



# MID-SUN COMMUNITY CHILD CARE PARENT HANDBOOK

## Mid-Sun Out of School Care

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## Kindergarten Program

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## Midnapore Elementary Out of School Care

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\*Coloured numbers pertain to Accreditation Standards

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For any questions, comments or concerns about our policies and procedures, please contact the Mid-Sun Community Child Care. The Mid-Sun Community Child Care reserves the right to make additions or changes to these policies at our discretion. (6.1.c)

## **INTRODUCTION**

Welcome to Mid-Sun Community Child Care. We are not-for-profit, community based, fully accredited OOSC programs offering care for school aged children (Kindergarten to Grade Six) attending **Midnapore School, Ecole Mother Teresa** or **Father J Whelihan School**. The Out of School Care Programs are one of many programs offered by the Mid-Sun Community Association.

## **PROGRAM PHILOSOPHY**

The Mid-Sun Out of School Care Programs are based on the philosophy that all children will have a well-supervised, safe and secure environment, which encourages the development of self-esteem, self-sufficiency, self-discipline and cooperation. Our environment is set up with a variety of *interest* centers that allow children to initiate, decide and follow through on their choice of activity.

## **HOURS OF OPERATION**

The Mid-Sun Community Child Care Programs operate September to June. The Programs will start the first day of school and will end the last day of school. During summer holidays, the Mid-Sun Community Association operates an un-licensed Day Camp program. The programs are closed on all statutory holidays and Winter Breaks.

<b>Mid-Sun OOSC</b>	Mon to Fri 7-9am and 3-6pm on school days; 7am-6pm on non- school days.
<b>Kindergarten Program</b>	Mon to Fri 7am to 6pm
<b>Midnapore Elementary OOSC</b>	Mon to Thurs 2:30-6pm, Fri 12-6pm on school days; 9am-6pm on non-school days. *Morning Care drop off on non-school days is between 7-8:30am only as between 8:30-9am we are transitioning children from Mid-Sun to the school.

**Please Note:** The Mid-Sun Community Child Care Midnapore Elementary location is on a year to year lease with the CBE and as such program registration will follow similar guidelines.

## **REGISTRATION**

Registration must be completed each year. Registration for subsequent years must be completed annually and is not guaranteed. Priority registrations will be given to those currently registered families in the Mid-Sun Community Child Care at the time of registration.

## **PROGRAM FEES AND FEE AGREEMENT -Monthly Fees Per Child**

Per child registration Fee (non-refundable/non-transferable)	\$75.00
Morning Care	\$135.00 – located at the Mid-Sun Community Center only
After Care	\$350.00 – \$40.00 surcharge for non-school days*
Before & After Care	\$485.00 – includes non-school days, except Spring Break-surcharges apply*
Kindergarten	\$785.00 – includes all professional days and Spring Break- located at the Mid-Sun Community Center only, fees are not pro-rated for holiday breaks
Morning Care	\$15/ drop in – located at the Mid-Sun Community Centre only

- One month's written notice of withdrawal or change in components is required, dated the 1<sup>st</sup> of the month. All schedule changes will take place on the 1<sup>st</sup> of the month.
- Failure to notify the Program prior to August 1<sup>st</sup> that your child will not be returning in September will result in a charge for September fees.
- The program requires a form of payment on file, either postdated cheque or credit card. No exceptions.
- A charge of \$20.00 will be applied to any NSF cheque or failed credit card charges.
- Families must notify the Program of any change of payment method in writing.
- Families must notify the Program of any fee splitting.
- There will be no pro-rating of monthly fees to accommodate holidays, sick days or other absences.
- There will be no pro-rating of fees for program closers due to strike, natural disasters, power outages, or any other program closures.
- Families with delinquent accounts will be given 5 working days' notice to clear up outstanding balances or childcare will be terminated. Finding and the cost of alternate care is the parent's responsibility.
- If you feel that you may qualify for subsidy you can get the link from the Mid-Sun web site or go to [www.child.alberta.ca](http://www.child.alberta.ca) for more information. Families must supply their Subsidy Approval Notice to the Program or the full month's payment may be applied.

- If at any time you have concerns or questions regarding your fees, please approach the Program Director or Manager as soon as possible.

**Late Fee/ No-Show Fee-** If for some reason you will be unable to pick up your child by 6pm, please notify the center. In these circumstances, alternative arrangements should be made. Our policy is a fee of \$1.00/minute for each minute late commencing at 1 minute past the end of the program. The total late fee is due in cash to the staff on duty in the Out of School Care room. It is payable immediately upon pick-up. If you do not pay at the time of pick up, you will be required to sign a late fee form stating to whom the money is owed and how much.

There will be a \$10.00 charge for not notifying the program that your child will not be attending.

### **CLOSURE DATES**

<b>Mother Teresa/FJW /Kindergarten</b>	<b>Midnapore Elementary</b>
<b>Located at Mid-Sun Community Center</b>	<b>Located at Midnapore School</b>
The Program will be <b>CLOSED</b> the following:  Labour Day- Sept 3 <sup>rd</sup> , 2018 Thanksgiving Day-Oct 8 <sup>th</sup> , 2018 <b>*Christmas Break- Dec 24<sup>th</sup>, 2018-Jan 4<sup>th</sup>, 2019;            back to school Jan 7<sup>th</sup>, 2018</b> Family Day- Feb 18 <sup>th</sup> , 2019 Good Friday- April 19 <sup>th</sup> , 2019 Easter Monday- April 22 <sup>nd</sup> , 2019 Victoria Day- May 20 <sup>th</sup> , 2019 Last Day of Care- Last day of school for Ecole Mother Teresa <b>*additional closures TBA</b>	The Program will be <b>CLOSED</b> the following:  Labour Day- Sept 3 <sup>rd</sup> , 2018 Thanksgiving Day-Oct 8 <sup>th</sup> , 2018 <b>*Christmas Break- Dec 24<sup>th</sup>, 2018-Jan 4<sup>th</sup>, 2019;            back to school Jan 7<sup>th</sup>, 2018</b> Family Day- Feb 18 <sup>th</sup> , 2019 Good Friday- April 19 <sup>th</sup> , 2019 Easter Monday- April 22 <sup>nd</sup> , 2019 Victoria Day- May 20 <sup>th</sup> , 2019 Last Day of Care- Last day of school for Midnapore Elementary <b>*additional closures TBA</b> Spring break will be held at the Mid-Sun Community Association

### **POTENTIAL CLOSURES**

If either of the program schools, Mother Teresa or Midnapore School; or the Mid-Sun Community Centre are closed for any reason (including teacher strike, natural disaster, fire, power failure, etc...) both the Mid-Sun Out of School Care and the Midnapore Elementary Out of School Care will be closed.

### **ABSENCES FROM SCHOOL**

- If your child does not attend school for any reason, they may not then attend Out of School Care. It is the parent/ guardian's responsibility to notify the program that their child will not be attending.
- If your child is suspended from school, they may not attend Out of School Care during this period of suspension. It will be the parents/ guardians responsibility to pick their child from the school even if the suspension happens at the end of the school day. It is the parent/ guardian's responsibility to notify the program that their child will not be attending.

### **SCHOOL BUS POLICY**

It is the responsibility of the parent /and or legal guardian to communicate to the Out of School Care Programs, to the school and to the child regarding any changes to before and after school transportation. It is the parents/ and or legal guardians responsibility when the child misses a bus or when the child takes a bus home without expressed permission to do so. All children using bussing to either go to school or to arrive at the program after school must do so on their own supervision. Until the child is signed into the Out of School Care Program, The Mid-Sun Community Child Care is not responsible for any incidents that may occur.

### **WHAT TO SEND WITH MY CHILD**

- Non-marking indoor shoes (required within the school as well but can use school shoes)
- Lunch for Kindergarten and on Non School Days and Early dismissals for grades 1 to 6
- Afternoon snacks daily; morning snacks on Non School Days

## **FAMILY ORIENTATION POLICY**

The Mid-Sun Community Child Care Programs offers orientations to new families and children in order to establish positive relationships between the child's family, the program and the Community Association. Each child/ren will be accepted on a probationary basis for a one month period at which time the suitability of the Program for your child/ren will be reviewed.

