



# Parent Handbook

Sonshine Daycare

### **Vision/Philosophy**

The foundation of Sonshine Out of School Care is unconditional, Christ-like (centered) love for all children and their families. We believe that all children are created uniquely by God and need unique interactions and experiences with people around them. We believe that the perfect place for children to learn is in a healthy family environment. At Sonshine out of school care our goal is to create a safe and loving environment for children to grow and develop in. All children will be treated with unconditional love. Our goal is to create the best opportunity for success in each child's life through OSC staff and parents partnering together. Children will learn about the love of God, the gift of friendship and many valuable life skills through developmentally appropriate experiences. Here we love, laugh and learn together.

### **Programming**

The Out of School Care Program will focus on involving children in activities they would often participate in at home with a Christ-centered foundation. Love and respect for one another are core values that will be incorporated into all activities. Some of the activities children will have opportunity to experience include, but are not limited to: cooking/baking, outdoor/indoor games, nature walks, crafts, music, age-appropriate tasks/chores, stories, and play. Through activities, interactions and love, the physical, social, intellectual, creative, emotional and spiritual needs of the children will be met.

The out of school program programming is developed from core Christian values. Love is the most prominent core value we hold at Sonshine Out of School Care program. Love will be the basis for all interactions and will be taught through daily interactions, bible stories, songs, and prayer, in a non-denominational form.

Connecting seniors and our children is an essential goal of the out of school program. Children will therefore be involved in community experiences and development through community field trips to multiple settings, including, but not limited to, long-term care/seniors lodges, the fire station, police department, library, Tofield schools, and outdoor playgrounds on a regular basis.

Parental involvement is openly welcomed and encouraged through open observation at the out of school program. An initial family visit with is encouraged for parents and children to spend time in the out of school program prior to first day. This helps parents experience the out of school program facility for themselves and begins relational development with staff. Open discussion, communication and relationship will continue to develop through daily interactions between parents and caregivers. Parents will be providing lunch and snacks, so they will be involved in their child's nutrition. The out of school program staff will offer encouragement and teaching to parents if requested in regards to the care of their child(ren). This includes information about discipline, behaviours and loving guidance to development and nutrition. Parenting sessions/workshops for families will be made available throughout the year based on interest. As well, information, reading materials and DVDs are available for families on request.

Parents will receive a copy of the Parent Handbook upon registration of their child into the program. Staff will receive a copy during the orientation process.

### **Program Planning Policy**

Program planning is part of meeting developmental needs of all children at Sonshine Out of School Care. Staff will look at the six areas of development to incorporate into the program planning for the children. Social, physical, intellectual, creative, emotional and spiritual development will be used to meet the needs of the children.

#### Procedure:

1. The Director/Recreation Director will work with staff to develop the Centre's program and service delivery
2. The Director will encourage the staff to investigate alternate program and service delivery methods
3. Staff will consider children's needs, interests and opinions first, in planning daily activities, field trips and enrichment activities. Activities will be open-ended with room for each child's input and creativity. Children will be invited to share their cultural experiences and preferences
4. Staff will be encouraged to share culturally different backgrounds through programming
5. Families are invited to share their cultural experiences and heritage.
6. Staff will use natural materials that are found in the surrounding environment to enrich children's daily interactions with nature. Materials such as sticks, stones, moss, wood, water, sand and snow, as seasonally appropriate, will be incorporated in activities throughout the day. These activities will deepen the child's connection with nature, develop fine motor skills, be a tool in social/ emotional development and enrich sensory play. Children will also have an introduction to plants and gardening. Which in turn will teach them about science and our environment.
7. Staff will also look at the different developmental areas to ensure program planning meets the needs of the children. Activities will be used to develop the children's social skills, by encouraging sharing, co-operation and taking turns with classmates. These may be done using classroom materials, natural play and outside time or games.
8. Staff will encourage learning letters, colours and shapes based on the interests and opinions of the children. This can be done through circle time (books, songs, finger plays, calendar and educational posters, table top activities (puzzles, games, and sensory materials).
9. The program planning will also include developing fine and gross motor skills. Fine motor skills will include using scissors for arts/crafts and cutting, printing/ drawing on whiteboard or paper. Different sensory material (playdough, shaving cream, slime) will also be used to help develop fine motor skills. Gross motor skills can be developed through running games and obstacle courses in the gym, also outside time on the playground will also further these skills.

**Christian Education:**

Love is the core value we hold at Sonshine out of school care. Love will be the basis for all interactions and will be taught through daily interactions, bible stories, songs, and prayer, in a non-denominational form.

