



PARENT HANDBOOK

**Deer Run Community Association
2223 146 Ave SE
Calgary, AB T2J 6P8**

**403-271-3704
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ABOUT US

Contacts

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E-mail: mercy@deerruncalgary.com

Board of Directors
Vice President: David Brooke
E-mail: david@deerruncalgary.com

Our Out of School Care

At Deer Run Community Child Care we believe in creating an emergent curriculum that focuses on the child as a whole. Children are strong and capable mighty learners (as outlined in Alberta's Curriculum Framework - Flight). Children require nurturing environments that support all areas of their development. We operate on a not-for-profit basis and our program caters to children aged 5 - 12 years old. We make it a priority to hire the most qualified and educated staff to ensure children are well cared for.

Our Philosophy

Our program strives to identify each child's interests and to be mindful that each child is unique. Our goal is to establish a positive learning environment that promotes healthy relationships with children and their families and supports all areas of children's development.

Our Program

Our program is inspired by a wide lens of theorists. To better understand how children develop, we have carefully researched each theorist and taken only what we believe is beneficial for children's growth and well-being. Our inspiring theorists are **Maria Montessori**, **Lev Vygotsky**, **Urie Bronfenbrenner** and **Loris Malaguzzi**.

Maria Montessori

Maria Montessori believed that children need to learn life skills and therefore created a program that encouraged children to establish a solid foundation of life skills that would prepare them for the future. In our program, children will gain a strong sense of independence with the guidance of our Early Childhood Educators.

Lev Vygotsky

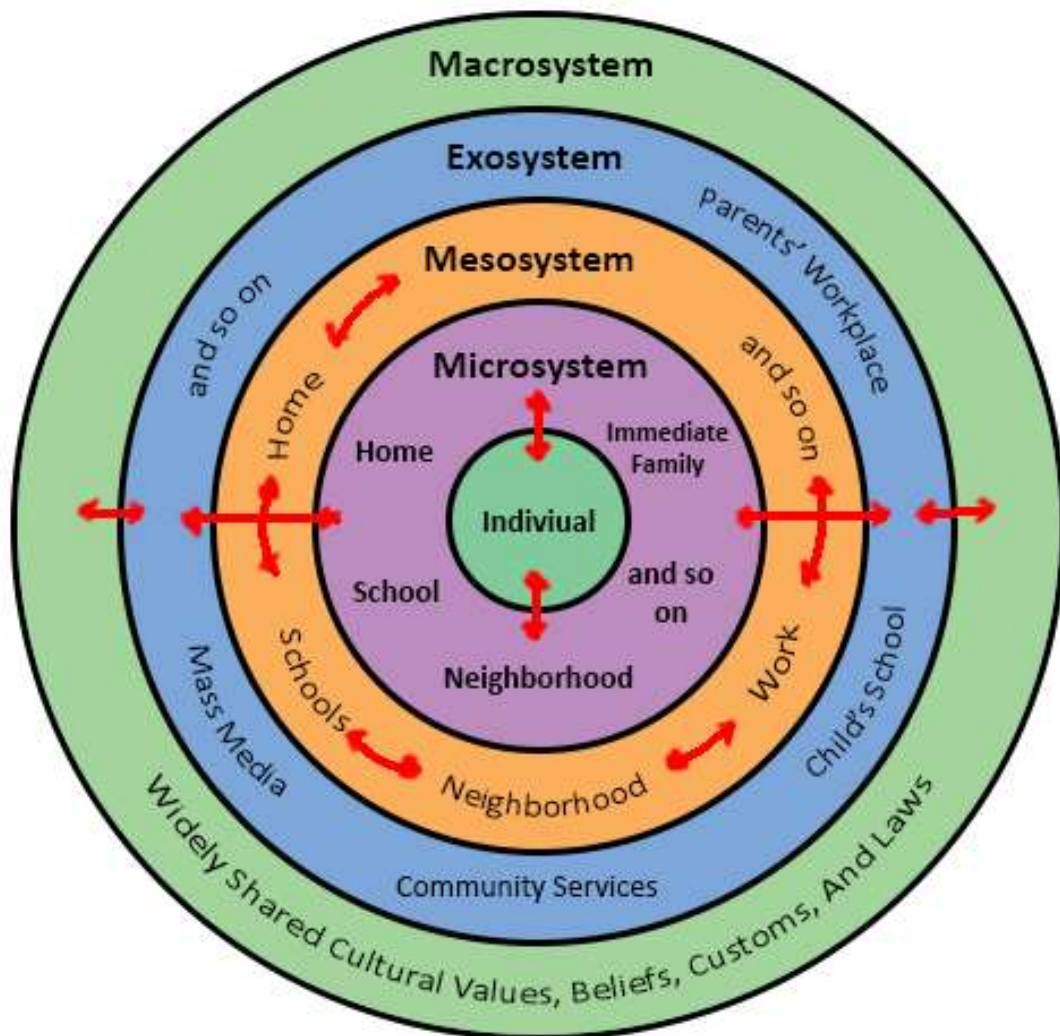
Lev Vygotsky believed that children learn best in a sociocultural environment, where children gain social skills through social experiences and introduction to culture. Our Educators will scaffold children's play experiences, enhancing their learning and guiding children as they develop healthy relationships and build a solid foundation of self-esteem and respect for themselves and others.

Loris Malaguzzi

Loris Malaguzzi established the Reggio Emilia approach, in Italy. In the eyes of Loris Malaguzzi, children speak 100 languages and **their learning is identified through the process rather than the product**. It is our job as their role models to create responsive environments that encourage exploration and spark imagination and creativity.

Urie Bronfenbrenner

Urie Bronfenbrenner believed that children's various social systems influence the development of children. The Bioecological Systems Theory outlines the Microsystem, Mesosystem, Exosystem and Macrosystem, which are the people and factors that directly influence a child, such as the child's personal identity, their family, peers, neighbourhood play area, school, health services and church group, leading to indirect influences such as neighbours, family friends, mass media, social welfare services, legal services and finally, attitudes and ideologies of the culture. With our program having an all-inclusive approach, children are exposed to various cultures and environments on an ongoing basis.



FEES, PAYMENT, REGISTRATION & SCHEDULING

Fees

Grade	Type of Care	Monthly Fee	Drop-in Rates
Kindergarten	Full-Day, including PD days, spring and winter break	\$725 Per Month	\$65 Per Day
Grades 1 - 6	1 Component 1B = Before School Care Only 1A = After School Care Only (NOT including PD days, spring and winter break)	\$375 Per Month (This covers 1B OR 1A, NOT both)	\$65 Per Day
Grades 1 - 6	2 Components 2BA = Before and After School Only 2BL = Before School and Lunch Only 2LA = Lunch and After School Only (Including PD days, spring and winter break)	\$450 Per Month (This covers either 2BA, 2BL OR 2LA ONLY)	\$65 Per Day
Grades 1 - 6	3 Components 3BLA = Before School, Lunch and After School (Including PD days, spring and winter break)	\$475 Per Month	\$65 Per Day

*Fees are based on monthly spots, to ensure your child(ren) has/have this spot secured. There will be no refunds or discounts for the days your child is absent, for any reason, including program closure dates mentioned below (under the closure dates section in this handbook).

