



# Little Prairie Daycare

## Parent Handbook & Daycare Policies

June 2021

*Last updated December 2025*

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## Welcome to the Parents

Welcome to our Daycare; we are excited to have you as part of our family! At Little Prairie Daycare Inc. every child is important. This is reflected in programming designed to promote your child's growth and development: socially, intellectually, physically, emotionally, and spiritually. Thank you for choosing Little Prairie Daycare. A transition into a new environment can be challenging and cause unrest for any child or adult. Our Educators are trained to be alert and aware of your child's reaction initially and will be sensitive to their feelings. Separation anxiety is common, and your child may resist being left at Little Prairie Daycare. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walk your child up the stairs, simply give your child a hug and assure them that you will return for them that afternoon to pick them up – then leave. Prolonging departure can cause more unrest for your child. We encourage parents to call or email any time during the day to see how their child is adjusting. This handbook will help you understand our organization's goals and policies. Our guidelines are all designed to make sure that each child receives the best education and care possible. Please look over the information so that you are familiar with our operation and guidelines.

**\*Please note that Little Prairie Daycare Inc. is a NON-SMOKING facility.** Smoking in the workplace is NOT PERMITTED and smoking is not permitted within 50 feet of the facility or within view of the children. Smoking is also prohibited on excursions and neighborhood walks with children.

## Little Prairie Daycare, Inc.

### About Us

In 2020, a group of moms around Lucky Lake and area came together to investigate childcare needs and ideas. From that gathering, a small sub-committee was formed to investigate the options for childcare in Lucky Lake and the surrounding area. After identifying a need for licensed childcare from a survey that was created, the conclusion was to start a daycare here in Lucky Lake. After more than a year of planning and 7 months of fundraising, the Board purchased the former RM/Village office on Main Street in January of 2021. In May, the daycare finally got the green light to begin renovations! With the hard work and dedication of an army of volunteers, sponsors, donors and the Little Prairie Board, the doors finally opened December 20, 2021.

Our eyes have truly been opened and our hearts filled by the generosity of small-town Saskatchewan. We have faced numerous challenges, but with the incredible support and expertise of community members, we have forged through. It has been truly amazing to watch this building repurposed, and we look forward to what the future has in store. The building is filled with a positive atmosphere and energy and is an ideal space to support the growth and development of our community children. Little Prairie Daycare Inc. is the definition of growth and resilience just like the crops that grow around us that make our rural community complete.

Our daycare provides licensed childcare for 17 spaces. Little Prairie Daycare Inc. offers quality care for children from 18 months to 12 years of age.

You can always find us at the following:

17 Main Street, PO Box 163  
Lucky Lake, SK  
S0L 1Z0

<http://www.littleprairiedaycare.ca>  
<http://www.facebook.com/littleprairiedaycare>

Director: Jodi Quist (306) 858-9119

## **Mission Statement**

At Little Prairie Daycare we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

## **Purpose and Philosophy**

Little Prairie Daycare is a non-profit and charitable agency that provides reliable, affordable, and accessible childcare services to community families.

We strive to provide a safe, secure, and nurturing environment. We respect and accept each child's unique capabilities, needs, and strengths. We will seek to provide enriching experiences to develop each child's personal growth in the world around them and as they develop interpersonal relationships. We, at Little Prairie Daycare Inc., know these are the most important years of your children's lives. We want to help them by ensuring the best care we can provide.

We believe children deserve respect and dignity from their peers and caregivers. Children at Little Prairie Daycare are encouraged to make their own decisions and feel responsible for the choices they have made. We believe our largest responsibility is to teach children the fundamental skills they require to become strong, healthy, and happy individuals.

### **Our programming is developed to:**

- ❖ Nurture a positive self-concept in children. This means encouraging children to accept themselves as unique beings with talents and limitations, while accepting and appreciating others.
- ❖ Enhance the social development of children by encouraging and developing positive, loving relationships, and good manners.
- ❖ Enhance the emotional development of children by helping them manage feelings and express them in a constructive way.
- ❖ Enhance the intellectual development of children by encouraging a desire to learn, fostering thinking processes, and helping children to acquire and use verbal skills.
- ❖ Enhance physical development of children by promoting balanced and good nutrition, and by developing their large, fine, and sensory motor skills.
- ❖ Nurture the creative development of children by helping them express themselves through play and exploration, and helping children appreciate the beauty of creation.

## **Board of Directors Governance**

Little Prairie Daycare is a non-profit and charitable agency overseen by a Board of Directors comprised of parents and community members. Little Prairie Daycare operates as a parent board as outlined under [Section 7\(2\) of The Child Care Act](#) and as such the majority (51% or more) of the board must be parents of children registered in the licensed daycare programs. Please contact the Director if you would like to become involved, or to find out who your parent representative is.

## **Organizational Structure**

Little Prairie Daycare Inc.'s Organizational Structure includes:

1. Board of Directors
2. Director (of Daycare) & Administrative Assistant (of Daycare)
3. Early Childhood Educator(s)
4. Head Cook

5. Post-Secondary/Work Placement Students
6. Volunteers and School Students
7. Parents
8. Children

## **ELCC Consultant**

### **Government Licensing and the Early Learning and Child Care Consultant (ELCC-Consultant)**

Little Prairie Daycare complies with the applicable Government licensing regulations and policies to ensure a quality environment for your children. The primary responsibility of the ELCC-Consultant is to enforce The Child Care Act, 2014 and The Child Care Regulations 2015 and to promote the high-quality care of children.

#### **The role of the ELCC-Consultant includes but is not limited to:**

- ❖ conducting an annual license review to ensure basic standard of care is in place,
- ❖ monitoring facilities to ensure licensing requirements continue to be met,
- ❖ conducting a minimum of two unscheduled visits per year,
- ❖ attending a minimum of two board meetings per year,
- ❖ addressing non-compliance when it is observed or when reports are received,
- ❖ supporting parents and caregivers by providing information about supports available and encouraging facilities and boards to exceed requirements and provide the highest quality of care they can.

If, at any time, you have questions or concerns that have not been resolved utilizing Little Prairie Daycare communication plan, you may wish to contact our Early Learning and Child Care Consultant from the Ministry of Education, Early Learning and Child Care Sector.

***Karla Bakken***  
***Early Learning and Child Care Consultant***  
***Ministry of Education, Early Years Branch***  
***1-306-778-8531***

## **General Information**

### **Statement of Services**

Little Prairie Daycare is a self-supporting, educational, non-profit charitable agency. We offer year-round Early Learning programming for children 18 months – 12 years. Our daily activities and programs consist

of a flexible schedule that has been created to provide diversity and challenge for children in all age groups.

### **Admission**

Enrollment in our program is open to all families of the Village of Lucky Lake and surrounding communities. We operate on a nondiscriminatory basis. Only the child(ren)'s parent or legal guardian may enroll a child (proof of custody may be required). All forms provided to you upon registration must be completed before your child may attend Little Prairie Daycare.

### **Days/Hours of Operation**

Little Prairie Daycare facility is open for business from 7:30 AM to 5:30 PM weekdays Monday through Friday except public holidays. Drop off is no earlier than 7:45 am and pick up must be by 5:15 pm.

### **PUBLIC HOLIDAYS**

The Little Prairie Daycare Inc. will be closed on all Public Holidays including:

*New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day (July), Saskatchewan Day (Aug), Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day.*

The Daycare facility will close at 5:30 pm on Christmas Eve and New Year's Eve. Should there be a day where no childcare is required by Little Prairie families, the Board may choose to remain closed on that given day.