**Staff Qualifications:**

We maintain on the program premises, up to date administrative records containing the following: particulars as per Government of Alberta Child Care Licensing regulations all staff will be/have the following credentials:

A)- Certified Child Development Supervisors

- Certified Child Development Workers

- Or certified Child Development Assistants

- Particulars of the daily attendance of each staff including breaks and arrival and departure times, **and** evidence of each staff members child care certification,

B) Current first aid certificates, where applicable and verification of a criminal record check, including a vulnerable sector search is required and updated every three years

C) Continued competence and learning

**Hours of Operation:**

Sonshine Out of School Care will be open to Friday inclusive from 6:00am to 6:00pm during the summer. During the duration of the school year, will be open from 6:00am till beginning of school and end of school till 6:00pm. On days where there is no school we will be open from 6:00am to 6:00pm. This is excluding statutory holidays and Christmas Break. Christmas Break is from December 24<sup>th</sup> to January 2<sup>nd</sup> inclusive.

**Out of School Care Rates:**

Out of School Care rates are as follows and are based on rates for the area and subsidy. Subsidy is a possibility depending on family income. More information on subsidy is available on request.

Kindergarten School Year Rates:

<u>Full Time w/ Half School Days - includes non school days in daycare and mornings and afternoons in OSC on school days (monthly)</u>	- \$730
Half-Day School Care	- \$24
<u>Full-Day School Care: (over 4 hours)</u>	- \$43
<u>Full-Day School Care: (up to 4 hours)</u>	- \$35
<u>Hourly:</u>	- \$12

Grades 1-6 School Yer Rates:

Full Time School Care w/ PD Days (monthly)	- \$695
Full Time School Care w/out PD Days (monthly)	-\$590
Part-Time School Care - up to 12 days a month before and after school, or only mornings or afternoons all month: (monthly)	- \$440
Half-Day School Care	- \$24
<u>Full-Day School Care: (over 4 hours)</u>	- \$43
<u>Full-Day School Care: (up to 4 hours)</u>	- \$35
<u>Hourly:</u>	- \$12

Summer Rates:

<u>Full Time Summer Care (monthly)</u>	- \$715
<u>Part time Summer Care -up to 12 days per month: (monthly)</u>	- \$518
<u>Daily Care: (over 4 hours)</u>	- \$46
<u>Half-Day Care: (up to 4 hours)</u>	- \$35
<u>Hourly:</u>	- \$12

**The hourly rate will be applied for drop-in care and for days that your child is scheduled in for under 2 hours. Drop-in care availability will be known each morning. We will accommodate drop-in children based on staffing/ratios as available each day. Any pre-scheduled days will have daily or half-day rates applied, unless your child is scheduled for less than 2 hours a day.**

Prepayment must be made by the 1<sup>st</sup> day of each month. If additional care is required to what has been paid for, adjustments will be made to the next month's fees. Providing cheques for up to six months in advance is requested, but not required, in order to make transactions easier. If payment is not received by the 1<sup>st</sup> of the month your child's reservation may be replaced by others on the waiting list.

Non school days are included in full time monthly billing during the school year

**Refunds will only be provided for those days cancelled at least 48 hours in advance. We are unable to refund short notice cancellations as sufficient time is required to appropriately adjust staffing and child-care ratios. Due to the fact that we are not a 24 hour service, we can only receive and accommodate cancellation requests during regular Out of School Care hours - 6am to 6pm, Monday to Friday.** Thank you for your cooperation and respect regarding payment.

**Registration Fee**

Parents are required to make a payment of \$75 that is non-refundable as a registration fee, per family. The fee is due at the time of the initial family visit or when registration forms are brought in for processing, whichever comes first. Debit, credit or cash are accepted as forms of payment for the registration fee. Registrations will not be processed until the registration fee is paid in full.

**Routines:**

Daily routines will follow the same general format, but will be flexible. A regular day during the summer (and non school days) will follow this routine:

- 0600 - 0845 – Drop off; breakfast; planned activity based on interests; free-play – toys, colouring, puzzles, crafts, stories.
- 0845 - 0900 - Worship - During this time children go to sanctuary and sing, dance and play instruments.
- 0900 - 0930 - Bathroom Break / Snack (Ask children to choose one to two healthy snacks – depending on how hungry they are. It is ok to eat part of their lunch meal if it is a healthier alternative to other choices they have).
- 0930 - 1015 - Circle Time (What About God?) - group time includes; singing, geography, math, spelling, experiments, object lessons, stories, memorization and hands on activities.
- 1030 - 1200 - Gross motor play, outdoors or gym / Community Walk / Field Trip - Going outside is very important for the children and staff every day. If it is too cold and children do not have appropriate clothing for the weather conditions, this is a good time to play in the gym. Offer gross motor games and toys. This may also be an opportunity for baking/cooking on a cold day.
- 1200 - 1230 - Lunch, children heat up food in kitchen. Children use the bathroom and wash hands after coming inside.
- 1230 - 1300 - Free/quiet play, colouring, puzzles, crafts, stories, sensory bin, creation station.
- 1300 - 1330 - Quiet time. Children will be required to have a time to themselves to rest, read books, do puzzles or crafts, listen to Adventures in Odyssey, music, and play by themselves quietly.
- 1330 - 1400 - Interest centres/planned activity; playtime, crafts, stem, creative expressions, fine motor, dramatic play.
- 1400 - 1430 - Afternoon snack - Offer healthy snack and a treat (if available) at this point.
- 1430 - 1630 Fun projects - baking, crafts, games, outdoor play, signing, interest centres, field trips
- 1630 - 1700 Gym time - Offer gross motor games and toys.
- 1700-1800 - Prep for home. Have bags packed. Review report of what happened – to discuss with parents. Board games, reading or puzzles can be done at this time. Clean up – children to assist with cleaning up toys. Staff to follow regular clean-up routine (sign for daily and weekly cleaning as completed).

**A regular day during the school year will follow this routine:**

**Morning**

- 0600-0730 – Drop off; breakfast; free/quiet-play –stories, colouring, puzzles, crafts; singing, prayer.
- 0730 0800- Interest centre / Planned activity; stem challenges, sensory bin, crafts
- 0800-0815 - Get ready for school; toilet, bags packed, dressed for the weather for the walk to school. \*Leave for school at 8:15\*

- 0815-0830 - Walk to school/ Drop kids off. \*C.W. school starts at 8:30, Tofield at 8:34\*

### **Afternoon**

- 1450 - 1500 - Walk to C.W. Sears school, wait in lobby to pick up children.
- 1500 - 1510 - Pick up children from C.W. Sears school.
- 1510 - 1520 - Pick up children from Tofield school, children meet OSC at Tofield School sign.
- 1520 - 1530 - Walk back to OSC centre, bathroom break and wash hands.
- 1530-1600 - Snack Time/ Interest centre / Planned activity - Children have the choice of whether they would like a snack or not. Children can have free play or participate in planned activity. Interest centres set out include; stem challenges, sensory bin, crafts.
- 1600-1700 - Gross motor play - Gym, outdoor play, skating or play at a park. In the gym children can be offered toys and gross motor activities. These can be planned.
- 1700-1800 - Prep for home. Have bags packed. Review report of what happened – to discuss with parents. Children can complete homework at this time if needed. Board games, reading or puzzles can also be done at this time. Clean up – children to assist with cleaning up toys. Staff to follow regular clean-up routine (sign for daily and weekly cleaning as completed).

Transport to any outing will be on foot, or wagon. Your children will not be transported by vehicle, unless an emergency arises – see accident/illness policy or additional field trip forms are signed.

As mentioned previously, this routine is very flexible, to maintain as much of a home-like environment as possible. Every day will be different, but follow a consistent basic routine with regular snacks, meals and quiet time. Please feel free to talk to any of our employees with questions or concerns regarding our daily routine.

### **What to Bring:**

While at Sonshine Out of School Care we will be engaging in fun, active play. We ask that children be appropriately dressed in play clothes that are both comfortable and functional.

- All children require slippers or shoes for inside and Velcro shoes are encouraged for outdoor play as it promotes independence.
- An extra set of clothes, seasonally appropriate, will be required – in case of spills/accidents. Please replace these as they are used.
- Appropriate outdoor wear, seasonally appropriate, as we plan to go outside every-day, weather permitting.
- Water bottle

### **Dress Code Policy:**

As a part of the Out of School Care program our standards are the same/higher than that of school. Because we live in a culture of honour, we want to honour each other in the way we dress. The way that we dress says a lot about our character. And if from a young age children are taught, and modelled how to dress modestly then they will be able to carry this with them for the rest of their lives. Staff for the Out of School Care/Daycare will adhere to the dress code as an example to the children.

We ask parents to go over these standards with their child and determine which pieces of clothing are appropriate for Out of School Care. If a child is wearing clothing that is considered by staff to be inappropriate for a Out of School Care setting, he/she will be asked to change and parents will be notified.

