



PRAIRIE LILY

EARLY LEARNING CENTRE

Licensed Care Parent Handbook

A Note from Our Director

Thank you for viewing our policies and procedures! During your time with us, this handbook will be considered a living document for you to reference if you have any questions. If anything is not covered in this book and you require further clarification, please contact our office.

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Welcome

Welcome to our Centre! We are so glad that you have chosen us as your childcare home! 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 can be challenging and sometimes overwhelming for new families. 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 experience our programs first hand and get to know the educators and staff who will be involved in the care of your child 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 handbook will help you understand our Centre policies which have been designed to make sure that each child receives the best education possible. 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.

To ensure that your child's time at Prairie Lily is as enjoyable and comfortable as possible please bring the following items:

- A complete change of clothes (for messy days or accidents) and indoor shoes
- A familiar blanket for rest or nap (will be laundered at the daycare if you choose to leave it permanently)
- A sippy cup for your Toddler (to remain at the Centre) and Water Bottles for all children, regardless of group.
- Diapers/Wipes/Bum Cream(s) if needed

Please label everything with your child's name as it can be easy for things to accidentally get mixed up! 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 daycare 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

The Normanview location is open from 6:15 am to 6:00 pm, Monday through Friday, located at 78 Dempsey Ave. The Ruth M. Buck location is open from 7:00 am to 6:00 pm at 6330 7th Ave N. We are closed on weekends and for all statutory holidays including:

- New Year's Day
- Family Day
- Good Friday
- 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 determine whether or not we are open on Boxing Day based on a survey done of our families.

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. There will be no discounts provided for holiday closures.

Snow Days

Prairie Lily will make every effort to remain open during the snow and ice. 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 and Reminds. Please see emergency procedures later in this handbook.

Daily Schedule

Although your child's schedule varies somewhat day to day, our typical flow of a day's activities is below:

Drop Off to Breakfast: Free play with child centered activities, or quiet group play.

Breakfast: Each group enjoys a breakfast together. The school group may eat slightly sooner than our house group so that they are able to be prepared to start the day on time. Breakfast is only offered for our licensed programs and will be cleaned up by 9:00 am. If you would like your child to eat with us, please be here by 9:00 am.

Morning Play: The time in between breakfast and lunch is when the bulk of our learning and planned activities happen. To ensure your child gets the most out of these times we would encourage a drop off time of no later than 9 am. Group times are child-led participative sessions and our activities include (but are not limited to) reading, music, movement, finger plays, discussion, dramatization, games, and experience stories. During this time, we may be participating in activities inside our Centre, outside in our play space, or on an outing.

Outdoor Play: We believe that the outdoors is an extension of the daycare space. Children can participate in an activity of their own choosing. 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. We also follow the air quality health index, and play outside in between 1 and 6, taking into account the needs of each child. We offer outdoor play one to two times as day if we are able.

Lunch: We transition into lunch from play and group time with circle times, songs, activities like finger plays. We also wash hands and practice healthy toileting and hygiene at this time, as we do with all meals and necessary situations. Our educators sit with children while they are eating, encouraging and participating in quiet conversation.

During the school year, we provide lunch for our licensed programs only. Our unlicensed programs are responsible for providing lunch on non-school days but will be fed by the Centre during the months of July and August only.

Rest/Quiet Time: Children are given the opportunity to nap or rest each day. Even if children do not nap, we encourage all children to participate in some solitary and quiet time (no more than thirty (30) minutes) as it is a time for them to rest, recharge, and have a break from the other children in their area. Children will not be allowed to be dropped off in between 11:30 and 2:00 pm, as it is very hard on them and on the other children in our program to transition into the day during this time.

Snack: All children, both in our licensed and unlicensed programs, are provided a healthy and nutritious afternoon snack. All of our meals are based off of the Canada Food Guide and are approved by our consultant at the Ministry of Education. All of our meals are served family style, and we encourage children to develop a healthy relationship with food and to understand their own bodies and what they need to be satisfied for the rest of the day.

Afternoon to Pick Up: During this time, we often enjoy outdoor play or informal group activities.

Quiet Time

We believe that children under five (5) years of age need individual quiet time and or rest, as a part of their daily routine. Children will be provided with a minimum of thirty (30) minutes a day for quiet rest. Since all the children are constantly engaged in stimulating activity and social situations we require that everyone participate in quiet time after lunch. Realizing each child's rest needs are different, we try to offer

alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Sleep mats and nap sheets will be provided to children who do choose to sleep, and our educators will sit with or lay with children who may need some assistance in falling asleep. We encourage families to bring a blanket from home for their child to use during nap time. We will launder these blankets, or you are welcome to take them home to wash as well.