The Mid-Sun Community Child Care Programs require all new families to be made aware of:

- Guardians are required fill out a registration package in full and read the Parent Handbook. (3.2.b)
- Pay a \$75 non-refundable deposit at time of registration.
- Place a form of payment on file at the Mid-Sun Community Association's main office.
- If child is on medication, the parents will be informed that a medication administration form or a self-administration form must be filled in before any medication can be brought to the program.
- All new families will be offered a tour of the program, during program hours. Families and children attending any Mid-Sun Community Child Care Programs must come and see where the program is and meet staff before starting at the program and discuss child's interests and needs. (3.1.a) (3.2.b)
- Parents must inform the Programs of any changes to personnel information.
- Parents are responsible for notifying the program if their child is not attending the program for any reason.
- Parents will be informed of what their child is required to bring to the program.
- A Family Orientation Check List will be completed for all new families and kept in the child's file.
- An orientation Open House will be provided to families once a year, to current families and new families. (5.3.c)
- The Programs will follow up with new families verbally after the 1 month probationary period ends to make sure all needs are being met.
- The rules will be explained to the new child by either staff or children.
- Staff will go over the daily routine and explain the key tag board with the new child and family.
- The Program may help in guiding families if additional supports are required. A Community Resource Binder is available to all families (3.3.e)
- The Mid-Sun Community Association is governed by a volunteer Board of Directors and there are volunteer opportunities for those living within the communities or Midnapore and Sundance.(5.2.b) (5.3.b) (5.3.c)

If additional information is required, the program director or a supervisor will be able to answer questions either in person, over the phone or by email.

## **Termination of Child Care Policy**

The Mid-Sun Community Child Care recognizes that not all programs are appropriate for all children. The Mid-Sun Community Child Care reserves the right to terminate child care at any time to protect the child, Program Staff, the Community Association or other children from, but not limited to:

- Physical or mental stress brought on by the social and behavioural difficulties experienced by a child
- Verbal/ physical abuse, threats of violence, intimidation, bullying, unkind comments and other disruptive behaviour by either a child or adult
- Actions which belittle, threaten, offend, embarrass, humiliate or diminish another's self-esteem, whether deliberate or unintentional, including sexual harassment and discrimination
- The result of severe physical disabilities, developmental delays, or behaviour problems
- Non-compliance with general policies and payment provisions

A decision to terminate a child's space will be made in consultation with parents/ guardians and a decision will be made on a case-by-case basis. The Mid-Sun Community Child Care will not tolerate abuse of any kind and will address situations immediately. There will be no pro-rating of fees. Finding and the cost of alternate care is the parent's/guardian's responsibility.

## **COMMUNICATION POLICY**

The Mid-Sun Community Child Care will ensure that all parents, children, staff members and management receive all written and verbal information that is relevant to them in a timely manner. This will occur efficiently, in a professional and respectful manner which maintains the confidentiality of all individuals unless legally obligated to report to authorities. It is recognized that relevant information is defined differently depending on the receiver of the information. In deciding what information is relevant to be shared, the Mid-Sun Community

Child Care will ensure that there is a reasonable belief that the information will be of assistance. The Mid-Sun Community Child Care strives to create an atmosphere of openness and receptivity to new ideas and opportunities for improvement. All communication is to be a model for the children in communicating in a positive and respectful manner between adults and children. (1.2.d) (3.1.b)

**Organizational Chart- Who reports to whom** (4.1.d)

1. Board of Directors- The board consists of persons who live in the communities of either Sundance or Midnapore and are on a volunteer basis. Monthly meetings are held and an AGM is held annually. Minutes of the meetings are taken by the secretary and are available upon request. A current list of board members is published in the monthly Mid-Sun Messages. Their philosophy and goals are listed on the web site.
2. Facility Manager- is a hired position and they report directly to the Board of Directors and is always available to staff.
3. Child Care Director- is a hired position and they report to the Facility Manager.
4. Out of School Kindergarten Supervisor / Midnapore Elementary Out of School Care Manager/ Before Care Supervisor at Mid-Sun- are hired positions and report to the Child Care Director
5. Out of School Care Front Line Worker- reports to Supervisors and/or Child Care Director

**Open Door Policy-** The Mid-Sun Community Child Care Out of School Care Programs have an open-door policy where parents may come in and view and or participate with their children at any time during operating hours. Family members are always welcome to come and volunteer. (3.1.b) (3.2.b) (3.3.a) (5.3.a)

**Communication with Parents-** (4.2.e) Communication with parents will be done in a positive, professional, and timely manner. Parents are informed through a wide range of communication channels, including; parent introduction and facility tour when a child begins at the center; child profiles; items in the newsletter; emails; notes home; greetings and farewells; notice boards; white board messages; phone calls; educational posters and photographic displays; and informal chats with staff. All program plans and schedules will be posted for families. Upon request, the Mid-Sun Community Child Care Out of School Cares are able to provide access to information regarding community resources to our families. (3.2.c)

**Communication Expected from Parents-** Parents are encouraged to share information with the Mid-Sun Community Child Care Programs either in person, emails, notes, or by phone. If required, staff will set up a meeting between appropriate parties. We encourage families to share the following information: (3.2.a) (3.2.a)

- Parents are required to complete a registration form providing information about their child.
- Parents are required to inform the program about any subsequent changes to this information, e.g. change of address, information and health.
- Parents are required at all times to ensure the program has a current contact telephone number and to provide contact details for those who may be contacted or who can collect their child in the event of an emergency or health issues arise concerning their child.
- Parents are encouraged to inform the program about any matters that may affect the behavior or welfare of their children at the center, e.g. if a child has not slept well or a parent is away from home. If appropriate it is recommended that this is written in the communication book so that it can be communicated to all staff in the program. In some situations the program may be proactive in seeking this information.
- Feedback about the program may from time to time be sought from the parents through surveys, interviews or informal discussions. Also, feedback will be sought as part of the development of programming, policies, procedures and program plan changes. (3.2.d) (3.2.e)
- Parents are required to inform staff on a daily basis whether or not their children will be absent and, if ill, to advise the nature of the illness and whether the illness is contagious.
- Parents are required to inform the program of any custody and access arrangement. Parents must provide copies of relevant documentation.
- Parents are encouraged to share any cultural celebrations with the program.

**Communication Between Staff and Parents** (3.1.b) (4.2.e)

- Staff will communicate with all parents, regularly in an open and positive manner regarding their children.
- A comfortable and supportive environment for parents to communicate with staff will be provided.

- Staff and parents will treat each other with respect, courtesy and understanding and appropriate language will be used at all times.
- Staff will not be judgmental towards parents and respect their need to use child care.
- Staff will accept and support the parent's individual practices in raising children and any related cultural differences. (3.1.a)
- Staff will make sure that parents are greeted and farewelled each day.
- Staff will discuss the child's behavior, positive or negative only.
- Staff will ensure that parents are aware of all forms of communication.
- Parents and staff are required to maintain confidentiality at all times.

#### **Communication Between Staff and Children (4.2.e)**

- Staff will treat children with respect at all times, showing respect towards their feeling and personnel belongs. (1.2.c)
- Staff will acknowledge the children and will listen attentively when a child is speaking at all times.
- Staff will show interest to the children when communicating with them and will let children finish speaking without interruption.
- Staff will respond to the children's needs in a timely, caring, and consistent manner. (1.1.g)
- Staff will strive to create meaningful relationships and emotional attachments with the children by engaging in active conversations, encouraging children to voice their needs and desires through verbal and non-verbal methods. (1.1.f)
- Staff will encourage respect and positive interactions between children and help guide them towards this.
- Staff will be available to the children at all times.
- Staff will create a safe place for children to express their emotions, thoughts and feelings in a socially acceptable manner to promote positive behaviours. (1.2.h)
- Staff will use appropriate voice tone and level when talking to children and will use appropriate language at all times. (1.2.a)
- Staff will not talk about the child in front of the child.
- Staff will be supportive and encourage communication with all children, to develop an understanding of the child and their interests in small groups or one-on-one. (1.1.a)
- Staff will give positive feedback to the children as often as possible.
- Staff will encourage children to try new things and to be open to new experiences.
- Staff will strive to ensure that they are understood and communicate at the child's level.
- Staff will acknowledge children who are peer leaders, who acknowledge other children's skills and abilities. (1.1.e)
- Staff will help children develop a sense of self by acknowledging children's unique backgrounds, skills and abilities. (1.1.b)
- Staff will respect children's opinions and encourage children to participate in the planning of the program.
- Staff will model through active listening and interactions to teach empathy and will encourage children to be empathic towards each other. (1.2.b)
- Staff will use developmentally appropriate practices to help guide children in a caring, respectful manner. (1.2.e)

**Communication Between Children-** Children were asked how they should speak with each other and this is what they came up with, May 2013.