- Undergarments should not be visible.
- Strapless shirts are prohibited.
- Shirts must cover the midriff. (i.e. no crop tops or backless garments)
- Necklines must be modest
- Shorts/skorts must be midway between your bum and knees. (are longer than your fingers tips can reach)
- Skirts must be midway between your bum and knees. (are longer than your fingers tips can reach) - we ask that if your child is wearing a dress, that they wear shorts/leggings/tights underneath as the children are active during the day.
- T-shirts with offensive/suggestive comments or cartoons (advertising beer, drugs, violence, etc.) are not appropriate.
- No bikinis (one piece or tankinis are fine)

Note: When going to the spray park/doing water activities the children are to still carry a culture of honour, appropriate swimwear is required.

### **Birthdays:**

Birthdays are important events in a child's life. Parents are welcome to bring a sharing snack for the children on this day. This will be shared at morning snack time. Please see staff for allergy concerns and to let us know that you will be bringing in a snack.

### **Photo Taking:**

At Sonshine Out of School Care we will regularly take pictures of events, field trips and parties. This is done for some of our crafts and decorations and also for parents' enjoyment as to what goes on while their children are under our care. Please bring forward any concerns in this area.

### **Multi-Media Policy**

At Sonshine OSC our goal is to maintain positive communication with families and children through multiple resources. Our focus is on developing and maintaining relationships with children and their families through the following media:

- Face-to-face communication
- Telephone/text-message



- Email
- Parent Meetings (Group)
- One-to-one parent teachings/meetings
- Hi mama (childcare app)
- Newsletters
- Evaluations (written/verbal)
- Surveys

Staff do not share personal information or photos of children from Sonshine OSC on social media sites without prior written permission.

Sonshine OSC does have a website and Facebook on which images and/or videos of your children may be uploaded under the following parameters:

- Images of individual or groups of children are not uploaded to the site without prior written permission from parents.

We do request to use photographs of your children at The House Ministries for, but not limited to, the following purposes:

- prayer cards
- slide-shows
- crafts
- decoration/atmosphere within daycare rooms

\*Please be advised that the program premise of the OSC is video monitored\*

A consent form is to be signed for each child upon daycare application/registration providing consent for photography to be used only within The House Ministries of Tofield Alberta.

### **Parent/ Caregiver Relationship**

Please bring forward any concerns in any area regarding your child's care at Sonshine Out of School Care. We would like to develop a relationship with you and your child (children). Please inform us of any issues at home as well, so that we can provide the best care possible to your child by having an understanding of other/deeper issues in your child's life.

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **Late Pick-up Policy**

All families and authorized pick-up persons must pick up their child by 6:00pm. If an emergency arises the authorized pick-up person is required to notify the staff of The Out of School Care as soon as possible and make alternate arrangements for pick-up of their child no later than 6:00pm.

#### **Procedure:**

- Parent will be notified that his/her child has not been picked up and the center is now closed

- Emergency contact person(s) will be notified to pick-up your child, if you cannot be reached
- If there is no contact with parents/guardians or emergency contacts by 7:00 PM, Child and Family Services will be contacted.
- If late pick up is a repeated problem, where the staff and parent cannot find a solution, the Daycare Board of Directors will address the problem. After two late pick-ups, a fee of \$1.00 per minute past 6:00pm will be applied until the Board of Directors can meet to address the problem. Notice may be given for termination of services, if an alternative solution cannot be reached.

### **Emergency Evacuation and Off-Site Activity Policy**

Fire drills will be practiced once per month to familiarize the children (as developmentally appropriate) with safely exiting the building in an emergency situation. It is the responsibility of the staff to see that all children are safely outside the building in the event of a fire/emergency evacuation. Last staff member leaving the out of school care in the event of an emergency or off-site activity will take portable records in respect of each child. Head staff in rooms much have their cell phones on them at all times and are in hearing range for emergency use.

#### *Procedure:*

##### A) Evacuation: Fire Drill

- Children are to be signed in to the facility daily by parent/authorized pick-up person. Sign in sheet is on a binder located at the door and will also have emergency evacuation instructions attached to it. As well, parent/emergency contacts (portable record) will be available in every classroom.
- The nearest and safest exit is to be taken. Then proceed to the lobby of the Sunshine Villa located across the parking lot.
- The last staff member leaving the out of school care is to take the sign in sheet/ clipboard (portable record in respect of each child) and check the room as leaving. Once room is completely evacuated, close door behind you.
- Attendance is to be taken while walking over to the Villa, and once again when reach the Villa, to ensure all children are accounted for.
- Staff will call 9-1-1
- Staff will notify parents of the emergency once located in facility of Sunshine Villa.
- If unable to make it to Sunshine Villa, staff will take children to seniors lodge.

