



PRAIRIE LILY

EARLY LEARNING CENTRE

Before & After School Program Guidelines

A Note from Our Director

Thank you for viewing this set of guidelines! During your time with us, this will be considered a living document for you to reference if you have any questions. If anything is not covered in this document and you require further clarification, please contact our office. These policies may slightly differ from our Licensed Programs

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Welcome

Welcome to our School Age Program! We are so glad that you have chosen us as. At Prairie Lily Early Learning Centre, we believe that every Child is important. We work hard as a team to ensure that we are providing educational experiences in a welcoming, home-like setting to promote your Child's growth and development.

A transition into any new environment either coming out of Room 8 or as a new family to our Centre, can be challenging and sometimes overwhelming. However, our Educators will be attentive and aware of your Child's reaction to their new environment and will be sensitive to their feelings. After enrolling your Child at Prairie Lily Early Learning Centre, you and your Child may visit and be introduced to both our environment and Educators. This will also give you an opportunity to get to know us a little bit prior to their first day. It is just as important to us that you feel comfortable on your Child's first day, and if there is anything that we can do for you please let us know. We are available to you during the work day if you have questions or concerns or would simply just like to check in.

We hope that this set of guidelines will help you understand our School Age Program. It is slightly different than our programs from 18 months to 5 years old, but our program is still designed to make sure that each Child can enjoy each day. Please look over the information given, so that you are familiar with everything we do. This handbook, as well as all necessary enrollment paperwork is available to you at any time on our website.

Please let us know if there are ways we can help you! We are looking forward to getting to know you and your Child and providing a rich learning environment where all Children can develop to their full potential.

Please label everything from home with your Child's name as it can be easy for things to accidentally get mixed up! We do not encourage the Children to bring home toys (unless it has been a specified day) and electronics are not permitted in our programs.

Thanks for joining us! We look forward to having you with us.

Prairie Lily Early Learning Centre

Executive Director

Prairie Lily Early Learning Centre Mission Statement

In our Centre, each Child will be recognized as unique. Each Child will be respected for their individuality and appreciated for their own special abilities.

We will strive to provide an environment where Children will be enabled to reach their full potential as they feel cared for, safe, and comfortable. We will meet all the physical and emotional needs of the Children while providing high quality and well-structured programming and planning throughout the day. We will follow the Play and Exploration Guide and will provide natural and educational experiences. We believe that our environment will be the foundation for all the early learning experiences that we provide.

We believe that the gifts, abilities, and training of each of our Early Childhood Educators will enhance the Children's experiences. We support and encourage the continuing development of all Centre Staff no matter how small or big a part they play in the Centre. We strive to be a close-knit group of Educators and to care for each other while we care for the Children in our Centre.

Finally, we recognize that each family unit is different. We seek to support each individual family that is a part of our Centre through encouraging open and honest communication. We will work closely with families to provide experiences that promote the healthy growth and development of their Child.

Centre Information

Hours & Days of Operation

Our School Age Program is located primarily in the mini-gym at Ruth M Buck Elementary School. We are open from 7:00 am – 8:30 am, and from 3:30 pm to 6:00 pm, Monday through Friday, on all scheduled School days. We are also able to be open from 7:00 am to 6:00 pm on no-School days. This includes PD days, in-service days, Report Card days, and most holidays. We are closed for all statutory holidays including:

- New Year's Day
- Family Day
- Good Friday (We are open on Easter Monday)
- Victoria Day

- Canada Day
- Provincial Holiday (August)
- Labor Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

We will close at 2:00 pm on Christmas Eve and on New Year's Eve and will be closed on Boxing Day.

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

Snow Days

Prairie Lily understands that you need to get to work, even when it is snowy outside! We also value the safety of our Educators. We will make every effort to remain open during the snow and ice. If we do not have enough Educators able to make it to work to safely operate our programs we will be closed for the day. If you are really stuck for care, please contact our office and we will be happy to try and work to accommodate you in one of our licensed programs.

If there is a weather emergency and we need to be closed it will be posted on our website, and Parents will be notified via email or Reminds.

Daily Schedule

Our School Age Program has a laid back and flexible schedule. Our mornings are usually reserved for quiet play and relaxation prior to the school day beginning. We try to incorporate some games and outdoor play closer to their day beginning but keep it quiet.