Payment

Payment is due on the first business day of each month and no later than the last business day of the first week (for example, payment is due first Monday of the month and no later than the first Friday of the month). Failure to pay child care fees within the first week of the month will result in a late payment charge of 10% of the total monthly child care fee due. A receipt will be given to parents/guardians as soon as payment is received. Payment options are cash, interact (debit/credit), or e-transfer payment. **Should your payment due be outstanding for over 30 days, Deer Run Community Child Care reserves the right to suspend care for your child(ren) until full payment has been received.**

Subsidy

Deer Run Community Child Care accepts Government of Alberta subsidy. It is the parent's/guardian's responsibility to apply for subsidy, however, we are happy to help. Subsidy does not cover the full child care fees and each subsidy amount differs from family to family. Parents/Guardians are responsible to pay for the remaining amount of the child care fees, not covered by subsidy. We will require a copy of the subsidy letter for your child's(ren's) file.

Hours of Operation and Late Pick-up Fee

We are open Monday to Friday, from 6:30 am to 6:00 pm and we are located within the Deer Run Community Association. Children may NOT be dropped off before 6:30 am and must be picked up by an authorized person, no later than 6:00 pm. In the event a child is NOT picked up by 6:00 pm, parents/guardians will be contacted, if the parent/guardian has not already contacted us, and there will be a charge of \$1/minute, due in cash, upon pick-up of the child. Should we not be able to reach a parent/guardian, we will contact the child's emergency contacts. If we cannot reach any of the child's authorized pick up contacts and the child has not been picked by 6:30 pm, staff will then resort to contacting Child and Family Services for further instructions, which may result in Child and Family Services picking up the child.

Closure Dates

Deer Run Community Child Care is closed on the following days:

- New Year's Day (January)
- Family Day (February)
- Good Friday (April)
- Easter Monday (April)
- Victoria Day (May)
- Canada Day (July)
- Heritage Day (August)
- Labour Day (September)
- Thanksgiving Day (October)
- Christmas Eve (December)
- Christmas Day (December)
- Boxing Day (December)
- New Year's Eve open for half a day (December)

Any other closure dates that may arise will be stated in the monthly newsletter with a 30-day written notice to all parents/guardians, with the exception of an emergency closure.

Registration

To register your child, you must complete a registration form which is given to parents/guardians when inquiring about registering your child with our program. In order to guarantee a spot for your child, please return the registration form no later than one week before your child's(ren's) start date, along with an initial registration fee of \$100. The registration form will include your child's name, address, age, date of birth, emergency contact information (minimum two per child/family and the individuals must not be parents/guardians), healthcare information including allergies and medications etc. The registration form will always be held secure and confidential in the locked filing cabinet within our office. The Director will have access to all children's files at any time and parents/guardians may request to see their child's(ren's) file(s) when reasonable. Any other agency or persons requesting a child's information must have a court order, with the exception of a licensing officer. All files are kept for a minimum of 2 years before they are shredded. **All families enrolled in any of our programs are required to purchase a \$30 annual membership for the Deer Run Community Association (included in the registration fee mentioned above).**

Please note, any changes to a child's information is to be updated as soon as possible. We kindly ask parents/guardians to inform us of these changes within 24 hours (if possible) and no later than a week of the changes to ensures each child's information stays up to date.

Waitlist

In the event we don't have a space available for your child(ren), at the time of inquiry, we may put you on our waitlist for a fee of \$50. Our waitlist is based on a first-come-first-serve basis and we will contact you as soon as a space is open for your child(ren). The \$50 waitlist fee will go towards your registration fee and is non-refundable.

Orientation

Every child must complete a one-hour orientation on a day within the week prior to the child's(ren's) start date, and a parent/guardian is required to be present. This ensures a smooth transition into our program as your child(ren) has/have the opportunity to meet our staff and their new friends. This is also a great opportunity for parents/guardians to see how our program operates. **Orientations are mandatory, and our staff are willing to work with you to accommodate your schedule, if necessary.**

Withdrawal from the Program

In the event you choose to withdraw your child(ren) from our program, for any reason, you are required to submit a written request with a minimum of 30-day's written notice. Should a child(ren) be withdrawn from the program, at any time, without a 30-day written notice, parents/guardians are required to pay a full month's fee, equivalent to the fee of the program the child was enrolled in.

***Should your child(ren) miss a day, or more, due to sickness or vacation, Deer Run Community Child Care will not give a credit or a refund, as the monthly fee ensures your child's spot within the program for the entire month.**

Drop-off and Pick-up

We use a software called Timesavr to sign children in and out of our program. It is the parent's/guardian's responsibility to sign their child(ren) into Timesavr during drop-off and pick-up. This ensures each child's time stamps are accurate. The staff will guide you through the process of signing your child(ren) in or out of Timesavr during the first week of your child(ren) attending. Parents/Guardians are required to bring their child(ren) into their child's(ren's) designated room when dropping off and must also pick their child(ren) up from their designated room. We will **NOT**, at any time, allow a child(ren) to exit the building without an authorized person. All authorized persons will be asked to provide photo identification upon pick of any child(ren). If you have any further questions, please don't hesitate to ask one of our staff members.

***Children that do not arrive by 9:00am will be considered absent for the day and may not be able to participate in planned activities. Please notify our staff, at your earliest convenience, to let us know if your child will be attending their program. This ensures no child misses out on daily activities and/or field trips. If you are dropping off or picking up your child(ren) from school, please inform our staff by e-mail or phone!**

Schedule

Deer Run Community Child Care is open 5 days a week, 12 months a year, with the exception of the closure dates listed under **Closure Dates**. If your child(ren) attend on a drop-in basis, please be advised that we require a minimum of 24 hours' notice to accommodate changes to your child's(ren's) weekly drop-in days. This gives us time to ensure adult to child ratios are met at all times.

Our staff members will do their best to follow the outlined schedule on the next page, however, our focus will be the children's interests and their developmental needs. Our schedule may slightly change to accommodate weather and other factors, such as the children's interests.

GENERAL POLICIES

What to bring

When your child(ren) attend(s) the program on their first day, please ensure your child(ren) has/have:

- A backpack
- Indoor shoes (stay at the center)
- A water bottle (stays at the center)
- A hat (summer weather)
- Sunscreen and bug spray (summer weather)
- A toque, mittens, scarf, snow pants, snow boots etc. (winter weather)
- Two complete sets of a change of clothes
- Morning snack

***Please ensure all your child's(ren's) items are labelled.**

Our program provides breakfast and afternoon snack. We ask that parents/guardians provide a healthy morning snack and lunch for their child(ren). **We are a nut free center!** Please refer to our Nutrition and Manner of Feeding Policy for further details.

Field Trips

We, at Deer Run Community Child Care, believe that the environment acts as a third teacher for children in the early childhood years. This is a concept adapted from the Reggio Emilia approach where it is thought to be that each room has two primary educators and the environment acts as the third. With this in mind, children may go on neighborhood walks and other field trips, depending on the weather and the judgment of the staff. These events may occur during winter and spring break and possibly on PD days. During major field trips we may ask for parent/guardian volunteers to assist. Parents/Guardians will be required to sign a field trip/neighborhood walk release form before children may go on said excursions.