Some of our toddlers may have individual schedules that will determine when they nap. We will work with each child and family to ensure that their needs are met and that we can provide them with the rest time that they need.

School age children will not be required to lay down, nap, or have a rest 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 afternoon.

Drop Offs

Parents MUST physically accompany their child into their assigned Prairie Lily area every morning and sign their child in immediately after dropping their child off in the appropriate room. This is done to have great communication with all families, to comply with provincial legislation for tracking hours, and for subsidy tracking as well. It is extremely unsafe to let your 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. This is for their protection in case of a lockdown, fire, or other emergency.

Pick Ups

All children must be picked up and clocked 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 Permission to Pick Up 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.

Clothing

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child will get dirty! Children will have opportunities for outdoor play twice a day weather permitting. Children will go outside if the temperature is above -25 degrees or below +25 to 30 degrees with the wind chill and heat index taken in to consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in Centre clothes, please wash the clothes and return them within one week. It is strongly suggested that all clothing brought or worn to the Centre have the child's name on it. We try our best to keep clothing clean and neat during the day, but please understand that there may be times where your child gets messy or dirty, and you may want to take that into consideration while dressing your child for the day!

Toys

Prairie Lily provides a wide variety of toys, games and other resources to offer children during Centre time. Groups may do Show and Share times where children are permitted to bring toys from home. We strongly encourage personal toys to be kept out of the Centre, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be clearly labeled with the child's name. We are not responsible for stolen, lost or broken toys or clothing.

Diapers

Please provide diapers (and specific diaper ointment if needed) for your non-potty-trained children. Please refrain from bringing cloth diapers with your child if possible, as it is not recommended to use them in a large Centre setting by Public Health. You may also be required to provide wipes and bum creams/powders. All items must be labeled with the child's first and last name. You can bring a package of diapers to leave at the Centre. You will be notified when your child is running low on diapers. If you run out of diapers, we will provide them to you automatically for up to a two (2) days grace period. If you still have not provided diapers after the grace period, we will provide you diapers at a \$2.00 per diaper charge

Toilet Training

We will work together with parents during the potty training process. If we see a child start to show an interest in potty training while present at the Centre, we will initiate a discussion with the family about beginning this process. Likewise, if your child is showing an interest in potty training at home, please inform their educator so that we can come up with a plan that is as similar to your style of potty training at home. We would like to make sure that if your child is able to go to the bathroom on the potty at home that they do so at the Centre as well. If you have a method that has been working for you, please let your child's educator or the Director(s) know and we will see if it works with the Centre to adopt this method for your child. If you have no preference in how your child is potty trained, we will work with them as we do with other children to ensure we are doing our best to give them a successful potty training experience.

Should you discontinue potty training at home, please let us know. If a child shows no interest in potty training, we may choose to discontinue and try again at a later date. If you choose to potty train with underwear, please be sure to supply plenty of extra underwear and clothes including socks and if at all possible a spare pair of indoor shoes. Soiled clothing will be sent home to be washed, please ensure you are taking this home at the end of every day. Children must be dry (including bowel movements) in a pull up/diaper or plastic pants for a consistent period of time before they will be allowed to wear underwear at the Centre. Children will be put into a pull up or diaper during nap times until they have been accident free during nap times for 2 weeks.

Educator to Child Ratios

Educator to child ratios are based upon guidelines set by Saskatchewan law. The following chart shows the maximum ratios that we observe.

Infant Groups	Children are weeks to 18 months old.	We provide one Educator for every 3 children.
Toddler Groups	Children are 18-30 months old.	We provide one Educator for every 5 children.
Preschool & Kindergarten Age Groups	Children are 30 months to 5 years of age, or until their last day of Kindergarten.	We provide one Educator for every 10 children.
School Age Groups	Children are in Grades 1 through 6.	We provide one Educator for every 15 children.

Children Requiring Special Accommodation

Prairie Lily Early Learning Centres are happy to be inclusive. 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.

If you believe that your child requires special or extra help, our Director(s) may be able to work together with you to arrange for extra funding and staffing for your child's optimal development.

Please note that due to working with limited space, we may be unable to accept children with wheelchairs or walkers in our Dempsey Avenue location. Families are welcome to contact us at any time to see if we can accommodate your child at this location. If we can, we will find a space at one of our other locations or help you find appropriate care.

Supplies

Each child will be provided with all the instructional supplies necessary. Please mark any and all items brought into the Centre clearly with your child's name. Additional personal items which are needed include:

- A small blanket for rest time
- A small pillow and/or a stuffed animal/doll for resting if needed
- A change of clothing
- Indoor Shoes
- A sippy cup (Toddlers only) and water bottle

Blankets and nap items will be stored in individual bags to prevent the spread of germs and will be laundered once per week at the Centre or may be taken home to be cleaned.