- To be nice, respectful, honest and truthful to each other.
- To uses a calm, quiet voice.
- Children will be respectful and courteous to each other.
- To be careful with their words.
- To use gentle talk even when they don't agree.
- Agree to disagree.
- Be polite, don't interrupt.
- To refrain from swearing.
- Children will come up with a list of center rules, sign it and post it.

## **CONFIDENTIALITY POLICY**

The staff at the Mid-Sun Community Child Care will adhere to the following provisions for the release of information regarding children, families or staff members. (3.2.g)

- Except where disclosure is required by the regulations or is authorized by law or judicial action, the written and informed consent of the client or the client's guardian (where applicable) will be obtained when information is to be released to another agency, organization or individual. The written consent will state the specific information to be given, to which it is to be given, and the purpose for which it is to be given. (3.3.f)
- All staff working with children confirming that he or she is aware of, and understands the requirement of confidentiality will sign a declaration. A copy of this declaration is to be kept on the employee's file.
- A record of each release of information will be kept on the family file.
- The Confidentiality Policy will be posted for parents to see.

## **COMPLAINT POLICY** (5.1.c)

If you have a complaint with the Mid-Sun Out of School Care Program, please adhere to the following process: Complaints will be dealt with in a timely manner.

- Please approach the staff member that is directly involved.
- If the situation is still not handled to your satisfaction, please contact the Program Director either in person, phone call or by e-mail.
- If the situation has still not been handled to your satisfaction, please contact the Provincial licensing Officer.

Complaint Investigations may lead to:

- Increased monitoring
- Program approval revised to a conditional status
- Program approval withdrawn and a referral made to Alberta Family and Social Services, Social Care Facilities Licensing Unit for a possible investigation under the requirements of the Social Care Facilities Licensing Act.
- Referral to Calgary Police Service for possible criminal investigation

## **SEPARATION AND CUSTODY ISSUES**

In the case of a separation when one parent wants the program to withhold his/her child from the other parent, legal council should be sought. The program cannot assume responsibility for withholding the child from either parent without a copy of a court order to that effect. In the case where one parent has legal custody, the staff will release the child only to the people authorized by that parent. A copy of the custody agreement must be given to the Director.

Because child safety is very important to the program, your child will only be released to the persons listed on the registration form unless otherwise advised in writing.

## **HEALTH AND SAFETY**

**Potential Health Risk-** When a staff member knows or has reason to believe a child is exhibiting signs or symptoms of illness; The Mid-Sun Community Child Care will ensure we contact the parent and or guardian to arrange for the immediate (within two hours) removal of a child if he or she has any of the following symptoms:

- Vomiting
- Fever (a temperature greater than 38 degrees Celsius/ 100.4 degrees Fahrenheit)
- Diarrhea
- A new and unexplained rash or cough
- Requiring greater care and attention that can be provided without compromising the care of the other children
- Having displayed any other illness or symptom the staff member knows or has reason to believe may pose a health risk to persons on the program premises

When one or more signs/symptoms of disease are present (see above), the parent will be notified, staff will keep child as far away as is practicable from other children and supervise child until parent arrives.

In order to assess if a child is ill, staff will undertake a daily health inspection of all children. Staff will observe the following using all senses:



- General mood and changes in behavior
- Fever or elevated body temperature by using a thermometer
- Skin rashes, unusual spots
- Talk to child re: complaints of pain and not feeling well
- Signs, symptoms of disease (coughing, sneezing, breathing difficulties, diarrhea, vomiting, etc...)
- Staff will record and document children who are ill by completing the Illness Report Form
- Once sent home from the program, the child will not be allowed to return until we, (the program) receive a note from the child's physician or the child has been symptom-free for at least 24 hours. Mid-Sun Community Child Care will report communicable diseases to Alberta Health Services
- Parents are informed of the Mid-Sun Community Child Care's Potential Health Risk Policy by way of the parent handbook, annual information sessions and posting on the parent information board.

**Administration/Self Administration of Medicine-** Medication will be administered to children only where the written consent of the child's parent has been obtained, the medication is in the original labeled container, has a proper expiration date and the medication is administered according to the labeled directions.

- If dosage is different from what is on the label, a doctor's note is required to explain the change.
- Where medication is administered, the following information is recorded; name of medication, time of administration, amount administered and initials of staff who administered the medication.
- All medication is stored in a locked container inaccessible to children and medication that may be needed in an emergency is stored in a place inaccessible to children but easily retrieved if required.

**Health Care-** Health care will be provided only if the written consent of the child's parent has been obtained or the health care is in the nature of first aid. A Health Care form must be filled out for non-medical but health care issues, such as diabetics checking blood sugar levels, eye drops, walking cast maintenance, etc...

**Hand Washing- (2.2.j)** Staff will ensure children wash their hands prior to eating and after using the washroom. Accessible soap, water and paper towels are always available. Posters are displayed in main room and both washrooms depicting proper hand washing techniques. Staff will be observant and remind children of the need for proper hygiene. Staff will use consistent, clear, gentle and timely reminders that are pleasant and fun for the children.

**Nutrition- (2.2.l).**

- Parents are responsible for providing an afternoon snack daily and a morning snack if necessary and a nutritious lunch on non-school days. If lunch was not sent at all, a phone call to the parent will be made and the parent will be responsible for providing one.
- We encourage parents to send extra snacks and drinks for those days when your child is hungrier than usual.
- Staff do not allow trading or sharing of food items.
- We are a PEANUT SENSITIVE environment. Please send peanut free foods.
- Parents are responsible for noting on the registration forms of any dietary restrictions due to allergies or cultural beliefs.

**Napping- (2.2.k)** As this is not developmentally appropriate for this age group, there are no nap times. If children are tired or not feeling well, they are able to go to the quiet corner and rest as required.

**Sanitization of Toys and Equipment-** Tables are washed and sanitized with a bleach solution prior to and after all meals. Toys and other equipment are cleaned and sanitized on a monthly basis after rotation or when necessary. Dress up clothes and prop box accessories are washed after each rotation.

**Dressed Appropriately for the Weather-** For any off-site excursions: If your child is not dressed appropriately for the daily forecasted weather conditions, a call to the parent/ guardian will be made for the parent/ guardian to pick up their child from the Mid-Sun Community Centre's main office and the child may not participate in the scheduled activity. Child will be required to be picked up immediately unless proper attire is provided.

**Sunscreen-** Parents are required to provide sunscreen, bug spray and hats for outdoor play. As staff are not permitted to apply, it is recommended that parents apply before attending the program. Children are not permitted to share with other children.

**Inclement Weather-** If schools are closed due to inclement weather; the Mid-Sun Community Child Care Programs will be closed as well.

**Extreme Temperatures-** We will not go outside for any planned activities if the temperature or the wind chill reaches -20 Celsius. Alternative activities will be implemented. It is the responsibility of the parents and or guardians to ensure that the child(ren) are dressed appropriately for the weather every day.

**Air Quality-** If an advisory of the air quality reaches 9 or higher, children will remain inside.

**Tornado Warnings-** If a tornado warning is issued, children attending the Mid-Sun Program will be brought to the basement; children attending the Midnapore Elementary Program on the stage will remain on the stage and children from the main room will be brought into the gym away from the doors; if on an off-site excursion, staff will follow advised protocols.

**Potential Closures-** If either of the program schools, Mother Teresa or Midnapore Elementary; or the Mid-Sun Community Centre are closed for any reason (including teacher strike, natural disaster, fire, etc...) both the Mid-Sun Out of School Care and the Midnapore Elementary Out of School Care will be closed. There will be no pro-rating of monthly fees for any unexpected closures. If there is a prolonged power outage, both programs will be closed.