Volunteers

Deer Run Community Child Care welcomes volunteers. Volunteers may be needed to assist with tasks and preparations within the program, and/or on fieldtrips. Volunteers work under the direction of our staff and are required to obtain a criminal record check, including a vulnerable sector search, from the Calgary Police Services, prior to volunteering in one of our programs. Please see our Volunteer Policy form, attached with our Deer Run Community Child Care Policies and Procedures Handbook.

Loss of Services

In the event Deer Run Community Child Care loses heat, water or electricity at any time during the day, staff will evaluate the situation to determine if care can be provided without loss of quality. Should we determine that it is unsafe, and that quality care cannot be provided, due to the circumstances, staff will notify each family. If the closure days exceed 24 hours, you will be credited for days the program is closed. The staff will notify each family with an update as soon as we have information regarding how long the program will be closed for, and when we will be open again.

Supervision, Child Discipline and Guidance

At Deer Run Community Child Care, we put the safety and well-being of children at the top of our priority list! We follow the Government of Alberta's Effective Supervision in Child Care Settings guidelines. The guideline emphasizes the importance of effective supervision, how it can reduce the risk of harm to children by preventing injuries and accidents, and how primary staff are required to be involved and familiar with the children in their care. Every staff member of the Deer Run Community Child Care is required to read the guidelines, and sign and date that they have read and understood our programs expectations.

Our goal is to build relationships with children and their families and to acknowledge the importance of relationship building for children's growth and development. *"When you value family connections and contributions, you are more likely to engage families in open, respectful, and reciprocal dialogue to share and generate ideas, solve problems, and learn more deeply about children."* (Makovichuk, Hewes, Lirette, & Thomas (2014) p. 50 - 51).

We believe in teaching children how to self-regulate and solve problems on their own. We encourage children to use their words to express themselves and are determined to guide children every day, to provide them with the tools necessary for effective communication skills. Our guidance strategies help children develop not only socially, but cognitively as well. As children get older our focus shifts towards asking children open ended questions to encourage

problem solving. This method gives children a sense of autonomy, where they are considered capable of thinking for themselves and making informed decisions. We encourage independence while providing effective supervision and guidance.

Parental Involvement

As mentioned above, through Urie Bronfenbrenner's theory, many things and people impact a child's development. The Microsystem includes families as a primary impact on the child, putting us second in line, in the Mesosystem. Our goal is to build strong and respectful relationships with parents/guardians. With that being said, parental/guardian involvement is vital for a child's healthy development.

We encourage parents to be involved in their child's learning as much as possible, with parent volunteer opportunities and parental engagement through play time and activities. Volunteering in our program gives parents/guardians an opportunity to see, first hand, what their child is doing on a daily basis. We recommend that parent's take 20 minutes each day to communicate with their children about their learning experience within our program and to act on their child's interests as they occur. Communicating with our staff is also important, to ensure each child grows and develops at their rate, successfully.

Our open-door policy allows for parents/guardians to visit and be actively engaged in their child's out of home environment on an ongoing basis. Through parent/guardian feedback we welcome new ideas and topics that parents/guardians may want to see implemented in their child's child care environment and is always appreciated by our staff team.

Deer Run Community Child Care may send home complementary activities that parents/guardians can complete with their child(ren) and we may invite parents/guardians to visit our program as a special guest to introduce their career, culture and/or other aspects that can positively impact our growing community of mighty learner's.

Birthdays, Holiday Celebrations and Cultures

Birthdays

Children's birthdays are celebrated on the day of their birthday, unless their birthday falls on a weekend. In this case we will celebrate their birthday on the Friday before the weekend their birthday falls on. We provide a crown, a card and a cupcake for every birthday child. Parents/Guardians are welcome to provide birthday treats for their child and their child's friends, if they wish. Please check with staff about children's allergies before bringing treats.

Holiday Celebrations and Cultures

In addition to birthdays we also celebrate major holidays such as, Easter, Thanksgiving, Halloween and Christmas. We are an all-inclusive program that is open to celebrating other cultural holidays with you and your child(ren). We ask that parents/guardians inform the staff of any major holidays your family celebrates so that we may learn and celebrate with you.

Inclusive Care Plan

Deer Run Community Child Care is open to all children, including those with special needs, regardless of their abilities and diagnosis. Our staff will work with parents/guardians and their child(ren) to ensure all children have equal opportunities to participate in all activities offered. Early detection is key, and our staff are always ready to help guide you and your family to the right resources if necessary. If you have any further questions, don't hesitate to speak with our staff and/or Director.

Pedagogical Documentation

The process of Pedagogical Documentation follows a three-step procedure.

1. Listen: Through observations of children's play, staff can identify the child's(ren's) interest and their dispositions to learn.
2. Record: After observing children in their environment, staff will record their observations by taking notes, pictures and completing daily reports. Our staff will also display the children's art work and any other creations and make their learning visible.
3. Share: This process involves sharing the recorded observations and interpretations thereof, with the children, their families and friends.

“Documentation provides an extraordinary opportunity for parents, as it gives them the possibility to know not only what their child is doing but also how and why, to see not only the products but also the processes. Therefore, parents become aware of the meaning that the child gives to what he or she does, and the shared meanings that children have with other children. It is an opportunity for parents to see that part of the life of their child that is often invisible.” (Rinaldi, 1998, p. 122)

Documentation Consent Information

Our staff will do their best to keep daily logs about what each child is doing every day. Through our documentation process we will be able to share each child's growth and learning process. Documentation may include written reports and short stories, learning stories and pictures of the child's(ren's) activities, crafts etc.

Parents/Guardians will be required to sign a release form for their child(ren) that allows the program to display pictures of their child(ren) throughout the program and potentially on our website. All the children will have their creations displayed within their room, however, we may not post pictures of your child(ren) anywhere else without your consent. Please see forms in the registration package.

Health

Illness and Potential Health Risk

Deer Run Community Child Care will not accept children who are sick and showing symptoms of fever (over 38 degrees Celsius), diarrhea, vomiting, new and/or unexplained rashes or cough, for the time the child is sick. Parents/Guardians are asked to keep their child(ren) home for a minimum of 24 hours, until the child(ren) is/are symptom free, and we require a doctor's note that states the child(ren) is/are well enough to return to their program and are no longer contagious to others.

If a child shows symptoms of a communicable disease and/or symptoms of vomiting, diarrhea, new and/or unexplained rash or cough and/or a fever of over 38 degrees, the child will immediately be removed from their designated room and kept away from other children. Parents/Guardians will be contacted immediately to pick up their child.

*See Health Policy for more details.

Accidents

In the event a child injures themselves while attending our program, we will administer first aid (as long as we have written parental/guardian consent). An accident/incident report will be filled out by one of our staff members and parents/guardians will be required to review, date and sign the form.

*See Health Policy for more details.

Medication

For children that require any form of medication (over the counter or prescription), parents/guardians are required to fill out a medical release form, date and sign the form, each time a new medication is being given to a child. Our staff will document the date, time and dosage, each time the child takes their medication and parents/guardians will be required to initial this form daily and date and sign it upon completion of the period of time the child has taken the medication. Please refer to our Health Policy for more information.