### **Daily Schedule**

Although your child's schedule varies somewhat day to day, a typical day in one of our Early Learning Programs may be as follows:

- ❖ **Activity Time** - Children arrive and play in activity centers (puzzles, table manipulative, dramatic play, blocks, sensory, etc.)
- ❖ **Snack and Lunch Time** - A nutritious morning and afternoon snack, as well as lunch is served to our children. The Educators sit with the children "family-style" while they are eating, encouraging and participating in quiet conversation.
- ❖ **Outdoor Time** - The backyard is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the length of outdoor time.
- ❖ **Rest Time** - The children are given the opportunity to nap or rest each day. It is important in healthy child development for all children to have some alone time to relax and rest their bodies.
- ❖ **Group Time** - Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, games, etc.

Specific activities vary based on age. We believe that children need a balance of activities that include gross motor and active play as well as fine motor and quiet time. Our program includes a quiet time for all children each day.

## **Fee Schedule**

### **Fees for Service**

Fees for service will be reviewed and adjusted as the board sees fit. Parents will be given no less than one-month notification of any fee changes. All changes will be in accordance with the Ministry recommendations.

**Age Categories**

- Toddler            18 months to 29 months
- Preschool        30 months to last day of kindergarten
- School Age       from the last day of kindergarten to the 13th birthday.

**Rate Categories**

For Spaces with Care Schedule submitted by the 20<sup>th</sup> of the month prior for Full-time and Daily only:

- Full-time Monthly      10+ days
- Daily                      Up to 9 days

**Current Rate Grid (Effective October 1, 2025) - Reduced Fees**

**As per the Ministry of Education and the Government of Saskatchewan, our Daycare was selected to receive the Parent Fee Reduction Grant for Child Care Affordability. Eligible children are under the age of 6 years as of April 1, 2022.**

Toddler (18-30 months)				
Attendance		Facility Cost	Grant Given	Parent Cost
Full Time	10+ Days	\$824.69	\$607.19	\$217.50
Daily Rate	Up to 9 days	\$50.28	\$40.28	\$10/day
Preschool (31-72 months)				
Attendance		Facility Cost	Grant Given	Parent Cost
Full Time	10+ Days	\$764.35	\$5546.85	\$217.50
Daily Rate	Up to 9 days	\$46.94	\$36.94	\$10.00
Preschool (age 6+ years)				
Attendance		Facility Cost	Grant Given	Parent Cost
Full Time	10+ Days		-----	\$460.00
Daily Rate	Up to 9 days		-----	\$45.00

**Administration Fee:** A non-refundable \$100.00 fee will be charged for any administrative documentation submitted to the daycare director, including but not limited to: childcare agreement updates, and new enrollment forms.

**Our Educators**

At Little Prairie Daycare we strive to provide nurturing, quality care in a highly interactive learning environment. Our educated and qualified teachers are an integral part of providing this environment. Our educators have undergone a detailed interview and screening process, criminal and child abuse record checks, as well as first aid/CPR training. Little Prairie Daycare recognizes the value of continual training and education for our teachers. Staff is encouraged to achieve Early Childhood Education Level I or greater and we strive to meet the requirements for training staff on the floor at all times. They also participate in ongoing professional development opportunities specific to early learning.

## Curriculum

Children learn by doing. They learn through play, experimentation, exploration, and experiences. Little Prairie Daycare follows the Play and Exploration Curriculum set out by the Government of Saskatchewan. Play and Exploration promotes high quality early learning and care for children and families based on current early learning research and best practice. Educators build strong relationships with children and families, create environments that are child centered, and encourage exploration and creativity. Children are honored as active learners through their play, where children's ideas and interests reflect daily programming and experiences (Play and Exploration Early Learning Program Guide).

## Parent Information and Responsibilities

### Compliance with Handbook

Parents must comply with the policies and procedures set forth in this handbook. Parents are required to sign a form stating you have read and agree to what is outlined in this handbook.

### Annual General Meeting

Little Prairie Daycare encourages parents to attend our Annual General Meeting that is held every June. Advance notice will be given one month prior to the date set for the AGM. This meeting is a chance to learn more about the Daycare operation and to bring forth comments and concerns, as well as the opportunity to join our Board of Directors.

## Daycare Services

Little Prairie Daycare enrolls children aged 18 months to 72 months and ages 6-12 years during summer months. To enroll your child, please contact the Director or Assistant Director for an enrollment package or print the forms available on our website, [www.littleprairiedaycare.ca](http://www.littleprairiedaycare.ca). When a parent accepts an available childcare space and the completed enrollment forms are sent in, a \$100.00 non-refundable administration fee per child is required to secure the space.

### The forms required for enrollment are as follows:

- Enrollment Form
- Child Health Resume
- Child Emergency Information
- Emergency Release Form
- Excursion Consent Form
- Media Release Form
- Pick-Up Authorization
- Toddler/Preschool Social Resume
- Storm Billet Form (for out-of-town children)
- Childcare Agreement Form from the Ministry of Education (Both the parents of the child and the Director of the Daycare sign the Childcare Agreement respecting the provision of childcare services. A copy of this document will be retained in the child's file at the Daycare and a copy will be given to the parent (s).

### Program Admittance

Applicants will be given priority in the following order:

1. Full-time
2. Daily

### **WAITING LIST**

According to priority position on the waiting list.

- 1) Priority status to employees of Little Prairie Daycare Inc.
- 2) Secondary status to the Board Members of Little Prairie Daycare Inc.
- 3) All children requiring future daycare will submit their registration forms to the Director. Parent(s) will then await the Director to send confirmation that there is a spot available within seven to ten days of receiving the new registration. Once the new registration is confirmed, on the 15th of the month prior to the child's eligibility, the days required will be submitted.

## **Record Keeping**

### **Children's Records**

A record will be kept for each child attending the Daycare as per Section 35 of the Child Care Regulations Act, 2015. These records will be kept for 2 years after the child ceases to attend the Daycare. Little Prairie has the right to keep records for a maximum of 6 years. A parent may access a child's record or files upon request to the Director. A parent shall schedule a meeting time to review a child's records. No documents from the child's file are allowed to leave the daycare.

### **Children's Attendance Records**

Absences, illness, and vacation will be charged at the regular monthly fee. We request that all absences, illness, and vacation be reported to the Director prior to or the day of the absence. For further clarification refer to Little Prairie Daycare "Illness and Communicable Diseases Policy and Procedure".

At the end of each month, an attendance form is to be signed by the parent to show how many days the child was absent or sick, total hours spent in daycare, and the payment made for that month.

## **Care Schedule**

### **School Age Children**

School Age children may be scheduled by the parent according to our Space/Rate Category. Priority is given to Toddler and Preschool since we are licensed accordingly for those spots. School Age children are then scheduled when there is available space.

### **Monthly Schedules and Rates**

The Assistant Director sends each family a monthly calendar to be completed with each child's requested days of care for the following month. Completed calendars must be submitted to the Director email no later than the 20<sup>th</sup> of the month prior to the requested care.

If a child classified as Daily Rate requires additional days, the booked days will be charged at \$10 per additional day up to \$90 or 9 days.

If more than 9 days of care are required, the child will be reclassified to the Full Time Rate. In this case, the fee charged will be the difference between the Full Time fee of \$217.50 and the amount already paid under the Daily Rate, plus a \$100 administration fee to amend the Child Care Services Agreement.

The fees are to be paid by the 5<sup>th</sup> of the month in which fees are due or within seven days of invoicing, whichever occurs first.

**IMPORTANT NOTE:** A change from Full Time to Daily Rate classification requires a minimum of 3 months' written notice to the Director. There is no timeframe requirement to change from the Daily Rate to Full Time classification, however it is subject to space availability and priority. A \$100 administration fee will be applied each time there is a classification change, and a new, signed Child Care Services Agreement form must be completed at the time the change takes effect.

Monthly care schedules are to be sent to: [director@littleprairiedaycare.ca](mailto:director@littleprairiedaycare.ca).

- When the request for care exceeds the licensing capacity, every effort will be in place to fill as many licensed spots as possible. There may be instances when care cannot be offered due to capacity.
- Please note, no refund or credit is given for children out sick or due to weather.

Sharing of these spaces among children within a family unit or other children that attend the Daycare is not permitted.

