**PARENT HANDBOOK**

**KNOTTWOOD MONTESSORI**

**DAYCARE &**

**OUT-OF-SCHOOL CARE**

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**Welcome to Knottwood Montessori Daycare & OSC!!**

# 

# **Mission**

Our mission is to provide children with a safe and secure environment that encourage them to explore and develop imagination, independence, problem solving abilities, self-esteem, social skills and many other tools that will prepare him/her for challenges that await as he/she grows.

# **Goals**

1. Ongoing ECE workshops and courses to further educate and challenge our caregiver’s interactions with children.
2. Review our programs content, procedures and policies keep our centre up to date with best practices.
3. Open communication and strong relationship with our parents and guardians to strengthen our knowledge and abilities to care for all the children and their individual needs.
4. Centre strives to meet the diverse needs of the community.

# **Philosophy**

Knottwood Montessori Daycare & OSC has an open door policy and learning through play is the base of our program. Learning through play provides the children opportunities to grow and enhance their creative, intellectual, social, physical and emotional development. We strive to foster a positive self-image and respect for all the children and adults.

Building positive relationships is the core of our practice. Families play the most important role in children’s lives. We believe keeping open communication with families is important for the optimal care of the children.

Our routine is balanced between independent times and teacher directed times to allow children to freely and comfortably decide on the activities they wish to pursue as well as time to learn in group settings.

# **OPERATIONS & ADMINISTRATION**

## ***Operation Hours***

6.30AM-6PM Monday to Friday

The centre will be closed on the following holidays.

We reserve the right to close additional days such as extra days around Christmas time. Parents will be consulted before a final decision is made and will be notified well in advance.

* New Year day
* Family Day
* Good Friday & Easter Monday
* Victoria Day
* Canada Day
* Christmas Day & Boxing Day
* Thanksgiving
* Labor Day
* Remembrance Day

## ***Parent Fees***

Children(6-12 months) $925 per month

Children (6 -19 months) $895 per month

Children (3-5 years) $750 per month

Kindergarten $750per month

After school care $450 per month

**Payment:** Please make payments by the 1st day of the month. If payment is not made by the 5th day of the month, a $10 fee will be charged.

## 

## ***Registration Fee policy***

A non-refundable Registration fee $50 is due during registration.

## 

## ***Drop-In Child Care***

Our center caters to fulltime children. This will depend on the availability and the cost is $50 per day.

## 

## ***Late Charge fee***

The center closes at 6:00pm. We encourage parents/guardians to pick up their children by 5:45pm to enable the staff to close the center and leave by 6pm. If parents so not pick up their children by 6:00pm, a $1.00 per minute late fee is charged. The money must be paid directly to the staff member that stayed with the child.

## 

## ***Termination Policy***

The daycare needs a one month notice when parents/guardians decide to remove the child from the daycare. This will allow us to enroll other kids who are in the waiting list. If sufficient notice is not provided, families will be liable for the next month’s fee.

## 

## ***Immediate Termination of Child Care Services***

Immediate termination from the centre will take place under the following circumstances.

* Abuse of any kind against staff, children or other parents.
* Non-payment of fees after prior notice is given and efforts to receive payment fail.
* Inability of the center to meet the needs of the child.

# **COMMUNICATION & PARTNERSHIPS WITH FAMILIES**

## 

## ***Arrivals and Departures***

For safety and Licensing reasons, it is very important you sign in your child when you bring him/her to the daycare and when you pick them up every day. Please take enough time each morning to settle your children and talk to staff about your child’s needs. Talk with the staff about how was your child before signing him/her out.

## 

## ***Release of Children***

Please inform staff in writing if someone else will pick up your child, even if these people are already on the “authorized release” list on the registration form. We cannot release your child to anyone else without your prior consent. Photo identification will also be required. Staff may call the parent to confirm the arrangement for pick up. Anyone arriving at the centre suspected of being under the influence of alcohol or drugs will be cautioned against taking the child. Please write your message in the Parent Communication Book placed in the front entrance whenever someone else will pick up your child.

## ***Child Custody and Access***

Children will be released to parents and emergency contacts listed on the child’s registration form. Parents are required to inform the Centre of any custody and access arrangements that are relevant during the hours the child is at the center. If parental access is restricted in any way during daycare/OSC hours, legal documentation must be provided. Without a copy of a legal document detailing parental access, we cannot deny access to children by parents. It is important that parents have regular and clear communication with the Director regarding custody and access.