Head Lice

If a child displays symptoms of head lice, or expresses concern that they may have head lice, the child will be removed from their program room and quickly checked by our staff to verify if head lice are present. Parents/Guardians will be required to pick up their child as soon as possible, should we see any lice or eggs. An incident report will be filled out and parents/guardians will be required to review, sign and date the form upon pick up of their child.

Should there be evidence that lice are present, the child may not return to their program for a minimum of 24 hours after treatment.

*Please refer to our Health Policy for further information.

Anti-Bullying

At no time will the Deer Run Community Child Care tolerate any form of bullying (verbal, emotional, spiritual and/or physical). Through our guidance and discipline strategies, we encourage children to communicate, problem solve and respect themselves and others. We believe that modeling appropriate behaviour is the first component to reducing inappropriate behaviour, with guidance as a secondary component.

Expectations and Responsibilities

Deer Run Community Child Care sets high standards and expectations of all participants of our programs. Staff are always expected to treat everyone with kindness and respect, and we appreciate kindness and respect in return. All participants are expected to follow all of our rules and guidelines at all times.

As a team of role models for children, staff and parents/guardians will work together on an ongoing basis to ensure consistent role modeling and guidance within our program. We encourage children to be aware of their surroundings and belongings by giving them responsibilities such as, putting their shoes, jackets, backpacks and other items in their cubbies, and cleaning up the toys, and/or other items they are using, when they are done. Please refer to our Expectations and Responsibilities Policy.

COMMUNICATIONS

Deer Run Community Child Care values professionalism and positive communication. We appreciate the same level of respect and positive communication in return from parents/guardians. At NO time will we tolerate yelling, swearing, or any behaviour that is discriminatory or profane.

Open Door Policy

During the hours of operation, parents/guardians are welcome to come and visit their child(ren), to give us a call to see how their child(ren) is/are doing, or to ask questions and/or discuss any concerns they may have. We kindly ask parents/guardians not to interfere with the care we are providing for your child(ren) when visiting the program. You are welcome to join in during our activities and crafts if you wish, or to wait quietly until we are done. In the event we are not indoors or on the program premises, a note will be put on the program door indicating our whereabouts.

Along with our open-door policy, we want to ensure we keep an open line of communication between parents/guardians and the staff. It is our goal to inform you of your child's(ren's) day, every day, and we kindly ask that parents/guardians keep us informed with important information regarding their child(ren). This will help us understand how to better care for your child(ren), but also help us get to know your child(ren) better.

Concerns and Complaints

If you have any concerns regarding the care of your child(ren), please communicate these concerns with the staff directly first. If you feel your concerns have not been addressed, please bring the issue to the Director.

If there is something you need to discuss with us privately, please call ahead so that we may arrange staff coverage (if required) while we talk with you.

For any other concerns or input about the daycare as a whole, please forward your concern or idea to the Director via e-mail or written letter. Director e-mail: mercy@deerruncalgary.com

Should you feel your concerns or complaints are not being handled effectively after speaking with our staff and Director, you are welcome to reach out to our Board of Directors in writing by letter or e-mail info@deerruncalgary.com

*Parents are welcome to submit praise or concerns through our suggestion box located in the program room, at any time.

Confidentiality Policy

Due to the high traffic of people entering and exiting the Community Association and the child care program, it is important that everyone understands and respects the importance of confidentiality. This applies to parents, staff, board members, and guests of the facility. If you have any concerns regarding confidentiality, please bring this to the attention of the staff and the Director immediately.



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CHILD DISCIPLINE AND GUIDANCE POLICY

At NO time will staff of the Deer Run Community Child Care program use physical punishment, verbal (i.e. name calling), physical degradation or emotional deprivation of any kind. Staff may not deny or threaten to deny any necessity, nor may they use physical restraint, confinement or isolation as a guidance method. Staff will always use age appropriate methods when communicating with children (i.e. kneeling down to the child's level, maintaining eye contact). Parents/Guardians are formally informed of our Child Discipline and Guidance Policy when they initially register their child in one of our programs, by receiving a copy of this policy. Staff receive a "Staff Handbook" upon completion of the hiring process where this policy is provided as well.

Our goal is to build relationships with children and their families and to acknowledge the importance of relationship building for children's growth and development. *"When you value family connections and contributions, you are more likely to engage families in open, respectful, and reciprocal dialogue to share and generate ideas, solve problems, and learn more deeply about children."* (Makovichuk, Hewes, Lirette, & Thomas (2014) p. 50 - 51).

Age group 19 months - 3 years

For this age group we encourage positive redirection when appropriate. The most important aspect of guidance for this age group is clear and simple communication and direction.

For example: "Hitting hurts our friends! Let's use our hands for helping. How can we show our friends how to be gentle?"

We believe in teaching children how to self-regulate and solve problems on their own and we encourage children to use their words to express themselves. We are determined to guide children every day to provide them with the tools necessary for effective communication skills. Our guidance strategies help children develop not only socially, but cognitively as well.

Age group 3 years - 5 years

For this age group we follow the same standards mentioned above (19 months - 3 years) however, now our focus shifts towards asking children open ended questions to encourage problem solving. This method gives children a sense of autonomy where they are considered capable of thinking for themselves and making informed decisions. We encourage independence while providing effective supervision and guidance.

School aged (5 - 12)

Children are required to review our Child Discipline and Guidance Policy with their Parents/Guardians at the time of registration and sign the document to confirm they have read and understand what is expected of them and what the consequences are should they not adhere. We believe that intervention and communication should be the cornerstone of any behavior modification for this age group. Our focus is to provide children with strategies and for them to ask questions that encourage them to think about how they can solve their conflict amongst themselves, without requiring immediate assistance of the staff. In the event the child(ren) cannot find a solution on their own, a staff member is then required to assist in finding a solution. All actions taken by the staff will be reasonable in the circumstances.

Non-Participating Children

In the event a child refuses to play with other children or join in activities, regardless of the reason (emotional distress, shy, anxious, etc.), our staff will approach the child in a calm manner and engage in a conversation with the child to determine if and what is going on. The staff will encourage the child to participate in play and activities however, we will not force a child to do anything they are not comfortable with.

Extreme Circumstances

In the event a child is being disruptive and expressing inappropriate behaviour, a staff member will have a one-on-one conversation with the child in the attempt to identify the cause of this behaviour. During this conversation the child will be informed why the behaviour is inappropriate, what he/she could have done/said instead, and together the child and staff member will find a solution to ensure the behaviour is not repeated.

If disruptive/inappropriate behaviour continues, the child will have a one-on-one conversation with the site Director to discuss appropriate behaviour. Our goal is to identify what is triggering the behaviour and work with the children and their families to correct them.

After the first two steps mentioned above have been conducted, if the child's behaviour continues, the child will be suspended from the program for a period of time, agreed upon by both the site Director and the parents/guardians of the child.

If any child's misbehaviour consists of physical, emotional or verbal abuse of other children or staff, dismissal will be discussed with the site Director and parents/guardians.