### **Schedule Cancellation**

Any bookings that are no longer required by your child must be canceled through the Director or Assistant Director. All scheduling changes can be made by telephone to the Daycare phone 306-858-9119 or, messaging the Director via Lillio. Schedule changes made more than five days in advance can also be made via email at [director@littleprairiedaycare.ca](mailto:director@littleprairiedaycare.ca).

- Please note, no refund or credit is given for children out sick or due to inclement weather.
- Sharing of these spaces among children within a family unit or other children that attend the Daycare is not permitted.

### **Space Booking Priority**

When the request for care exceeds the licensing capacity, every effort will be in place to fill as many licensed spots as possible. There may be instances when care cannot be offered due to capacity.

- Schedules submitted on time take precedence over late schedules.
  - On-Time-Schedules are scheduled as follows:
    - a) Full-time Spaces
    - b) Daily Spaces
- Late schedules will be booked in as received if spaces are available.

## **Fee Payments**

Payments for all full-time and daily spaces are due on the 5<sup>th</sup> day of each month.

After the 5th business day, a late fee of \$25 will be added to the family account. If fees are not paid in full by the 10th business day of the month, childcare services will be terminated unless alternative arrangements have been made with the Director. Any outstanding balances for which no payment arrangements have been approved by the Director may be subject to legal action. Drop-in payments are due at the time of pick-up on the day care is provided. Please refer to Page 9 for payment categories.

### **Payment Options**

Childcare payments are made directly to Little Prairie Daycare through e-transfers to the [director@littleprairiedaycare.ca](mailto:director@littleprairiedaycare.ca).

## Cancellation Fees

Cancellation fees will be charged for cancelled booked days. The Daycare is accountable for the day's expenses even if the child does not attend, and the spot is not available to another child. The cancellation fee helps cover these expenses.

- \$ 0.00 – 7-14 days' notice
- \$15.00 - Notify the Daycare between the morning of the 6<sup>th</sup> day prior and 5:30 pm the day prior to your booking
- \$25.00 - Notify the Daycare the day of your booking before 8:00am
- \$30.00 – Notify the Daycare the day of your booking after 8:00 am
- \$100.00 per child for "no-show" from December 24 to January 2.

If you notify the Daycare that your child will not be attending due to illness or inclement weather prior to 8:00 am the day of your booking no cancellation fee will be charged. Parents will not be refunded for the cancelled day's fee that the child is out sick or does not attend due to inclement weather. Other exceptions from the cancellation fee may be considered on a case by case basis at the discretion of the Director.

A Doctor's note may be requested at the discretion of the Director.

## Parent Leaves Affecting Childcare

### Summer Leaves

Little Prairie Daycare Inc. will only hold a childcare space over the summer holidays if the full fee is paid. If the summer spot is filled through coordination with the Director, fees will be reduced and the space will remain available in the fall. In the event that notice is given and a child is withdrawn, the family will be placed back on the waiting list and given priority as previously stated.

### Maternity Leaves

For parents who will be entering a one year or 18-month maternity leave, Little Prairie Daycare Inc. will require written notice if you choose to withdraw your child or you must complete a new Childcare Agreement if you are reducing the type of care you require (ex. Full-time to daily/drop-in). Your child/children will be placed back on the waiting list and given priority as stated previously. If the daycare is full, seniority positions will be in place. Little Prairie Daycare strongly recommends two months' notice to the Director once the parent is going on maternity leave.

## Signing In And Out

### Drop Off

Parents must accompany their child(ren) into the building and ensure an Educator has acknowledged your presence before leaving. This is for their protection in case of a fire or other emergency. Children will not be permitted in the building before 7:30am.

### Procedures For Signing In And Out

When arriving at the Daycare, parents are to remove all footwear in the porch, leave child's boots on shelves and outside clothing is to be removed and placed in their cubbies. Little Prairie Daycare uses the TimeSavr app to assist with clocking children in and out.

***No child will be allowed to leave on her/his own. A designated adult outlined in their Enrollment form must come to the Daycare to pick up each child. If another individual will be picking up a child, parents must list their names in the alternate pick-up list and inform a staff member. A code***

***word must be in place for someone to pick up a child that is not listed on the child's form. Photo ID may be required at the time of picking up the child.***

## **Pick Up**

All children must be picked up and signed out by a parent and/or approved person over sixteen years of age by 5:15 pm. Anyone, including all parents, who are to be allowed to pick the child(ren) up, must be listed on the "Daycare Registration Form" or be approved in writing or by verbal approval with Director. Little Prairie Daycare reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for picture identification. If anyone out of the ordinary is to pick up your child, please contact the Director prior to that time, in addition to them being on the "Daycare Registration Form". A code word will be required for the pick-up to take place. It is the parent's responsibility to notify the Director and make changes on the "Daycare Registration Form" whenever necessary. Please see the "Late Pick Up Policy" for applicable charges for late pick up.

## **Illness / Communicable Diseases**

If you feel that your child is too sick to play outside at Daycare, then your child is likely too sick to be at Daycare. We do not always have enough staff to allow for one child to stay inside, so your child may be required to go outside. If your child is unable to participate in regular programming, you should keep them home. If your child is too sick to go to Preschool or Kindergarten, then your child is too sick to attend Daycare.

- Please inform the Educator within 24 hours if your child is diagnosed with a serious illness or contagious disease.
- A child that is ill or has a temperature of 101° F or above should be kept at home.

A child that develops an illness during their time at daycare shall be supervised and cared for until the child can be picked up by a parent. A child will be sent home if he/she has a fever of 101° F or above; if he/she is vomiting or has diarrhea; and/or if it is suspected that he/she has a contagious illness. If your child is physically unable to partake in daily activities due to suspected illness, they will be sent home. In the event you are called to pick up an ill child, you must pick up your child immediately. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the child's "Emergency Contact Form". Little Prairie Daycare reserves the right to request a doctor's note prior to the child's return. For more information, refer to Little Prairie Daycare "Illness and Communicable Diseases Policy and Procedure".

## **Medication**

ONLY prescription medications will be administered at the Daycare by the Director or Supervisor for the day. If your child requires medication to be administered at the Daycare, you must fill out a Medication Form. Medications must be in the original pharmacy container labeled with the child's first and last name, expiry date of the medication, specific legible instructions for administering and storage. All medications will be stored in a locked box in the refrigerator. Over the counter medication will not be administered at the Daycare.

- Medication must not be left in the child's cubby, in the child's backpack, or personal possessions.
- The parent must hand the medication directly to a staff member.
- Medication will be kept locked.
- Medications are checked on a regular basis, either for return to the home or for disposal if the prescription has expired.
- Parents are to notify the staff of any medication their child has been given prior to attending the Daycare.

## Allergies / Dietary Needs

All allergies (and dietary concerns) will be clearly posted in each room, on the refrigerator and written on the child's emergency info/consent cards. Please note that we are a PEANUT FREE facility.

It is the parent's duty to inform Little Prairie Daycare of any food or other known allergies that affect your child and to fill out and submit the required forms. This allows us to alert all the educators to be on guard and post any allergies in the dining area. These forms must be updated by parents if/when new allergies are diagnosed. Emergency related medication (inhalers, EpiPen's, etc.) are stored in a location which is easily accessible to the teacher in the case of an emergency.

For children with allergies, parents are asked to send clearly labels meals and snacks for their child to eat at the daycare. This will ensure that no contact with other food items will occur and children with allergies will be safer.

A water bottle labelled with the child's name is required and will be left at the center. At Little Prairie Daycare, we realize the importance of identification of all anaphylactic children. We have this policy in place to help ensure that children in our Centre are safe at all times. While it is impossible to create a risk-free environment, we take the following important steps to minimize potentially fatal anaphylactic reactions.

