

Brookview Montessori Child Development Center

Policy and Procedure Manual

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INTRODUCTION

Welcome to Brookview Montessori Child Development Centre. We hope that your involvement with our Center will be a positive experience for both you and your child. We ask that you acquaint yourself with the information provided in the Policy and Procedure Manual which includes the policies, procedures, and philosophy of our center. In order to look after your child's every need, it is up to all of us.

If you have any inquiries please contact Sherri Jaillet or Amy Nicholas at 780-436-4504 or email us at brookview@shaw.ca

Mission Statement

We believe that child care should be an extension of the home, supplementing what the child is learning at home. Brookview Montessori Child Development Center provides a special kind of learning experience focusing on all areas of a child's development: social, emotional, intellectual, physical, and creative. We strive, as you do, to encourage children to grow in self respect, self control, responsibility, and independence.

Daycare Program Philosophy

At Brookview Montessori Child Development Center our philosophy is based on "Learning through Play". The primary focus of the Montessori program is intellectual development of good work habits. In order to enhance the children's development as a whole person, we offer a variation of the Montessori program that is more flexible and focuses on all

areas of development: social, emotional, intellectual, physical and Creative.

The Montessori Method is based on the prepared environment, a carefully planned arrangement of surroundings, equipment and materials. We will be fostering moral development and emphasizing such components as cooperation, self control, order, responsibility, patience, and common good. We believe, as Maria Montessori did, that children learn best by being active and by doing.

Our goal is to provide an environment that will enable the child to develop to his/her optimum potential in all aspects of development. Our qualified staff facilitate this environment and work to enhance the children's sense of self respect, self control, responsibility, and independence.

When the child enters in the morning, he is greeted by his teachers, and then he/she is given the freedom to explore the various learning activities and interest centers that have been prepared before his/her arrival: House Keeping/Dramatic Play Center, Library and Music Center and the Sand/Water Centre. The centers are always available and the materials in them are changed weekly and based on the learning theme. The learning centers are not arranged for ease of movement and convenience of use, but rather for maximum challenge to the body and mind. A teacher is always nearby to support when the child when needed. We are always available to answer any questions, offer a challenging statement, or make a suggestion in keeping with each child's current level of achievement, interest, ability, and needs. The children are given time to grow, room to explore, experiment, to discover, to play and to be a child.

Out of School Care Philosophy

At BMCDC we believe that children are entitled to opportunities which support and encourage their emotional, intellectual, social, cognitive and physical development. We believe that children are important individuals who develop at different rates and in their own ways. We seek to stimulate and develop children's creative thinking and problem solving skills through both staff and child directed activities. We strive to promote a positive self image for each child by encouraging exploration, fostering the development of social skills, cultivating friendships. We encourage children's involvement in the broader community to help promote a strong sense of community within children by giving children opportunities to participate in community projects and special events. We believe that children learn through play and personal experiences which foster each child's growth and development. We believe that children's programs should create an environment of trust where friendships are encouraged and each child learns a positive sense of him/herself. We support and encourage cooperative partnerships between parents and staff in order to meet the needs of all the children in our care.

The most important goal of our program is to give children a positive sense of themselves. Children are encouraged to try new things, ask questions and express themselves. Our staff members spend a lot of time interacting with the children, continuously making positive comments about children's activities, curiosities and accomplishments. We strive to help children develop confidence, independence and a desire to learn.

Our program sets goals for each child in all areas of development:

Social: to encourage children to be comfortable at the Centre, to make friends and to feel part of the group.

Emotional: to encourage children to feel pride and self-confidence, to develop independence, self-control and a positive attitude.

Physical: to help children enjoy indoor and outdoor play, to develop large and small muscle skills and independence in self-help skills, to provide equipment and experiences for children to challenge themselves and others.

Cognitive: to encourage children to ask questions, make decisions and solve problems, to encourage trying out new ideas, to help children become excited about learning, to provide cooperative team experiences where children learn group dynamics and working with others.

Creative: to provide opportunities for children to express themselves and their feelings through art, music and drama, to encourage and support imaginative thinking, to provide a variety of "projects" for the children to explore and create.

ADMISSIONS

Hours of operation

Our hours of operation are Monday to Friday 7:00 am to 5:45 pm. We will be closed on all Statutory Holidays and other designated days.