Field Trips

Field trips are part of our program and can be filled with fun and learning opportunities for all. If any child jeopardizes the safety of others by their actions, parents/guardians will be informed of the incident and the child will not be able to attend future field trips until the behaviour improves and the staff feels confident in including the child again on future field trips. Safety is paramount and our number one priority. In the event a child is unable to participate due to behaviour, the parents/guardians will be asked to make alternative child care arrangements for that day, at the parents'/guardians' expense.

SUPERVISION POLICY AND PROCEDURES

At Deer Run Community Child Care, we put the safety and well-being of children at the top of our priority list! We follow the Government of Alberta's Effective Supervision in Child Care Settings guideline. The guideline emphasizes the importance of effective supervision, how it can reduce the risk of harm to children by preventing injuries and accidents, and how primary staff are required to be involved and familiar with the children in their care. Every staff member of the Deer Run Community Child Care is required to read the guidelines, and this policy, and sign and date that they have read and understood our programs expectations. Parents/Guardians are formally informed of our Supervision Policy and Procedures when they initially register their child in one of our programs, by receiving a copy of this policy.

The method's we use to ensure that primary staff observe children's play and behaviour both indoors and outdoors are as follows to ensure each child's developmental needs are met:

- Staff conduct regular safety checks of the program premises and equipment to remove hazards, should there be any. A weekly checklist is provided for staff to use when checking for hazards indoors and outdoors every day.
- Staff are required to position any equipment being set up by the staff and arrange the children's environment in such a way to allow caregivers to supervise the children's play and rest areas.
- Staff must know which individuals are authorized to pick-up a child from the program in place of a parent and request photo identification.
- Staff are required to notice when children arrive and leave the program, ensuring that both arrival and departure times are accurately recorded.
- Staff are required to record the actual arrival and departure times of the children when they are arriving from outdoor play and field trips and when they depart the center.
- Staff are required to remember where emergency medications, first aid kits, and emergency contact numbers are kept.
- Staff are required to monitor the children at all times!
- Staff are required to direct and closely monitor children when carrying out activities that may involve some risk, such as water play/playing near water, playing near doorways, or during transition times when children may gather in large groups
- Staff are required to be aware of their body positioning at all times and ensure their positioning allows for the supervision of the entire group of children.
- Staff are required to monitor the children's health to identify early signs of fever, illness, or unusual behaviour.
- Staff are required to watch and participate in children's play to ensure that children are playing in a safe manner. Listen closely to children who are playing indoors and/or outdoors and to those in napping areas.
- Staff are required to maintain staff to child ratios at all times.

EXPECTATIONS AND RESPONSIBILITIES

Deer Run Community Child Care sets high standards and expectations of all participants of our programs. Staff are always expected to treat everyone with kindness and respect, and we appreciate kindness and respect in return. All participants are expected to follow all of our rules and guidelines at all times.

Expectations and Responsibilities of Children

We kindly ask that children:

- put their jackets, shoes and backpacks in their cubbies.
- pick up and put away any toys or other items they are playing with or using.
- wash their hands before meal times and after bathroom use.
- follow instructions of their Educator's and participate in all planned activities.

***Out of School Care children are asked to put their lunch kits in the kitchen fridge.**

Expectations and Responsibilities of Parents/Guardians

We kindly ask parents/guardians:

- to communicate effectively with our staff regarding their child's(ren's) attendance.
- to ensure they have read our Parent Handbook and Policies and to follow our guidelines when packing anything for their child(ren).
- follow our payment schedule and ensure payment is made on time.
- Inform us of any updates and changes to a child's information, including emergency contact updates and/or medication changes.
- to be mindful of the environment they are in when picking up and dropping off their child(ren), and that younger ears may be listening to any and all conversations.

Expectations and Responsibilities of Staff

We expect our staff:

- to read and follow all Policies and Procedures.
- to check that children's belongings are all labeled and in the correct cubbies (daycare).
- to plan age appropriate weekly activities and complete a planning sheet for each activity.
- to communicate effectively with parents/guardians about their child's(ren's) day.

***Failure to comply with our Policies and Procedures may result in child care termination.**

NUTRITION AND MANNER OF FEEDING POLICY

Deer Run Community Child Care follows the current Canadian Food Guide when providing any meals for children that attend our program. Parents/Guardians are encouraged to follow the Canadian Food Guide when packing lunch and snacks for their child(ren) as well.

Children are not allowed to have or chew gum while in our program and nut products are also prohibited due to allergies.

During any meal time, all children are closely monitored by the staff to ensure they have a healthy lunch and snack. Should a child(ren) not have a lunch or healthy snack, Deer Run Community Child Care will provide something for them to eat at the parent's expense. Children are not permitted to make purchases from the vending machines during program hours.

Children enrolled in the Out of School program of the Deer Run Community Child Care are required to have a morning snack and a lunch provided by their Parents/Guardians, breakfast and afternoon snack are provided by the program. Children enrolled in the daycare program have breakfast, lunch and afternoon snack provided by the program. Parents/Guardians are required to provide a healthy morning snack. Monthly/Weekly meal plans are posted on the parent boards and e-mailed to Parents/Guardians at the beginning of each month.

Breakfast

Breakfast is available between 6:30 am and 8:00 am for the Out of School program and the daycare program.

Breakfast provided by the program includes, but is not limited to:

- Sugar free cereals and milk (Mondays, Wednesdays and Fridays)
- Pancakes (Tuesdays)
- Oatmeal and Fruit (Thursdays)
- Toast (Fridays)

Morning Snack

Morning snack is between 10:00 am and 10:30 am for all the children enrolled in the daycare program and any children not in school from the Out of School program. Parents/Guardians provide a morning snack for their child(ren) enrolled in the daycare program and the Out of School program.

Lunch

Lunch is between 11:15 am and 12:30 pm. Kindergarten PM children start lunch at 11:15 to ensure they are on time for school. Kindergarten AM and Grades 1 - 6 arrive for lunch at 11:55 pm. Grade 1- 6 return to school at 12:25 pm. Parents/Guardians are required to provide a lunch for their child(ren) enrolled in the Out of School program. Daycare children will have lunch served by the program at 12:00 pm - 12:30 pm.

Lunch provided by the program may include, but is not limited to:

- Spaghetti (may contain ground meat/chicken/vegetables)
- Lasagna
- Pizza baguettes

- Rice and meat
- Sandwiches (Grilled cheese, meat and cheese etc.)
- Soup (i.e. chicken noodle, vegetable etc.)
- Wraps
- Chicken nuggets
- Mashed potatoes
- Baked potatoes
- Shepard's pie
- Tacos/Fajitas/Quesadillas
- Vegetables (side)
- Fruit (side)

Afternoon Snack

Afternoon snack is served between 3:00 pm and 3:30 pm for all the children enrolled in the daycare program and the Out of School program.

Afternoon snack provided by the center may include, but is not limited to:

- Fruits
- Vegetables and dip
- Yoghurt
- Apple Sauce
- Fruit cup
- Granola bar
- Cheese
- Crackers
- Cold meats
- Muffins
- Croissants
- Loafs (banana bread, lemon loaf etc.)

All meals provided by the center will include water, milk, or juice.