**Incident Reporting-** All illnesses, accidents and incidents must be documented on an Illness or Incident/Accidents form, even for as simple as giving out a Band-Aid. As much details as possible will be recorded.  
First Responder-

- If you see it, you are responsible for recording it and following up on first aid even if it is to ask another staff to do the first aid;
- If a child approaches you after an accident or incident, you will become the first responder and will be responsible for following through with the incident reporting;
- Whatever room you are in, your responsibility is for those children's safety but if a child approaches you from another room with an injury you will still be responsible for following up on it whether by speaking to the staff in the other room or filling out the incident form yourself, the child comes first

**Incident or Illness Reporting Policy-** In the event of the following; a report will be made immediately by phone to the local Child and Family Services Authority and by using the prescribed form: an emergency evacuation; unexpected program closure; an intruder on the program premises; an illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight; an error in the administration of medication by program staff or volunteer resulting in the child becoming seriously ill or injured or ill and requiring first aid; or the program requesting emergency health care and/or requires the child to remain in hospital overnight; the death of a child; an unexpected absence of a child from the program (ex. lost child); a child removed from the program by a non-custodial parent or guardian; an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member, guardian or volunteer; the commission by a child of an offence under an Act of Canada or Alberta; and/or a child left on the premises outside of the program's operating hours.

Accidents will and do occur. Generally these accidents are not serious and require no more than elementary first aid which is administered by program staff. An accident report will be completed by program staff and parents notified that same day. We require parents to read and sign such reports and discuss the accident with staff.

In the event of a more serious accident or illness such as, but not limited to; a fall from a surface (chair, bench, playground equipment); excessive bleeding; loss of consciousness, head injury; difficulty breathing; displays unusual behaviour in comparison to typical behaviour; parents will be notified immediately and appropriate care given. Where attendance of medical personnel outside the program is warranted, parents will be

immediately contacted and the child will receive appropriate medical attention. Should the parent or emergency contact person not be available, program staff will take the steps necessary to stabilize the situation and the parent will be informed at the earliest opportunity.

In the event of a life threatening situation, it is the Mid-Sun OOSC's policy to contact Emergency Medical Personnel before contacting parents.

The Program will track and analyze accidents through meetings and record keeping in order to identify trends or issues.

All incidents are analyzed annually and a report, using the prescribed form, is submitted to the regional child care office.

## **SUPERVISION POLICY**

The Mid-Sun Community Child Care Programs are based on the philosophy that all children will have a well-supervised, safe and secure environment, which encourages the development of self-esteem, self-sufficiency, self-discipline and cooperation. Our environment is set up with a variety of interest centers that allow children to initiate, decide and follow through on their choice of activity. It also enables the staff to provide adequate and active supervision of the children to ensure the developmental needs of each child is being met. Taking an active approach to supervision will help in identifying and re-directing any problem behaviours before they escalate.

### **Onsite and Off Site (Park) Supervision**

- We will not exceed the ratios of 1:15 on site and 1:6 if only one staff is available off site to maintain adequate supervision. When able, we will enhance our ratios.
- Staff need to be engaged with the children to enhance their play in a positive manner without any distractions, such as talking on cell phones, texting, reading, doing homework, or any other non-work related distractions.
- Staff will encourage children to use the key tag board to track which room or area the children are in and to ensure proper ratios at all times, and staff will turn over children's key tag as they leave.
- Be conscious of the group as a whole and position one-self to accommodate this.
- Staff will encourage children to try new things on their own by participating in activities with the children, leading by example, and by providing age appropriate activities and materials.
- Limit the conversation with other staff while working with the children.
- Staff will conduct periodic head counts to ensure proper ratios and match them to the key tag board and sign in sheets.
- Two way radios are used to communicate to other staff as to where the children are at all times and help maintain ratios.
- Staff need to be aware of who is arriving at the program and will ensure all children are greeted and signed in properly.
- Staff need to check on a regular basis that the number of children present, key tags and children signed in at that moment all coincide.
- A safety check list will be completed on a daily basis to ensure the safe conditions of the equipment and facility, both on site and off. Visual checks will be completed upon arrival to any destination for safety hazards.

### **Supervision on Field Trips**

- Children will be within eye sight of staff at all times.
- Before leaving the program site, head counts will be done and double checked against the key tag board and sign in book.
- Children will be counted before they get on the bus and as they get on the bus and will be counted again as they get off.
- A list of who is in attendance will be with the supervisor on all field trips.
- Where applicable on field trips, the children will be broken down into smaller groups while maintaining the proper ratios.

- Staff will use the two way radios on field trips to remain in contact with each other while in smaller groups.
- Washrooms- Staff will be within either eye sight of or within listening distance of children at all times. Female staff will remain right outside boy's washroom and vice versa if there are no family washrooms available.

### **Walking to School Procedures**

- The children line up at the door until all are ready and a head count has been completed.
- Children go downstairs together, putting their outdoor shoes on downstairs.
- Children must walk around the parking lot.
- The staff watch the children until they have reached the school park for Midnapore school. For the Mother Teresa children the staff will walk the children until they enter Mother Teresa School Property.
- Kindergarten children will be walked to the classroom doors and observed until they enter school.
- Grades 1 to 6 Out of School Care supervision ends once children enter school property.
- Children will not be left at school before teacher supervision begins.

### **After School Pick Up Procedures**

- Mid-Sun OOSC staff meet the children at the designated meeting places. Mother Teresa Gr 1 to 6 – small hill in front of baseball field back stop; Mother Teresa and Midnapore Kindergarten; outside of classroom doors.  
**Midnapore OOSC Gr 1 to 6 arrive at OOSC space directly from their class without program staff escorts. Children arrive on their own to the program rooms.**
- All staff will take a two way radio, a list of children and a set of emergency cards when picking up children. Whoever is not attending that day will be crossed off the pick-up list.
- There will be a staff at the center to greet and sign in children as they arrive at the OOSC.
- If a child does not show up within 15 minute of the bell signaling the end of school, the staff will then page the child inside the school. If the child still does not show up, the staff will contact the Program immediately so that efforts can be made to contact the parents and find the whereabouts of the child.
- With the exception of the children with Permission authorizing that a Child may walk to and from school Unaccompanied by an Adult, the children cannot walk back from school alone
- Children are to walk around the parking lot to the Center (if attending the Mid-Sun program)
- While waiting for the children, the staff will ensure that children are in view at all times.

### **Leaving the Program Early/ Staying After School**

- If a child has to leave the program early for any reason, we need verbal/written permission from a parent or the child cannot attend.
- If a child has to stay after school (detention or extracurricular activities), the child may be required first go to the designated meeting place to let the staff know.
- **All children leaving the Mid-Sun Community Child Care to attend other programs offered at the Mid-Sun Community Centre MUST have a walk home alone policy signed by a parent or guardian.**

**Walking Home Alone-** A parent or guardian must sign a permission form before the Programs can allow children to leave the Center on their own.

**Washrooms-** Staff will allow only 1 child at a time in washrooms unless staff accompany children and will have washrooms within eye sight with the Division 1 children. Child is required to be independent in washrooms.

### **DISTAL SUPERVISION** -for children aged 10 and up (1.1.d)

The purpose of distal supervision is to provide school-age children with appropriate opportunities to assist them in developing their ability to function independently. We believe that as children grow older they should be given all possible opportunities to exhibit more responsible behavior and independence of action. This will help to promote essential life skills; to prepare the child for the time when they leave our care. There is a contract that must be filled out and signed by all parties- the child, parent and program supervisor.

### **On Site Distal Supervision-**

On Site distal supervision is defined as attendance by a child at an approved activity beyond the immediate visual or auditory range of a staff member, but within the boundary of the facility for which the program has

been approved. Staff checks participants every 10 to 15 minutes. As safety is our highest priority, it is necessary that the participants go in pairs using the “buddy system”.

**Off Site Distal Supervision-** The participant would be allowed to engage in an approved activity in Midnapore Elementary School Playground where “intermittent supervision” is carried out . Staff checks participants every 10 to 15 minutes. As safety is our highest priority, it is necessary that the participants go in pairs using the “buddy system”.

### **THE RULES FOR DISTAL SUPERVISION**

#### **Geographical Boundaries: Mid-Sun**

East – the edge of Midnapore Elementary Playground

West – along the parking lot

North – the play field, no child will enter the parking lot

South – the small wooden goal post

#### **Geographical Boundaries- Midnapore Elementary**

Midnapore Elementary- in front of the windows of the main room

The Mid-Sun Community Centre

**Behavior Expectations-** We expect the children to behave as they would if a staff member was present. No physical, verbal or emotional aggression allowed.

**Time:** Distal supervision may occur daily during the school week, for a maximum of 60 minutes at one time.

**Emergency Procedures-** If at any time the safety of a child/children is in jeopardy, the child/children MUST return to the Center immediately. If a child is injured, the “buddy” must immediately return to the Center to inform a staff. If more than two children are outside, only one child should come to the Center and the other MUST remain with the injured child until a staff member arrives.