If one parent or a guardian has sole custody of a child and provides a legal document that clearly defines the non-custodial parent’s access, we will not release the child to a non-custodial parent. Should the situation arise where the non-custodial parent comes to pick the child up, we will ask for supporting documentation for access and contact the sole custodial parent and the police if necessary.

## ***Absences***

Please phone the daycare by 8:00am if your child will be absent. This way we can allow someone to come in for that spot on that specific day.

## ***Meeting your Child’s Needs***

Every play room provides stimulating and age appropriate activities which meet the needs for all areas of development. We balance the day with quiet activities, free play, group times and outdoor activities. These encourage exploration, curiosity and social interactions. Diversity and multiculturalism is also a part of our planning where differences in backgrounds and cultures are introduced through activities. We encourage parents to share their traditions and cultures with us, so the children and staff can learn more about them.

## ***Items to Provide for your Child***

Please help us to care for your child to the best of our ability by bringing certain items for your child.

All children need:

* Indoor shoes
* Sturdy outdoor shoes such as running shoes – flop flops, open toed sandals, dress-up shoes are not safe for outdoor play
* Appropriate clothes for the weather conditions (we go outside daily when weather permits)

Daycare children need:

* A change of clothing to keep at the center
* Diapers, pull ups and wipes if the child is not potty trained
* Diaper cream
* Family photo to post in their playroom

## ***Parent Involvement***

We hope that your involvement with our program will be a happy and growing experience for you and your children. Please feel free to call or visit us. Our center welcomes your ideas, suggestions or recommendations you may have. We encourage consistent family involvement and input and strive to incorporate children’s backgrounds and experiences into the center. Parents are welcome to share special talents and or cultural activities with children. Open communication is encouraged and we strive to develop positive relationship with parents.

## ***Parent’s Suggestions***

To serve you better we have a suggestion box located in the front entrance near the children’s attendance. Your suggestions are highly valued by our centre will help us to improve the quality of our service.

## ***Screening Children’s Development***

*Updated: Sept 2014, August 2017*

Portfolios will be developed for the children to share their progress with families

The Nipissing District Developmental Screening tool is used to monitor preschool children’s development. These checklists are done when children are by 18 months, 30 months, 3 years, 4 and 5 years, and result will be discussed with parents. Before doing a checklist, the staff must have parental consent.

***Referrals for Children with Developmental Concerns***

*Created: August 2017*

If any concerns arise about a child’s development or behavior, the staff will record observations that will be shared with the family. The Director will assist the family in identifying resources to support the child and the staff. A record of referrals will be kept in the child’s file.

**Communicating and Sharing your Child’s Development**

We provide daily toddler reports for parent and keep a portfolio for each child to communicate how your child is doing and note any special accomplishment and activities. We collect items such as children’s art, pictures of children engaged in activities, printing and cutting samples for each child’s portfolio. Please feel free to look at your child’s communication book and portfolio at any time. The collection of items in children’s portfolios will be sent home once a year.

Photos of the play and interactions of children are posted in front of your child’s room to give an image of what we do here at the Knottwood Montesori Daycare & OSC with your child. Your child’s projects are also posted in the playrooms to show their creativity and imagination.

## ***Confidentiality Policy***

Information regarding children and families will be held in strictly confidential manner and will not be discussed with anyone outside of the centre without parental permission. Inside the centre it will be discussed only when it will benefit the care we offer to children and parents. If information must be shared with outside agencies we will request parent’s written permission.

If child protection services or the police are involved, or any other situations in which we may be legally bound to share information, the information will be shared without parental permission.

## ***Concerns/Grievance policy***

*Updated: August 2017*

Although the center makes every attempt to offer the highest quality care to all children and families, there may be occasions when parents have concerns about particular events situations or staff. In these events, parents are encouraged to talk to their child’s caregiver as a first point of contact. If they have tried this without satisfactory results or the concern is serious enough to warrant immediate administrative review, parents are encouraged to contact the director/owner of the center. The director/owner will then schedule the meeting as necessary with the appropriate parties to gather relevant information before deciding on a course of actions. Parents will be informed as appropriate within confidentiality requirements as to the results of the Director’s inquiry action taken. Again our goal is quality childcare and we encourage parents to bring their concerns to us, so that we can work together to ensure the quality.