##### B) Lock Down:

- Head staff will always have a cell phone on them at all times for emergency use.
- Staff will text or call other staff in other rooms with code word, “Mr. Black is in the building”.
- Staff will immediately close and lock classroom doors. The lights will be turned off and the blinds drawn.

- Children and Staff will go into an area of the room that cannot be viewed from the outside as directed by staff members
- Children and Staff outside a classroom will go into the nearest room that has locks on the door. Once children are safe in a room, supervising staff in all rooms will call 9-1-1. DO NOT assume that other staff members have done so, it is safer to have more than one call made than none at all
- Children and Staff may see police in the building helping to make recommendations to the program
- Children and Staff will remain quiet and still until cleared by directors or supervisor to resume
- Staff will be debriefed and will notify parents. We will provide support to families and kids if it has been a traumatic event for them.

#### C) Natural Disasters:

- Head staff will always have a cell phone on them at all times for emergency use
- In the case of a tornado or earthquake staff will do a headcount of all children, and immediately move them to a room without windows in the building. Safest rooms are Shooting Stars and gymnasium. Staff will have portable records in respect to each child on them, and will complete a head count of children once arrival to room.
- Staff will keep children calm by engaging them in circle time, songs and stories.
- Staff will notify supervisor of the situation as soon as possible and the supervisor or staff will phone 9-1-1 if necessary
- All staff will assess the children for visible signs of injury, and contact the authorities as necessary
- Parents will be notified and updated of their children's whereabouts and safety as soon as possible.
- In the case that children and staff are off-site staff will take children to the nearest public building that is grounded with a solid foundation.

#### D) Off-Site Activities:

- Permission/signed consent for all children will be received for regular scheduled off-site activities with out of school care application package. Parents will be made aware of the regular scheduled activities with application. Other field-trips (off-site activities) will require received permission/signed consent 3-5 days prior to activity that include the location, supervision and transportation arrangements. Last staff member leaving the out of school care in the event of an emergency or off-site activity will take portable records in respect of each child.
- During off-site activities all children will be accounted for by taking attendance prior to leaving on activity, during the trip, and upon arriving at destination.
- Supervision will be maintained during off-site activities by frequent head counts, scanning the area, and making sure staff can see children at all times. Staff will also take into account the child's emotional state as a part of supervision.

- Attendance will be taken again when leaving off-site area and upon return to program premises.
- Emergency Records per child will be transported with staff for all off-site activities.
- Staff will have cell phones on them for emergency uses. Head staff should always have a phone on them at all times.
- In the case of an emergency while off premise, staff will assess the situation and determine whether to phone 9-1-1, or to phone the supervisor / director to inform them of the situation.
- On the recommendation of the police, staff will then take children inside the nearest public building to ensure their safety while the police and director / supervisor arrive.
- During this time staff will take attendance of the children and will keep them calm. Calming strategies include; circle time, songs and games.
- Staff and children will remain inside public building until they have been cleared by the police or director / supervisor.

### **Positive Discipline Policy**

This policy will be provided to all parents during application for out of school care as part of the application package. Staff will be made aware of the policy through the orientation process and training. Children, where developmentally appropriate, will learn about the discipline policy and rules during orientation and on first day of attendance at out of school care.

The purpose of guidance and discipline is to provide a safe, secure and healthy environment for each child to develop and grow in, at an individual level. The word discipline is derived from the word disciple and describes the learning process by which children develop socially acceptable and appropriate behaviour as they grow to maturity. Any child guidance action taken is to be reasonable given the circumstances and must never inflict or cause to be inflicted any form of physical punishment, verbal, physical degradation or emotional deprivation; deny or threaten to deny any basic necessity, use or permit the use of any form of physical restraint, confinement or isolation.

Our goals are to assist each child in developing self-control, self-confidence, self-discipline and sensitivity in their interaction with others. We recognize that making mistakes is a normal part of a child's development and we offer guidance to help your child gain confidence and problem solving skills. We will offer each child an opportunity to restore relationships after an incident, understanding that making amends requires time and forgiveness.

All of the children will receive positive encouragement and support to develop relationships with peers and staff. The staff will strive to model appropriate behaviour. This will include demonstrating loving attitudes, and showing respect for the children, parents and co-workers and their environment. Parents can expect the staff to:

- Demonstrate affection and love and be caring to each child. This will be done through appropriate forms of physical and verbal interaction

- Maximize opportunities for appropriate and positive behaviour through programming and activities
- Supervise the children at all times

Rules:

Our rules are limited in number and discussed with the children so that they understand the rules and the reasoning behind them.

