means of child guidance as defined by the Alberta Provincial Licensing Standards, section 11. Section 11 reads:

**“Corporal Punishment” is defined as any type of physical punishment. It includes shaking, pushing, slapping or spanking. Any form of contact that is intended to ridicule, humiliate, degrade, insult or undermine the dignity and self worth of a child is also a form of “Corporal Punishment”.**

Report immediately any form of abuse that I may witness to a senior staff member.

- Understand that if I am observed harming a child, it would result in instant dismissal.
- Understand that all allegations of abuse will be taken seriously and investigated thoroughly.
- Understand that in all cases of witnessed or alleged abuse, the appropriate authorities will be notified, i.e. police, child welfare, licensing.

## **16. Health Issues:**

Our program may provide or allow for the provision of health care to a child only if the written consent of the child’s parent has been obtained. A section in our registration form will be provided for parents to provide this consent. When a child requires health care for minor or major injury, usually in the form of first aid, the caregiver will document on an Incident/Accident Form and sign. Parents will be informed and required to sign form on arrival. Completed form is stored in the child's file. Only staff with valid first aid/CPR/AED training will be allowed to provide health.

### **Supervised Care for Sick Children**

All sick children will be cared for in a quiet area of their classroom and kept as far away as is practicable from the other children. A child will be removed from other children if the child is believed to be ill from an infectious disease and supervised by a primary staff until the arrival of parents or guardians. Our program will ensure that the sick child is directly supervised by a primary caregiver, who will provide the appropriate care needed to keep the child comfortable until their parents /guardian arrives.

### **Head Lice**

We will immediately remove all play materials that may spread head lice to prevent spread. All such materials will be washed and then bagged away until the lice situation is fully dealt with. Parents will be notified if their child is found to be with head lice and advised about treatment options. Other parents will also be notified of confirmed cases of head lice. A child will not be allowed admittance into our program if staff confirms the presence of eggs or live bugs.

## **Biting**

Staff will be alert and ready to watch for any bites. If a child continues to bite after several attempts to stop, a parent conference would be set up to work out achievable strategies. A child will be removed from the center after unsuccessful attempts to stop or minimize biting.

## **17. Nutrition**

We serve morning snacks about 9:00am and afternoon snacks at about 3:00pm. Parents are responsible for providing lunch for their children. All snacks and lunches will follow the Canada Food Guide, and are reviewed on a regular basis to support children's healthy development and food preferences. A note will be made on the snack calendar if a planned menu is not served. Parents are required to ensure that meal portions are well cut up in safe bites to avoid choking hazards. All lunches brought in will be checked by staff daily to ensure it is nut free. When necessary, a note with a list of healthy lunch ideas would be provided. We do not force children to eat; we only encourage more eating using different fun approaches.

- Lunches will be stored in the fridge and brought out just before lunch time and heated up using the microwave we have onsite. This ensures all lunches are kept cold until it is time to eat.
- Please label your child's lunch bowls and lunch boxes for easy identification.
- We will NOT serve any foods that may contain nuts.
- We will NOT serve leftover meals/snacks from the previous day to the children.
- We will post a monthly snack menu on the Parent Board, and in our monthly newsletter.
- We will never force a child to finish what is on his/her plate **BUT** encourage each child to try one or two bites of the food that they brought. Sometimes they are surprised by what they like!!

Program staff is responsible for food storage and all utensils will be sanitized after each use.

## **Manner of Feeding**

All children will be seated while eating or drinking. All children will be encouraged to eat on their own, but if help is needed, we will use the hand over hand method.

***No beverages will be provided to children while they are napping.***

## **18. Communication Parents/Staff**

### **Parents:**

- Parents are greeted at the beginning and end of each day.
- Staff ensure that parents are kept informed of their child's day
- Room staff will write monthly newsletters for parents to keep them updated about the events at the centre.
- Holiday notices are posted on the entrance doors and parents are informed.
- All important information is posted on the parent board.
- A copy of all Parent handbooks and Policy and procedures are kept in each classroom.

### **Staff:**

- Staff meet for planning each week and to communicate with the Director regarding classroom needs and issues. This ensures that all important issues are dealt quickly. Any staff can request a one on one at any time with the Director.
- Memos of program or Policy/ Procedure changes are given to each staff.
- Administration maintains daily communication with the staff.

**19. Arrival and Departure:** Each day upon arriving, parents are required to sign their children, noting the time of arrival. This is to be followed by signing the child out when leaving the Center at the end of the day. Please initial each day; this gives us a written record of the children's attendance at all times. Please do not drop your child off at the daycare between the hours of 11:30am and 2:30pm since the children are transitioning to nap or are already napping. If you

drop off your child when the children are outside either in the outdoor play area or on an excursion, we require that you come to the Center to sign your child in and deliver your child to join the group.