# **PROGRAM**

## 

## ***Inclusion, Equality & Diversity***

Knottwood Montessori Daycare & OSC is committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all children and families.

**Our Goals are to:**

* Provide a secure environment in which all our children can flourish and in which all contributions are valued;
* Include and value the contribution of all families;
* Provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and people with disabilities;
* Improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity; and
* Make inclusion a thread that runs through all of the activities of the setting.

**Admissions**

Our program is open to all members of the community.

* We strive to reflect the diversity of members of our society in all aspects of our program.
* We do not discriminate against a child or their family, or prevent entry to our setting, on the basis of race, ethnicity, religion or social background.
* We do not discriminate against a child with a disability or refuse a child entry to our setting because of any disability if we have the ability to meet the child’s needs.
* We seek out training opportunities for staff and volunteers to enable them to develop anti-discriminatory and inclusive practices, which enable all children to flourish.

**Curriculum**

The curriculum offered in the setting encourages children to develop positive attitudes about themselves as well as to people who are different from themselves. It encourages children to empathize with others and to begin to develop the skills of critical thinking.

We do this by:

* Avoiding stereotypes or derogatory images in the selection of books or other visual materials;
* Celebrating a wide range of festivals, especially celebrations that are relevant to families, children & staff in the centre;
* Creating an environment of mutual respect and tolerance;
* Helping children to understand that discriminatory behaviour and remarks are hurtful and unacceptable;
* Ensuring that the curriculum offered is inclusive of children with special needs and children with disabilities;
* Ensuring that children learning English as an additional language are supported in their learning.

**Diversity in families**

We welcome the diversity of family lifestyles and work with all families.

* We encourage children & families to share their culture in the centre.
* We encourage parent involvement.
* We attempt to employ staff that reflects the diversity of families in our program.
* For families who speak languages in addition to English, we will develop means to ensure their full inclusion.
* We offer a flexible payment system for families of differing means and offer information regarding sources of financial support.

**Food**

We work in partnership with parents to ensure that the medical, cultural and dietary needs of children are met.

* We help children to learn about a range of food, and of cultural approaches to mealtimes and eating, and to respect the differences among them.

## ***Child-Staff Interactions Policy***

Knottwood Montessori Daycare & Out of School Care strives to create a physically and emotionally safe environment whereby children are treated with respect at all times. Positive relationships develop when caregivers take the time to listen to, connect with and get to know the children and their families. Through their interactions with the children, the staff will support all areas of the children’s development. This is done by positive role modeling, planning a developmentally appropriate program based on children’s interests, promoting further learning by extending and building on play experiences and by providing support and opportunities for children to enhance their social skills.

## ***Child Guidance Policy***

*Updated: Sept 2014, Reviewed: August 2017*

Positive child guidance helps children learn social skills that will support their ability to get along with other people and resolve conflicts peacefully. Positive guidance helps maintain child care rooms in which each child can feel secure and comfortable while learning.

We believe in using a positive approach to discipline and focus on preventative strategies. Methods used by teachers will facilitate the children's development of self-discipline and socialization skills. When adults need to intervene, situations will be used as learning opportunities for the child and will never take the form of punishment. Our goals are to help children learn self-regulation, positive pro-social skills, problem solving and conflict resolutions skills and an understanding of how their behaviour and the choices they make affect themselves and others. Caregivers use many techniques to guide children’s behaviour and assist children in developing pro-social skills. Methods used vary depending on children's age, abilities and individual circumstances. All disciplinary action taken will be reasonable in the circumstances.

Time out is not used as a punishment. Any type of corporal punishment including spanking and any type of harsh, humiliating or degrading physical, verbal or emotional behaviours are strictly prohibited in the centre. The staff will not deny or threaten to deny any basic necessity. Under no circumstances will any form of physical restraint, confinement or isolation be used.

If we have concerns about a child’s emotional well-being based on observations of his/her behaviour, we will share observations with families. An action plan may be developed to support the child. This may include a referral and access to resources the family and daycare/OSC can access.

Child guidance methods are communicated to the parents in the Parent Handbook and are reviewed with families during the parent orientation. Parents have access to the Policy Manual for more detailed strategies used for guiding children’s behavior.