**Consequences-** Distal supervision is a privilege that will be revoked if any of the above rules are not followed. Distal supervision is also earned and can be suspended or terminated by any staff that feels the child/children are not showing responsible behavior. If distal supervision is to be suspended or terminated, both the child and parent will be notified.

The contract MUST be completed by the child and approval signed by the parent/guardian. This ensures the Mid-Sun staff that the child understands both the rules and consequences surrounding distal supervision.

**Peer Learning-** We encourage peer learning by promoting the Distal program where the children are demonstrating leadership skills and are helping the younger children; letting children be kindergarten helpers with the kindergarten program on regular days as well as non-school days.

### **CHILD GUIDANCE POLICY**

The policy of the Mid-Sun Out of School Care will be that all children will be treated with courtesy, dignity, and respect. The methods of guidance used will be age appropriate and the emphasis will be put on self-control. We will provide a positive attitude and our expectations are that children will learn to be pro-social in their nature.

- Staff will provide guidance in a caring and supportive manner, in areas where children lack the self-control to handle situation(s) on their own. (1.2.e)
- Children will be involved in creating the rules as to their age and abilities. (1.2.f)
- Staff will develop the opportunity to learn to accept responsibility for one’s own behavior.
- Staff will ensure that behavior expectations and consequences for inappropriate behavior are fair, realistic, logical, and enforceable. (1.2.e)
- Staff will remain consistent in our behavior expectations and approaches to behavior management.
- Staff will maintain control and preserve children’s privacy and self-esteem.
- Staff will maintain confidentiality when discussing a child’s behavior.
- Staff will model appropriate interpersonal and child management skills.
- Staff will maintain and insist upon acceptable standards of behavior.

- Staff will assist and help children in recognizing and learning problem solving skills.
- Staff will use observations to help determine causes of behavioral issues. (1.2.g)
- Staff will modify the environment and supervision to encourage positive behaviours if deemed applicable. (1.2.g)
- In cases where a child's behavior is considered to be a serious threat to other children the following steps will be taken:
  1. All incidences will be recorded and kept in the children's file.
  2. Parents will be required to sign an incident report.
  3. Possible 3-day suspension or expulsion if behavior continues.
- Behaviors considered a "serious threat" would include but not limited to striking other children or adults, using derogatory language in a loud abusive and continual manner, remarks, gestures or actions of a sexual nature and "taking off" from the center or from off-site trips.
- At no time will OOSC staff inflict or cause to be inflicted any form of physical restraint, confinement, isolation, physical punishment, verbal or physical degradation or emotional deprivation, denying or threatening to deny any basic necessity.
- Behavioral Expectations (rules) will be developed with the input from the children by several different means, either by informal discussions, group meetings, questionnaires, or comment box. Rules will be reviewed at the end of the year by staff, children and parents.

**Behavior Management Guidelines-** The following guidelines are used by the staff at Mid-Sun Out of School Cares in regard to behavior deemed as persistent or chronic behavior problems with a child in our care.

- The staff working with the child will discuss the behavior and determine its nature and frequency. Written documentation will be kept via incident reports which require parent, staff and director signatures.
- Once agreement is reached that a behavior problem exists, parents will be notified and may be asked to talk with the staff to determine why the behavior occurs. The staff will also work on modifying the behavior through modification techniques such as positive reinforcement, and withdrawal of special privileges.
- Should these steps fail to produce improvement in the child, the parent(s) and the child will be asked to work with an outside counseling service.
- If the counseling is ineffective or the parents refuse to acknowledge that a problem exists the Program Director will ask the parents to make other child care arrangements.
- In any cases where a child's behavior is considered to be a serious threat to other children, the child will be given a warning of a 3-day suspension, and the parents will be informed of this. If the behavior is repeated, the parents will be notified that the child is suspended for three days. If the behavior still continues when the child returns, the parents will be asked to make alternative arrangements immediately. Behaviors which are considered a "serious threat" would include such things as striking other children with the intent of hurting them, using derogatory language in a loud, abusive and continual manner with other children and staff, and "taking off" from the Center or from the group while on out-trips. In cases where a child says they are leaving or tries to leave, a parent will be contacted and asked to come and pick up the child.

Our program focuses on staff working in harmony with the children, emphasizing self-respect and a growing sense of responsibility for one's actions. This focus is disrupted or destroyed by chronic or persistent behavior problems and does not allow staff to share their time appropriately with all the children. Instead they must spend the majority of their time and energy dealing with the behavior problem and ignore other children. This is not acceptable and has resulted in the policies listed above. Our hope is that the policies are as fair as possible to everyone concerned.

**Conflict Resolution-** We believe that teaching children strategies to dealing with conflict gives the children opportunities to learn problem solving skills, self-control, and they will learn to deal with challenges which will lead to understanding and growth as individuals. It also helps guide the children to respect the rights and responsibility of themselves and to others.

- Staff will be open, honest and available to all children involved and will listen with an open mind to the situation without judgment.
- Staff will create an environment that is comforting and stimulates the children's interest and will be involved with the children to help prevent conflict before it arises.
- Staff will intervene immediately if the situation becomes aggressive.

- Staff will intervene and re-direct children from problem areas, or the object causing the issue may be removed if it is causing negative behavior on a continuous basis.
- When a conflict arises, these 5 steps will be implemented and taught to the children:
  1. Stop and calm down- it is easier to resolve conflict when calm, if space is needed to get under control, remove yourself from the situation
  2. Figure out the problem- staff may speak to each child individually or together depending on the situation, children are encouraged to express themselves and staff will listen without interrupting, children may be asked to write down what happened depending on the age
  3. Brainstorm problem solving ideas- have the children come up with some solutions to the conflict, write them down if age appropriate
  4. Evaluate the ideas for problem solving- as a group, come up with the best solution and resolution for both parties
  5. Take action- implement your action plan, staff will monitor that children follow through and if it's not working, will begin the problem solving steps again to find resolution to the situation

**\*\*AT NO TIME IS USE OF PHYSICAL OR MENTAL ABUSE ACCEPTABLE AT THE MID-SUN OUT OF SCHOOL CARE\*\***

### **BULLYING AWARENESS POLICY**

The Mid-Sun Community Child Care programs are committed to providing an environment for children that is safe, welcoming and free from bullying.

Bullying is the premeditated, intentional and persistent behavior by any individual or group which intimidates/threatens or has a harmful or distressing impact on another individual or group. Bullying can be: Emotional, Physical, Racist, Verbal, Sexual or Cyber (i.e. text messages). Bullying of any form is unacceptable at the Out of School Care Programs. The Mid-Sun Community Child Care recognizes that despite all efforts to prevent it, bullying behavior may occur on rare occasions and we will respond to all incidents thoroughly and with sensitivity.

### **Preventative Measure to Bullying**

- Provide enhanced ratio's whenever possible to ensure proper supervision
- Educate the children about bullying in a fun and recreational manner through games and activities
- Staff will take active approach to supervision that will help in identifying and re-directing any problem behaviours before they escalate.
- Staff will be made aware of the differences between conflict and bullying

### **Strategies of Dealing with Bullying**

- Staff will intervene immediately if they witness any form of bullying
- Staff will inform the Director or Supervisor if they witness an incident of bullying at the Mid-Sun Community Child Care Programs.
- Children will be encouraged to report any incidents of alleged bullying immediately and will be reassured that what they say will be taken seriously and handled sensitively and confidentially.
- If a child or staff tells someone they are being bullied, they will be given the time to explain what has happened and reassured that they were right to tell.
- The Director and staff will always ask the alleged bully to explain their side and take into account their response when deciding whether bullying has occurred.
- If it is decided that bullying behavior has occurred then in most cases, the behavior can be addressed by using the strategies in our Discipline Policy. The alleged bully will be encouraged to discuss their behavior and think through the consequences of their actions. Where appropriate, they will be encouraged to talk through the incident with the other person involved.
- The staff or Director will inform the parent of the children involved in the alleged bullying incident at the earliest opportunity.