We are unable to have the Children with us during the day, so they will eat lunch with their classmates under School supervision. Please remember that Ruth M Buck works to be a nut free zone.

Our afternoons are busier and more structured. We go outside or play a group game daily and offer a snack time as well as some sort of planned activity with the Children. We feel that if they are busier, the more fun they will have with us!

Our schedule during the summer includes outings and special activities for the Children while they are with us for the whole day.

One thing to note is that we do follow a few guidelines regarding outdoor play. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time. We do not go outside when it is colder than -25 or warmer than +28 to 30 degrees. We always take the humidex and wind chill into account when we go outdoors and offer outdoor play one or two times a day when we are able. During the summer, we also follow the Air Quality Health Index that is provided by Health Canada. We will continue outdoor activities up to a 6 on this Index, taking into consideration our School Age children with allergies or other diagnosed medical conditions. We also encourage your Child to bring a water bottle with them that would go outside while they play in summertime.

School age Children will not be required to lay down, nap, or have a rest during the day with us unless they personally choose to do so. However, we still do encourage solitary play or alone time as a break from their peers at some point in the afternoons on full days of our Program.

Drop Offs & Pick Ups

Parents MUST physically accompany their Child into the Mini-Gym area every morning and sign their Child in. This is done to ensure that we can maintain communication with all families, and to make sure the Children are safe and where they need to be. There have been instances in the past where a Child was dropped off and the Parent drove away, not realizing that the School Doors were locked, leaving the Child stranded on the playground. We also expect Parents to come in to the School or onto the Playground to pick up at the end of the day. We often have things to communicate to our families and this is a way to make sure that we can do that.

All Children must be picked up and signed out by an adult and/or person approved by the Parent and the Centre. All Children must be signed out before leaving the Centre. Anyone, including all Parents and Guardians, who are to be allowed to pick the Child up, must be listed on the Child Release Form or be approved in writing by a Parent. In an emergency, Parents may call the Centre and give verbal approval of an alternate individual. Anyone not recognized by sight will be asked for a picture ID. This form is re-done annually or when needed by the Parent/Guardian.

It is extremely unsafe to let the Children come in off the street by themselves and we require all families to comply with this rule. If there is non-compliance with this issue, families will be issued three warning letters. After three letters your family will be given 30 days' notice of termination of services.

Children will not be permitted in the building prior to opening hours. The doors will be unlocked by the Staff when we are open. As mentioned above, the Children are not allowed to come into the Prairie Lily area alone or to sign themselves in or out. This is for their protection in case of a lockdown, fire, or other emergency.

When you are coming in and out of the School, please remove ALL wet and muddy footwear. This has been requested of us by the School Janitorial Staff at Ruth M Buck.

Home Toys & Electronics

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

However, we do know that sometimes the Children appreciate having something from home with them. Children enrolled in the School Age Program are permitted to bring toys from home to play with on "Home Toy Tuesdays", and on other special specified days during School Breaks. If we see Home Toys out during the other times of the week, we will ask the Children to put them away. We offer this day to play with Home Toys so that we can better monitor play and try to help the Children keep track of their items.

Educator to Child Ratios

Educator to Child ratios are based upon guidelines set by Saskatchewan law. Although we are a non-licensed School Age Program, we do try and base our ratios on their guidelines as much as possible. We work to have one Educator available for every fifteen Children in attendance at the Program.

Children Requiring Special Accommodation

Prairie Lily Early Learning Centres are happy to be as inclusive as we can. We desire to make special accommodations for Children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a Parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in

the Child's file. Whenever we deem it appropriate to the needs of the Child to have a Child with special needs in our Centre, the entire Staff must follow the reasonable accommodations we have made for that Child. Any questions about the accommodations of the Child should be referred to the leadership Staff.

Families are welcome to contact us at any time to see if we can accommodate your Child in this Program. Ruth M Buck works to be an accessible school as well. If we can, we will find a space in our Program or help you find appropriate care.