## ***Outdoor policy / Cold Weather Policy***

Outdoor play is an integral part of child care program. The staff is expected to carry out program plans, supervision and interactions as it is expected indoors. In the summer time children play outside two times a day in the morning and in the afternoon, play areas are to be left clean and tidy and toys to be returned into the toy storage bin before returning to the centre. When the weather is between -15 to -20 degrees centigrade, children will play outside for 10-15 minutes. When the temperature is below -20 degrees children will not have any outdoor play time.

Normally our centre is open five days a week, but if there is an extreme road condition or harsh weather conditions the centre may have to close. Parents would get a call in case of such an emergency.

## ***Programming Policy***

*Updated: Sept 2016*

Each group of children has designated caregivers who are consistently responsible for that group. It is his / her responsibility to ensure that age appropriate, children’s interest programs are planned and implemented for the children in his/her care and that activities reflect the philosophy of the centre. We welcome families, input and ideas. Parents are welcome to share special talents or cultural activities with children for their program.

Through play a child learns what no one can teach them, however play based programs require careful planning and organization. Play experiences are planned based on observations of the interests, needs and abilities of the children. The program format must enhance self-awareness, confidence, individuality and diversity and provide stimulating learning activities that encourage skill development and a sense of achievement. Children have many opportunities to choose from a selection of play experiences. A balance of indoor and outdoor time, large muscle, fine motor, fine motor, active and quiet play encourage children to live in are relaxed happy environment.

***Observing and Recording play***

*Updated: August 2016*

Observing and interacting with the children, helps us to learn what each child’s interests are. Children will lead us to different routines and themes depending on what they like. Planning based on children’s interests keeps them engaged and promotes learning. An observation sheet is in each room to record children’s interests.

## ***Field Trips & Excursions Policy***

*Updated: Sept 2014/ Reviewed: August 2017*

Field trips and excursions are planned periodically within the community as a part of the children’s program to provide valuable learning opportunities for the children. The children’s interests, the value of the experience and the safety of the children are taken into consideration when planning field trips. Field trips are planned for preschoolers and school age children. Most field trips take place during July and August and whenever the school age children do not attend school but may also be planned at other times of the year. To enhance safety, additional adults over the required ratios are required for all field trips.

Parental permission is obtained for community excursion when children are registered. Authorization for each field trip is required from parents. Parents are informed well in advance of the details of the field trip and any special items children may be required to bring. Parent may be required to pay a fee to cover the cost of transportation and entrance fees.

In the event that a parent does not want a child to attend a field trip, the parent may be required to find alternate care for that time period or day.

When children are transported, the daycare van or yellow buses from a reputable transportation company are used. These buses are required to comply with *Transport Canada* safety regulations. Children will never be transported in private vehicles.

Parents are invited to suggest field trip ideas and they are encouraged to join us on fieldtrips. Parents may be required to provide their own transportation and may not transport any children except their own.

## ***Technology & Use of Media***

*Created: Sept 2014 / Updated: August 2016*

**Computers**

Children in the school age room have access to a computer. A password is required. Before using computers, a staff member will provide children with instructions for using the computer and will continue to assist and supervise. A sign-up system is used to monitor the amount of time children spend on the computer. A maximum of 20 minutes per day is allowed unless the children are working on a special project. The computer may be used for school work/homework, various projects at the centre, games and activities related to programming and other educational and recreational computer programs. Children using the computers for school work have priority for computer use. Computer games with violence depicted are not used.

**Videos and Movies**

Both educational and recreational videos and movies are used as a part of the children’s program. A movie may be planned for the children to enjoy once a month. Movies will not be planned for children under the age of 2 years. Occasionally a video may be used that complements or extends the children’s learning based on the planned experiences. Watching the movie is optional for the children; other activities are also available. Daycare children will watch movies only with a “Family” rating and the older children’s movies will be either “Family” or “G” rated.

**Internet**

Children do not have access to the internet at this time.

**Electronic games**

School age children may bring their electronic games to the center one day each week – normally Fridays. Use of electronic devices will be limited to 30 minutes using a sign-up sheet. The children are responsible for taking care of their own devices. The centre will not be responsible for any broken or missing personal or electronic devices. If a child brings an electronic game on a day when this is not planned, it is required that the device will stay in the child’s backpack.

## ***Toys from Home***

We encourage parents to keep their child’s toys at home so as to minimize frustration among other children. These toys can be misplaced or get lost at the daycare and the child will be upset. The daycare will not be responsible for lost or broken toys brought from home. However, parents may bring comfort items from home to help ease the transition from home to the daycare. The item should be one item daily, like special blanket or toy.