Portraits and Pictures

We arrange pictures once a year in the fall. Children from our unlicensed programs, as well as some Kindergarten children, may not be able to participate in these photos due to being in school. The fall photos usually include an individual photo, group photo, and button per child and should be delivered in time for use as holiday gifts. The costs for these packages are the responsibility of the parent(s)/guardian(s) and all money must be turned in prior to picture day. If money is not received before picture day, your child will not have individual photos taken but will be included in the group photo, which you will have the option of purchasing after picture day is over. Notices will be sent home regarding the dates for picture days and Prairie Lily Early Learning Centres will not be responsible for your child's picture being taken if money is not turned in on time.

In addition, we may take pictures of the children playing, for use on their cubbies, for use with a project, or we may need pictures of children for promotional use. There is a Media Release Form included with your enrollment paperwork giving us permission to take your child's picture or include them in short video footage.

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. We will 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.

Payment Policies & Procedures

When a child is first enrolled a family 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 month's 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. All fees are non-refundable except for overpayments by a parent/guardian due to subsidy fluctuations. For more information regarding subsidy payments, please see the Child Care Subsidy section below.

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 meal 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.

In the case of summer break for our school age and unlicensed care, 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 in increments of 2-3%, or what is needed to smoothly operate our Centre. All increases will be decided by our Parent Board.

Child Care Subsidy

If you are expecting that you will receive subsidy payments, you will still be responsible to make your first full months' payment on your own by the date specified in your contract. If you receive subsidy you will also be responsible to send in all paystubs in a timely manner. If you get behind on subsidy payments by more than two months due to outstanding personal information you may be responsible for paying fifty (50) percent of the outstanding balance as required by the director.

Clients wishing to use subsidy must make these arrangements on their own and list us as their Childcare provider. You may enroll in the subsidy program once you have officially enrolled your child in our program. Clients wishing to transfer from a private pay client to a subsidy client must come to the office and fill out an Application for Child Care Subsidy which can be found on our website.

The initial registration fee as well as any late fees accumulated will remain the responsibility of the client and not that of Subsidy.

We require that all subsidy clients pay for any month in full where they do not meet attendance requirements. Any child receiving subsidy while enrolled in our programs (up until the last day of Kindergarten) must be in attendance for a minimum of 36 hours per month. If a school age child is enrolled in our licensed care they must attend for a minimum of 20 hours per month.

Receipts and Statements

Parent Account statements will be sent home quarterly for families who do not have an account balance. Any family with a balance will receive a monthly account statement.

Receipts are available upon request, but are usually kept in the office until year end. Receipts will be completed and ready for pick up at the end of February. Any reprints for receipts due to misplacement will be at a cost of \$50.00 payable to the Director.

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

All of our programs close 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. Please synchronize your watch with this clock. 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 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, 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 request that all absences be reported to the office prior to or the day of the absence. 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.

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 a highly interactive learning environment. 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
- Completed educational requirements or currently enrolled in Early Childhood Education classes.

We expect all our educators to conduct themselves in a professional matter at all times 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.

Work Education & Practicum Students

We often will have students from local high schools, colleges or SaskPolytech in our Centre. All of these students must bring in a criminal record check and a letter from their school requesting a certain amount of hours or learning objectives to be completed while they are in attendance. If at any time a student poses a threat to our children or a distraction to our staff, they will be removed from their work placement.

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 of 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

Breakfast, lunch, and snacks should not be brought from home without prior approval. The Centre will provide these meals for the children. To ensure that all children are eating safe foods for everyone in the Centre, the following guidelines must be met:

- Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the Centre.
- This food is considered a supplement to what we serve and should meet nutritional guidelines.
- Perishable food brought from home should be contained so as to avoid contamination. If frozen meals are brought in for storage and future use, they must be clearly labeled with the child's name and the date of preparation.
- 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.

Children's Birthdays

Birthdays are special days for children. If you wish to celebrate your child's birthday, please make early arrangements with your child's educator. If you wish to bring something special for your child and their group, we would ask that you bring a game or non-food related treat due to the severe allergies that we have in our Centre.

Meals & Snacks

The meals and snacks that we provide consist of a breakfast, lunch, and an afternoon snack. If the children become hungry at any other time during the day, food will be provided to them to help with proper growth and to help children stay away from hunger based negative behaviors. 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.