Transition Plans

Prairie Lily Early Learning Centres will give a minimum of thirty (30) days' notice if your Child will be moving to new group or area. If needed, we can create an individualized transition plan to help the Child or families who are involved in transitioning from one area to the next. This is to help the Child and families become familiar with the new Program, Educators and Peers. It also allows the new Educators to get to know the individual needs of each Child or larger group of Children prior to the set transition time.

Most of the Children who transition into the School Age Program from our Room 8 area are already familiar with our location. Children who complete Kindergarten while in our programs will begin in the School Age program on the first day we are open in July.

Payment Policies & Procedures

When a Child is first enrolled in the School Age Program, their Parent or Guardian will be required to sign an Agreement for Services with Prairie Lily Early Learning Centre. These Agreements will be renewed annually or whenever there is a fee change. Agreements will cover hours your Child will be at the Centre, both Parents' information and addresses, and the main policies regarding fee payments. All fees will be due on the first of the month, and fees must be paid no later than five business days after this or another specified contract date.

After this five-day period, fees will be considered late and a \$50.00 late payment fee will be added to the Parent account. If you miss one months' payment, you will receive a payment reminder with your next account statement. If the account is not cleared up completely by the end of the next month, accounts will be immediately suspended to avoid more charges accumulating. If payment is not made within five days of account

suspension, notice of Termination of Services will be given and any unpaid accounts will then be sent to collections. If at any time there is a problem paying your account in full, you may see the Director to come up with an appropriate payment plan outside of these policies.

No account will ever be allowed to carry a balance unless arrangements have been approved by the Director. There will be a \$50.00 fee added on all returned checks. After two NSF checks are received by the Centre, payment will be required by cashier's check, money order or debit.

Notice to withdraw your Child must be given on the first of the month. If proper thirty days' notice is not given in writing by a Parent to withdraw from the Centre, one full months' amount of fees will be added to your Parent account. All accounts must be paid in full by the last day of enrollment with Prairie Lily or the remaining balance will be sent to collections on the next working business day.

Clients may make account payments with cheques (postdated cheques are also available), cashiers' check or money order, debit card or email money transfer. Cash payments will only be accepted if they are personally delivered to the Director or placed in a designated lock box. We do not accept payments made with credit card due to the large amount of fees that are charged to the Centre to process those payments.

All payments will be made payable to: Prairie Lily Early Learning Centre. Payments may be given directly to the Director or may be placed in the designated and locked payment boxes. Our Educators will not be responsible for cash payments and missing payments will need to be paid again by a Parent/Guardian.

Monthly Fees

Clients are responsible to cover the fees in full for the spot their Child takes in our Centre. This is not based upon attendance but rather on a set monthly fee that is due regardless of the attendance habits of the Child who has the spot. No refunds or discounts will be issued due to missed days during the month. Our fee structure is based upon food, and Staffing costs, as well as covering the costs required to operate all programs and buildings. This fee is outlined in the contract which is signed by the Parent/Guardian upon enrolling the Child in the program. These contracts may be adjusted from time to time as needed with a thirty (30) days of intent to change services.

Contracts are re-done annually during the month fees are increased or during the first month of the school year if there is no increase. Because monthly fees remain the same,

no bill will be given to remind you of these fees. A monthly statement of activity will be sent out usually prior to the 30th of each month. Add on fees may occur due to late fees or NSF fees.

During the summer break for our School Age Program, a temporary contract will be entered into by the Parent's specifying the charges for the months of July and August only.

Fees will be assessed annually to determine if a fee increase is needed. If fees are to be increased it will be decided by our Parent Board.

Receipts and Statements

Parent Account statements will be sent home monthly for all families, so please ensure that the office has your proper email address when beginning with the Centre.

Receipts are available upon request but are usually kept until year end. Receipts will be completed and emailed to a Parent by the end of February.

Refunds

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

Late Pick Up Policy

Our School Age Program closes promptly at 6:00 pm. All Children and Parents must exit the building by this time. The Centre's clock will serve as the official time. Parents that have a lengthy departure routine must arrive early enough to meet the exit time criteria. A No Exception Policy is in place for the following reasons:

- Staff give their best to your Children each day. They also have responsibilities to their own Children and family. They need to know they can end their day reliably at 6:00 pm.
- Late pick-ups require our Centre to pay our Staff overtime. These additional costs must be passed on to Parents who create the need for overtime.
- Most Children's internal body clock knows when their usual pick-up time is! Children can become nervous or fearful when they are later than normal. Please know that your Child will always be comforted and safe, even in the event of an emergency.