We also advise parents not to let their children bring valuable items to the daycare like expensive or special jewelry, electronic toys, IPods and mobile phones. The daycare cannot be responsible for lost items.

## ***Program Review***

*Updated: Sept 2014*

Feedback from families, staff, children and the community is always welcomed. A formal program review involving families and staff will be conducted annually to monitor program quality and get feedback from families and staff and school age children. At this time, families are asked for feedback on our policies as well. All feedback on policies will be taken into consideration for updating policies. Goals and action plans will be developed based on the outcome of the review to ensure that quality is not only maintained by continuously enhanced. Outcome from the surveys will be shared with families.

# **HEALTH & SAFETY**

Knottwood Montessori Daycare & OSC strives to stay current with best practices in health & safety as recommended by Licensing & Health authorities and responds to this information in policy and practices. Policies and procedures are developed to provide the staff with clear expectations and requirements for maintaining a safe and hygienic indoor and outdoor environment and to promote a healthy lifestyle. All staff members are required to read the health and safety policies and sign an acknowledgement form and agreement to comply with the policies.

## ***Health Care & Illnesses***

**Exclusion of Sick Children:** Having sick children at the centre poses an increased risk to the sick child, to other children and staff at the centre as well and to extended family members. Parents are encouraged to call the centre if they unsure at to whether or not a child can attend.

**In keeping with the Child Care Licensing Regulations, children who are ill or have any contagious conditions cannot be at the centre**. Parents are required to keep their child at home or find alternative care if their child doesn’t feel well enough to play and participate in the activities at the centre, if a child displays any of the following symptoms or if the child has received one or more of the following diagnoses from a physician or other health professional:

* Undiagnosed or unexplained open sores or rash;
* Temperature, with a fever of 38.0 degrees C or higher;
* Vomiting with two or more episodes of vomiting in the last 24 hours;
* Diarrhea or loose stool (the child should be excluded for 24 hours until symptoms are resolved or assessed by a physician);
* Wheezing/Persistent coughing; (the child should be excluded until assessed by a physician or the symptoms are resolved);
* Mouth sores with drooling (the child should be excluded until a physician has determined that the symptoms are non-infectious);
* Rash, with fever or behavioural change (the child should be excluded until a physician has determined that the symptoms are non-infectious);
* Symptoms of Possible Severe Illness, such as lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing (the child should be excluded until assessed by a physician or the symptoms are resolved);
* Chickenpox (the child can be permitted to return to the program when he or she feels well enough to participate in all activities, regardless of the state of the rash and as long as the child returns to the same group they were with one to two days before the onset of the rash);
* Scabies, Head Lice, or other Infestation (the child should be excluded until appropriate treatment has been completed);
* Impetigo (the child should be excluded until 24 hours after antibiotic treatment has been initiated);
* Measles (the child should be excluded until four days after the appearance of a rash);
* Mumps (the child should be excluded until nine days after onset of parotid gland swelling);
* Pertussis, or Whooping Cough¨ (the child should be excluded until five days after antibiotic treatment has been completed, until three weeks after onset of symptoms, or until the coughing has stopped);
* Purulent conjunctivitis, or Red/Pink Eye¨ (the child should be excluded until 24 hours after antibiotic treatment has been initiated);
* Rubella (the child should be excluded until at least four days after onset of the rash, or up to five to seven days at the option of local health authority);
* Strep throat or other Streptococcal Infection (the child should be excluded until 24 hours after appropriate antibiotic treatment and cessation of the fever);
* Hepatitis A (the child should be excluded until 14 days after onset of illness or seven days after onset of jaundice);
* Tuberculosis (the child should be excluded until a physician has approved his or her return); or
* A child is displaying any other illness or symptom the staff member knows (or believes) may indicate that the child poses a health risk to persons on the program premises. When children become ill while at the centre, parents will be notified and asked to pick the child immediately and seek medical attention as required. If parents can not be contacted or if parents have not picked up the child within one hour, emergency contacts will be called to pick up the child.

A notice will be posted on the Parent Information Board to inform families when a child enrolled in the centre has any contagious condition.