## Anaphylactic Response Procedure

1. The parent/guardian of the child will inform the Child Care Centre of the child's anaphylactic allergy when placing their child's name on the Waiting List.
2. Prior to enrolment, the family will provide the Centre with an allergy information sheet from their allergist.
3. All anaphylactic children are identified to the Staff verbally and the anaphylactic child and their parent/guardian will meet with Centre Staff prior to the child's first day to discuss what steps will be taken to maintain the safety. This information will be signed by both the Centre Director and the parent/guardian.
4. Upon entry to the Child Care Program, the child's parent/guardian will provide the Centre with a recent photo of their child. This photo and anaphylactic/allergy information will be posted on the allergy list. This identification method is used for all children having a serious allergy or medical condition.
5. The parents will also provide the Child Care Program with two Epi-Pens prior to enrolment. One Epi-Pen will be stored in the Medication Lock Box, while the other one will be in a fanny pack worn by the child or with the staff member in the child's room (this person will be determined by staff and the family).
6. If need be, families in the Centre may be provided with information regarding specific allergies and what steps can be taken to support a safe program (i.e. nut free alternatives). This will be in conjunction with the Health Unit and the child's family.
7. Program room staff will take reasonable steps to create a safe program room.
  - o monitor food brought into centre
  - o disinfecting of tables before & after eating
  - o hand washing
  - o not providing the allergic item

o other measures as dictated by the allergy and the plan signed by the parent.  
Families are asked to provide an ingredient list for any food items brought to the centre that will be shared with others.

8. Staff are required to be trained on Epi-Pen usage and anaphylactic reactions during their annual First Aid, CPR and AED recertification.

## Communication

The success of our program is based on establishing a partnership between our parents and our educators. Open and frequent communication will help your child have a positive early learning experience. We will make every effort to keep you informed regarding your child's day and overall development.

**We encourage all feedback, suggestions, issues/concerns, etc. from parents to be discussed in a scheduled meeting with the Director.** From there, the Director will make a plan, inform staff as necessary and based on the situation, the Director may bring any concerns/issues to the Board of Directors. If you feel as though your situation must be brought to the Board of Directors, please bring your concern to the Chairperson, who will then bring it to the remainder of the Board.

Parents are required to update the Director via email, text or in writing any updates to emergency information, such as all phone numbers, addresses, and authorized persons. A change in a childcare schedule must also be given advance notice as per our note under our Care Schedules section.

The Daycare supports an "open door" communication policy. This means parents are always welcome to drop in and spend time with your child and/or observe the activities of the Daycare. A criminal record check may be requested.

Each family has a mailbox or file folder. These are used for distributing all written materials, including invoices and receipts that have not been sent via email, and for any other correspondence such as quarterly newsletters. Parents are encouraged to check their mailbox when dropping off their children.

### Electronic Communication

Little Prairie Daycare regularly communicates with families via email, text, or Lillio. It is important that you provide email addresses and cell phone numbers to receive messages, reminders and alerts from your Director.

Upon enrollment in our childcare services, your Director will ask you to download Lillio. Through this app we post messages, photos, and updates on your child's experiences at the daycare. You may download the app from your mobile app store. Please familiarize yourself with the features of the app. By joining, you are allowing your ELCC Director to contact you via this method.

All means of electronic communication are confidential and unique to only our Little Prairie Daycare community. Your child's information is safe and secure.

### Media

Any request for comments by the local media, not initiated by the Daycare, is to be approved by the Board Chairperson in conjunction with the Director. Parents will sign a media release form so individual permission to release photos and such is not required at every event. Please see the Photo Policy (pg. 27) for further information.

## Fundraising

Little Prairie Daycare Inc. operates as a licensed, Government, non-profit, charitable business which is financed primarily by Government Funding, parent fees, donations, and fundraising. Once or twice a year, depending on Little Prairie Daycare's budget, parents will be asked to assist in fundraising. We appreciate the contribution of each parent's time and talents during these projects.

## Potty Training

Staff will support the potty training of children attending the Daycare.

### Procedures For Potty Training

The parents must notify the Daycare when training at home has begun. Please try not to start potty training too early (just because your child goes when taken every fifteen minutes at home does not mean they are ready. If a child cannot express when he/she needs to go to the potty and/or has tantrums when put on the potty, these are good indications that he/she may not be ready for training.

The staff will support and encourage the child's progress. If no progress has been shown, for example, pulling up and down their own clothing, telling a staff member he/she needs to go to the potty, or having more than two daily accidents, then the Director will inform the parents and potty-training support will be discontinued.

When your child has started potty training, please bring extra sets of pants, underwear, and socks.

Normally, the children go to the bathroom four times per day (before morning snack, after lunch, after nap times and at five). If you would like the staff to take your child at additional times, please inform the staff (they will not take your child every fifteen minutes). **If a child who is potty training is brought into the Daycare in a diaper or pull-up, the staff will assume that training has stopped and will not proceed with training at the Daycare. If no clothes are brought into the Daycare and your child has an accident, your child will be put in a diaper for the rest of the day.**

Your child will be considered fully trained when he/she is able to accomplish the following:

- Be able to, unassisted, pull up and down their clothing
- Tell the staff that he/she must go
- Be aware of what he/she is doing
- Be able to control his/her bladder and bowel for at least two hours
- Only have a maximum of two accidents in a one-week period
- Able to wipe their own bums

When you start potty training, please remember:

- Communicate your plans with the staff and how you would like them to proceed with the training.
- Bring in lots of extra clothing.
- Continue the training at home.
- Be consistent.

## Parent Items to Pack Each Day

Parents are expected to pack the following for their child:

- Diapers and wipes if the child require them
- Child's own water bottle/sippy cup
  - This must be filled with WATER ONLY

- Blanket and pillow for nap time (if naps are required)
- Extra clothing to be stored at the Daycare; each item must be labeled
- Weather dependent clothing that is appropriate for outdoor play
- Prescribed medication with instructions

### Sunscreen / Insect Repellent

Parents are to provide one bottle each of sunscreen (SPF30 or higher) and insect repellent (10% Deet or less). These will be shared between all children at the center during the summer months. If your child has certain sensitivities, please label your bottles and inform the staff you wish for them to use only that product on your child.

#### **Insect Repellent:**

- ❖ Insect repellent with a concentration of Deet at 10% or less will be used on children aged 18 months to 12 years.
- ❖ Insect repellent containing less than 10% DEET provides for approximately 2-3 hours of protection and will therefore be applied twice per day (approximately 11:00 a.m. and 4:30 p.m.) while at Day Care for children ages 2 to 12 years and once a day for children 18 months to 2 years (approximately 11:00 a.m.). For children under 2, hands and face will be avoided and in children 2 to 12 parts of the hands that may have contact with the eyes or mouth will be avoided.
- ❖ Insect repellent will be applied 15 to 30 minutes after the sunscreen has been applied and immediately before going outside.

#### **Sunscreen:**

- ❖ Insect repellent may decrease the effectiveness of a sunscreen by approximately 33% when sunscreen and insect repellent are used together.
- ❖ Sunscreen will be applied first (next to the skin).
- ❖ Sunscreen will be applied 30 minutes prior to going outdoors (approximately 11:00 a.m., 2:00 p.m. and 4:30 p.m.).
- ❖ A sunscreen with at least a SPF of 30 may help to make up for the decrease in effectiveness caused by the insect repellent.

Little Prairie Daycare will have these two items in the emergency backpack in case a parent forgets.

### Childcare Subsidy

A parent can apply by contacting our director for the appropriate application and paperwork. A parent can also refer to the online source on the Government of Saskatchewan website. In the event your subsidy payment is on hold, you will have until the 10th of the month to provide the necessary information to the subsidy officer. This information can be sent by the parents or can be given to the Director. If the information is not provided or confirmation that your childcare subsidy has not yet been approved, your childcare will be suspended until confirmation is received directly from the subsidy officer.

### Little Prairie Policies and Procedures

The information listed below represents the Policies and Procedures that have been adopted by Little Prairie Daycare, Inc. Please review the information carefully.