Allergies and food intolerances may be accommodated. Parents may need to provide specialty foods and beverages.

Manner of Feeding

- All children are required to be seated (in a chair or booster, depending on age and height) at a table while eating/drinking any meal/beverage in the program.
- Children are served food on plastic plates or bowls and they are provided cutlery (spoons and forks) to eat their food. At no time may children use a knife (with the exception of children six and older that may use butter knives while supervised)!
- For children that require a nap, no beverages are permitted to be taken to their place of rest. Children that are thirsty during nap time will be required to be seated at a snack table while drinking.

HEALTH POLICY

All accidents resulting in injury and/or harm and any illnesses with symptoms of vomiting, diarrhea, new and/or unexplained rash or cough and/or a fever of over 38 degrees Celsius (staff will use a thermometer to determine if the child has a fever) will require an accident/illness report to be filled out by a staff member and Parents/Guardians will be notified by phone call immediately. Should we not be able to reach the child's Parents/Guardians we will contact the child's emergency contact and e-mail the Parents/Guardians with information about what has transpired. If the child's Parents/Guardians and/or emergency contacts are not reachable, we are required to contact Child and Family Services to take the child to a Doctor/Hospital on their behalf. Parents/Guardians will be required to review any reports written about their child the day of the occurrence and sign and date the form. This form is then placed in the child's file folder.

Parents/Guardians are formally informed of our Health Policy when they initially register their child in one of our programs by receiving a copy of the Parent Handbook.

Accident

In the event of an injury or accident resulting in, but not limited to, head injuries, strained or sprained limbs, severe cuts or gashes etc. the following steps are to be taken:

1. The child will be examined by a staff member immediately to determine if there are any visible signs of injury.
2. First aid will be applied as necessary and all injuries are to be treated according to current first aid practice.
3. Provide an ice pack if needed.
4. Complete an incident/accident report and inform parent/s as soon as possible.
5. Bring the child to a quiet space and offer the child time to rest.
6. Ensure Parents/Guardians read and sign the incident/accident report and place the report in the child's file folder.

Staff are expected to administer first aid when necessary to the best of their abilities. In the event of a severe injury/accident a staff member is required to call 911 and then inform the child's Parents/Guardians. These incidents are then immediately reported to the licensing intake line.

Illness and Potential Health Risk

If a child shows symptoms of a communicable disease and/or symptoms of vomiting, diarrhea, new and/or unexplained rash or cough and/or a fever of over 38 degrees, the child will immediately be removed from their designated room and kept away from other children. Parents/Guardians will be contacted immediately to pick up their child.

Once a child has been dismissed from our program due to an illness, the child may not return until the child has been symptom free for a minimum of 24 hours and/or has a written Doctor's note stating the child is able to return to the program and no longer poses a health risk to others.

Steps to follow in the event of an illness and/or potential health risk:

1. Examine the child for any new and/or unexplained rashes/hives or any other change in skin tone (is the child pale, flushed etc.)
2. Staff will be required to check the child's temperature with a thermometer to determine if the child has a fever.
3. Begin documentation of the child's symptoms and record if/when a child has had symptoms of vomiting and/or diarrhea and remove the child from the other children immediately. Ensure to note the time, date, name of child, name of staff observing, documenting and contacting parents/guardians, the duration of symptoms to the best of the staff members ability, the time the Parents/Guardians were initially contacted, the date the child was removed from the premises and the date the child returns.
4. Contact Parents/Guardians or emergency contact/s and inform them of the illness/potential health risk immediately.

Supervised Care for Sick Children

- A child that is showing symptoms of an illness and/or potential health risk will be removed from their designated room as to not pose any further risk to other children. The child will be brought to the office where he/she may rest until a Parents/Guardians or emergency contact is able to pick him/her up. During this time the child will be supervised by the Director and/or assistant Director.

Administration of Medicine

- Medication can only be administered to a child when the following steps are taken:
 1. Ensure there is a signed Medical Release Form from the child's Parents/Guardians!
 2. Make sure the medication is in the original labelled container.
 3. Medication must be administered according to the labeled directions and must be stored in the locked box located in the program room or fridge (if necessary) and out of children's reach.
 4. Document the medication type
 5. Date and time medication is being administered, the dosage of the medication and the name of the staff member administering the medication.
 6. Ensure the medication is returned to its stored location.

ANY Emergency Medication is to be stored in a location that is easily accessible to staff and out of reach of children!

Health Care

- Deer Run Community Child Care is permitted to provide or allow for the provision of health care to a child ONLY if we receive written and signed consent from the child's parents/guardians. This form is provided to the Parents/Guardians upon registration. The health care provided is first aid.

Head Lice Policy

The goal of this policy is to stop and/or limit the spread of head lice within our program. Deer Run Community Child Care views head lice as a minor health concern and therefore, we will be documenting each incident as they occur. Given the fact that head lice can spread easily, we will remove any child that is suspected to have head lice from their program room until it has been verified whether the child is affected or not.

In the event we spot lice or eggs, the parents/guardians will be required to pick up their child **immediately**. If a parent/guardian is not reachable or unavailable, emergency contacts will be contacted. It is the parent's/guardian's responsibility to treat the lice and no child may return to our program for a **minimum of 24 hours** from the treatment of head lice.

A second case in the same child will require a written doctor's note, stating treatment has been completed, all nits and eggs have been removed and has been symptom free for a **minimum of 48 hours** before returning to their program, NO exceptions.

Signs or symptoms of head lice we look for include, but are not limited to:

- excessive itching of the head and neck area,
- eggs or live lice on the scalp, hair or back of neck, and
- red or inflamed skin near the ears or back of the neck.

Staff are required to disinfect all toys, carpets, pillows, tables and chairs, and any other items and areas in the room when it has been confirmed that lice are present. Stuffed animals and resting areas may be temporarily removed until sanitation is completed, and it has been confirmed that no child currently has lice, before returning these items to the room.

***For further questions or concerns, please contact Health Link at 811 or see a doctor.**

ANTI-BULLYING POLICY

Deer Run Community Child Care is committed to providing an environment for children that is safe, welcoming and free from bullying (the persistent behaviour by any individual or group which intimidates/threatens or has a harmful or distressing impact on another individual or group). Bullying can be: Emotional, Physical, Spiritual, Verbal, Psychological, Racist, Sexual or Cyber (e.g. text messages and/or social media). Bullying of any form is unacceptable at Deer Run Community Child Care!

➤ Emotional Bullying

Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, forcing another person to be 'left out' of a game or activity, passing notes about others or making fun of another person.

➤ Physical Bullying

Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any other sort of violence against another person.

➤ Verbal Bullying

Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumors or making fun of another person's appearance.

➤ Psychological Bullying

Behaviour likely to instill a sense of fear or anxiety in another person.

Deer Run Community Child Care recognizes that legitimate play behaviour may include many of these facets, but when one or more parties becomes targeted on a frequent and recurrent basis, the experience of those affected can be extremely negative. Despite all efforts to prevent it, bullying behaviour may occur on rare occasions and Deer Run Community Child Care will respond to all incidents thoroughly and sensitively.