*\*Source: Health Child Care, Healthy Child – A Guide to Promoting Health & Preventing Illness in Early Learning & Child Care Settings, Government of Alberta, Sept 2011*

**Supervision of Sick Children:** If symptoms of illness are present while the child is at the daycare, the sick child must be isolated or kept as far away as possible from the other children. Staff with first aid will attend to the child and make the child as comfortable as possible on a cot until the parent/ guardian arrives.

**Returning to the Centre after Illness:** Normally children may return to the centre when they are symptom free for 24 hours or 24 hours after antibiotics have been administered. However, at the discretion of the Director, a written statement from the child’s doctor may be required to ensure the illness is no longer contagious to others.

**Required Reporting of Illnesses:** If two or more children have influenza-like symptoms, such as a sudden high fever, dry cough, headache, muscle ache and feeling very weak and tired, that started within 48 hours of each other, it is considered to be a potential “outbreak” in the program. All outbreaks, including an outbreak of any of the communicable diseases, must be reported to the local Alberta Health Services public health office. Once a report has been made, Alberta Health Services will provide assistance in assessing and preventing further illness in the centre. *A list of diseases and guidelines that require the notification of the local Public Health Centre is available at* [*www.health.alberta.ca*](http://www.health.alberta.ca) *under the “Health Professionals” tab and “Manuals and Guidelines” section.*

**Reducing Cross-Contamination:** When a sick child uses a cot, the cot must be wiped with a bleach solution and left to air dry as soon as the child leaves. The blanket used by the sick child must be placed in a bag, sealed and sent home with the family of the sick child to be laundered. Cot sheets used by sick children must be placed into a bag and the bag must be sealed. The centre will launder the cot sheet.

**Documentation:** A log sheet will be maintained of children’s illnesses including the name of the child, the date the child was ill and description of the illness.

## ***Communicable Diseases***

If your child is suspected of having a communicable diseases or an illness that can be spread through contact or bodily fluids, the parents will be notified immediately so she/he can pick up the child and advised to see the doctor. If a communicable disease is diagnosed the child must stay home until the incubation period is over. A doctor’s note will be required at the center so as we know when the child is allowed to come back at the daycare. The health unit will be notified of such disease.

**Parents are required to inform the centre if the child or family member is diagnosed with serious illness or contagious diseases of a communicable nature.**

## ***Injuries and Medical Emergencies***

In the event that a child is injured or becomes seriously ill, it is the centre’s responsibility to ensure the child receives the necessary medical attention. First priority will be to get the child medical attention and to help the child be as comfortable as possible. Parents will be notified immediately. If parents/guardians can’t be reached, the emergency contacts will be called using the contact information provided on the registration form. All associated fees are the responsibility of the child’s parents.

Parents are required to provide authorization for staff certified in first aid to administer health care in the nature of first aid to their child and for the centre to seek any medical care the child requires in the event of an emergency. Parents will be informed of the details of the injury or illness and actions taken.

A report will be made to Day Care Licensing of any incidents that require medical care as a result of an injury or illness at the centre.

## ***Administration of First Aid***

Any injury or illness that require First Aid must adhere to the following procedures

1. Assess necessary actions.
2. Administer necessary aid
3. Report incident to co-worker and check aid administered.
4. Assess further action.
5. Complete incident form and leave for Director to review and sign.
6. Have parent to review and sign form.
7. If necessary ambulance will be called.

First Aid Kit is located in the Emergency back packs in each room. Day care staffs are responsible for upkeep of kit. First Aid Kit has to be taken out on all outings, including playing in outside play areas. When First Aid Certificate expires, it is the responsibility of each staff member to renew it. Every staff member required to have a First Aid Certificate in the child care with in first 3 months.

## ***Incident/Accident Reports***

An Incident/Accident form is to be completed for any incident that requires First Aid or any concerns regarding the well-being of the child. This form may also be used to document behavior concerns. It is to be reviewed with the Director who will sign the form indicating that she/he had read it and verified the happenings. This form will be signed by the parent and filed in the child’s file.

## ***Medication Administration Policy***

*Updated: September 2014*

We recognize that the administering of medication is a serious responsibility that requires attention to detail and accurate recordkeeping as incorrect administration has potential health risks.

Medications, including over the counter medications will be administered when they are prescribed by a medical doctor. Parents are required to properly document the details of medication and administration instructions before any medication is administered. The staff will maintain records of the details of medication that has been administered.