**20. Notification of Absence or Late Arrival Policy:** Please provide written or e-mail notification of any absences whenever possible. If an absence is unexpected or if your child is going to be late, please notify us by phone as soon as possible.

**21. Late Pick-Up Policy:** If a child is not picked up by 6:30 p.m., the parent will be charged a late fee of \$15.00 every 10 minutes or portion thereof. This fee is payable immediately directly to the staff member that stayed late to care for your child. If the centre has not been contacted by 6:30 pm, the staff member responsible for the child will make the following phone calls:

- **Parent/Guardian's Work/ Home phone number**
- **Emergency Contact Person**

If there is no response at any of the numbers, the centre staff will contact the Director who would consider this abandonment and will contact Social Services. Please remember this final step will be taken **ONLY** after all other contact attempts have been made.

**22. Release of Children Policy:** Only the authorized parent(s) or others identified by the parents can pick up a child. Parents can provide the names of authorized pick-up persons on the child's enrollment form. Parents are asked to call the Center when an alternate person will pick up their child, even when they are listed on the enrollment form. Parents may provide written notice of alternate pick-up persons at any time. If written notice cannot be provided, we will accept a phone call from parents. Staff are required to ask for identification if they do not know the



person picking up the child. Under no circumstances can a child be released to an alternate person unless the parent has informed the Center. Daycare children will not be released to anyone under the age of 18 years unless the individual is the parent of the child. If a staff member suspects the person picking up the child is under the influence of alcohol or drugs, the parent/guardian will be referred to the designated person in charge who will offer suggestions for alternate transportation (i.e. a taxi). If the parent/guardian is uncooperative, the police will be called to make a report of a person suspected of driving under the influence of alcohol or drugs.

**23. Child Custody and Access Policy:** Children will be released to parents and emergency contacts listed on the child's registration form. Parents are required to inform the Center of any custody and access arrangements that are relevant during the hours the child is at the center. If parental access is restricted in any way during daycare/OSC hours, legal documentation must be provided. Without a copy of a legal document detailing parental access, we cannot deny access to children by parents. It is important that parents have regular and clear communication with the Director regarding custody and access. If one parent or a guardian has sole custody of a child and provides a legal document that clearly defines that the non-custodial parent does not have access during our operating hours, we will not release the child to a non-custodial parent. Should the situation arise where the non-custodial parent comes to pick the child up, we will ask for supporting documentation for access and contact the sole custodial parent and the police if necessary.

#### **24. General Cleaning**

All highly touched surfaces will be disinfected every hour to eliminate the spread of COVID- 19. All toys will be cleaned and disinfected every day before the end of the shift. Hourly and weekly

cleaning checklists will be followed to ensure proper cleaning and disinfection. Daily cleaning includes sanitizing the classrooms, and bathrooms, sweeping, vacuuming, and mopping the floors. Periodic deep scrubbing and floor sanitizing are done throughout the daycare.

- **Laundry:** All blankets, cot sheets, crib sheets, stuffed animals, dress-up clothing, and any other cloth-like materials are washed once a week in the laundry machine. We prefer to have children's clothing bagged at home due to detergent allergies or clothing getting mixed up or lost. Soiled clothing from bowel movements will be bagged at home.
- **Toy Cleaning:** Toys will be hand washed. Large items are sprayed down with sanitizing solutions (quats or bleach).

## **25. Cross-Contamination Policy**

Regular cleaning and disinfecting of the furnishings and play materials are noted on a weekly schedule. There is a checklist in place that the staff follows. Used paper towels are discarded after each use. The staff understands their responsibilities with respect to preventing the spread of infectious diseases through hand washing practices, safe food handling, and disinfecting surfaces and sleep areas.

## **26. Outdoor Play Supervision**

Staff will ensure that a head count is done before taking children out and at the end of playtime to account for all the children. Attendance sheets/ clipboards will be taken to avoid any confusion. While outside, head counts are done every 5 minutes to account for all the children. Also, staff must check play areas to ensure that no child is left behind after an outdoor play session. Outdoor safety checklists will be followed and signed before children will use the play area.

## **27. Child Guidance Policy**

Camrose Little Angels Daycare strives to develop the social, emotional, physical, spiritual and cognitive growth of the child in an open, positive, inclusive and safe environment. Each child is encouraged to develop self-respect and self-control. Guidance techniques are used to assist the children as they develop the social skills needed in a group environment.