Our Approach

When addressing a concern of bullying, it is important to be mindful of the child's(ren's) age and ensure the approach is age appropriate in terms of context during the conversation. In the event bullying is witnessed/suspected, these steps are to be taken:

- Approach the children involved and kindly ask "what's going on?" or "what are you guys playing?" (scenario depending).
- Allow children to speak in turns and ensure each child involved has an opportunity to share their part.
- **Listen** closely and be compassionate and reasonable at all times.
- Determine what transpired and guide children with their conflict resolution by asking open ended questions and encouraging them to solve the issue on their own, first!
- If it is decided that bullying behaviour has occurred, in most cases the behaviour can be addressed by using the strategy mentioned above. The alleged bully will

- be encouraged to discuss their behaviour and think about the consequences of their actions. Where appropriate, they will be encouraged to discuss the incident with the other person/people involved.
- Children will be encouraged to report any incidents of alleged bullying immediately and will be reassured that what they say will be taken seriously and handled sensitively.
 - If a child tells a leader they are being bullied, they will be given the time to explain what transpired and will be reassured they were right to tell.
 - At this point, a leader will have a conversation with the alleged bully, to give each side an opportunity to explain the circumstance. Leaders are to consider both sides when deciding whether bullying has occurred.
 - **ALL** incidents are to be documented in writing and parents/guardians will be informed upon pick up of their child(ren). Parents/Guardians will be required to read, date and sign each incident report.
 - In extreme circumstances, immediate action of the leaders is required. Children are to be separated immediately to determine what transpired and parents/guardians will be informed as soon as documentation is completed, and all information is collected from all persons involved.
 - All children involved in any bullying incident will be offered support. Deer Run Community Child Care may contact organizations outside of the program to inquire about local support groups and programs. These will be passed onto the children and their parents/guardians.
 - Should bullying behaviour persist, parents/guardians will receive a written warning regarding the situation as a secondary approach to resolve the concern. Each child demonstrating bullying behaviour will receive **two** verbal warnings, followed by **one** written warning and finally, **one** final written warning, before termination or suspension of child care. It is up to the Director's discretion to determine whether a child may return to our program or not after all these steps have been taken.
 - Should a child, that has been suspended, return to our program, staff will monitor this child's behaviour closely to ensure bullying behaviour does not return and we will continue to work with children as a preventative measure.
 - If the child affected by bullying, or the alleged bully, or their parents have any concerns regarding our approach to an incident, we encourage them to reach out to our program Director immediately.
 - **ALL** staff are required to communicate amongst each other about every incident that has occurred to ensure all staff are aware and working together to limit bullying behaviour on an ongoing basis.

EMERGENCY EVACUATION POLICY

At Deer Run Community Child Care, we put the safety of the children at the top of our priority list. No matter what kind of emergency we may be faced with at any given time, all the staff have read and signed our policies and procedures at the beginning of their employment with the program and therefore have been trained to handle these situations effectively. We will review our steps and procedures each time a new staff member joins our team. The staff are aware of their duties in the event of an emergency, whether on site or off site and Parents/Guardians will be contacted via phone call and e-mail as soon as it is safe and possible to do so.

In the event of an emergency, the children will be escorted out of the building in an orderly fashion to one of the three designated muster points:

- The bike racks by the school (West of the building)
- The fence on the north side of the property, or
- The east side of the garage.

The staff's pre-assigned duties are as follows:

1. Each room supervisor is responsible to pick up the portable records and the first-aid back pack, including all emergency medications and lead the division two, division one, junior room and daycare room children out of the building.
2. All staff members are required to conduct a head count of the children. After exiting the building and reaching one of our designated muster points (whichever one is closest), the staff will do a routine roll call to confirm all children and staff are present.
3. The designated staff members will do a routine check of the building to ensure all children have been evacuated (2-3 staff members will be assigned this task).
4. In the event a child cannot be located after steps 1,2 and 3 have been completed, the site Director will contact 911 and the licensing intake line to report the incident. If child to staff ratios are met, we will then assign as many staff members as possible to search for the child. Parents/Guardians will be notified immediately after contact with the police and the licensing intake line has been made.

In the event we are not permitted to re-enter the building, we will evacuate to the Deer Run School as arrangements have been made to accommodate all participants and employees of the Deer Run Community Child Care program in the gym of the school. Parents/Guardians will be contacted to pick up their children as soon as it safe and possible.

There will be fire/evacuation drills conducted all rooms (Division 1 and 2, Junior and Daycare) at a minimum of three times per school year. The staff are to follow the pre-assigned duties as assigned. Assignments are posted inside the emergency contact information binder. The evacuation drill procedures are posted in every room, with detailed instructions.

All local emergency phone numbers, including poison control center, nearest hospital or emergency medical facility and child abuse hotline are posted in the evacuation procedure, emergency contact binders, and by every phone within the center.

A telephone number for an after-hours emergency program contact is posted in a place that is visible from the outside of the premises.

RECORDS POLICY

Children's Records

The children's records are always kept confidential and secure in the office of the Deer Run Community Child Care program. **No** document is to be taken off the property at any time, with the exception of Court ordered requests. The records are available for inspection by the site Director and licensing officer at any time, and the child's Parents/Guardians at reasonable times. Parents/Guardians are responsible to provide updates of any changes regarding the required information within 24 hours of the changes (if possible), but no later than 1 week. A copy of the first two pages of the enrollment form is kept in the portable emergency binders. **Deer Run Community Child Care keeps all records on site for a minimum of two years before they are discarded and shredded.**

Children's records must contain:

- The child's name, date of birth and home address;
- A completed enrolment form;
- Parents/Guardians names, home address and telephone numbers;
- Emergency contacts names, home addresses and telephone numbers (minimum 2 emergency contacts, that are not parents/guardians, per child)
- A Child Health Information/Medical Release Form outlining any relevant health information about the child, including the child's immunizations, allergies, and/or medication administration, if any.
- Written consent that the child may receive health care and/or emergency treatment.

Portable Records

The portable records are always kept confidential and secure in each child care room of the Deer Run Community Child Care program. **No** document is to be removed from the portable records at any time, with the exception of Court ordered requests. Portable records are taken off the premises during any form of emergency evacuation and when taking the children out of the building for outdoor play and field trips/offsite excursions. The records are available for inspection by the site Director and licensing officers at any time, and the child's Parents/Guardians at reasonable times. Parents/Guardians are responsible to provide updates of any changes regarding the required information within a week of the changes (if possible). A copy of the first two pages of the enrollment form is kept in the portable emergency binders. **The Deer Run Community Child Care Center keeps all records on site for a minimum of two years before they are discarded and shredded.**

Portable records must contain:

- the children's names, dates of birth and home addresses;
- the Parents/Guardians names, home addresses and telephone numbers;
- the names, addresses and telephone numbers of the emergency contacts (minimum two per child);
- any other relevant health information about the children, provided by the children's Parents/Guardians, including the children's immunizations, allergies and medication administration, if any.

- the telephone numbers of the local emergency response service and poison control center.

The Deer Run Community Child Care programs portable records also contain **blank** incident/accident/illness report forms in the event and incident/accident/illness occurs during an offsite excursion or emergency evacuation.