**PROCEDURE**

1. Medication must be given by the parent to the Director or person in charge at the centre.
2. The Director will provide the parent with the Medication Administration form. The parent must complete the parent section of the form including the child’s name, name of medication, dosage required, time to be administered, last dosage and time given prior to arrival at the daycare and the parent’s signature. Medication will be administered only if the form is completed.
3. Medications will not be administered on an “as needed” basis.
4. The Director will deliver the medication to the child care room along with the Medication Administration Form and ensure the staff is aware of their responsibility to administer the medication properly.
5. Medication must be in the original container and labelled with the child’s name, doctor’s name, name of medication, dosage and times to be taken. Over the counter medication must also be in the original container and must either be labelled with this information or a doctor’s written authorization may be provided.
6. Only staff members with valid first aid certificates will administer medication.
7. All medication, except emergency medications will be stored in a locked container inaccessible to children. Medication requiring refrigeration will be stored in the fridge. Emergency medications will be stored inaccessible to children where they can be accessed quickly by the staff.
8. Staff are required to wash their hands with soap and water or use hand sanitizer before administering medication.
9. The staff will record the medication administration details on the Medication Administration Form after administering medication and initial or sign.
10. Staff will observe the child for allergic reactions after administering medication.
11. Medications must be returned to families when the authorized administration period has ended.
12. All staff are informed of which (if any) children use emergency medications, where the medications are stored, and how to administer them if necessary.
13. The Director will ensure staff is trained in the proper administration of medications if necessary (e.g. epi-pens, inhalers).

## 

## ***Nutrition Policy***

*Updated: Sept 2014, Sept 2016*

We know the importance of promoting the children’s health through good nutrition. Our cook will be certified in Food Safety Management. When planning menus, we take into account both recommendations of the most recent version of Canada food guide and families and children’s preferences. Children in our care are provided with two snacks that include two food group servings each. For lunch they have four food group servings. Hot food will be kept hot and cold food will be kept cold.

Parents sending lunch and snacks are encouraged to follow CANADA FOOD GUIDE. If the snacks or meals provided by the parents are inadequate, the center will provide a nutritious supplement. The Canada Food Guide is posted at the entrance of the daycare.

Since many families don’t eat pork we do not serve pork and we do not serve nuts or any foods containing nuts.

## ***Allergies & Dietary Restrictions***

Parents are required to inform the centre of children’s allergies and dietary restrictions when registering children as well as the symptoms of an allergic reaction. All staff are informed of this information and a notice is posted for staff reference in the relevant child care rooms and in the kitchen. As a part of their first aid training, the staff is trained in the use of epi-pens to administer emergency medication that may be required in the event of an allergic reaction.

If a child has a serious allergic reaction, first aid will be administered as required by a staff member trained in first aid. The child will be transported to the hospital by ambulance after an Epinephrine auto-injector (epi-pen) has been administered. See the *Injuries and Medical Emergencies* for detailed procedures.

Due to many kids having nut allergies, we are a **NUT FREE CENTER**.

## ***Special Health Care Policy***

In the event that a child requires special health care, the centre will work together with families to ensure the staff is trained in the proper method of administering the type of health care required by the child. This training will be documented in the staff’s and child’s files.

## ***Insect Repellent***

*\*Updated August 2016*

In the summer months, parents have the option of providing insect repellent for their children. We will avoid playing in areas where mosquitos are a problem to reduce the need for insect repellent. Parents are encouraged to dress children in light clothing that covers most of their body to help protect them from mosquitos and the sun.

Parents are not required to consent to the application of insect repellent. However, if a parent does not sign the authorization form, insect repellent may not be applied to a child. Insect repellent will be used only when mosquitos are a problem, not on a daily basis when we go outside, unless a parent has instructed us otherwise. A permission form must be signed by a parent or guardian. The brand name, the form (lotion, aerosol pump, etc.) and the concentration of the active ingredient DEET must be indicated on the authorization form. Insect repellent must be NON AEROSOL to avoid breathing in the harmful spray. Insect repellent in an aerosol pump bottle is acceptable and will be applied outdoors in a way that will reduce the children’s exposure to breathing in the spray. Insect repellent will not be applied to children under the age of 6 months.