Our Late Policy is as follows: A fee of \$50.00 for every 15 minute increment that your Child is in the building after 6:00 pm is applied per Child, per family. For example, at 2 minutes late, one \$50.00 fee would be applied. This fee must be paid before the end of the month and will be added to your monthly print out. After 30 minutes of our closing time, if we are unable to contact anyone on your Emergency and Release Forms, Child Services will be contacted. Prairie Lily will no longer be responsible for your Child and Mobile Crisis will be informed. Responsibility will then be turned over to Mobile Crisis, the Ministry of Social Services, or Regina City Police.

There will be no exceptions or warnings. If you are late for any reason, a charge will be issued. This no exception policy allows us to apply the late policy to everyone consistently and fairly. All late pick-ups will be dealing with the Director, no money will be transferred between the Staff and Parent/Guardians.

Vacations, Absences & Withdrawal

Discounts will not be given for vacations or illnesses and the monthly rate will remain the same. We require a thirty day written notice by the first of the month prior to your Child withdrawing from the Centre or a change in your Child's contract. Fees for one full month will be added if a proper written notice is not given prior to your Child leaving the Centre. Failure to notify the Centre will cause all fees to continue until written notification is given.

We expect our School Age Parents to work diligently with us regarding absences. The end of the school day when Children are coming to our Program is often an extremely busy time in the school with many unfamiliar faces. If your Child will not be there in the afternoon, Parents must message us on our cell phone either as a text message or through the Reminds App. If Children do not come to the Mini-Gym within 15 minutes of the School bell ringing, we will begin calling Parents and Emergency Contacts. It is important for you to help teach your Child to come to the Program or to check in with us if they need more time to wrap up end of the day work.

The Centre reserves the right to require the dis-enrollment of a Child according to our Behavioral Guidance Policies. The Centre also reserves the right to require the dis-enrollment of any Child whose Parent and or Guardian has become a problem at the Centre or who has developed and un-cooperative, aggressive, dissatisfied, or angry demeanor towards the Centre, its policies or its Staff. If services are terminated due to any of these reasons it will be at the sole discretion of the Director to terminate immediately or to give thirty days' notice.

Our Staff

We strive to provide nurturing, quality care in our School Age Program. Our friendly and qualified Educators are an integral part of providing this environment. Our current Educators have had:

- A detailed interview and screening process including a minimum of one reference check
- A current (within one calendar year) criminal record check including check of the vulnerable sector
- Current CPR-C and First Aid training from a qualified instructor or business
- A passion for working with Children of any age

We expect all our Educators to conduct themselves in a professional matter always and if you have any concerns or questions regarding our Educators or other Staff please contact the Director. We also seek to nurture and protect the Educators we have employed in our Centre and will reserve the right to ask any Parent/Guardian to leave the Centre if they treat any of our Staff with hostility or aggressive behavior.

Food and Allergies

Allergies

We **MUST** be aware of any food or other known allergies that affect your Child. If your Child has any known food allergies, you will need to completely fill out an Emergency Information Form. This allows us to alert all our Staff to be on guard of their allergy. The Emergency Information Form must be updated or turned into our office as soon as this allergy has been identified. This form must be updated annually or as needed. Please provide thorough information so that we can properly care for your Child.

We also need to be aware of any Non-Food allergies that can affect your Child. If your Child has any Non-food allergies, you will also need to completely fill out an Emergency Information Form which must be updated or turned in to our office as soon as this allergy has been identified. This form must be updated annually or as needed. You will also need to fill out an Ongoing Medication Form if your Child requires an Epi-pen or other emergency treatment.

Specialty Foods

Parents must provide alternate milk for lactose free diets. Please avoid nut-based milks. If you require your Child to be on a special diet aside from what we can provide, please speak with the Director about how we can accommodate your Child. Our cook can work with families to accommodate a specific diet and to provide meal alternatives if needed and requested by a Parent/Guardian.