Curriculum

We believe that children learn about their world by doing hands on, sensory exploration and learning experiences. They learn through both free and structured play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen to follow the provincial Play and Exploration Guide which basically states that we must be confident that children are competent learners who instigate their own learning and that learning comes from open-ended experiences. We believe that adults are facilitators of children's learning. 90% of brain growth occurs from zero to 5 years old and we recognize the important part that we as educators play in that. Each educator will plan experiences that will draw the child in to play without forcing them, and will plan activities based on the interests of the children in their groups. Your child's group will follow a general (yet flexible) schedule that is outlined in this manual. We will incorporate new ideas and concepts in Early Childhood and School Age Education and strive to educate ourselves while building a daily program that will meet the needs of the majority of the children in the group. Our curriculum will be built around the developmental levels of the children in the Centre and with realistic expectations in mind. We will provide more sensory based learning for younger children and will slowly add in more complex learning as they grow and develop.

INFANT CURRICULUM (Offered only at Sacred Heart)

Our infants will follow a very different daily schedule than most of our other groups. Our educators will be very focused on developmental milestones and ensuring that children reach them with success. Programming may be as simple as working on gross motor skills such as crawling and walking, to cognitive development including language and communication skills.

Infants will be able to develop at their own pace, and there will not be a set daily schedule as they all will have varying needs to consider during the day. Infants will be encouraged to move towards our toddler schedule when they approach the ages of 15 or 16 months, as they will transition out of the infant room at that time, and we wish for them to be as prepared as possible for that change.

Other infant programming will include sensory play, art activities, group play and music or stories, just to name a few areas.

TODDLER CURRICULUM

We will keep your child on his/her daily schedule as much as possible when they begin with us. If they need a morning nap to help get adjusted to our schedule, they are able to do that, and we will slowly help them become accustomed to our schedule. If they still require a soother, bottle, or blanket, please bring that with them so that they are as comfortable as possible while transitioning to a new space. As the children grow out of needing these items we will work with each family to help them become independent of these things in a way that is not stressful or harmful to your child.

During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language and physical skills. Group activities and sensory play are some of the main ways that we learn with this age group of children here at our Centre. These activities may include, playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, developing fine and gross motor skills, and exploring outdoors.

PRESCHOOL CURRICULUM

As the children grow older and reach new developmental milestones, our programming will change to reflect that. The program that we offer for our preschool children is based on the children's interests while incorporating educational concepts such as math, science, and pre-reading skills into play times and group activities. Children are welcomed into group activities but not forced to participate.

The preschool curriculum will cover the following areas: fine and gross motor development, autonomy and social skills, personal work habits, language development, mathematics and science, music and visual arts. We provide opportunities to introduce these concepts through circle times, song and dance, games, crafts, experiments and structured free play. We believe that focusing on these areas and providing these activities will prepare children for kindergarten with both social skills and a foundation for learning.

MIXED-AGE GROUPINGS:

Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. Our educators use mixed-age grouping to help ensure that our older children are learning to be helpful, patient and tolerant, while developing increased confidence in their own skills and

abilities. Our younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.

Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

We do not use regularly use mixed age groupings at our School location due to the insurance differences between our licensed and unlicensed programs.

GROUPS & GROUP SIZE

We want to provide a home-like yet educationally challenging and appropriate atmosphere for children of all ages. Our groups are based upon three considerations which are: the individual developmental needs of each child, provincially legislated educator to child ratios, and the overall enrolment plan of the Centre. Children who are not yet in school are generally divided into groups by age since this usually keeps them with children in their own developmental level and keeps our age-based educator to child ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

Educator & Client Relationships

Prairie Lily considers it up to the parents' discretion if they would like to hire our Educators for care outside of our normal business hours. However, we stress that we are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by Prairie Lily.

All educators and parents/guardians must sign a waiver stating that they understand this policy when they are engaging in this type of commitment outside of Centre hours. These forms will be kept in both our Parent and Educator files.

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 child care 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 welcome parental visits and we welcome parents to feel that they have access to the Centre during operating hours. 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 for the Normanview location and 306-751-2749 for the Ruth M Buck location. You may also e-mail info@prairielilyelc.com

- Parent Volunteers on Field Trips and Outings (can be other family members as well)
- Open Houses
- Volunteers during busy daycare times (Special Meals, Picture Days, etc.)
- Individual Meetings and Program Plans (if needed)
- 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 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.).

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 any and 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.

Unusual Occurrence Form

Unusual Occurrence Forms are filled out any time a child has to leave the Centre to seek outside medical attention beyond the First Aid that we may be able to provide. Unusual Occurrences could also include situations with intruders, unsafe neighborhoods, fire, inclement weather, or lost children. Parent/Guardian will be contacted immediately if an incident occurs that requires further medical attention to transport their child. If the Centre cannot get ahold of any Parent or listed Emergency Contact, the Director will transport the child in an insured vehicle to the nearest Medi-Centre (Stapleford Medical Centre) or Hospital (Pasqua Hospital). If it is a life-threatening emergency or needs urgent attention, an ambulance will be called immediately and the parent/guardian will be notified of where they can meet the child. Any child going in an ambulance will be accompanied by the Director or next available Supervisor. Unusual Occurrence Forms are signed by the attending educator, parent, Centre Director and Board member. They are then sent to the Centre's Child Care Consultant with the Ministry of Education and kept on file with 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.