Our staff will:

- Provide clear and simple limits regarding behavior within the centre
- Consistently enforce these limits
- Give verbal direction as the main means of guidance and discipline
- Redirect the child's activity or circumstance which is causing inappropriate behavior
- Provide self-reflection opportunity when necessary. The children will be given the choice to change their action/behavior or reflect on their action/behavior. This will occur when children are over-stepping limits and not responding to verbal direction
- Allow natural circumstances to fall into place where appropriate
- Take reasonable disciplinary actions in all circumstances

According to Alberta Childcare Licensing Standards our staff will not:

- inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation, or emotional deprivation.
- deny or threaten to deny any basic necessity, or
- use or permit the use of any form of physical restraint, confinement or isolation.

All parents are encouraged to discuss any disciplinary situations they are unclear about with staff as soon as possible. We feel that open communication is key to help us provide the best care possible to your children. Persistent areas of development will be discussed with parents. Consistent home discipline and teaching will be encouraged.

**Outdoor Policy**

We feel it is necessary for children to have daily outdoor play. Children need daily exercise to run off excess energy and to experience nature as God created it. Outdoor play will include planned experiences and free play. Active play will help them to be calmer during time spent indoors. It will also be part of developing a habit of being active, which will carry with them through life.

Even in cooler temperatures, we expect that children bundle up and get even a few minutes of fresh air. When the weather is very hot, we feel it best to go out early in the morning and also take advantage of fun ways to cool down in our backyard and throughout town. **We have a safe temperature range of -30 to +30 degrees Celsius.**  
**Please ensure that children are dressed appropriately for the weather.**

During the school months, children are walked back and forth to and from the school. In the case that the buses are cancelled or the temperature exceeds -30 degrees Celsius, parents will be notified. Based on parents decision they will either be required to find alternate transportation for their child(ren), or give permission for their child(ren) to walk to/from Sonshine Out of School Care. In the case of the school buses not running in the morning, the parents will have the choice to keep their child(ren) at Sonshine Out of School Care all day. This will be dependant on how many children we have, and staffing.

Our outdoor play space will comply with standards set out by Alberta Childcare licensing regulations *with respect to space, meeting developmental needs of children, use of appropriate equipment/play material.*

Any plants or trees will be non-toxic and used for shade or learning purposes for the children.

Children will not use climbing structures with any scarves around their necks.

Sand and water play will be encouraged outside. Sandboxes will be covered with a tight fitting lid when not in use to avoid contamination. Water containers, including pools will be emptied nightly and stored upended or in a shed to avoid water collecting in them.

Children will wash their hands upon coming back into the centre after outdoor play.

### **Other Transportation Policy**

Children at Sonshine Out of School Care may have the opportunity to use and play with modes of transportation such as; scooters, skateboards, bikes or rollerblades.

The forms of transportation stated above may not be used at any time for transportation to or from school. The approved mode of transportation to and from school is walking. This is due to the safety of the children, staff to child ratio and the fact that everyone is not using the same mode of transportation. This makes for an unsafe situation.

In the summer or on non school days, children are welcome to bring scooters, skateboards, bikes or rollerblades to be used outside in the backyard. There may days in which the children will go for a group bike ride around town. When this happens it will be with a 1:6 staff to child ratio or less. All of the staff and children will be using the same mode of transportation.

### **Health Policy**

For the health and safety of all children at out of school care, we ask that sick children be kept at home. The license holder may provide or allow for the provision of health care to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid.

Children experiencing any of the following symptoms within 24 hours of being in the out of school care must be kept at home until symptoms subside. An ill child is defined as a child that has any of the following symptoms:

- Vomiting

- Diarrhea
- Fever
- New unexplained rash or cough
- Sore throat or difficulty swallowing
- Infected eyes
- Sever itching of the scalp or diagnosed/suspected head lice
- Requires greater care and attention that can be provided without comprising the care of the other children in the program
- Has other symptoms that leads a staff member to believe that the child poses a health risk including any known/suspected communicable disease
- The local licensing office must be contacted if a program has to contact emergency medical services for a child and/or the child requires overnight hospitalization. This is considered a reportable incident.
- Under the *Public Health Act* programs must report all incidents of communicable diseases to Alberta Health Services

A license holder/staff must be satisfied that a child no longer poses a health risk to persons on the program premises, and includes staff, children, and caregivers. If your child is brought to out of school care with any of the following symptoms our staff will kindly request that you take your child home.