### **If Bullying Occurs, Steps to Resolving the Situation:**

- Where bullying behavior persists the alleged bully's parents will receive a written warning that the child must stop this behavior.
- If bullying continues the alleged bully's parents will receive a final written warning that suspension will occur from the Mid-Sun Community Child Care Programs if the behavior does not stop.
- As a final option if bullying still continues the alleged bully will be suspended from attending the Mid-Sun Community Child Care Programs for a set period of time as decided by the Director.
- After the incident has been dealt with the staff or Director will monitor the children involved to ensure further problems do not occur.
- If the child who has been bullied or the alleged bully or their parents have any issues concerning the way the incident had been dealt with they should contact the Licensing Officer. (contact details located in Handbook)

\*Please refer to Child Guidance Policy for Conflict Resolutions

## **DIVERSITY/INCLUSION POLICY**

The Mid-Sun Community Child Care Programs are committed to valuing and celebrating diversity by providing equality of opportunity and anti-discriminatory practice for all children and families. Our interest centers are designed to be interactive and inclusive for all children. (1.3.b)

### **We aim to:**

- Provide a secure environment in which all children can flourish and in which all contributions are valued. (2.1.c)
- Include and value the contributions of all families to our understanding of equality and diversity.
- Provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and people with disabilities. (1.3.b)
- Improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity. (3.1.c)
- Make inclusion a thread that runs through all of the activities of the setting.
- Recognize family's contributions to the programs and community. (3.1.e)
- Recognize children's unique abilities, skills and backgrounds. (1.1.b)
- Provide supports for children and families dealing with special needs. (2.1.d)

### **Methods:**

- Our Program is open to all members of the community and we reflect the diverse members of our society in our marketing and promotional materials.
- Applicants are welcomed from all backgrounds and employment positions are open to all.
- We review our practices to ensure that we are fully implementing our policy for equality, diversity and inclusion. Offer training when applicable to the situation. (1.3.b) (2.1.e)
- We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met.
- We provide a setting which includes activities, foods, pictures, songs, materials and stories which are reflective of other countries and cultures. (2.1.a) (2.1.b)
- Staff will develop intimate and warm relationships with each child and family through informal chatting, open discussions and collecting relevant information about the family's unique context.
- We will provide accessible play facilities ensuring the physical environment is adapted to each child's individual needs.
- The Programs will celebrate many cultural celebrations to teach the children about different cultures and families are encouraged to participate. A list of celebrations will be posted for the families. (3.2.d) (5.2.c)
- The Programs will celebrate each child's individuality.
- The Programs will supplement interest centres with multicultural diverse equipment. (2.1.b)
- Respect children's home languages. (3.1.d)

### **Methods of Gathering Cultural Information:**

- Parents are encouraged to disclose any dietary or religious restrictions on the registration forms.
- Informal talks with children and family members to share cultural celebrations, information will be on the Child Profile forms.
- Multicultural bulletin board.



## **PROGRAMMING POLICY**

The Mid-Sun Community Child Care develops programs which are based on the individual, stages of development and on specific needs. (2.4.b) Approaches to programming are child centered; developmentally appropriate practice; developmental milestones and a holistic view of the child. Programming also takes into account the unique factors and context of the diversity of families, cultures and the local community. Program planning will reflect the development of all domains: physical, social, emotional, creative and intellectual development of the child. (2.3.a) (2.3.h)

**Program Plans-** Planning is a shared partnership between staff, children and families. Staff actively listen and engage with children as collaborator and co-creator of the program to construct meaning and understanding that are relevant to the interests to the children. Staff will use a professional judgment to decide when to actively intervene across a range of situations, to pick up on opportunities for learning and how to engage with children. Staff will also use children's strengths and interests to challenge children to find deeper meanings and understanding about their world and community around them. Current and developmentally appropriate planning resources will be available for program planning which will help promote literacy in the children. (2.3.b) Program routines will support the children's learning experiences and will be flexible to change according to the children's needs. (2.4.a) (2.4.d)

- Children and families will be involved in the development of the program planning through a variety of different methods including filling out questionnaires, club planning, programming idea sheets, and informal discussions with staff. Staff will help children initiate, plan and implement ideas. Children will have input on planning, rules and routines of the program. (2.4.g) (3.2.d)
- Program plans and routines will reflect the children's interests, experiences, cultural backgrounds, needs and abilities and focuses on play based experiences and activities. Staff will record observations of children and their development and interests to be used when planning. (2.1.a) (2.4.f) (3.4.j)
- Daily routine and written program plans are posted for parents with indicators on why activities and experiences are planned and who initiated them. Resources are sited on program plans. (3.4.h)
- The Programs will provide opportunities for children to share and display their projects. (3.4.i)
- The Program provides opportunities for children to use, practice, enhance and recognize their own abilities, skills and talents. Opportunities will be available daily to enhance both gross and fine motor skills as well as cognitive development. (1.1.c) (2.2.c) (2.3.f)
- Children are given the opportunity to make choices about their activities and support the development of positive relationships between adults, youth and children. Children are able to choose from a wide variety of opened ended interest centers, the length of time spent on an activity and with whom they share the experience. (2.3.c) (2.3.d)
- A diverse range of recreational activities are provided and planned for children to explore indoor and outdoor environments while helping children understand safety issues as well as encourage cooperation and good sportsmanship. Active activities are provided and encouraged on a daily basis to promote the benefits of physical activity throughout the year. A wide variety of recreational equipment is available daily. (2.2.a) (2.2.b) (2.2.e) (2.2.f) (2.2.h)
- The Program plans and activities are designed to include all children including those with special needs, and ensure that children are able to build on existing competencies. Staff gets to know children to assess abilities and skill level and plan accordingly. The program will adapt programming to be inclusive and will assess the environment to promote the success of all children when deemed necessary. (2.1.c) (2.1.f) (2.2.g)
- The Programs has opportunities and sufficient supplies for both planned and spontaneous child lead activities for both large and smaller group activities. Supplies, materials and equipment supplied will be appropriate, and reflect the diverse needs of the children. (2.1.b) (2.3.g)
- Staff will be actively involved and participate with the children and their play. (2.2.d) (2.3.e)
- The Programs will promote peer learning through opportunities in which children take on leadership roles, such as leading recreational activities, running craft, or participating in the Distal program. Children will have the opportunity to organize and lead special events for the program. (1.1.d)
- Staff will reflect on program plans, include what activities ran, how well it was received and what could be developed upon, why activities are planned, and who initiated them.
- The Program will include off-site excursions on non-school days and weeks (Teacher's convention, Spring Break) using the children's input, interests and ideas.

- Staff will encourage the children’s understanding of the community and their role in it.
- Staff will keep in mind Multicultural Celebrations when program planning and will consult with our families about such celebrations. The Programs will incorporate input from families into the program planning. (2.4.e)
- Programming will help children recognize and reflect on their unique abilities, qualities and backgrounds and help develop a sense of self. (1.1.b)
- Each staff will be paid planning time. Current resource materials will be made available to all staff. (4.3.a) (4.3.b)

### **Interest Centers**

- The physical environment is designed so a variety of interest centers are set up for multiple activities to be engaged with at any given time. Activities are open-ended and children determine the amount of time spent on any activity. (2.3.c) (3.2.d)
- Interest centers include reading corner, art, sensory play, games, dramatic play, blocks, diverse set of rotating toys, gym, outside, kitchen, clubs and a space for homework.
- All centers are available at all times with adequate space for all children to expand on play areas creatively and are available for large or small group play. (2.3.d) (2.3.g)

**Transition Times-** (2.4.c) In keeping transition times smooth and stress free for the children, we will adhere to the following

- We follow daily routines that all the children are familiar with
- We give children 5 minute warnings before transition times
- We inform children if there will be a change to the daily routine

### **Learning Environments**

- The physical environment will be set up and assessed to meet the developmental needs of the children. (1.3.a)
- The physical environment reflects the children’s competencies and provides materials that support meaningful play experiences that are both relevant and appropriate.
- The play space is a language rich environment where children have many opportunities to play with words (written and spoken) and explore meaning. (1.3.c) (2.3.b)
- Arrangement of program equipment and activities includes opportunities to engage in sensory, dramatic, fine motor, art, literacy, large muscle, science and construction activities as well as for quiet, messy and loud activities. (2.3.a)
- A cozy area for children and staff for quiet time and reading is provided. Staff recognizes the need for children to have space and time alone or in small groups and encourage use of this space. (2.2.k)
- Play spaces are organized in a particular way, yet children are also supported to move materials around to integrate materials and toys in ways that are meaningful to them and support their ideas freely but safely.
- The physical environment is designed to be interactive and stimulating with a full range of culturally diverse materials and takes into account children’s abilities, culture, ethnicity gender and family composition. (1.3.b)
- The physical environment provides display areas (bulletin boards) throughout to enhance the space. (1.3.d)
- Natural materials will be brought into the physical environment to enhance sensory experiences and help children’s understanding of how materials in nature are used in everyday life. (1.3.f) (1.4.d)

### **Outdoor Environment** (2.2.a)

- Staff members ensure that children experience the outdoors on a daily basis and various weather conditions.
- Staff members create learning opportunities in the outdoor space that support children to safely explore and appreciate the natural world. (1.4.b) (1.4.c)
- Outdoor play spaces are extensions of the indoor play spaces and provide many of the same opportunities including creative, structured, quiet and fantasy play.
- Staff will provide children with appropriate outdoor equipment for developmentally appropriate experiences. (1.4.a)

### **Program Materials & Equipment**

- The Program settings provide sufficient play equipment for all children enrolled and rotate materials as required to ensure that children’s needs, interests, and abilities to ensure that the learning environment does not become cluttered with items that the children are not using.