Admission Policy

Admission is open to children 13 month - 12 years, whose individual needs and family needs can be met through our program. Children are allocated in spaces in such a way as to maintain our ratios and in accordance with governmental regulations. A registration form is to be completed and returned along with the \$50 non-refundable registration fee and the \$150 deposit due at the time stated by the director. This form asks for basic background information about your child including medical information and contact information. It is vitally important that you notify the Director, in writing, of any changes with respect to addresses, phone numbers, emergency arrangements, family status, and child allergies or medical problems. The number of children we can accept into our program is limited. If all of our spaces are filled, we will put your child on a waiting list and hold a space for you. For this we require a \$50.00 non-refundable waitlist fee. Spaces are not saved for children leaving the center for the summer months or for extended periods of time during the year unless the space is being paid for. Children's names may be placed on the waiting list for re-entry into the program.

A ONE MONTH written notice is required when you withdraw your child from the center.

We reserve the right to refuse care of your child. This includes any reason the Director and or license holder deems necessary. This includes late fees, not meeting your child's needs, illness, etc... In such case you will be given a termination notice from the Center.

Custody Policy

While it is preferable to avoid becoming involved in an access dispute the protection and best interests of the child will be our first priority. Access disputes between parents or other family members may be complicated by the fact that legal custody of the child has not been determined by a court or formal agreement such as a consent order.

The following guidelines will be applied regarding whether or not to release a child:

If you have any custody and access arrangements by way of consent or court order we request a copy for your child's records. However, it is not the daycare's responsibility to interpret, determine and enforce these orders.

If the child's mother or father that is listed on the registration form and/or that we have met comes to pick up their child we will release that child to that parent. This will include anyone listed on the authorized pick up list on your child's registration.

If you have sole custody and can provide a document that **clearly defines** the non custodial parent's access we will not release the child. Should the situation arise where a non

custodial parent comes to pick up a child, we will ask for supporting documentation for access and contact the sole custodial parent and the Edmonton Police if necessary.

In these circumstances it is very important to have regular communication with your child's teacher and with the Director.

Fees

Fees are due on the **FIRST** day of each month for that month. Postdated cheques are required to be left upon registration to avoid late penalty fees. The Centre charges a late penalty fee of \$20 and 24% interest per year. There is a \$20 NSF fee for each cheque returned. Notices of late payment will go out on the 5th day of each month.

Our fees are as follows:

Full Time: 13 months - 18 months	\$980 per month
19 months - 3 years	\$850 per month
3 years - 6 years	\$785 per month
Out of School Care (OSC)	\$440 per month
Part Time: 13 months - 6 years	\$60 per day(max 7hrs)
OSC Mornings only	\$10 per morning
OSC Full Days	\$60 per day
OSC Regular Dismissal	\$28 per afternoon
OSC Noon Dismissal	\$45 per afternoon
OSC Early Dismissal 2:30pm	\$32 per afternoon

The fees now include the children's art and music classes. Fees also include 2 preselected fieldtrips for the children attending Kindergarten!

Any extra activities such as fieldtrips are not included in the regular monthly childcare fees, parents will be required to pay the associated fees in addition to the monthly fee.

Subsidies are available from the Provincial Social Services to those parents who qualify. Subsidy Application Forms and Information Sheets can be obtained by visiting the Government of Alberta, Child and Youth Care Services website at www.child.alberta.ca. To be considered for a full time space, subsidized families must have their children in the centre for a minimum of 100 hours per month. Termination notice will be given to a parent who is behind in payment of their fees.

Arrival and Departure

Upon arriving at the centre, we ask that parents accompany their child into the room. Parents are to help their child get ready for their day and inform staff of their arrival. Parents must also sign in their child's arrival time in the attendance record book. You are encouraged to say good bye to your child before leaving the centre. If your child will not be attending the center, please call and let the Director know by 9:30 am. When picking up your child you must mark their departure time in the attendance record book. Please inform your child's teacher when leaving with your child.

Children will only be released to persons identified in the authorized pick up list. Staff may ask for identification. We

ask that you inform the Director if someone other than yourself will be picking up your child either by note or a phone call. We will not release a child to an adult who is intoxicated or under the influence of non-medical drugs. Alternate arrangements will be made by the staff to ensure the safety of the child, at the parent's expense.