Bringing Food from Home

Children are welcome to bring food from home into this Program. During the school year, we only offer an afternoon snack. During the summer, we offer lunch and an afternoon snack. We strongly encourage Parents to send extra snacks during the days, especially on non-School days, as often the Children are wanting to eat lunch early. We have access to a microwave in our Licensed program, Room 8, for your Child to use as needed.

To ensure that all Children are eating safe foods for everyone in the Centre, the following guidelines must be met:

- Perishable food brought from home should be sent with an ice pack to avoid contamination.
- Must be nut free.

We have several Children in our program with extremely severe allergies. Please respect these policies as they have been put into place for the safety of our most vulnerable little ones.

Meals & Snacks

As mentioned previously, during the months of September to June we ONLY OFFER AN AFTERNOON SNACK for the Children. Breakfast and Lunch are to be provided by the family. Children may bring breakfast with them and eat in a designated area in the gym, but we do not provide it and it must be nut free.

During the months of July and August ONLY, we offer lunch and an afternoon snack. This cost is rolled into our increased fees for the summer months.

We find that the Children are often hungry in the late to mid-morning, and if you can send some extra snacks that would be appreciated. We provide plenty of time for the Children to eat and want to remind them to save their lunches for lunch time.

All food served will be nutritious and healthy and will be based on the Canada Food Guide. All menus are posted on our website for convenience and are pre-approved for use by our Child Care Consultant and pre-planned by our cook. Our meals are served family style, with the Children serving themselves and encouraged to eat what is prepared and to try new items as introduced.

Parental Involvement & Volunteering

We encourage all Parents and or Guardians to be involved in our Centre through your suggestions or input, and attendance on field trips or special events and outings. We believe that Parental participation is key to any successful Childcare Program as the primary people in any Child's life is their Parents. We strive to work to create an environment to foster learning, healthy development, and happy social relationships when Parents are not available. We have enclosed a sample list of some of the opportunities for involvement in our Centre. Parents are in no way limited to the involvement listed below. Any Parent wishing to be involved in another area is strongly encouraged to contact the office with their suggestions. You can contact us by calling 306-949-6684 or by e-mailing info@prairielilyelc.com.

- Parent Volunteers on Field Trips and Outings (can be other family members as well)
- Open Houses
- Programs and Special activities, such as the Christmas Program
- Fundraisers
- Joining our Parent Board

Any Parent or family wishing to spend time in our Centre or with our Centre on an outing must obtain a volunteer criminal record check from the Regina City Police or their RCMP Detachment prior to doing so. A letter requesting this criminal record check to be done can be provided by the office.

Parent Board

Our Centre is operated by a Parent Board. All members of the Centre (excluding Staff members) are eligible to apply to be a part of this Board. Our Parent Board is responsible for providing direction, overseeing the financial operations of the Centre, and serves as an overseer to our Director.

When you successfully apply for and join our board, you will serve a two-year term with that Board for our Centre. Each Board must include a Chairperson or Co-Chair people, a Secretary, Treasurer, as well as various other roles such as Fundraising Coordinator or Maintenance Person. Board members are not responsible for day to day operations within the Centre unless it is an Emergency or is requested by the Director.

Required Forms

Paperwork, Forms and Annual Renewal

We are required to have current and updated information on each Child in our Centre. We update contracts and emergency information annually, but Parents/Guardians are responsible to update any forms as required. Contracts must include both Parents' names, regardless of marital status. These updates are also for your and your Child's safety.

Emergency Information Form

This form will give us the required information if we need to call an ambulance or your Child's doctor or dentist if he/she needs emergency care. Please list your Child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. Please ensure that there are at least 4 emergency contacts on this form (including Parents and Guardians). It is strongly suggested that all emergency contacts all be listed on your Permission to Pick Up form.

If you do not have extra emergency contacts in the City, please list people who would be able to get ahold of you by phone/text/email in case of an emergency.

If your Child has any allergies or is on any medications, please include this information on the form as well as so that we can remove any needed items from our Centre or menu.