- The materials, equipment and toys create an environment where children:
  - Are able to explore freely and safely
  - Can exercise independent choices
  - Have opportunities to use materials in unique ways
  - Are supported and encouraged to develop positive relationships with their peers and adults in the environment. (2.3.h)
- A variety of materials are supplied in such a way to provide play opportunities for children to either play independently, in small or in large groups.
- Play materials are varied and demonstrate respect for individual ethnic and cultural differences.
- Equipment and materials are neatly stored and organized using containers and baskets, shelving and storage that are easily accessible to children.
- Equipment is cleaned and inspected for damage on a weekly basis. Damaged or incomplete items are removed from use.

### **Movies** (3.2.f)

- At Program's discretion, movies will be shown to enhance the programming. Children still have access to other interest centers during this time as well as the gym, children just need to play quietly.
- Movies will be rated G or PG.

### **Daily Program Schedule: Midnapore Elementary** (times are those according to 2018 School Year and are subject to change)

2:30 Children start arriving. Wash and have snack (parent provided) or free choice of activities.  
 3:15 Staff tidy up snack and children participate in scheduled activities, clubs or free choice  
 5:00 Children help clean up art center, close snack table side of room when down to ~12 children  
 5:50 Tidy up  
 6:00 Centers Close

\*On Fridays, the children arrive at 12pm, wash for lunch then follow the after school scheduled activities. When possible, we have Division 2 children plan special events or bring in guests.

**Non School Days: Midnapore Elementary-** Our non-school days consist of "special" planned events. These events include special quests, science challenges, field trips, off site outings to Midnapore Lake, etc. During periods of the day when we are not involved in the special events planned, children have a choice of planned crafts, recreation or various interest centers at the program.

8:30-9:00 Children in before care are transitioned from Mid-Sun to the Midnapore School.  
 Children may not be dropped off during this time.

9:00 Centre opens, children have free choice of activities and interest centers

9:30 Snack, depending on time we leave for field trip, parent provided

\*\*Usually we would be leaving on a field trip around 10:00am, returning no later than 4:00pm, if staying at center, children may participate in scheduled activities or have free choice of activities and interest centers

12:00 Lunch provided by parents unless otherwise stated (ex. pizza lunch)

2:30 Please refer to daily schedule

### **Daily Program Schedule: Mid-Sun Community Centre** (times are those according to 2018 School Year and are subject to change)

- Before School Care at Mid-Sun only

7:00 Children start to arrive at the Center. Children have free choice of activities and interest centers

7:30 Father Whelihan children tidy up and get ready for school.

7:35 Father Whelihan children are signed out and dismissed.

7:45 Midnapore children tidy up and get ready for school.

7:50 Midnapore children taken to school.

8:35 Ecole Mother Teresa children tidy up and get ready for school.

8:45 Ecole Mother Teresa children taken to school

- School Days: After School Program

- 3:15 Father Whelihan children arrive at center
- 3:20 Staff arrive at Ecole Mother Teresa to pick up Gr 1 to 6
- 3:15 Children participate in snack, (parent provided) individual centers or group activities
- 5:50 Tidy room
- 6:00 Centers Close

**Non School Days: Mid-Sun Community Centre-** Our non-school days consist of “special” planned events. These events include special quests, science challenges, field trips, off site outings to Midnapore Lake, etc. During periods of the day when we are not involved in the special events planned, children have a choice of planned crafts, recreation or various interest centers at the program.

- Non-School Daily Schedule:

- 7:00 Centre opens, children have free choice of activities and interest centers
- 9:30 Snack, depending on time we leave for field trip, parent provided
- Usually we would be leaving on a field trip between 9:00am and 10:00am, returning no later than 2:00pm, if staying at center, children may participate in scheduled activities or have free choice of activities and interest centers
- 12:00 Lunch provided by parents unless otherwise stated (ex. pizza lunch)
- 2:30 Please refer to daily schedule

**Daily Program Schedule for Kindergartens** (times are those according to 2018 School Year and are subject to change)

- 7:45 Midnapore morning kindergarten children tidy up and get ready for school.
- 7:50 Midnapore kindergarten children taken to school, school starts at 8:15am Monday - Friday
- 8:35 Ecole Mother Teresa morning kindergarten children tidy up and get ready for school.
- 8:45 Ecole Mother Teresa kindergarten children taken to school, school starts at 8:55am
- 9:00 Afternoon kindergarten children program starts
- 10:45 Staff pick up Midnapore morning kindergarten children Monday – Thursday\*
- 11:40 Staff Pick up Mother Teresa morning kindergarten children  
Staggered Lunch
- 11:35 Midnapore afternoon kindergarten children tidy up and get ready for school.
- 11:40 Midnapore kindergarten children taken to school, school starts at 11:45pm
- 11:30 Ecole Mother Teresa afternoon kindergarten tidy up and get ready for school.
- 11:40 Ecole Mother Teresa kindergarten taken to school, school starts at 12:48pm
- 1:00 Morning kindergarten program starts
- 2:45 Staff pick up Midnapore afternoon kindergarten children Monday – Thursday\*
- 3:28 Staff Pick up Mother Teresa afternoon kindergarten children

**OFF-SITE EXCURSION POLICY**

The Mid-Sun Community Child Care strongly believes in providing children with experiences outside of the licensed premises. The Programs attempt to incorporate as many field trips/ off site Outings as possible on non-school days or early dismissal days to provide children with the opportunities to explore and learn in natural environments. (1.4.b) Excursions will also provide experiences that will promote physical, social, emotional, creative and intellectual development. (2.3.a) (An excursion from the Midnapore Elementary program to the Mid-Sun OOSC program and vice versa is also considered as an offsite excursion.) The Program will strive to utilize the community around us to promote community awareness in the children in our planning of off-site excursions.

An excursion is defined as any activity in which children are taken out of the licensed premises of the Mid-Sun OOSC or Midnapore Elementary OOS. Children learn from experience, therefore excursions are seen as a valuable part of the program. Excursions will be planned for non-school days for the OOSC programs. The Kindergarten program will have excursions planned on regular school days to enhance planned themes. Careful planning is needed to ensure the success of an excursion. Planning to maximize the learning potential of the experience, whilst ensuring the safety of all those involved. Parental involvement is always encouraged.

## Planning

- Before initiating an excursion, staff need to define the rationale for having an excursion, and identifying objectives they wish to achieve.
- The Program will include off-site excursions on non-school days and weeks (Teacher's Convention, Spring Break) using the children's input, interests and ideas.
- There is a field trip binder with information regarding places to go and do around Calgary. Staff are encouraged to continue to add information to this binder.
- Staff need to be familiar with the site involved in order to assess suitability in terms of safety, facilities, e.g. toilets and accessibility for all children.
- An itinerary is developed including a timetable for the excursion, means of transport, alternative to bad weather, specific instructions regarding proper attire, arrangements for meals and toilet routines.
- A copy of this itinerary is made available to all parents of children attending the excursion at least three (3) days before the excursion is to take place.
- All parents are to give written permission for their child(ren) to participate in the excursion.
- A check list for each field trip will be completed before leaving on each excursion.
- A basic First Aid kit will be taken on all excursions, one per group.
- Portable records of emergency information with respect to each child are taken on all excursions.
- Supervisor staff will carry a cell phone and other staff will carry a walkie-talkie on all excursions.
- Staff are to carry all medication for children on field trip.
- At least one (1) staff member is to remain at the center.
- Excursions will be booked by a supervisor.
- Parents are always invited to attend field trips with their children. (3.3.a)

**Field Trips-**The Mid-Sun Community Child Care programs may collaborate and participate in field trip together when both schools are off together.