PM ARRIVALS: Children are required to meet at the designated spot for their school dismissal time. It is the parent's responsibility to inform BMCDC when their child will not be attending at least 30 minutes prior to the dismissal time. Notification of absence can be done via email or by telephone. Should your child not arrive at their designated spot we will contact you upon arriving back at the Centre. After 3 incidences of non notification of your child's absence and you will receive written notification that BMCDC no longer contact you when your child does not arrive.

IRREGULAR ATTENDANCE: For children attending part time or with irregular schedules parents must submit a weekly or monthly attendance calendar in advance.

SCHOOL CLOSURES: Parents are responsible for providing written notification at least one week in advance to BMCDC of all non school days, PD days, non instructional days, holidays, and schedule changes.

Late Policy

Please ensure you have made arrangements for your child to be picked up by the designated time on your registration form. Your caregiver hours are scheduled between these times.

The centre closes at 5:45 pm. You are expected to pick up your child **BEFORE** 5:45 pm. The Director will take into consideration late pick up due to **RARE** and unusual circumstances i.e. car accident, excessive snowstorm, or car breakdown. However, a phone call is appreciated. High traffic volumes and accidents are regular occurrences and will be considered late. You will be charged \$1.00 for each minute that you are late, payable to the center.

Release of Child

If anyone else is picking up your child please be sure to let the staff know. Any individual who the staff are not familiar with or that does not regularly pick up a child will be asked for ID. Children are not permitted to be picked up by individuals who are not listed on the registration form. If we have any concerns we will contact the parent before releasing the child.

FOIP Policy

All information that is provided on your child's registration form and during your child's enrollment will be confidential and shared in accordance with the Alberta Government daycare licensing requirements and accreditation policies.

CHILD GUIDANCE AND BULLYING

Through discipline we help children develop self control. We want the children to feel strong and self confident and at the same time respect adults and other children. Children who like themselves and feel esteemed by others rarely act rebellious or sullen. Discipline refers to actions taken by adults to help children control their behavior. These actions include identifying what kinds of behavior are acceptable and helping the child to understand the possible consequences of unacceptable behavior. Giving a child the reason for why he is not allowed to touch or do something helps him in learning to manage his own behavior in the future. Adults help children to develop self control by being consistent, predictable, and by modeling desirable behavior.

The center has clear rules that will be followed consistently with each individual child. When making rules we refer to the following guide-lines:

- We cannot let children hurt other children
- We cannot let children hurt themselves
- We cannot let children destroy equipment or property
- We cannot let the children bully others in any way

The rooms will be set up and the program planned appropriately in order to prevent undesirable behavior. The teachers will be able to recognize when children are becoming bored and frustrated and when they need to change activities. We will never use sarcasm, physical force, or embarrassment to discipline a child.

Physical punishment of children, including hitting and spanking will not be allowed under any circumstance. Other discipline

methods that are unacceptable include time outs, harsh or degrading measures that humiliate or undermine a child's self respect, isolating a child, or withholding basic needs such as food, shelter, clothing, bedding or affection.

Guiding the Behavior for Infants and Toddlers

During the first years of life, bonding and trust are encouraged through the presence of a consistent and responsive caregiver. Security is strengthened in the infant when he knows that all of his needs will be met and met quickly. Undesirable behavior can be prevented by following these guidelines:

1. Give infants attention on an individual basis throughout the day. Develop a relationship with each child as if he/she were the only child in the center.
2. Plan a room arrangement that minimizes traffic and that allows for everything to be at their level. Make it simple.
3. Prepare and put out interesting activities in all centers.
4. Establish a routine that alternates quiet activities and active activities.
5. It vital that an infant's needs be met promptly by the teacher so that he/she may develop a strong, happy, trusting relationship.
6. Have a close relationship with the parents and solicit information from them about their children.
7. When infants are playing you must be with them on the floor, close at all times to encourage play, and reinforce appropriate behaviors.
8. Set clear limits and be consistent.

9. Always focus on what the child is to do rather than what he is not to do.
10. Redirection will be used if a child needs help with their behavior.