The Deer Run Community Child Care staff use a program called Timesavr. This program holds the above-mentioned information in the portable records section. In the event that Timesavr should not be available, for technical reasons, we will use our hard copy weekly attendance sheets.

OFFSITE EXCURSION POLICY

Outdoor Play

During warmer months, Deer Run Community Child Care takes advantage of the good weather as much as possible, by offering and hosting many activities (i.e. meetings, group games, crafts, science activities, free play and snacks) outside the program premises. Children are always expected to have a hat and a water bottle with them when going outdoors.

Children will be taken to the schools' playground/compound/fields for at least an hour each day (weather permitting). The younger age group (19 months - 5 years) will be provided outdoor play time for a minimum of two hours each day (weather permitting) in the enclosed outdoor play space provided for them. If there are extreme weather conditions and/or temperatures (i.e. below -20 with the wind-chill, above +25, or with an Air Quality index higher than 6), the children will have limited time outdoors or stay inside for alternate physical activities.

Parents/guardians are required to ensure their child is dressed appropriately for outdoor play. If a child does not have the appropriate attire, a staff member will find (to the best of their ability) appropriate clothing from the lost & found area. Parents/guardians are advised to check the local weather before bringing their child to the program; to ensure all the children have the opportunity to have some fun outside.

If any of the children express that they do not wish to play outside (i.e. not feeling well or tired), we will use gentle encouragement. If that fails, children will be given alternate activities to do in the office, under the supervision of the Director and/or assistant Director.

Every time we take the children outside for play time and/or activities, staff are required to follow these steps:

1. Ensure children have been notified of your plan to go outside and provide guidance (if needed) to ensure a smooth transition.
2. Ask children to prepare themselves for outdoor play by changing their shoes, putting on jacket and hat and applying sunscreen and bug spray, if provided by their parents/guardians.
3. Children are required to line up at the door so that the staff may conduct a head count and attendance roll-call.
4. Encourage children to exit the building in an orderly fashion (walking feet, one at a time, in a line etc.)
5. Staff need to take the first-aid and emergency back pack with them as well as the portable records.
6. During outdoor supervision staff are required to conduct head counts several times throughout the time spent outdoors to ensure no child wanders off/goes missing.
7. When returning indoors repeat step 3 and 4 and assist (if needed) children in putting their things away (hanging jackets and hats on hooks and changing shoes).
8. Ensure children wash their hands after outdoor play before returning to indoor play and activities.

Field Trips/Neighborhood Walks

Deer Run Community Child Care holiday break programs (i.e. winter break, spring break, and summer break) usually have a minimum of one field trip and one neighborhood walk during the break. Parents/guardians will be notified of all field trips and neighborhood walks, prior to their scheduled dates via e-mail and parent boards. Information will include a description of the location, transportation, supervision and items children will need. Parents/guardians are reminded that insurance coverage for their child(ren) while on field trips or neighborhood walks is a parental responsibility. A blanket parental consent form is signed by the parents/guardians yearly and kept on file.

Permission slips are handed out at minimum of 48 hours prior to the event and must be signed before the child can participate in these events. Children will not be permitted to attend a field trip unless there is a signed permission slip. If a child cannot participate on the field trip or neighborhood walk, the parent/guardian is responsible for finding alternate care for that day at the parent's/guardian's expense.

On field trip or neighborhood walk dates, the children are **expected to arrive at the center 45 minutes before departure**. The staff may conduct a meeting with the children, and volunteers to discuss safety rules and expectations of all participants. During this meeting the children will be informed of our plans for the day and will have the opportunity to contribute their ideas and suggestions at this time. **Children and staff are always required to wear uniformed shirts (provided by the Deer Run Community Child Care program with the program name) while on fieldtrips.**

If the group is going to be late returning to the center, the director will receive a phone call and be given an estimated time of arrival, to relay to parents/guardians. Children aged 19 months - 5 years (daycare program) may be included in the above-mentioned field trips and neighbourhood walks if the excursions are deemed age appropriate for this age group.

For field trips and neighbourhood walks regarding children in the daycare program, (ages 19 months - 5 years) the staff will ensure that the planning of such events is age appropriate and that the parents/guardians are informed of these excursions through a written consent letter, with a minimum of 48 hours prior to the outing taking place. Children that do not receive signed and written consent may not attend such outings. If a child cannot participate on the field trip or neighborhood walk, the parent/guardian is responsible for finding alternate care for that day at the parent's/guardian's expense.

Children enrolled in the daycare program will have one planed field trip every three months and one planned neighborhood walk per week (weather permitting).

For all off-site activities follow the eight steps mentioned above in the **outdoor play** section.

***Field trips may result in an additional cost, at the parent's/guardian's expense.**

VOLUNTEER POLICY

On behalf of all the staff at Deer Run Community Child Care, we would like to thank you for offering your time to volunteer with us. We ask that you carefully read and sign the guidelines listed below to ensure the safety of all participants.

- Each Volunteer will be paired with two staff members (leaders) in a small group. Please make sure to communicate with your leader to ensure everyone is on the same page. Staff will make decisions in the best interest of the children attending our program at all times. Please follow their instructions.
- Children **MUST** be supervised at all times. No child is to be left unattended.
- Each group will have planned bathroom breaks. Due to Licensing regulations, volunteers may **NOT** take any child or group of children to the washroom without a staff member present.
- Areas such as playgrounds or open fields are required to be examined for any hazards or potential risks before children are taken out to these areas.
- To ensure we are within the health and safety guidelines regarding food and beverages, please do not give a child any food or beverages that has not been provided by their parents/guardians and/or the center's staff members/Director. This ensures that **NO** child is exposed to anything that may trigger an allergic reaction.
- At **NO** time are the staff/volunteers permitted to carry a child (with the exception of a medical emergency resulting in the impairment of the child's walking ability).
- Volunteers are required to be present 15 minutes before field trip departure times and up to 15 minutes after we return to the center to ensure adult to child ratios are met at all times.
- Smoking and/or cell phone use (with the exception of emergency phone calls) is not permitted while supervising children.
- Volunteers are required to read, date and sign the Child Discipline and Guidance Policy of the Deer Run Community Child Care program to ensure they understand our policies and procedures. Volunteers are also required to read, date and sign the Abuse Prevention Protocol of the Deer Run Community Center to be in compliance with their guidelines.
- The safety and well-being of the children is our number one priority. Staff and Volunteers are legally responsible for children while they are in attendance of our program. Any concerns and unsafe circumstances are to be reported to a staff member immediately.

X

Volunteer Signature

X

Date

PARENT AGREEMENT

The undersigned acknowledges having read and understood the Deer Run Community Child Care Parent Handbook and the Deer Run Community Child Care Policies and Procedures (revised June 2019).

The undersigned acknowledges that they must first complete and sign all forms provided in the Registration Package, and that childcare cannot be offered until all forms are signed, schedules approved, fees paid and required documents are on hand at the daycare as per Alberta's Child Care Licensing Regulations.

X

Parent/Guardian #1 (PRINT NAME)

X

SIGNATURE

X

Parent/Guardian #2 (PRINT NAME)

X

SIGNATURE

X

Date

X

Director (PRINT NAME)

X

SIGNATURE

X

Date