## **Withdrawing or Termination of Services**

One calendar month's written notice is required to withdraw a child from the Daycare. It must be presented to the Director on or before the 1st day of the month. Fees must be paid in full for that month. If you fail to give one month's notice, you will be responsible for paying full fees for the following month. If payment has not been received your outstanding account will be subject to legal action.

**Little Prairie Daycare Inc. Director and/or Board of Directors have the right to withdraw children from the Daycare for the following reasons:**

- 4) Parents have not paid their fees or late fees after a month of childcare.
- 5) Child's behavior is severe enough that it could endanger the child, other children and/or staff (This would be considered a drastic measure). This may happen after 3 warnings and meetings with the parents have been set by the Director.
- 6) Parents disregard to follow procedures and policies set forth in this manual.

## **Confidentiality Policy**

All requested personal information is kept confidential and in a locked filing cabinet. All staff are required to sign an Oath of Confidentiality regarding daycare operations.

## **Nutrition Policy and Procedures**

Little Prairie Daycare Inc. recognizes proper nutrition as being essential to the health and well-being of the children. Meals and snacks of high quality and nutritional value will be provided at appropriate intervals. Section 24 of the Child Care Regulations Act, 2015 is referred to for specifics.

Meal/snack time is an ideal time for learning and bonding with the children. Staff are encouraged to sit with children and engage in conversation about the concepts of color, quantity, temperature, and taste of the food. They can also help children practice proper eating habits/manners while also discussing the events of the day.

Menus will be prepared in advance and posted in a conspicuous location for the Staff and will be highly visible and frequented by parents - as per section 24 of the Child Care Regulations Act, 2015.

- ❖ A meal or snack shall be served within three hours of the facility opening each day and not more than three hours will elapse between the provision of another meal or snack.
- ❖ Little Prairie Daycare Inc. is a nut sensitive environment.
- ❖ Staff will be made aware of, and a list of allergies will be posted in the meal preparation area.
- ❖ A snack will be served at 9:00-9:30am. If your child(ren) requires breakfast prior to this, please pack an item for that day with them such as a muffin, granola bar, and/or fruit. Please write your child's name in black permanent marker on your container.
- ❖ Parents are not allowed to send candy, gym, or sweets with their child to be consumed at the Daycare.
- ❖ All children are encouraged to try all the foods presented to them. We will not force children to eat if they choose not to.
- ❖ Staff members are encouraged to sit with and converse with the children during mealtimes. The staff members are also encouraged to eat whatever lunch is served as this model healthy eating habits.

Parents should make every attempt to encourage their children to try a variety of foods while remembering children follow by example. Parents of picky eaters should not bring special foods for their children as this only reinforces that the child's eating patterns are acceptable.

Please inform the Director of any specific dietary requirements and/or food allergies. Parents of children with special dietary needs are required to supply food themselves. The Daycare will not make special meals for individual children. Parents should check menus to make sure their child can eat the provided food. Should the parent not supply an alternative meal, the staff will give the child only the parts of the meal which are acceptable. Please inform the Director if your child's diet changes.

## Outdoor Play Policies

From time to time, severe weather may impact the day-to-day operation of the facility.

### Weather Guidelines for Outside Play

Outside play is important for the health and well-being of the Daycare's children. Little Prairie Daycare Inc. has weather guidelines staff should follow when deciding if outside playtime is appropriate. The daycare will be exclusively using the Environment Canada website to determine the following:

**UV index:** When it is more than 6, children will remain indoors.

**Temperature/Humidex Rating:** If either are over 30 degrees Celsius, children will remain indoors.

**Air-Quality Index:** When an air quality advisory is recommended, the daycare will follow the advisories set.

**Cold Weather:** Once the temperature or windchill reaches -27 degrees Celsius, children will remain indoors.

If children do not have the appropriate clothes (i.e. ski pants, toque or a summer hat), the Daycare will do their best to provide for that child. The Daycare does not store items to lend to the children, so it is important that parents provide appropriate clothing.

## Personal Toys Policies

Little Prairie Daycare has a wide variety of toys, games, and other resources to offer children during their time at the Center. **Personal toys are not permitted in the Center** as they can cause disputes and can be broken or lost. **The exception to this is show-and-tell or stuffed animals for nap time.** Little Prairie Daycare is not responsible for broken, lost, or stolen toys or clothing. No toy guns, war toys or other toys of destruction are allowed on Little Prairie Daycare premises.

## Late Pickup Policy

If a child is picked up after 5:30 pm, a parent must pay a late charge of \$20.00 per child for the first 15 minutes or any portion of the time from 5:31 to 5:45 and \$5.00 for every 5 minutes thereafter per child. Payment for late fees will be billed the following day and payment is required prior to the family's next booking. If these fees are not paid, childcare may be terminated.

At 5:45 pm an attempt to contact the parents will be made. After 15 minutes, the emergency contact will be notified. If the child is not picked up by 6:00 pm, the Board of Directors will be contacted, and further action will be taken.

This policy is under the discretion of the Director and may be overlooked in times of emergencies (Flat tire, car accident, family emergency, etc.).

## Excursions and Neighborhood Walks

Relevant excursions and walks are deemed important for the physical growth and development of community children. The parent must complete the Excursion and Transportation Consent Form and/or the Special Excursion Consent Form.

### Excursions

Little Prairie Daycare Inc. believes that well planned, age/interest-appropriate excursions complement programming as they can support the learning and development of children.

When on an excursion, the safety of the children is of prime concern, and the staff to child or adult to child supervision ratios must be met as in accordance with Section 54 of The Child Care Regulations Act, 2015. If a parent or guardian does not authorize his/her child to participate in an excursion, Little Prairie Daycare Inc. will not be able to go on those excursions as there would not be enough staff to leave said child behind.

### Excursion Procedures

All excursions must be approved by the Board of Directors a week prior to the event and must be noted in the board minutes. The Director of the Daycare must inform staff of any planned outing as far in advance as possible. All Field trips must be reviewed by the Director and approved by the Board of Directors. All new field trip locations must be assessed for safety hazards, etc. using the Excursion Risk Assessment Form before a field trip can be approved. Staff will also determine appropriate staff/child ratios for excursions with hazards or no hazards present (with single or mixed age groupings) by using the Risk Assessment – Excursion Scenarios form.

- ❖ Staff members are to inform parents of major outings by email or include the information by newsletter at least one week in advance. The following information should be included:
  - Names of children involved or which age group
  - Location of trip
  - Method of transportation - **Walking only**
  - Time and Departure of return
  - Special materials to be supplied by the parent.
- ❖ The staff to child ratio for excursions is established by the Child Care Regulations Act, 2015, 2:15 equivalent children.
- ❖ With respect to a group of children containing more than one age category while they are on a walk in the neighborhood is 1:10. One infant is deemed to be equivalent to five children; one toddler is deemed to be equivalent to three children; one preschool child is deemed to be equivalent to 1.5 children; one school-age child counts as one child. If three toddlers are being taken on a walk in the neighborhood by one childcare worker, no other children may participate in the walk.
- ❖ Volunteers, students, and parents are never assigned children; they are assigned to a staff person.
- ❖ Staff must ensure each child is properly dressed.
- ❖ A list of the names of the children in attendance must be made and taken on all excursions.
- ❖ Children should be prepared for the trip with information regarding the purpose of the excursion, appropriate behavior during an excursion, and safety precautions during the excursion.

- ❖ Arrangements must be made to ensure that emergency transportation is available if needed.
- ❖ A First Aid Kit and emergency cards for each child and staff member are to be taken on all excursions.
- ❖ All staff shall know exactly how many children are in their charge and who they are.
- ❖ On walks and when crossing the street, staff must be dispersed among the children to ensure their maximum safety.
- ❖ Unless in small groups, all staff members are responsible for all children.
- ❖ For locations or activities with natural or other hazards such as events with large crowds (children's festival, day in the park, etc.) staff members are encouraged to recruit parent volunteers.
- ❖ Cellular phones may be brought on all outings for emergency purposes only.
- ❖ The Daycare may be closed during the outing.