Guiding the Behavior of Three, Four and Five Year Olds

1. Develop a relationship with each child as if he/she were the only child in the center.
2. Plan a room arrangement that minimizes traffic and discourages the children from running.
3. Prepare and put out interesting activities in all centers in keeping with each particular child's current level of achievement, interest, ability, and needs.
4. Establish a routine that alternates quiet activities with active activities.
5. Establish close relationships with the parents and solicit information from them about their children.
6. Take time to teach the children to use the materials properly and be consistent in reminding them.
7. Always encourage behavior you want to continue with words of praise.
8. Set clear limits and be consistent.
9. Always focus on what the child is to do rather than what he is not to do.
10. We will redirect the child to another activity to give him the opportunity change his behavior.
11. If the child continues the unacceptable behavior give him the logical consequence of his actions.
12. When the children are fighting we will intervene immediately and stop the children from hitting each other. We will then teach them to solve the problem without hitting.

13. If the child loses control of his emotions and is crying uncontrollably, shouting, or having a temper tantrum, then we will ensure they are safe and deal with the situation once they have released their negative behavior.

Guiding the Behavior of 6-12 year olds

1. Develop a relationship with each child as if he were the only child in the center. These one on one interactions will help staff recognize the strengths and weaknesses of a child.
2. Prepare a learning environment that minimizes traffic, promotes consistent routines and well- defined expectations.
3. Prepare and put out interesting activities in all centers in keeping with each particular child's current level of achievement, interest, ability, and needs.
4. Establish a routine that alternates quiet activities with active activities.
5. Establish close relationships with the parents and solicit information from them about their children.
6. Take time to teach the children to use the materials properly and be consistent in reminding them.
7. Always encourage behavior you want to continue with words of praise.
8. Set clear limits and be consistent.
9. Always focus on what the child is to do rather than what he is not to do.
10. Use problem solving where appropriate. Teachers and children will talk through the situation while staff ask supporting questions to enable the children to come up with another alternative or solution to their problem.

11. If the child continues the unacceptable behavior we will give him/her the logical consequence of his/her actions.
12. When a child causes physical or emotional harm to him/herself or other, the child will be removed from the situation in order to allow the child to calm down. Staff will talk with the children involved about alternate and appropriate behaviors. Children will then learn how to solve the problem without harming themselves or others.
13. If the child loses control of his emotions and is crying uncontrollably, shouting, or having a temper tantrum, he/she will be removed from the group and given a quiet area to calm down. Once he/she has released his/her negative behavior the staff will then help the child to express him/herself in a safe appropriate way

INCLUSION AND DIVERSITY

At BMCDC cultural heritage is an integral part of programming and we ensure a variety of cultural and inclusive activities and material are provided and available to children. We encourage all children and families to share their cultural traditions and celebrations. Staff provide children with opportunities to celebrate individual differences and unique qualities. BMCDC will accept children of diversity depending on our ability to meet their needs and provide the type of environment they require.

HEALTH AND SAFETY

Illness and Medical Procedures

Upon enrollment at the centre, we require the medical status of the child, up to date immunization records and any known allergies or medical conditions. If a child becomes ill while attending the centre we will contact you promptly so that you may take your child home or to the doctor. An emergency contact including phone numbers and an address is necessary in the event that you cannot be reached. In an emergency the Director will take whatever immediate steps necessary to get medical help. You will be responsible for all costs associated for treatment and care. A sick child will be placed in the office or on a cot until the parent or guardian arrives. The child will be supervised during this time.

Parents are required to keep their child home if they display any of the following symptoms: fever, diarrhea, vomiting, undiagnosed rash/skin condition, obviously infected discharge, lethargy and irritability, persistent pain, cough, and communicable diseases as listed in Schedule 1 to the *Communicable Disease Regulation* (AR 238/85). A staff member who notices any of these symptoms when your child arrives will ask that your child be taken home or to a doctor for a note confirming that your child is healthy and not infectious.

If your child has had a fever, diarrhea or vomiting we ask that your child is kept at home for 24 hours after all symptoms are gone without the aid of Advil, Tylenol or other fever reducing medication.

Medication Policy

All prescription medications must be brought in their original pharmacy containers showing physician and patient's name, date of issue, and instructions for dosage to be administered. Parents must fill out the medication form with all the required information, including what medication was given at home. Please have a staff member show you the correct form to fill out as the forms for ongoing or emergency medication are different. All medication is kept in a locked container either in the fridge or in the kitchen.

Should your child require a non prescription medicine such as Tylenol please send the medication in an original container labeled with your child's name and date. You will be required to complete a medication form, including what medication was given at home. for this to be administered with an exact time. Non-Prescription medication will not be given on an as needed basis.