### **Guidance techniques:**

- Staff model appropriate behavior

- Staff plan a program appropriate to the ages, levels of development and interests of the children.
- Staff recognizes difficult times during the day and plan accordingly to prevent problems.
- Staff set clear limits and assist the children to be successful.
- Staff encourage children to learn and practice problem solving techniques and help whenever needed.
- A staff member must not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation.
- A staff must not deny or threaten to deny any necessity to a child.
- A staff must not use or permit to use any sort of physical restraint, confinement, or isolation to a child.

**Intervention:** Intervention techniques vary based on the developmental level of the children and on the issues being addressed.

**Redirection:** When a child persists in unacceptable behavior, he can be encouraged to choose a safer activity in the room. Staff will engage the child in play and encourage interactions with peers.

**Natural Consequences:** staff will allow the child to experience the natural consequences of actions when appropriate—i.e. When artwork is left on the floor, it may be put in the recycling.

**Logical Consequences:** Staff will direct the child toward a consequence connected to the action—i.e., Children are expected to put the toys back in the bins after they are done playing with them.

**Problem-Solving:** Staff will help the children to discuss issues, express feelings, and make choices with peers.

If a child's behavior is putting himself/ others at risk, he will be helped to leave the playroom and spend some time with an educator. As the child regains control, the situation will be discussed, and the child will be helped to re-enter into a positive play experience in his room.

## **28. Accident or Illness.**

An accident or illness is reported to the parent immediately through phone contact and each room will have an emergency response procedure located by the phone in their room along with emergency contact numbers for the EMS (EMERGENCY MEDICAL SERVICES), The Fire Department, The Police Station, Poison Control, Child Abuse Hotline, and the nearest Hospital. 911 is called immediately when required.

Once the child is taken care of, the incident is reported to the Director and then they will be reporting it to the Licensing.

Staff must immediately call 911 if warranted - this occurs prior to consultation with the program supervisor or consultation with parents. If a serious accident occurs, parents/guardians will be contacted immediately. If unreachable, we will contact the emergency contact people listed on the child's emergency card. If necessary, we will call 911 and an ambulance will take the child to the Hospital. While waiting for medical help, we will have a program staff trained in first aid, administer basic first aid treatment to comfort children. If the emergency is of an allergic reaction where we must administer an Epi-Pen or other prescribed emergency medical treatments, parents/guardians will be notified, and the child will be taken to the hospital by an ambulance. Our program requires parents to provide us with an up-to-date contact for themselves and alternate contacts in case of an emergency.

**29. Materials:** Supplies and equipment are purchased as needed. When staff identifies a need, the Director should be notified. Broken toys and equipment must be reported immediately. Room staff is responsible for regular maintenance of the equipment.

### **30. Beverages/Smoking/Media:**

**Beverages:** For safety reasons, no hot/warm drinks will be allowed in any areas occupied by children at any time.

**Smoking:** No person shall be allowed to smoke on program premises. This includes staff, parents, guardians, or anyone working on the facilities. No staff member shall smoke where childcare is being provided. We will have on the entrance to our program site a sign stating:

**“SMOKING IS NOT PERMITTED ANYWHERE NEAR THE CHILDREN OR BUILDING”.**

**Media:** The use of technology is currently not a part of the children's program at our center. This includes computers, television, movies, iPads, the internet, video games, etc. the staff may use cell phones to communicate in case of emergency.

### **31. Transportation Policy:**

Camrose Little Angels Staff will walk Kindergarten children to Sifton school only. Written consent from parents/ guardians is required in order to walk children to school. During adverse weather conditions (-20 degree Celcius or below), transportation will be suspended temporarily until the weather is favorable for walking. Parents will be notified ahead of time about the weather forecast so that they can arrange an alternate pick up and drop off for their children. It is the responsibility of the parents to inform the program of any changes in their schedule. They

can do so by calling/emailing the center. Educators are responsible to ensure that the following measures are taken regarding the transition of kindergarten children during the school days.

The morning before school resumes: Staff will ensure all children signed into the care are escorted to the school before the morning bell rings. Camrose Daycare staff will remain with the children until the school teachers on duty take the responsibility for the children and allow them to enter the school building. Staff will take attendance before all the transitions (drop off and pick up).

Afternoon dismissal: Camrose Little Angels Daycare staff will be located at the designated pick-up location (TBD). Staff will sign in the children as they show up at the pick-up location. If a child is missing, ask the school teacher if he/she was in attendance. If the teacher says he/she was not in attendance, staff will not pursue it any further. If the teacher says that the child was in attendance, staff must follow up with:

1. The teacher to see if he/she has the knowledge of where the child has gone.
2. The school office to see if they are aware of where the child is.
3. The Director to see what action must be taken.
4. The parent/guardian to let them know that the child was not in school when staff went to pick them up from school.
5. The police will be contacted to report a missing child.