Procedure:

If any of these signs or symptoms develops over the course of the day the following steps will be taken:

- Assessment of child's symptoms by primary staff member will include assessing oral/axillary temperature by thermometer, change in skin tone/colour, observation of child's behaviours/signs (scratching, rubbing ears, irritability), interviewing child where developmentally appropriate
- Where a staff member knows or has reason to believe a child is exhibiting the signs or symptoms of an illness, they must ensure that the child's parent arranges for the immediate removal of the child from the program premises.
- The sick child will be kept on the mat/couch in the corner of the room, as far away as practicable possible, from the other children, where the child will be directly supervised by primary staff member. The child may be moved to another room, staffing permitting, Health care will be provided to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid. This will occur from the time of symptom development until the child is picked up.
- Parents will be notified immediately by phone if their child is sick. They will be required to remove their child from the program as soon as possible. If unable to contact parents, emergency contacts will be contacted to pick the child up as soon as possible.

- The program will record and document children who are ill including the name of the child, date the child was observed to be ill, name of staff member who identified the child was ill, time the parent was initially contacted, name of staff person who contacted the parent, time the child was removed from the program and the date the child returned to the program.
- Parents are responsible for notifying out of school care if there are any contagious illnesses in the family (such as chickenpox).
- A child who was removed from the program because they were ill is not to return until the license holder is satisfied that the child no longer poses a health risk to other persons on the program premises. Children must be symptom free for 24 hours before returning to daycare. Staff may request a Doctor's note indicating the child is healthy for return to out of school care if return is questionable.

Children with the following symptoms need not be excluded:

- Minor upper respiratory symptoms – runny nose, infrequent cough – without fever
- Are on antibiotics for at least 24hours with minor symptoms
- Have a chronic symptom, such as cough, that has been diagnosed as non-infectious (ie: allergies)

### **Medication Administration Policy**

Medication may be administered to a child by staff when necessary. It may be required regularly or in an emergency situation (ie: anaphylactic reaction).

Written consent by the parent must be obtained for each medication.

#### Procedures:

- Written consent by the parent must be obtained for each medication to be administered.
- Medications are to be given to staff by parents upon arrival/drop-off. Families are to ensure no medications are left in children's bags upon drop off. Staff will check bags for medications before bags are put away. If any medications are found in bags, medications are to be removed and locked up for the day. Staff will notify family of medication found in bag. Incident report to be completed for parent if medications are found in bag.
- The medication must be brought in its original labeled container and will be administered according to those labeled directions.
- All over-the-counter medications, other than Acetaminophen (Tylenol) and Ibuprofen (Advil) require a prescription label prior to administration. This also includes all supplements and homeopathic remedies. Acetaminophen (Tylenol) and Ibuprofen (Advil) are required to be in their original boxes and packaging as purchased from the store.
- Medication Administration Records (MARs) will be kept and signed each time by staff when medication is administered. This record will contain the following information: name of medication; time of administration; amount of medication administered; route of/how medication is to be administered; appearance of



- medication/package; the initials of the staff member who administered the medication.
- All medications to be administered will be double-checked by a second staff member and signed for by this staff member as well.
  - Medications are only to be administered by staff who have completed the medication training and have a current first aid certificate.
  - All medications for regular scheduled use will be stored in a locked container, inaccessible to children.
  - All medications necessary for emergency situations will be stored in a place inaccessible to children, but unlocked for fast, easy access.

### **Accident/Illness Policy**

Under the circumstance that your child is seriously injured or becomes acutely ill, appropriate medical attention will be sought. Consent forms for emergency medical attention will be signed by parents with application to Out of School Care.

#### **Procedure:**

- In an emergency situation, staff will assess need of intervention; staff will provide basic first aid. If medical attention required, EMS will be contacted (ambulance) immediately.
- Once child is safe with Emergency services workers, parent/emergency contact will be contacted by phone regarding situation.
- Staff will travel with ill child to hospital, ratios permitting as per Alberta Child Care Licensing Regulations. In the circumstance that ratios do not allow transport with child, arrangements will be made to have family and/or staff member to meet at emergency centre.
- If only one staff member on duty– director/available staff member is to be notified by phone to assist with situation. Once additional staff reaches site, one will remain at the out of school care and the other will remain with or meet sick/injured at the hospital.
- Parents will be notified in the case of an accident or serious illness involving a child, the licence holder must ensure that the child's parents is notified immediately. If the parents can't be notified the emergency contacts will be contacted.

### **Smoking Policy**

The license holder ensures that no person smokes on the program premises. Smoking is not allowed on program premises. No person is permitted to smoke at any time or place where childcare is being permitted.