Should your child require emergency medications such as epi-pens or inhalers. You must fill out an emergency medication form with the required information including specific symptoms the staff should watch for. These medications will be kept in a basket in the office and will be carried in the Emergency backpack whenever your child leaves the center.

All medications will be given by a staff member holding a current first aid certificate at the time indicated on the signed form. The staff will ensure that they have read the label carefully to ensure it belongs to the child, the date or expiration date, the quantity to give, special needs when administering and the correct child is receiving the medication. Staff will monitor the child closely for allergic

reactions after any medication or herbal remedies have been administered. Staff will return all medications and herbal remedies to families once the authorized period has ended.

If a child requires any additional health care we ask the parents and/or our local public health nurse to train the staff in proper method of administering the type of health care required by the child. This will be documented in the staff and child's files.

Head Lice Policy

If lice are found at our center the following guidelines will be followed to prevent or eliminate further spreading

1. All children will be screened each day for signs of head lice.
2. You will be notified should we discover your child has lice and will be requested to pick up your child from the Centre.
3. Should you discover that your child has head lice you must notify us and take the necessary treatments for your child.
4. Your child must be treated with a head lice treatment and free from live lice and nits before returning to the Centre.
5. After treating your child for head lice and upon returning to the Centre a head check will be completed on your child before leaving your child at the Centre. Should we find any nits or signs of lice you will be asked to take your child and remove all nits before returning to the Centre. (This is because the head lice treatment only

- kills 80% of the nits. Removal of the nits eliminates any unaffected nits from the treatment from hatching!)
6. The second treatment for head lice must be applied to your child and we will be requesting confirmation of application after 7 days. (Again, this is because the treatment only kills 80% of the nits the first time. The second treatment is very important!)

Please complete the additional at home treatment tasks to prevent a re-infestation.

This may seem a bit extreme to some families but it is the best way to prevent further spreading and to aggressively eliminate the head lice outbreak.

Nutrition

The menu is based on the Canada Food Guide and will ensure two thirds of your child's basic nutritional requirements for the day. We provide a morning snack and an afternoon snack for your child. We also provide lunch at 11:45 am that is hot and nutritious. Special food requirements due to allergies or other restrictions are to be provided by the parents. If you are bringing food for your child please ensure that you are following the Canada Food Guide. Snacks must have a serving from two different food groups and Lunch must have one serving from each of the four food groups. Please do not send any products containing nuts or products from the peanut and nut family.

We review our menu frequently to ensure it is meeting the changing nutritional guidelines and to incorporate new foods. If you have any ideas for meals please let us know as we are always looking for new items to try out. All staff who are

responsible for food storage and preparation have completed a food-handling course. Staff will ensure hot foods are kept hot; and cold foods are kept cold at all times. Food preparation and serving utensils and surfaces are sanitized after each use.

Rest Policy

We feel that rest is an important part of the child's daily program. Quiet time is from 12:30 pm to 2:30 pm. Children are encouraged to lay quietly at the beginning of this time to allow other children to fall asleep. Children who are still awake are offered quiet activities after 1:30 pm. If your child has a special blanket or cuddly toy you may send it for rest time. Please do not ask us to keep your child up during rest time. If you do not wish your child to take naps our program may not fit your family's needs.

Clothing

You are asked to send your child in comfortable clothing. We require an extra set of clothes to be left at the centre or brought everyday. Children must be dressed appropriately for the weather as they are taken outside every day, weather permitting. Please ensure your child is sent with outdoor boots or shoes, coat, etc. for the winter and send sunscreen, hat, sunglasses, etc. for the summer time. Soft soled footwear or slippers must be provided for the children to wear indoors.

Hand Washing

Hand washing is very important in the spread of illness. Staff help teach the children proper hand washing procedures. The

staff ensure that the children wash their hands after using the bathroom, before and after eating, after sand, water and messy play, and after wiping noses.

The staff also ensure they wash their own hands before and after handling food, giving medications and assisting children with toileting. As well as, after contact with potentially infectious materials such as nasal discharge, vomit, feces, wounds, infected eyes and after contact with animals.

Disinfecting

Staff are responsible for cleaning each room daily and must initial the cleaning checklist once their duty has been completed. We occasionally have cleaners come on other days or for specific duties, staff will be notified by the Director in the communication book. Washrooms, toys, games, furniture, play, surfaces, etc... collect germs on a daily basis and therefore must be cleaned with the appropriate cleaners in order to prevent the spread of germs and infections.