A low DEET content is recommended for children and must not exceed 10%. Products that contain sunscreen and DEET will not be used because sunscreen needs to be applied more often than insect repellent and the DEET reduces the effectiveness of the sunscreen. Sunscreen will be applied at least 30 minutes before Insect repellent is applied and to minimize absorption of the DEET. Insect repellent will never be applied to a child’s hands and face and will be applied no more than once daily on children between 6 months and 2 years and twice daily on children 2 years and up.

Plant based or botanical insect repellents may be used at the parent’s discretion. Parents should keep in mind that according to Alberta Health Services, there is a lack of safety data available on some products and duration of effectiveness may be less. Registered repellents in Canada include Icaridin (over 6 months), DEET (over 6 months), lemon-eucalyptus oil (over 2 years) and soybean oil (any age). Each provides protection from mosquitoes for different amounts of time. (<http://healthycanadians.gc.ca>)

If it appears a child may be having a serious reaction to the insect repellent, the child’s skin will be washed and we will get medical help for the child immediately. The insect repellent must be taken along so the doctor knows what was used. Parents will be notified as soon as possible. If the reaction seems mild, parents will be notified.

*Sources: Canadian Paediatric Society (*[*www.careingforkids.cps.ca*](http://www.careingforkids.cps.ca)*), Alberta Health Services,* [*http://healthycanadians.gc.ca*](http://healthycanadians.gc.ca) *&* [*https://myhealth.alberta.ca*](https://myhealth.alberta.ca)

## ***Sunscreen***

Families must provide sunscreen with a minimum SPF 20 during the summer months. To avoid breathing in the in the harmful spray, **AEROSOL SPRAY SUNSCREEN WILL NOT BE USED**. Parental permission is required for staff to apply the sunscreen to your child. A permission form is provided to families.

Sunscreen will be applied to your children every day during the summer when playing outside between the hours of 10:00am and 4:00pm. It will be reapplied as required, for example when swimming and outdoor water play.

## ***Managing Cross Contamination***

The center has developed policies and procedures to ensure practices are in place to reduce cross contamination of diseased and contagious conditions. Cleaning checklists are posted in each child care room and in the kitchen. Parents have access detailed policies in the Policy Manual

***Safety Inspections***

Safety inspection of the outdoor and outdoor play area are completed daily before children enter the play area. Any potential hazards that can be remedied quickly by the staff will be dealt with immediately. The Director/Owner is informed of any hazards that can’t be addressed by the staff. The children will be kept out of any unsafe areas until hazards are addressed.

## ***Playground Equipment***

The centre uses the school and community playgrounds as well as our own outdoor play space. All playground structures used by the children must meet Canada Safety Approved (CSA) Standards.

***Additional Health & Safety Policies***

For additional Health and Safety Policies please refer to the Policy Manual.

**Pesticides:**  Pesticides will not be used indoors except in extenuating circumstances when it may be necessary. Pesticides will never be used in the presence of children.

**Chemical Storage:** All chemicals used will labeled with the contents and will either be stored out of the reach of the children or in locked cabinets.

## ***Emergencies***

*Updated: Sept 2016*

Detailed procedures for evacuation, tornados, threat of violence, etc. have been developed and are kept in the Policy Manual which is available for parents and staff. The staff is informed of emergency procedures and safety and evacuation drills are conducted regularly to ensure the staff and children know how to respond in the event of an emergency.

Our evacuation location is Supreme Pizza where we can be temporarily accommodated. If return to the center is not possible within one hour, parents will be notified through phone calls for pick up.

An additional evacuation site has been arranged at the St. Clement School in the event that the Supreme Pizza is not available. The address is:

St Clement School

7620 Millwoods Road South

Edmonton

[Tel: 780](Tel:780) 437 6022

**Knottwood Montessori Daycare & Out-of-School Care**

In order for us to ensure parents & the center has the information we need and serve our families and children to the best of our ability, we need to know that parents/guardians understand all the information in the parent hand book. We therefore ask for your signed acknowledgement.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read, understand and agree to comply with the policies and procedures outlined in the Knottwood Montessori Daycare and After School Care Parent Handbook.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any suggestion regarding the policies and procedures outlined in the handbook please don’t hesitate to share with us.

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you!!

[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj5vJvY6rfPAhVLwWMKHW5ZCQ8QjRwIBw&url=http://cliparts.co/cartoon-pictures-of-children-playing&psig=AFQjCNHaLujkOmvhJ6-ZCua5PX9SRPcu8w&ust=1475350362660982)