### **Neighbourhood Walks**

Little Prairie Daycare Inc. believes neighborhood walks can be incorporated into programming in order to support the fitness and healthy lifestyle of the children.

When on a neighborhood walk, the safety of the children is of prime concern and the staff to child, or adult to child supervision ratios must be met as in accordance with Section 53 of The Child Care Regulations Act, 2015.

### **Procedures for Neighborhood Walks**

The Daycare will adhere to the staff to child ratios set out in the Child Care Regulations Act, 2015 Section 53 for all neighborhood walks. The staff member(s) taking the children on a walk will ensure that the Excursion Backpack containing the emergency supplies and information is with them at all times.

## **Emergency Practice Policy and Procedure**

Fire Drills and emergency evacuations are practiced and recorded monthly at our facility to provide familiarity to staff and children in the event of an emergency. All fire drills and emergency procedures are posted at each exit.

### **Inclement Weather And Emergency Closings**

At times, emergencies such as severe weather, flood, fires, or power failures can disrupt Daycare operations. The decision to close will be made by the Director and Board Chairperson.

When the decision is made to close the facility, employees and families will receive notification in a timely and efficient manner as possible. Emergency closings are out of our control, therefore in the event we must immediately close, fees will not be credited or refunded.

### **Procedure for Emergency Closing**

In the event of a power/water failure, the Director will contact the proper companies to report the incident. When the outage occurs during regular hours of operation, the facility will remain operational to the extent possible while the problem is being investigated. If power/water does not return to normal within a reasonable period (guideline is - 2 hours (1 hour in the winter)), the Director will contact parents for pick up.

If any parents or emergency contacts cannot be reached, staff will contact the Board of Directors to handle the remaining children. A “storm billet” form will be provided for out-of-town parents to fill out.

If the Daycare is unable to open due to one of these situations the Director/Staff will contact the families prior to their arrival at Daycare. Fees will not be credited or refunded in this circumstance.

## Child Management

Staff members are encouraged to manage children’s behavior in a calm, reasonable, and positive manner. Each situation will be judged accordingly. The goal of discipline is to help children develop their own self-control.

Discipline focuses on unacceptable behavior, not on the child. Positive reinforcement of positive behavior is encouraged. The staff members are taught and encouraged to give children reasonable choices that allow children to have dignity and respect, as well as having a reasonable say in what they wish to do.

Choices give ownership and responsibility. This also helps children learn natural and logical consequences for their choices. No adult would appreciate being told what to do all day and we believe in giving children the same respect.

The staff recognizes that every child’s temperament is different and approaches each situation accordingly. Staff will encourage appropriate behavior by giving gentle reminders and redirecting challenging behavior. This includes helping children learn acceptable ways of expressing anger, hurt, frustration and jealousy.

### **As referred to in the Child Care Regulations Act, 2015, preventative techniques staff will use include:**

- ❖ Providing supervision
- ❖ Providing activities to keep children engaged
- ❖ Providing multiple toys, especially favorites
- ❖ Allowing enough time for activities to keep children from being rushed
- ❖ Preparing children for transitions
- ❖ Giving children responsibility and letting them help
- ❖ Respecting children’s feelings
- ❖ Expressing pride, interest, and pleasure
- ❖ Providing a very close presence when children are having a rough day

### **Reasonable approaches to discipline include:**

- ❖ Setting reasonable limits
- ❖ Gentle reminders
- ❖ Providing explanations
- ❖ Offering appropriate choices
- ❖ Anticipating children’s needs
- ❖ Helping children see consequences to their actions and words

- ❖ Recognizing child differences in age, temperament, and experience,
- ❖ Encouraging appropriate behavior
- ❖ Distracting children from potential problems
- ❖ Removing children from the situation where appropriate.

**The following methods of child management are not permitted:**

- Corporal punishment
  - Includes striking a child, shaking, shoving, spanking and other forms of aggressive contact.
- Physical, emotional, or verbal abuse
  - Includes intimidation and humiliation, threats of withdrawal of love or acceptance, threats of God's punishment, belittlement, undermining a child's self-respect, requiring the child to maintain an uncomfortable position for any length of time, forcing the repetition of physical movement, and forcing a child to consume unwanted food.
- Denial of necessities
  - Includes withholding food or water from a child, preventing a child from utilizing washroom facilities, denying a child access to sleeping facilities or bedding, and denying a child access to adequate clothing.
- Isolation
  - Includes confinement of a child in a room or structure within the facility from which a child is unable to exit on his or her own accord.
- Inappropriate physical or mechanical restraint
  - Includes holding a child so tightly that they bruise, grabbing or dragging a child, using excessive force, restraining, or holding down a child, restraining a child in a chair.

The Director will handle all matters concerning questionable disciplinary action. Please ask questions if you have concerns. The Director is always willing to explain or clarify any situation.

**When not developmentally appropriate, the following behaviors are considered unacceptable:**

- ❖ Hurting themselves or others: such as hitting, biting, kicking, etc.
- ❖ Aggressive behavior towards children and educators
- ❖ Abusive or inappropriate language
- ❖ Using toys and materials in an inappropriate manner
- ❖ Any other behavior determined by the Director to be unacceptable

**The following steps will be taken:**

1. The staff will assess the situation and listen to the needs of the child
2. The staff will remain calm and understanding in trying to identify the cause or reason this behavior continues to occur
3. If the staff feel necessary, the child will be removed from the situation and brought into the quiet room to calm down with a staff member there for support.
4. If the child has not calmed down within 30 minutes, staff will reassess and seek advice from other staff. If the child still has not calmed down after an hour, the parent will be notified to come and pick-up their child from the Daycare.

\*A staff member will remain with the child.

If the child's behavior continues to be challenging, a behavior intervention meeting may take place. Those in attendance will be the parents and/or guardians, the child's lead educator, and the Director. This may be called by any of the individuals previously mentioned. If the child's behavior becomes out of control and/or the child fails to respond to the measures set out in the behavior intervention meeting, the child may be sent home. This is at the discretion of the Director.

All incidents will be documented and placed in the child's file. The parent must sign a consent form for initial incidents. If more than 4 incidents occur where a child must be removed from the play area, one month's notice for discontinuation of services will be given. The staff will make all efforts to ensure this is a last resort.

## **Illness and Communicable Diseases Policy and Procedures**

Our policy is to protect the health of all staff and children enrolled at Little Prairie Daycare Inc. The Daycare will contact Public Health regarding any illnesses we are unsure of. If Tylenol is required for fever, the child SHOULD NOT be at the Daycare.

Your child may attend Daycare if he/she has been cleared by a physician and/or has:

- ❖ Diaper rash
- ❖ A loose bowel movement caused by food or medication
- ❖ Slight cough

### **Procedure For Sick Children**

If your child is showing one of these symptoms at home before coming to the Daycare, DO NOT bring your child to the Daycare.

#### **SYMPTOMS**

- ❖ Significant elevation of temperature (over 101°F or 38°C)
- ❖ Diarrhea
- ❖ Vomiting
- ❖ Severe coughing
- ❖ Unusually tired, pale, lacking appetite, and irritable.
- ❖ Cold Sores
- ❖ Showing signs of COVID-19 symptoms as per the Saskatchewan Health Authority

#### **A child may return to the childcare Daycare when he/she has:**

- ❖ Had at least one normal bowel movement
- ❖ Been on an antibiotic for over 24 hours
- ❖ Had 48 hours since last bout of vomiting
- ❖ No more symptoms or they have subsided within 24-72 hours or the required days outlined by the Saskatchewan Health Authority due to COVID-19 regulations.
- ❖ A doctor's note saying the child may return to the Daycare

If your child has an illness including but not limited to the list below, your child(ren) may be brought back to the Daycare after he/she has been on medication for 72 hours or as per the **Saskatchewan Health Authority Guidelines**.