- Parents will be advised of the activity, including the transportation and supervision arrangements with respect to the activity and the child's parent must consent in writing to the child's participation in the activity; there will be no option of 'opting out' of the trip. **Child care will not be provided on site during field trip days as all of the Program's staff will be required for the activity.**
- Staff will ensure that in the case of an activity off program premises that portable records with respect of each child is to be taken off program premises
- Staff will ensure that any emergency medication with respect to each child is taken off program premises
- The Program will not exceed ratios of 1:15 for grades 1-6; 1:10 for kindergarten. When able, we will enhance our ratios.

**Midnapore Lake Excursions-** We often use the Midnapore Lake for offsite excursions throughout the year as it is in our community and within easy walking distance. The lake offers a variety of different activities, such as swimming, skating, tobogganing, parks, opportunities for nature walks and talks, and ample space of games and activities. The following are some of the rules we will adhere to while at the lake.

- If skating, children must wear a helmet, regardless of whether they are playing hockey or just skating on the upper rink. Children need to supply their own skates, helmets, hockey sticks and pucks.
- If tobogganing at the Lake, the children must wear a helmet. It is recommended that children bring their own tobogganing's as Mid-Sun only have a few.
- When swimming at the lake, there is no lifeguard on duty. Staff will be at the water's edge at all times when children are in the water. Children will be allowed on the sand when a staff is not at the water's edge but are not allowed in the water.

**Safety for Off-Site Excursions-** The safety of each individual child within the group is our main priority. Sometimes we must follow the specific rules of the site we are visiting; these rules are discussed prior to the activity as well as the center rules for off-site excursions.

If the safety of any or all the children is jeopardized by the behavior of a child the following actions will be taken:

1. An incident report will be written and the parents will be notified. A warning stating that if the behavior occurs again the child will be suspended from attending the next field trip/ off site outing will be sent home. A copy will also be given to the Mid-Sun Community Association Facility Manager.
2. If the behavior occurs again a second incident report will be completed and the parents will be informed that their child cannot attend the next field trip/ off site outing. A copy will also be given to the Mid-Sun Community Association Facility Manager. FINDING ALTERNATE CARE WILL BE THE PARENTS RESPONSIBILITY.
3. If a child is suspended from 3-field trips/ off site outings then they will no longer be permitted to participate in any field trips/ off site outings provided by the Mid-Sun Out of School Care Program.

If at any time during a field trip/ off site outing a child becomes a serious threat to him/herself, the group or another individual, the parents will be contacted and informed to pick their child up from the site immediately

**Dressed Appropriately for the Weather-**For any off-site excursions: If your child is not dressed appropriately for the daily forecasted weather conditions, a call to the parent/ guardian will be made for the parent/ guardian to pick up their child from the Mid-Sun Community Centre's main office and the child may not participate in the scheduled activity. Child will be required to be picked up immediately unless proper attire is provided.

### **TECHNOLOGY POLICY**

The Mid-Sun Community Child Care Programs acknowledges that we are in the age of technology. Children and staff will be bringing cell phones and other electronic devices from home but the staff will ensure that these are being used appropriately and only when necessary or at allocated times or this privilege will be revoked. Children may bring electronics from home but the center is **not responsible for lost or stolen items**. The use of technology at the Mid-Sun OOSC and at the Midnapore Elementary OOS is limited on a daily basis and is only one of many interest center available to the children at all times. Technology is for recreational use to help promote literacy and social skills by taking turns. (2.2.i)

### **Games Systems (3.2.f)**

- The games available for the different game systems are age appropriate and are all rated E for Everyone. The games are designed for more than one (1) player so the children can either play on their own or with their friends.
- Nintendo and Computer access is limited to 15 minutes daily. Children may play before school or after, not both.
- Games are pre-selected for the computer and iPad by staff and made available to the children.
- Children sign up for playtime ensuring staff are monitoring usage.
- Personal electronic games are not allowed at the Out of School Care Programs except on non- school days, playtime is still limited but time for play is extended minimally.

### **Personal Devices (I Pods/ Tablets/ Personal Game Systems)**

- Children may use personal devices on non-school days. Usage times will be limited to 15 minutes.
- Children may use their I Pods/ Tablets for homework, reading and listening to music (music must be appropriate and children may not share ear buds).
- Children will be monitored when on devices intermittently.
- When using electronic devices at the OOSC programs, children and staff need to remember to keep volumes low.
- Need to keep track of their own devices as the Out of School Cares will not be responsible for lost or stolen electronics.

### **Internet**

- There is limited access to the internet, password protected; children at the Midnapore Elementary Program may use their school passwords but will be supervised while on the internet.
- Internet usage will be limited to homework projects and/ or research; and appropriate games.
- Internet usage will be monitored by staff.

### **Cell Phones**

- Children and staff may bring cell phones but are to restrict their usage

- Children and staff are to be polite when texting or using their phone
- Staff are expected to leave the room if ratio's allow to take phone calls and are not considered in ratio when on their phone

## **SOCIAL MEDIA POLICY**

The Mid-Sun Community Child Care acknowledges that we are in the age of social media as children, staff and families will be bringing cell phones and other electronic devices from home that will connect them with the world around them. Social Media is a way of communication and engaging children, parents, staff and other stakeholders in our Program's Mission and Philosophy in a responsible manner.

As we define Social Media, there are 6 most common forms: (3.2.f)

1. Social Networking is services that allow you to connect with other people of similar interests and background such as Facebook and LinkedIn.
2. Bookmarking Sites are services that allow you to save, organize and manage links to various websites and resources around the internet such as Delicious and StumbleUpon.
3. Social News, are services that allow people to post various news items or links to outside articles and then allows it's users to "vote" on the items such as Digg and Reddit.
4. Media Sharing is services that allow you to upload and share various media such as pictures and video such as YouTube, Instagram, Vine, Snapshot and Flickr.
5. Microblogging is services that focus on short updates that are pushed out to anyone subscribed to receive the updates such as Twitter.
6. Blog Comments and Forums are online forums that allow members to hold conversations by posting messages.

All stakeholders have the right to access social media forums. When using Social Media and internet sites at Program locations and in regard to the Community Association and any of its programs, all parties and stakeholders (children, staff, parents, etc...) must maintain a professionalism and accountability when posting information. All stakeholders may be held accountable for any statements, posts, communications, or other online behaviour or content that is not consistent with the Centre's mission and philosophy.

- No stakeholders (staff, children or families) will post and/or publish pictures of children on any social media forum without the written consent from a legal guardian.
- All stakeholders will adhere to the Confidentiality Policy regarding the posting of any personal information of children and/or their families
- Staff will refrain from friending children in the program on any social media forums but it will be up to the discretion of each staff member whether to friend a parent of the program.

Any form of slander or defamation of the Mid-Sun Community Association or the Community Child Care on Social Media may lead to the termination of care or employment.

## **EMERGENCY EVACUATION PROCEDURES**

Mid-Sun Community Center Programs:

- 1- Midnapore Elementary School: (Children walk across field to access school, 2 minute walk)
- 2- Midnapore Lake (children walk across field to access Lake Building 10 minute walk)

Midnapore Elementary School Program:

- 1- Mid-Sun Community Center (Children walk across field to access center 2 minute walk)
- 2- Midnapore Lake (children walk across field to access Lake Building 10 minute walk)



## **EMERGENCY PROCEDURES**

The program director and staff of the Mid-Sun Community Child Care Midnapore will be familiar with the following procedure during a fire drill and in case of an emergency;

- Staff and children will exit the center, staff making sure all windows and doors are closed. One staff member, Program Director or alternate, will collect attendance book and portable records.
- All are to walk across parking lot to the Mid-Sun Community Center at 50 Midpark Rise SE.
- Staff will take attendance to ensure all children attending the program have exited the center.
- Staff and children will not re-enter the building until it is deemed safe to do so by responding emergency personal.
- Parents and the Director (Child and Family Services Authority) will be informed of the situation in a manner required by the Director.

The Emergency Evacuation Procedure is posted on the parent board and located in the staff and parent handbooks. Parents are informed of the program's emergency procedures through the parent handbook and notice board while children are informed through use of circle time discussions and practice sessions.