Diapering surfaces and potty chairs are sanitized after each use using a bleach: water solution. Soiled diapers, and garbage in the bathrooms are stored in closed containers. We use disposable paper towel that are discarded after each use. Any personal grooming items are labeled with the child's name. Each child uses his or her own personal bed linens that are washed each week.

Supplies and Products

All arts and craft supplies used with the 13m - 6y old children are non toxic. The OSC children only use toxic materials under direct supervision of staff. The use of aerosols is

avoided wherever possible. The use of pesticides is avoided when children are present.

Safety Inspections

Our opening staff member completes and Indoor and Outdoor safety inspection of the center prior to opening for the day. Any safety concerns are reported to the director and documented in the staff handbook. If any toys or equipment are not safe the staff will remove them from the room or play area and inform the director.

Incident and Accident Reporting

If a child is involve in any incident or accident the staff will complete a report to be signed by the parent and placed in the child's file. Incidents may include any emotional events that the child may encounter. Accidents include events where any type of first aid is administered.

Emergencies

Parents are notified immediately if the situation warrants such procedure (i.e. any head related injuries, or follow up action is required such as x-rays, or is in need of parent comforting). A child sustaining serious injuries will be taken via ambulance to the University Hospital. A staff member will escort the child and the parents will be contacted immediately.

Fire Drills and Evacuations

Emergency procedures are posted at all emergency exits and we practice fire drills with the children each month.

If a staff discovers fire, smells smoke or gas he/she will operate the fire alarm and warn other staff members and visitors at once. Staff will then start evacuation procedure immediately.

1. Start first from room where the emergency is discovered.
2. The Director or alternate Director will take the emergency contact binder, the attendance book and phone 911.
3. All children and staff will exit out the nearest door and proceed to the meeting point behind the Husky and our playground.
4. The Director or alternate Director will check all the rooms and bathrooms and proceed to meeting point.
5. Take a head count and roll call.
6. If anyone is missing send the Director to locate the missing child.
7. Keep children calm, do not run.
8. Proceed to alternate facilities: George H Luck, 300 Bulvea Rd, Phone 780 438 5011.

Incident Reporting

Any serious incidents will be reported with in 2 working days to our licensing office or Regional Child and Family Services office.

Serious incidents include any of the following:

1. Emergency Evacuations
2. Program closure due to an emergency
3. Intruder on the program premises
4. A child removed from the program by a person without parent/guardian consent
5. An injury requiring medical attention

6. A lost child or a child left on the premises after operating hours.

OFFSITE ACTIVITIES AND OUTDOOR PLAY

The children have daily opportunities for outdoor play in a safe, stimulating and developmentally appropriate environment; usually our playground, the field or George Luck Playground.

Playground Safety

Our playground is located east end of the building behind the Husky Station. Our outdoor play structures comply with CSA standards. Our play area is free of toxic plants. We have a small outdoor sand table that has a tight fitting cover, which is kept on when the box is not in use. During the summer months we often use plastic and/or inflatable children's pools. These pools are drained and folded up or tipped upside down when not in use.

Our opening staff does a safety check and completes a checklist in the morning. Remove any garbage, broken toys or hazards. If there is anything that is broken and can be repaired staff will remove it if possible and notify the Director. Staff will also do a quick safety check before children enter the playground

Transportation/ Fieldtrip Policy

Throughout the year we do take the children off the premises by walking to parks and nearby establishments. Some of our programs will require the children to be transported by public and/or private transportation. Staff enforce care safety rules that comply with Transport Canada Guidelines. When a fieldtrip is planned that requires transportation, you will be notified by newsletter, our website and/or permission form

notifying you of the details regarding the fieldtrips. Signed consent is received on our registration for your child to join fieldtrips/excursions in public transportation, private transportation, walks to neighborhood parks and any other facilities open to the public.

On fieldtrips we require additional adults to accompany the group. During fieldtrips to we meet or exceed the fieldtrip facilities min adult to child ratio. Parents are welcome to volunteer for any fieldtrips.

Volunteers on fieldtrips are responsible for having fun and spending some fun quality time with their child.

Unfortunately, volunteers are not allowed to be alone with any children other than their own and will be asked to stay with the group.

Before each fieldtrip the staff will prepare the children by explaining where they are going, what will happen, whom they will see and who they need to listen to. The staff will also review the safety rules with the children and chaperones prior to each fieldtrip.