We take precautions to keep the children's personal items separate and stored individually to help stop the spread of germs or disease as much as possible.

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 of recommendations from Public Health. We shall send children home immediately for the following (not a comprehensive list):

- Fever of over 38° F (100.4° C), which would be 38.5° F or 101.3° C if taken with an Ear Thermometer
- Unexplained vomiting
- More than three episodes of Diarrhea in one day
- Unexplained skin rash/hives/marks on body
- Runny eyes/pus in eyes
- Live Nits in hair
- Suspected broken bones
- Suspected concussion type injuries

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 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.
- Parents will be given a Symptoms of Illness Notification by their child's educator and will need to sign it before leaving the Centre with their child. This form will be kept in your child's file in the office.
- 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.

Required Time to be Away

The following are the expectations we have for how long your children are to be away from the Centre when they are sent home during the day.

- Fever: Children must have a normal temperature without the help of Tylenol or a similar product for 24 hours.
- Vomiting/Diarrhea: Children may return to the Centre 24 hours after the last episode of either vomiting or diarrhea.
- Rash/Hives/Marks: Children may return after any sores have crusted over or after written clearance to return has been provided by a doctor.

- Pus in Eyes: Children may return to Centre after discharge has ceased or after antibiotics have been used for 24 hours.
- Infections: Children may return after being on antibiotics for 24 hours.
- Lice: Proper treatment must be applied to child's hair and all lice must be removed. Children will be immediately sent home if any live lice are discovered.

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. Because we are a small Centre, it is easy for us to determine what a drill is and what a real fire is. Children will be evacuated according to the diagram posted in each room or as directed by the Director or emergency personnel on scene. Both the house and school locations have fire alarms that are connected to security systems that will immediately notify emergency personnel, however, the Director, supervisor, or most senior staff member will also call 911 during this event.

If children are evacuated from the house location, they will go to the school. If they are evacuated from the school location, they will come to the house. 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 and everyone should take cover under desks, tables or in tornado safe areas such as under the stairs or tables in the basement or in the basement bathrooms if necessary. Children will be covered with sleep mats if they are hiding in any of these areas.

In the case of an actual tornado, educators will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to be released.

Blizzard and Power Failure

Prairie Lily Early Learning Centre will make every possible effort to be open but may choose to close due to severe or inclement weather or other extenuating circumstances. Any Centre closures will be decided by the Board, and Employees will be notified at that time. We value the safety of our Educators and work to protect them as much as possible. 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, a ratio sufficient number of the educators, including an on-site supervisor, will stay with the children for as long as necessary. This team will provide activities for the children to participate in until their parents arrive.

In the case of a power failure and inclement weather, we will notify the parents and ask them to pick up their children as quickly as possible. 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 water is turned off for more than two hours, children will be sent home based on recommendations by Public Health and sanitary reasons.

If the Centre is to be closed, email and text communication will be used to inform the Parents and Guardians of children attending Prairie Lily Early Learning Centre. This closure will also be posted on the Centre website, social media pages, and through Reminds and HiMama. If parents are unsure of our status, they are encouraged to phone the Centre.

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.

If needed, the Centres will follow Lockdown procedures as recommended by Ruth M Buck school. If we are in Lockdown mode, no parents will be permitted to come in or to leave the building until it is over.

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.

Permission Slips

Parents must fill out permission slips in order for the children to be released 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 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,
- 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, and
- 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 of the daily attendance sheet and keep all of 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 provided with care at the location they are registered at if they are enrolled in one of our licensed programs.

If your child is dropped off at the Centre and they are a part of our unlicensed Before & After School program, you shall be responsible to care for your child until the group's time of return to the Centre.

You shall 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.

Preparing Your Child

Please ensure that your child is dressed appropriately for the day of the field trip or outing. If it is a warm spring or summer day, please consider sending the following:

- Hats
- Sunscreen/Bug Spray (which can be kept at the facility for your child's personal use throughout the summer)
- Appropriate footwear (please avoid flip flops for busy or active outings)
- A water bottle with your child's name on it
- A light jacket or sweater

For a cool fall or winter day please consider sending the following:

- Winter Boots
- Ski pants or splash pants
- Mittens, neck warmers, toques
- Warm socks

- A warm jacket or winter parka
- A water bottle with your child's name on it

If you are unable to provide any of these items, please contact the office prior to the outing. We have many extra and donated items on hand and would be happy to share them with your family if you require assistance. A call ahead to the office to arrange this is appreciated as we can then make sure we have enough items to go around for the group that is attending the field trip.