- ❖ Measles
- ❖ Mumps
- ❖ Pink Eye
- ❖ Impetigo
- ❖ Strep Throat
- ❖ Chicken Pox
- ❖ Scabies
- ❖ Hand Foot and Mouth
- ❖ COVID-19 (current regulations)
- ❖ Any illness that is contagious

If your child has any signs or symptoms of being ill, you must inform the Daycare so the Director can inform other parents. This includes vomiting, diarrhea, rashes, pink eye, fever, cold sores, or any other symptom. This is to stop the spread of germs to other children and staff.

If you notify the Daycare that your child will not be attending due to illness prior to 8:00 am the day of your booking no cancellation fee will be charged.

\* A Doctor's note may be requested at the discretion of the Director.

**Please note:** There is no refund or credit given for children out sick who are enrolled.

## **Injuries and Unusual Occurrences**

When a child attending the Little Prairie Daycare Inc. sustains an injury or is involved in an unusual occurrence, staff will assess the seriousness of the situation and appropriate procedures will be followed.

### **Procedure For Minor Injuries**

This includes any injuries that do not require medical attention.

Staff will provide necessary first aid to treat the injury. Staff will then complete and sign an accident report on the child's injury and ensure a witness also signs the report. The Director will ensure the parent is notified of the injury and the parent signs the accident report. The Director will then sign the accident report and file it in the child's file.

The Daycare staff are required to record all minor injuries, such as bumps, bruises, bite marks, scratches etc. Minor injury reports are available and are kept on the wall inside the door of the Director's office (if unsure, ask the Director or other employees).

Minor injury reports need to be filled out as soon as the injury is discovered and shown to and explained to the parent upon arrival. After reading the report, the parent is required to sign in the designated area. It is then added to the child's file.

If you discover an injury and you are unsure that the injury occurred at the Daycare, fill out an injury report and state clearly that you are unsure the injury happened at the Daycare. Make sure that the parent is aware of the injury and that you are unsure if the injury happened at the Daycare.

### **Procedure For Serious Injuries And Unusual Occurrences**

A serious injury or unusual occurrence is defined as any injury to a child that requires medical attention or an unusual occurrence such as anytime a child is left unsupervised or a child leaves the Daycare unnoticed; Any allegations of corporal punishment physical, verbal, or emotional abuse, isolation or denial of necessities to or on the child while the child is in attendance at the Daycare; or inappropriate sexual or physical play.

In the case of an injury, staff will immediately attend to the child's injury and safety by administering first aid, then alert the Director or, in the Director's absence, the acting Director.

The Director will notify the parents or another designated emergency person if the parent cannot be located. If any of the above is not available, the Director will call 911. The Director will stay with the child until the parent, or an emergency contact arrives. It is the Director's responsibility to inform the Child Care Consultant and fill out a serious Occurrence form, which must be read and signed by the parent. This must be done immediately following the incident.

The Director, and at least one Board member, and any staff who would like to be involved investigate all serious occurrences, to develop a plan of action to ensure that such incidents do not happen again.

Reprimands or termination of employment may or may not be given depending on the circumstances surrounding the serious occurrence. The severity of the reprimand will depend on the severity of the occurrence.

## **Child Abuse Reporting**

Any Early Childhood Educator who suspects abuse is legally bound to report it.

### **If a staff suspects abuse which includes:**

- Child physical abuse
- Child sexual abuse
- Emotional maltreatment of a child
- Parental failure to provide essential medical treatment to a child, or failure to remedy a mental, emotional or development of a child
- Child neglect or abandonment

### **The following procedure will be taken:**

- Document all injuries or concerns
- Take all concerns to the Director
- Phone Social Services Child Protection (306) 882-5400

Note: If child abuse is suspected, never discuss the situation with the child involved. If a child verbally discloses abuse to you, tell the child you are glad he/she told you and that you are going to get some help for him/her.

Our responsibility is to report suspicion and disclosures, not to determine if abuse has occurred. Reported procedures will be designed to protect the child, and the parents will not be contacted in these instances. Refer to the SK Child Abuse Protocol 2019: [www.Saskatchewan-Child-Abuse-Protocol-2019.pdf](http://www.Saskatchewan-Child-Abuse-Protocol-2019.pdf)

## Harassment and Discrimination Policy

Little Prairie Daycare maintains high standards for positive interaction, communication, and role-modeling for children. Harassment and discrimination will therefore not be tolerated from any party. If at any point a parent/guardian, educator or management feels uncomfortable, threatened, abused, or belittled, they may immediately end the conversation and report the situation to the Director.

## Parental Behavior Policy

All adults must always set a good example to children. Physical attacks and threatening behavior, abusive or insulting language whether verbal or written to staff, parents and care givers will not be tolerated and will result in withdrawal of services and denied permission to be on Little Prairie Daycare premises. If employees have reason to believe that any person picking up a child from a Little Prairie Daycare program or center is under the influence of any controlled or uncontrolled substance, Little Prairie Daycare employees have the right to ask that the child be picked up by someone else. If the person leaves the center with the child, the employees will immediately contact the RCMP and report the situation to Child and Family Services.

## Photo Policy

**Consent:** Prior written consent from parents or guardians must be obtained before taking or sharing photos of children. This consent must specify the purpose for which the photos will be used.

**Types of Photos:** Only photos that are appropriate and respectful of the children's privacy and dignity may be taken.

**Access:** Photos should only be accessed and shared by authorized staff members who have a legitimate reason for doing so. Unauthorized sharing of photos is strictly prohibited.

**Monitoring:** Regular monitoring and review of the implementation of the photo policy will be conducted to ensure compliance with the guidelines.

**Communication:** Open communication channels should be maintained to address any concerns or issues related to the photo policy. Staff members are encouraged to report any violations or breaches of the policy.

By following these guidelines, we aim to create a safe and respectful environment for children while also showing trust and confidence in our employees to handle photos in a responsible and appropriate manner.

## Interior Camera Policy

**Purpose and Scope:** The purpose of interior cameras at Little Prairie Daycare is to enhance the safety and security of children, staff, and visitors. Cameras help deter unsafe behavior, support incident review, and assist in maintaining high standards of care. Cameras are not used for live parent monitoring. This policy applies to all staff, enrolled children, parents/guardians, contractors, and visitors who enter areas covered by interior cameras.

**Security cameras are placed only in approved, appropriate locations. These include:**

- Playrooms
- Kitchen

- Entry and exit areas

**Prohibited camera locations - No cameras will ever be placed in:**

- Bathrooms
- Diapering/changing areas

**Usage of Recordings:** Footage is used solely for safety, security, and compliance with daycare policies and legal requirements. Recordings may be reviewed by authorized personnel only, including: Daycare Director and the Board of Directors. Recordings will **not** be used for employee performance evaluation unless related to a documented safety or policy concern.

**Parent Access to Footage:** Parents/guardians may **not** request access to recordings. Other children may be in the recording that do not have consent to be in released media.

**Data Storage & Retention:** Footage is stored securely on a protected system with restricted access. Recordings are typically retained for 30 days unless required for an ongoing investigation or legal matter. After the retention period, recordings are automatically deleted.

**Signage & Notification:** Visible signage will be posted at entries and throughout the daycare stating that interior cameras are in use. Parents/guardians will be notified of this policy during enrollment.

**Staff Responsibilities:** Staff may not tamper with, obstruct, or disable any camera. Staff must immediately report any damage, malfunction, or suspected tampering to the Director. Authorized personnel must follow all privacy and confidentiality requirements when discussing or handling footage.

**Privacy & Confidentiality:** All recorded footage is confidential and considered internal security property. Footage will not be shared publicly or on social media under any circumstances. All handling of footage must comply with applicable childcare licensing laws and privacy regulations.