Medication Forms

Parents/Guardians who have Children currently on medication shall be responsible for filling out this form with their Child's Educator. This form instructs Staff on frequency of doses and amount to be administered in each dose. All medication to be given to Children must be in the original bottle with the instructions clearly printed on it as

provided by the doctor's prescription or by the pharmaceutical company. It also must be prescribed to the Child that the Medication form is being filled out for (no siblings, Parents, etc.). Medications will be administered only by Prairie Lily Early Learning Centre Staff, and the children will not be allowed to administer their medication on their own. If a parent would like their child to be able to administer their own puffer for asthma during program hours, they must provide written permission for this to be kept on their file. Staff members will still supervise actions like these to ensure the health and well-being of all children in our program.

Medication forms must identically match all the information listed on the prescription label and must be signed off on by the Parent/Guardian filling out the form before any medication can be administered by Prairie Lily Educators. When the prescription or medication is finished, it must be signed off on again by the Parent/Guardian of the Child and it will be filed in the office. If verbal permission is given by a Parent/Guardian over the phone to an Educator employed by Prairie Lily during the hours of operation on any given day, a Medication Form must be signed off on by the Parent/Guardian for that Child by the end of the same day.

If you have a medication for your Child that involves ongoing doses that are given as needed (Children's Tylenol, Children's Advil, Children's Benadryl, etc.), you can arrange to fill out an open-ended medication form for this. Dosage information on this form must also match the dosage guidelines on the label of the medication. When you as the Parent/Guardian have decided to terminate the doses of this medication, you must sign off on this form so that it may be filed in the office. Ongoing Medication Forms are often used for topical creams for allergies, eczema, or during periods of teething, etc.

If your Child has an Epi-Pen, you will need to fill out an ongoing Medication Form for your Child, and it is your responsibility to inform the daycare of all allergies that may affect your Child. It is your sole responsibility as the Parent/Guardian of this Child to ensure that your Child's Epi-Pen is current and within its expiration dates. Prairie Lily shall not be responsible to ensure that your Child's Epi-Pens are current and in good condition and will not be held responsible if your Child has a severe allergic reaction without a proper Epi-Pen.

Minor Incident Reports

If anything happens to your Child while at Prairie Lily that causes them physical harm or distress during the day, the Educator in charge of your Child's group that day will fill out a Minor Incident Report. We strive to fill these forms out any time there may be a bump, bruise or scratch on a Child no matter how inconsequential it may seem. We hope to hold ourselves accountable in informing you of each part of your Child's day, especially

when they are not capable of communicating with you verbally about what may have happened.

As hard as we work to make sure that we are informing you of each instance there may be rare instances that you notice a small bump or bruise on your Child that we did not explain to you. If this happens, please talk with your Educator or the Director to find out what may have happened to your Child.

Minor Incident Reports are kept on your Child's file in the Office and are signed off on by the attending Educator, the Parent/Guardian, and the Centre Director. Copies of these are available to any Parent who requests them.

Communicable Disease Policy

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

For more information on Communicable Diseases please visit [here](#).

Sending a Child Home

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

- Fever of over 100.0 degrees Celsius
- Unexplained vomiting
- More than three episodes of Diarrhea in one day
- Unexplained skin rash/hives/marks on body
- Runny eyes/pus in eyes
- Lice in hair

- Suspected broken bones
- Suspected concussion type injuries
- If a School Age Child is telling us that they are not feeling well, we will listen to them and inform their Parent or Guardian.

When it has been determined that a Child must go home, the procedures are as follows:

- Notify the Parent
- If the Parents are unable to be reached, the Educator or Director will call the next listed emergency contact.
- It is expected that someone will come to pick up the Child as soon as possible. If the waiting period is longer than thirty minutes, the Child will wait in the office or Room 8 away from the rest of the group to limit the spread of germs to the rest of the Children. They will be made comfortable while waiting.
- If a Child is diagnosed by a doctor with a communicable illness it is the Parent/Guardian duty to inform the Centre about it and to abide by Centre policies regarding how long your Child is to be away from the Centre.

It is important to note that we cannot provide special care for sick Children. If your Child is too sick to go to school, to go outside, or to participate in our planned activities, please do not send them to the Centre that day. We do not have Staff to take care of these special requests in the Before and After School Program.

Emergency Procedures

First Aid Kits and Administration

Prairie Lily Early Learning Centres takes the safety and well-being of all the Children enrolled in our Centre seriously. All Staff shall be trained in CPR/First Aid from a qualified instructor. Each Educator employed will be responsible for being aware of the Children in their group and seeing to their well-being at all times. If First Aid or CPR is to be performed they are to ensure that someone around them is aware of the situation. If needed they will yell for help and the team member will assist them in any way needed and will call 911 if needed.