Outdoor Play Guidelines

Children must have appropriate footwear for running and playing. Flip Flops are not suitable outdoor playground wear. During outdoor play children are much more active and require more attention. We discourage play fighting, karate, and other violent games. Vulgar language, swearing and name calling are not permitted and will be brought to the Director and Parents attention if it occurs.

DEVELOPMENT

13m – 6 year Progress Reporting

There are 2 reporting periods where your child's teachers will complete an ongoing evaluation of your child's developmental achievements: November and May. The Jr. Kindergarten will receive an additional learning progress report in June. In June, your child will be given a memory book that contains special moments, progress, and outcomes for that year.

OŞC Homework Policy

In our Out of School Care room there is always one table free for children to do their homework. We do not have time set aside for homework but children can do it any time we are in the center. The staff members are willing to help children with their homework if needed.

Technology

In our center we have computers available for the Jr. Kinder, Kinder and OŞC groups. Each child has one day a week where they are able to use the computer for a maximum of 15 minutes. The children are able to play games on the computer and visit appropriate websites such as treehouse.ca, pbskids.org, and nick junior. The OŞC can ask to play games on other websites but they must first be approved by a staff member.

We have a Television, VCR and DVD player available for use. The use of Television is not part of our programming and used a maximum of once a month: during special occasions, pajama days, or rainy days.

QSC Technology

Technology surrounds us everyday and is an integral part of a child's life through their schooling and home. Over the last year we have discovered that many children own their own personal internet devices, ipods, itouches, iphones, android personal devices, etc... and some schools provide laptops for learning and homework. In keeping with promoting the use technology and integrating a child's life into our program we wish to encourage the advancement your child's knowledge and pleasure of his/her abilities with your consent.

To accomplish a balance with technology and social interactions, the Centre provides free internet wi fi access. It is secured with a firewall web blocker that provides content management by preventing access to inappropriate content and unapproved websites.

With your permission your child/ren will be permitted to use his/her technology devices in accordance with our policy and your signed consent. You will decide with your child the quantity of time he/she will be permitted to use their personal devices and indicate that amount on your permission form.

Your children are welcome to bring their technology devices to use at the Centre each day. Access to our managed free wi fi is simple. Click on BMCDC wi fi and enter the password. A staff will insert the password upon completion of your signed consent/ waiver form. To maintain our secure network it is important that the password be kept confidential.

Children will not be permitted to use their device during gym time, at the playground, or during outside activities, and

fieldtrips, etc... It will be the child's responsibility to leave their device at the Centre when we go offsite and the child's responsibility to keep it in their cubbie during non technology times.

Please be advised that within our location there are many free wireless access points/areas that your child can have access to. It is extremely important that you discuss with your child the correct wi fi to access to login into. BMCDC will not be responsible for your child accessing unauthorized wi fi and unsuitable content.

Should your child access inappropriate content and or unapproved websites, our staff will automatically terminate their permission and use of technology devices at the Centre.

Children enjoying sharing their personal technology devices with friends and class mates and often a group of friends/children will be using and or viewing together, therefore each parent must instruct their child with whom and the amount of time he/she may join their friends/group when sharing their personal devices. The teachers will remind your child to leave the group of technology users should you indicate no sharing on the form.

Distal Supervision

Distal Supervision is intended for children ages nine to twelve years of age. It is used to enhance a child's ability to function responsibly and independently of direct adult supervision. It is a privilege given by the program supervisor to children who exhibit the four core values (honesty, responsibility, caring and respect) on a daily basis. The intention of distal supervision is

to extend the child's independence within our program by allowing them periods of unsupervised time away from the large majority of the children. They are monitored intermittently at least every 15 minutes to ensure safety. Before distal supervision is used with your child a full copy of our distal supervision policy and an authorization form is sent home so you and your child are able to discuss it and complete the form together.

PARTNERSHIP WITH FAMILIES

Toys

We ask that you do not allow your child to bring their toys to the center except for a soft cuddly toy which they can use at quiet time. A single item can be brought from home on Show and Tell days. If toys are brought to the center they will be put in the office or in the child's cubby.

The OSC children are allowed to bring small toys, or other games at their own risk. We are not responsible for lost, damaged or stolen toys or games.