**Policy Violations:** Violating this policy may result in disciplinary action up to and including termination or legal action depending on severity and circumstances.

**Policy Review:** This policy will be reviewed annually or as required by changes in licensing rules, technology, or security needs.

### Additional Information

In addition to the information provided in the manual, the section below includes general review, reminders, and information for your child's attendance at Little Prairie Daycare, Inc.

### When A Child Can Return

The following is a guideline for when children can return to the Center after having the following diagnosis. For more information, please consult your director or the Caring for Kids website at [www.caringforkids.cps.ca](http://www.caringforkids.cps.ca).

- ❖ **FEVER FREE:** Your child must be fever free for 24 hours without medication.
- ❖ **VOMIT FREE:** Must not have vomited for 24 hours.
- ❖ **UNCONTROLLED DIARRHEA:** Defined as an increased number of stools compared with the child's normal pattern. The child cannot return until he/she has had normal stools for 24 hours. If the child has more than one uncontrolled bowel movement while at the Center, they will be sent home.

- ❖ **VIRAL RESPIRATORY INFECTIONS:** Depending on the virus, the child may return to the Center when they are well enough to participate in all program activities.
- ❖ **MENINGITIS:** The child may return to the Center once they have received at least 24 hours of appropriate antibiotic therapy, and a doctor has determined they are well enough to return to the Center.
- ❖ **PINK EYE:** 24 hours after documented treatment has begun.
- ❖ **HAND-FOOT-AND-MOUTH DISEASE:** The child may return to the Center when they are well enough to participate in all program activities.
- ❖ **RINGWORM:** The child may return after one full treatment has been applied.
- ❖ **SCABIES:** The child may return after one full treatment has been applied.
- ❖ **MOUTH SORES:** Must have a doctor's note stating that the child is non-communicable.
- ❖ **RASH:** With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is a non-communicable disease.
- ❖ **HEAD LICE:** Cannot return until appropriate treatment has been administered. Retreatment after ten (10) days is mandatory. In reoccurring cases all nits must be removed before the child can return to the Center.
- ❖ **IMPETIGO:** 24 hours of appropriate antibiotic treatment received. Please keep your child at home if draining lesions cannot be kept covered.
- ❖ **CHICKEN POX:** Cannot return until all lesions have dried and crusted over – generally 5 days after the start of the rash.

### Receiving and Storing of Medication

A "Medication Form" must be filled out in its entirety for all medication received by the Center. All medication must be in its original bottle or container. All non-prescription medication must be labeled with the child's first and last name. When medication is complete the "Medication Form" must be signed by a parent and then will be placed in the child's file. Medication is always kept in a locked box while in the Center. Medication that requires refrigeration will be kept in a designated locked box in the refrigerator. Emergency related medication (inhalers, EpiPens, etc.) is stored in a location which is easily accessible to the educators in an emergency and will accompany the child on any outing away from the Center.

### Adminstrating Medication

The Director or an appointed educator will administer the medication and will initial the "Medication Form". When medication is authorized to be administered, four "rights" must always be observed, they are as follows:

- ❖ Right Patient – confirm it is the right child
- ❖ Right Drug – confirm the name of the med on the bottle with the name on the "Medication Form"
- ❖ Right Dosage – confirm the dosage is the same on the bottle and the "Medication Form"
- ❖ Right Time – Refer to the "Medication Form" for the time to be given.

### Biting

Biting is common and is a developmentally appropriate behavior in young children, especially 9-30 months. Generally, children over the age of 3 have developed more appropriate ways to communicate.

Experts in the field of child development report that biting occurs briefly as a result of a child's incapacity to communicate. Children may become upset by a new experience and may bite as a response. While biting during the toddler years is developmentally appropriate, it can be upsetting to parents when it occurs.

## **Biting Policy**

To ensure a safe and positive environment for all children, the following guidelines will be in place regarding biting incidents:

### **1. Multiple Biting Incidents in One Day**

If a child bites more than two times in one day, the parent/guardian will be contacted and asked to pick up the child. This decision will be based on staff discretion and the severity of the bites.

### **2. Biting That Causes Injury**

If a child bites and the bite breaks the skin or causes visible bruising to another individual, the parent/guardian will be called to pick up the child immediately. This decision will be based on staff discretion and the severity of the bite.

### **3. Return to the Program**

The child will need to stay home for the remainder of the day following the biting incident. However, the child will be welcomed back the next day with a fresh start.

Our goal is to support children's development and maintain a safe environment for everyone. If biting becomes a recurring behavior, we will work with families to create a plan to address the issue.

### **Little Prairie Daycare biting prevention strategies include:**

- ❖ When children bite out of frustration or anger, the child will be redirected to another activity and/or will be shown a way to communicate what he/she wants.
- ❖ Teachers will encourage the use of language to express wants and needs.
- ❖ Parents will be notified if their child is bitten, however to protect privacy of families, parents will not be informed of the biter.
- ❖ Biting incidents will be communicated to the parents of the biter to ensure teachers and parents are working together to understand and prevent the behavior.
- ❖ If a child is bitten and the skin is not broken, the area will be cleaned with soap and water, a cold compress applied, and the child will be soothed.

### **If the bite breaks the skin: (as per Well Beings: A Guide to Health in Child Care)**

- ❖ Allow the bite to bleed gently, without squeezing.
- ❖ Clean the wound carefully with soap and water.
- ❖ Apply a mild antiseptic.
- ❖ Review hepatitis B immunization records for both the biter and the person bit.
- ❖ Check personal medical record of the child (or staff member) who has been bitten for the date of their last tetanus shot.
- ❖ Contact the local Public Health Unit about any bite that breaks the skin. They may require referral to a physician and, possibly blood tests, depending on the circumstances.
- ❖ Notify the parents of both the biter and the child who has been bitten as soon as possible.
- ❖ Write and file an "Injury Report" of the incident.

- ❖ Observe the bite wound over the next few days. Advise the child's parents to see a doctor if redness or swelling develops.

A fact sheet about bites in Child Care is available at [www.caringforkids.cps.ca](http://www.caringforkids.cps.ca).

### Staff to Child Ratios

The staff to child ratio that applies with respect to a group of children containing more than one age category is outlined in Section 28 of *The Child Care Regulations, 2015* by the following:

“With respect to a group of children in a single age category while they are indoors in a center or in a play area adjacent to a center is not less than”:

- (a) 1:3 in the case of infants.
- (b) 1:5 in the case of toddlers.
- (c) 1:10 in the case of preschool children; and
- (d) 1:15 in the case of school-age children.

### Additional Changes

*This Parent Handbook is intended to be a comprehensive guide to your child's care at Little Prairie Daycare. It is updated regularly, and all changes are approved by the Board of Directors. There may be circumstances or situations that arise that are not covered in the manual that will be at the discretion of the Daycare Director in consultation with the Board of Directors. We hope that you find the information in this Parent Handbook valuable and useful as a member of our Little Prairie Daycare family.*

## PARENT ACKNOWLEDGEMENT FORM

I have received and read the Little Prairie Daycare Parent Policy and Procedures Handbook. I expect to be guided by the rules and policies therein. I further understand that my child's enrollment in Little Prairie Daycare may be terminated by the Director of Little Prairie Daycare at any time for any reason. I understand and agree that the Parent Policy and Procedures Handbook, in whole or in part, is not a contract of enrollment, nor is it evidence of a contract between Little Prairie Daycare and me. I also acknowledge that the terms and conditions set forth in this handbook may be modified, changed, or deleted at any time provided such changes are in writing and approved by the Executive Director/designee of Little Prairie Daycare. Any agreement between Little Prairie Daycare and me of any kind pertaining to any term or condition of my child's enrollment or its termination must be in writing.

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**Parent Name** (Please Print)

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**Child(ren)'s Name(s)** (Please Print)

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**Parent Signature**

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**Date**

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**Centre Director Signature**

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**Date**