The Director shall be informed of any First Aid performed in the Centres and will always be available by phone in case of emergency when they are not physically in the Centres. The Director shall be responsible for re-stocking First Aid kits based on monthly reviews

of kits and recommendations from the Educators. Individual Educators shall be responsible for filling out medication forms and administering medications based on Parent/Guardian recommendations, minor incident reports, and unusual occurrence forms when needed.

Accident Reports

Safety is a top priority of Prairie Lily Early Learning Centres. Yet, there are times when a Child will have an accident/incident between your Child and another Child. If the accident/incident requires more than simple consoling and caring, our teachers will complete a Minor Incident Report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. If you require a copy of this accident report, please speak with the Director(s). We ask that you sign this form when it is presented to you. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your Child happens to be injured by another Child, we ask you to please respect the other Child's privacy by not asking us to reveal the name of the Child. It not only puts our Staff in an awkward situation but could cause a confrontation between our families.

Fire Evacuation

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

If Children are evacuated from the School Age Program location, they will come to the house location at 78 Dempsey Avenue. Once Children are safely in one area, Parents will be immediately notified.

Tornado/Wind Storm

Notification of a tornado will be made to the Staff by the Director. During summer storms and inclement weather, the Centre is always paying attention to what is going on outside. The Children will be kept inside for all play during this weather. In the case of an actual tornado, Educators will take a head count, and everyone should take cover in hallway areas with no outside doors or windows. They will work to keep the Children calm, in the contained area until it is deemed safe for the Children to be released.

Blizzard and Power Failure

If Regina Public or Separate Schools are closed for the day due to inclement weather, we may or may not also close. Parents should call the Centre prior to dropping off their Children. If Regina Public or Separate Schools dismiss early due to a blizzard, Parents are required to come as quickly and safely as possible to pick up their Children. As ratios allow, we will start sending members of the Staff home according to those that live the farthest away. If the Parents cannot come to pick up their Child, we will work to place that Child in one of our licensed Programs providing that we have the Staff and space to do so.

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

Intoxicated Parent

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

Intruder

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

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

Lost or Abducted Children

One Educator would alert the Director or Supervisor for assistance with the search while the other Educators stayed with the other Children. If the Child is not found, the Centre would contact the Parent and the police. Staff would then proceed as directed by the police. The Children's emergency forms should always be taken when leaving the building. A head count must be taken when leaving the building in every procedure.

Field Trip Information

We are interested in all areas of growth and development in our students. Due to this fact, field trips are an important part of meeting this goal. Field Trips will be provided at no extra cost to Parents, as the cost for outings will be included in monthly fees paid to the Centre. We will go outside and on outings with the temperature remaining at or under 28 degrees Celsius, or at or warmer than -25 degrees Celsius. We will make exceptions for this if our outing is inside.

Permission Slips

Parents must fill out permission slips for the Children to be allowed to participate in the field trip. Permission slips will be given a minimum of forty-eight (48) hours prior to an outing, but we will post most outings up to one week in advance, so all families can make arrangements to attend if they so desire.

Written Field Trip Plan

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

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

Ratios

When planning an outing, each Educator shall determine the number of Educators needed to meet the requirements for ratios. They shall consult with the office prior to their field trip to ensure extra team members are scheduled to aid in the ratios. The ratios established and used for each class and age group shall be what is listed in the Child Care Licensee's Manual. Parents and volunteers may only be used to supplement the ratio if they have gone through the screening process. Each Educator and adult shall ensure that each Child on the list is present at all times and place a checkmark next to the name of each Child present at the following times:

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

Emergency Plans

In case of an emergency while on a field trip:

- We will make sure that all of the Children are kept together in a safe place.
- We will take a head count based off the daily attendance sheet and keep all the Children calm.
- Staff members will use their cell phone to contact the Centre and Director, and then 911 if necessary. They will also contact the Child's Parent if necessary.
- Staff members will follow the directions given by either the most senior supervisor on the outing or on duty at the Centre or 911.
- One insured vehicle will remain accessible during all outings in case of an emergency.