Transportation Policies

We are committed to maintaining safe vehicles and following procedures/policies to meet and/or exceed all standards set by provincial law. We will only transport children in select personal vehicles in case of emergency, any other instances of transportation will be provided because of outings or field trips. For any planned outing the mode of transportation will be posted for parents within the Centre prior to outings taking place.

Our Vehicles

All vehicles used to transport children will be registered with SGI and have been approved by the daycare Centre for transportation. All vehicles will have current insurance coverage for the motor vehicle and proof of such will be kept in the vehicle and on the facility premises.

Our Staff

All drivers will be at least 18 years of age and will hold a valid Saskatchewan driver's license; they will also meet all standards set by Saskatchewan law concerning the class of vehicle being driven.

Safety

All children under the age of 4 years (or who weighs 40 pounds or less) will use an approved car seat while being transported in a staff vehicle. This seat will be approved by the daycare board and will comply with all provincial regulations. All children over 4 years and 40 pounds will be provided a booster seat while being transported in a staff vehicle.

All children will always be attended by an adult while in a vehicle – no child will ever be left alone in a vehicle for any reason while in a staff vehicle or on arranged transportation for outings. No children will be allowed to open or close any door or window of any vehicle.

All doors of the vehicles will be locked whenever the vehicle is in motion.

In the case of an accident while transporting children, the Ministry of Education Early Learning Branch will be notified by phone within 24 hours and a written report (Unusual Occurrence Report) will be submitted to them within 7 days. All accidents will be reported to SGI and proper authorities as well.

All staff who use their vehicles for Centre transportation purposes will be trained by SGI on how to properly install a car seat or booster seat into their vehicle.

Staff Vehicle Transportation

An Emergency Information Binder which includes information for all children enrolled in the Centre will be carried in the vehicle in addition to a Passenger Log stating the name of each enrolled child being transported. Each individual child will be listed separately by first and last name and will be counted as an individual entry. Each entry will be dated and a trip description/reason will be provided.

All Passenger Logs will be kept at the Centre for one year or until the next annual licensing re-evaluation.

Previously Arranged Transportation

An Emergency Information Binder which includes information for all children enrolled in the Centre will be taken along on each trip and looked after by a designated staff member. A copy of the sign in sheet for the day of the trip will also be taken by the designated staff member.

Miscellaneous Information

All Children transported to school (by pre-arranged school bus or cab) will be the responsibility of their school after leaving Prairie Lily property or assigned operating areas. We will not arrange any transportation with any school bus or cab companies.

Arranging transportation will be the sole responsibility of the parent or guardian of the child.

When staff are walking children to and from school, the Centre staff will accompany the children across any and all streets. Staff will ensure that the children are safely on the playground of their school under the supervision of a teacher before leaving them. On days where it is an indoor recess staff will ensure that the children are safely within their school building before returning to the daycare.

It is the Parent/Guardians full responsibility to ensure that if they have a late drop off (outside of Prairie Lily program hours) that they have informed the office or appropriate educator to let them know their child will need to be picked up. If the daycare is not informed of this, the Centre will not be responsible for anything that may happen to their child if they come to the daycare Centre unaccompanied.

No audio headphones or cell phone will be used by any staff members while driving children, accompanying children on outings, or while walking children to school.

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

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behaviors and develop self-control. The foundation for our Discipline Policy is an organized, well set up classroom and prepared educators. We strive to develop a positive relationship between the educator and your child. We also believe that if an interesting and

challenging program is offered to the child, then behavioral problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

We believe that developing healthy behaviors through positive and loving behavioral guidance will also contribute to developing a healthy sense of self as well. Therefore, we are committed to keeping the following discipline strategies out of our Centre in accordance with the Child Care Licensee's Manual of Saskatchewan:

According to licensing rules for child care in Saskatchewan (The Child Care Regulations, 2001; PART III - Standards for Facilities; SUBJECT - Child management; PAGE 5-3; DATE: August 1, 2002; CDC Licensee's Manual):

SECTION 14

(1) The following practices are not permitted methods of child management with respect to a child receiving child care services in a facility:

- (a) Corporal punishment;
- (b) Physical, emotional or verbal abuse;
- (c) Denial of necessities;
- (d) Isolation;
- (e) Inappropriate physical or mechanical restraint.

(2) A licensee of a facility must:

- (a) Develop a written policy with respect to child management that is consistent with subsection (1); and
- (b) Ensure that all employees and volunteers who provide child care services comply with the policy required by clause (a).

The intent of this section in the licensee's manual is to protect children from inappropriate child management practices and to enable children to learn independence and appropriate acceptable behavior.