Clean up Fridays

To assist us in cleaning the center, please have your child bring home all their belongings every Friday. Only extra clothing and indoor shoes should remain in the cubbies over the weekend. Any items left over the weekend will be put in lost and found. Lost and found items are donated every 3 months.

Parent Involvement

BMCDC invites parent participation in our program. Parents and staff working together as a team are able to provide the best experiences for your child's ongoing development. Parents are welcome to visit the center at any time of the day, join us on field trips/off-site excursions, attend any special events, come in to share skills or teach us about your culture. We encourage daily contact with the Director or room teacher so that any information regarding your child's day can be shared. If there are other areas in which you could help us please let us know. Please do not hesitate to speak with the

Director regarding any concerns, suggestions, and/or comments. Alternatively, they can be forwarded by email or written and placed in the comment box located on the preschool cubbies.

Throughout the year there will be many opportunities for parents to volunteer. We require your help in order to maintain and continue our Center's success. We look forward to these opportunities and appreciate your help in any way possible.

If you have any special skills or preferences in volunteering please let us know.

Communication

We encourage open communication between the Owner, Staff, Children, Families, Community Members and Schools. We send out newsletter to our families via email each month during the year and once during the summer. We have a communication book for staff to pass on any information given by parents to all the other staff. We ask that parents feel free to let us know if their child is going to be away, events, fieldtrips and any other exciting information in person or by email or phone.

Supplies and Donations

Throughout the year your child will need additional supplies for crafts, fieldtrips, and other program essentials. A message will be posted on our parent board, a note given to you or a teacher may personally ask for certain items.

We appreciate any donations for your child's program such as, but not limited to, Craft materials, paper, toys, ideas, stickers, markers, Crayons, etc.

Pictures/Photos

The centre regularly takes pictures of children for crafts; take home gifts, memory books, our website, newsletters, fieldtrips and other program areas. Sometimes when we are out and about there are photographers and media taking snap shots of us too! If you do not want your child's photo on our website please inform the Director prior to registration and indicate so on your registration form.

Parent and Family Resources

We have many Resource Pamphlets and Information Books available for parents. Please feel free to take whatever pamphlets you would like or borrow information books from the Director at any time.

If you are looking for something specific please ask us.

STAFFING

Staff Qualifications

There are 3 levels of staff certification: 1 now Child Development Assistant, 2 now Child Development Worker and 3 now Child Development Supervisor. One being the minimum and 3 being the maximum. For every 4 staff members a level 2 or higher is required to be on site at the center during operational hours. The program director must have a level 3 or exemption and may or may not be counted in ratio all day.

Hiring Process

Every staff we hire is thoroughly interviewed and reference checks are completed. Before they are hired they must provide us with a copy of their certification, first aid and a criminal record check.

PROGRAM REVIEW

Inspection Visits

The center is inspected regularly by Family and Social Services. These are unannounced visits and the reports are available for the parents to view on the parent bulletin board by the main entrance. The inspection reports are now available online at <http://www.child.alberta.ca/home/ChildCareLookup.cfm>

Review Process

We are dedicated to providing quality childcare and are continually reviewing our program. We have at least two parent surveys each year one at the end of June for your comments on programming throughout the school year and one at the end of the summer to see what you and your children thought of our summer program and fieldtrips. These are posted on our website and available at the center. We also have polls on our website for parents to complete. We always welcome feedback from parents and staff either in person, by email, phone or even notes in our suggestion/communication box. We use the feedback from parents in our annual review and to update our Quality Enhancement Plan.

Accreditation

Our center is accredited! Our 13m - 6y daycare program has been accredited, by the Alberta Association for the Accreditation of Early Learning and Care Services, since October of 2005. Our Out of School Care program has been accredited, by the Canadian Accreditation Council, since December of 2009.

Complaint Process

Please forward all complaints to the Director. If after you have directed your complaint to the Director and/or license holder you may direct your complaints regarding non-compliance to the Social Care Facilities Licensing Act and Day Care Regulations located at Regional Day Care Services: 108th St. Building, 7th Floor, 9942 - 108 St., Edmonton, AB. T5K 2J5. You can also phone at 427-0444. Identity of the complaint is not divulged to the license holder and all complaints are investigated and will be responded to in writing. Complaints can be anonymous.

Thank You

We look forward to caring for your child and hope that your time with us will be a positive life experience. Please feel free to approach anyone of us anytime at the Centre. Any questions? Phone us at 436-4504 or email brookview@brookviewchildcare.com