Parental and Volunteer Help

All Parents or volunteers must complete a Volunteer Criminal Record Check through the Regina City Police or through the RCMP Detachment in their community. The office will

provide you with a letter requesting this so that your criminal record check will be done free of cost as a Parent/Adult Volunteer.

Field Trip Morning Drop Off

Please be aware of all departure times regarding your Child's outings. If you arrive at the Centre after the rest of your Child's group has already departed the Centre you will be required to keep your Child with you until the group returns or to meet them at the Outing location.

You will always be given two to seven days' notice for any outings within our Centre and should be able to plan your drop offs around the posted times for outings.

Child Abuse Reporting Policy

According to the Saskatchewan Child Abuse Protocol (2014), all citizens have a "Duty to Report" suspected or known Child abuse. Failure by any person to report suspected Child abuse could result in a civil claim or professional discipline. If you or anyone else suspects Child abuse it is your responsibility to call 306-787-3800 and report it. If you tell anyone that you suspect Child abuse, it is their responsibility to report as well. Anyone in the chain of communication regarding Child abuse has a responsibility to report. Suspected Child abuse is a serious issue. Please visit the [Government of Saskatchewan](#) website to learn more.

Behavioral Guidance Policies

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

We believe that Children in this Program are very capable of being respectful and following some simple rules. We strive to develop a positive relationship between the

Educator and your Child. Our Educators work hard each day to be paying attention to the Children and helping them learn appropriate social and problem-solving skills. If inappropriate behavior does occur, we begin with a positive approach. However, when there is persistent behavior that is willfully defiant or out of control, it affects our entire program in a negative way. We have learned from experience that we need to work together with Parent support to change these behaviors.

We have also learned that if we work hard to help Children with no positive results, that we need to remove that Child from the program for the sake of everyone else's enjoyment. Due to the large size of our program, it becomes difficult to manage group behavior when we have one or two Children consistently acting out or drawing Staff away from the larger group. We do work with the Children as much as possible and accommodate our families who have Children with Special Needs.

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

- Be Respectful to Staff. Most of these rules will be simple to follow if they are listening to the Staff in charge. We expect them to speak respectfully to the Staff and to be polite.
- Be Respectful to their Peers. This means being hands off and being non-violent. We encourage the Children to use words and to problem solve independently before we step in, as these are important years to develop these skills.
- Keep electronics put away. We want the Children to be able to talk to each other, face to face, and to develop play and co-operative skills with Children that are their own age. We have found that having electronics in our programs makes this development much harder.
- Keep Home Toys put away or out of the Program except for Tuesdays. Losing or missing Toys is not our responsibility and it is often very hard on the Children when they lose things.
- Keep running and yelling in the Mini-Gym during quiet play and meals to a minimum. We have a lot of play and game time for us to run and get energy out.
- All meals and snacks must be eaten while sitting at a table.
- Be respectful to the games and toys we have provided. When the Children are throwing toys or being rough, it can be difficult to keep our fees lower due to needing to replace things more often.
- Absolutely no swearing will be tolerated at any time.
- Running away from Educators or hiding in the school from our Educators will not be tolerated at any time.

- Children need to ask for permission before leaving the program, either inside or outside, to go to the washroom or get a drink. This is so that we can be safe and keep track of where everyone is.
- We often use the middle line in the gym to meet or discuss the schedule for the day. If we are talking to the Children as a larger group, we expect that they listen and pay attention.
- Children need to bring all items from their classrooms right after School. The teachers at Buck do not allow people to re-enter the classrooms more than 15 minutes after the last bell.

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

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

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

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

Communication Policies

We will do our best to be communicative during drop-off and pick-up times. However, you may call or text the Before and After School phone or contact us through the Reminds 101 app. You can sign up for this app when you first start with the program simply by speaking with one of our School Age Staff.

You can also follow our Instagram, Twitter, or Facebook pages for more information. Our website also is full of Frequently Asked Questions and other information.

Additions & Changes

We reserve the right to edit or adapt the policies in this handbook as needed. The Centre will make all changes and additions available at the time these changes are made. Clients will be notified of these changes through the normal written communication system of the Centre at the time they are made effective.