We will not spank or use any other type of corporal punishment. Corporal punishment is defined as the "infliction of bodily pain as a penalty for behavior of which the punisher disapproves". Discipline will not be related to food, rest or toileting, nor will it be shameful, humiliating, frightening or abusive towards the children in any way. We promise to understand the developmental level of each child so we can meet them at the stage they are at and to be reasonable with our behavioral guidance and discipline. We will praise children and recognize their good behavior along with guiding the children away from negative behaviors. We will work with parent/guardian to provide as

much support as we can with difficult behaviors and to be as consistent as possible with our discipline strategies so that you as parent/guardian are confident in knowing your child is being treated fairly and with care while at Prairie Lily.

When it comes to managing a group of children, we would consider the following to be examples of difficult behaviors that we would work on (not a comprehensive list):

- Running in the classroom
- Leaving the area or group without permission
- Becoming disruptive
- Removing shoes or other articles of clothing (for safety reasons or personal boundary reasons)
- Throwing toys, rocks, sand
- Using toys and materials inappropriately
- Aggressive behavior towards self or others
- Abusive, or inappropriate language
- Arguing with team members or other children
- Lack of Cooperation
- Behavior determined by the director to be unacceptable
- Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair

We believe that most of these behaviours can be prevented through providing a consistently supportive environment that is carefully thought out and arranged to encourage positive interactions among our educators and your children, where the educators have realistic expectations of children's capabilities and provide natural consequences for behavior, both positive and negative.

The goal of discipline and behavioral guidance at our Centre is to help children develop their own self-control, to develop school ready social skills, and to learn how to interact positively with other peers and adults. To foster an environment such as this, we believe that our desired approaches to discipline for children include (but are not limited to):

- Setting reasonable limits
- Using gentle reminders to change behavior
- Providing explanations for why we are asking them to change certain behaviors
- Offering appropriate choices and redirecting behavior
- Assisting children in making choices
- Anticipating children's needs through careful classroom observation
- Helping children see consequences to their actions and words

- Recognizing individual children's differences in age, temperament and experience
- Ignoring behaviour where appropriate
- Removing children from the situation where appropriate

Child management will be different and individualized for each child depending on the the following factors: the age of the child, the personality of the child and the type of behaviour the child is exhibiting. Caregivers will be flexible in their practices using a progression from preventative techniques to discipline.

Preventative techniques will be naturally included in the daily routine of the Centre. We will be committed to provide constant and quality supervision while providing enough activities to keep children engaged and interested in different learning opportunities. We will provide multiples of toys (especially favorites) and will allow enough time to complete activities while clearly preparing children for transitions and change. There will be a free flow to the day, with the children being given choices of participating in activities that draw their interest, and the educators will adjust their planning to reflect the interests that the children are displaying. Giving children responsibility and letting them help in choosing what they would like to do each day while providing them opportunities to help the educators when needed will prevent so many of the difficult behaviours that we would like to avoid having in the Centre.

Our educators will be committed to respecting children's feelings while building close and caring relationships with all of the children in their groups. By doing so, they are able to discipline and guide behavior from a genuine perspective, and the children can recognize in turn that the educators want to work with them because they care for them. We believe that behavior can and will change to be positive based on a relationship of mutual respect and care.

Removing the child from the group is always a last resort, and every effort will be made to ensure that the children can self modify their behavior in a way that saves face and does not embarrass them. If a child becomes out of control (starting to harm themselves or others or is unable to emotionally calm down), the educator will provide the child time to settle down and think about what happened in a safe and comfortable place followed by a short discussion of how better to deal with the situation.

Ongoing problems are discussed with the parent and solutions are arrived at together. Child management and behavioral guidance will be different for each age group and no one way of discipline will be applied to every situation or event.

Our educators will take the following steps when presented with a difficult behavior:

- Encourage child(ren)'s good behavior and/or redirect his or her activity when needed.
- Have the child join them in play or in a learning experience and provide a closer support for them while they process how to handle a social or personal situation.
- Problem solve with the child within the larger group setting to resolve any issues or (as a last resort) provide the child a safe place to calm down away from the group followed up by a teaching moment with the child after they have calmed down.

Returning to the group from a quiet time will be child led and they will decide when they are ready to come back to the group. If they need help returning in a positive way the educators will work with the child to prepare them to return to the group play environment. Children will be provided with quiet areas to play and regroup any time that they are needed and will not be offered in a negative fashion by our educators.

If there is an undesirable or negative behavior that persists with a child in our Centre, the educators will bring this up with parent/guardian and will work with them as a team to ensure that this behavior can change and improve in the following days and weeks. This behavior will be documented by using incident reports and communication logs.

If behavior does not change and becomes disruptive to the area and educators on a regular basis, the Director will request a conversation or meeting with the parent/guardian of the child. During this conversation or meeting, documentation will be provided by the Director and educators that work with the child to ensure a factual and true approach is taken to resolving the undesirable behaviors.

If a behavior is harmful to a child, their group or educator or destructive to the Centre and the child refuses to stop after every effort has been made, the parent/guardian will be notified and the child will be removed for the remainder of the day. This decision will be made solely at the discretion of the Director. No discounts on fees will be given due to missed days caused by negative behaviors. Behaviors that may cause a child to be sent home include (but are not limited to):

- Physically hurting or harming other children or educators
- Self-Harm
- Purposeful destruction of daycare buildings or furnishings
- Repeated use of foul language or lewd behavior
- Refusal to stay in the area where their group is; running away

If, after proper documentation has been completed, and the parent(s)/guardian(s) have met with the Director and the behavior is still not changing, one month's notice will be given to families regarding Termination of Services. This will be a last resort and will only be given after every effort has been exhausted on behalf of both the Centre, the child displaying the behavior and their parent/guardian. We consider this to be a drastic measure and would not resort to doing so unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or educators and, that threat cannot be eliminated or resolved.

Prairie Lily expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We are committed to providing each child with a warm and loving atmosphere in which to grow and learn.

Biting Policies

Biting is a common and a developmentally appropriate behavior in young children, especially from 9-30 months of age. Generally, children over the age of 3 will have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs mainly as a result of a child's inability to communicate. Children may become frustrated or upset by a new experience, and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to parents, guardians, and educators when it occurs. The goal of our policy is to replace the child's undesirable behavior with a more effective way of communication or expression and to ensure the health and safety of everyone in our program. The following is a plan of our pre-emptive strategies:

- Educators will remember that this is a developmentally normal (albeit socially unacceptable) behavior in young children.
- Educators will remain calm at all times when dealing with biting in the Centre. When educators remain calm it diffuses much of the situation between children.
- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums. Teething rings or child appropriate teething toys will be provided as needed. If the parent/guardian would like to provide topical gels or medication, it will be their responsibility to fill out and ongoing Medication form with their child's educator.

- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs. Educators will role model appropriate problem solving and verbal communications.
- Parent/Guardian will be notified if their child is bitten while at daycare. However, in order to maintain confidentiality and privacy of all our families, parents/guardians will not be informed of the biter. This policy is not in place to frustrate the parent/guardian but to promote a safe and happy environment for all families.
- If a child bites frequently, educators will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents/guardians may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parent/guardian of the biter to ensure staff and parents/guardians are working together to understand and prevent this behavior.

In order to ensure the safety of all children, if all attempts to stop chronic biting fail we reserve the right to remove the biting child from the program.

Communication Policies

We will do our best to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the educators have responsibilities for all of the children in the group. It is also good to remember that the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of our planning and programming for the earlier hours and the majority of the day. We suggest that you go to your child's educators to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's educator for more detailed conversation. The best time to call and speak to your child's teacher is during naptime. You may also use Reminds to communicate with our Educators. There is always a member of management available for you to talk to in person or on the phone.

Please refrain from personally texting your child's educators, especially during the work day, as they need to remain free from distractions while looking after the care and safety of the larger group. We will always strive to provide ways that you can communicate with our staff during the day. These channels of communication may change as new apps and technology becomes available, so please enquire upon enrollment as to what we use so that you may be a part of that.

The success of our program is based on establishing a healthy and positive partnership between our educators and our parents/guardians. Open and frequent communication will help your child have a great first early learning experience. We will work to keep you informed concerning your child's day and overall development through several written means.

- Our website and blog posts
- Letters or notes from the Director or your child's educators
- Informative Posters throughout the Centre
- Appropriate forms (Minor Incident Forms etc.)
- Daily written communication for our toddler parent/guardian regarding naps and diapering information.
- White board calendars and notes.
- Hi Mama and Reminds

If a serious issue arises, there will be formal written communication from the Director. Please communicate with the Director only regarding complaints or any other serious issues by email or phone.

Licensing Standards & Procedures

This facility is regulated by the Ministry of Education Early Learning and Child Care Branch located at:

Early Childhood Education Unit
Early Years Branch
2220 College Avenue
REGINA SK S4P 4V9

Email: ece@gov.sk.ca
Phone: 306-798-5129
Fax: 306-787-0277

If you have any questions or concerns about our facility and feel that you are unable to address them with the Director at any time you may contact a Child Care Consultant at: 1-855-824-9419. We follow the standards set out for us in the Child Care Licensee's Manual, which is available for you to view as a print copy in our office or by visiting [here](#). All of our recent inspection reports are available, upon request.

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.