### **Nutrition Policy**

Parents are to provide meals and snacks for their children while attending out of school care. Website link to the most recent Canadian food guide: [www.hc-sc.gc.ca](http://www.hc-sc.gc.ca)

Children will be participating in cooking/baking during out of school care which parents will be made aware of during application.

Children, during the summer and non school days, will have a mid-morning and afternoon snack at approximately 10:00am and 4:00pm. Lunch will be eaten prior to quiet time, at approximately 12:00pm each day. During school days children who are coming early, prior to 8:30am, are welcome to bring and eat breakfast at the out of school care. After school children will have an after school snack around 3:30pm each day.

### **Feeding Policy**

Child safety during eating is our priority. All children will be seated at tables, on blankets when appropriate, for all snacks and meals (eating and drinking).

### **Supervision Policy**

We ensure that all children are adequately supervised at out of school care. Our supervision includes maintaining appropriate child to caregiver ratios, according to the Alberta Child Care Licensing Regulations. These ratios will be ensured and adjusted accordingly by the supervisor. Direct care staff will also be responsible for ensuring appropriate ratios throughout the day by frequently counting children, particularly when child care groups have joined (ie: outdoor play).

### **Procedure:**

- Supervision is maintained by ensuring we can see and/or hear all children that are at out of school care, inside and see all children that at out of school care outside. Supervision methods include frequent head counts, scanning the room, ensuring doors are closed, gates are closed or in place as necessary, or developmentally appropriate. Staff will also take into account the child's emotional state as a part of supervision.
- Staff are properly orientated and made aware of the physical facility and outdoor area through the orientation and training process.
- Through appropriate and active supervision, positive discipline, activities, interactions and love, the physical, social, intellectual, creative, emotional and spiritual needs of the children will be met.
- During off-site activities all children will be accounted for by taking attendance prior too leaving on activity, and upon arriving at destination. Frequent head counts and being able to see all of the children will occur during the transportation to the activity.
- Attendance will be taken again when leaving off-site area and upon return to program premises.
- Portable Records will be transported with staff for all off-site activities.
- In the case of a missing child, staff will search for them throughout the building if on premise, or throughout route if on an outing.

- The out of school care staff will drop-off and pick up children from school daily. Children will be walking to and from school and will therefore need clothing appropriate for weather conditions.
- In the case that a child does not show up at the arranged pick up place; the school secretary will first be contacted to attempt locating the child.
- If still unable to locate the child, parents will be notified of the missing child. If unable to reach parents then emergency contact will be notified.
- Extra staff will be called in to assist in searching for/locating the missing child. Tofield RCMP will be contacted by primary staff for assistance in locating the missing child.

### **Washroom Policy**

The bathrooms are located in the hallway, which is attached to the gym. To access the bathrooms from the classroom, children must go across the gym and through the hallway. Due to the fact that the Out of School Care teachers do not have a direct line of vision to the bathrooms, children kindergarten age or younger will need to be accompanied by an Out of School Care staff member.

Throughout the day there will be scheduled bathroom breaks in which all of the children will go to the bathroom all at once. The staff member(s) will have direct supervision to the children by standing in the doorway or hallway looking into the bathroom(s).

Children in kindergarten will be assessed at a individual development level if they will be allowed to go to the bathroom unaccompanied.

If a child who is in grade 1 through 6 has to use the bathroom, they will be allowed to go unaccompanied one at a time. The staff member will stand at the doorway of the classroom, so they can still hear the child in the bathroom if they call. The doors to the gym and bathrooms will be left open when the children are in the bathroom. This is a developmentally appropriate practice as school age children are capable of using the bathroom without adult assistance. Doors to the rest of the building are closed during operating hours. Children are being taught fire safety.

### **Classroom Use Policy**

The Stargazers classroom will be used for both Sonshine Preschool and Sonshine Out of School Care. The classroom will be set up daily with developmentally appropriate toys, materials and seating for both the out of school care and preschool. The teachers will work together in setting up the classroom on a daily basis for the varying needs of each class.

At no given time will the classroom be used for both the preschool and out of school care at the same time. The out of school care's hours on school days are 6:00am - 8:30am, and 3:00pm - 6:00pm. On school days the preschool will run from 9:00 am - 11:30am.

Preschool will follow the Battle River School Division calendar and will not run on non-school days. The out of school care will use the classroom on non-school days.

Both the out of school care and preschool will be closed on Statutory holidays and for Christmas break.

On days where the buses are not running due to extremely cold weather, the preschool will not run and the out of school care will be open as needed for parents convenience.

### **Privacy Policy Regarding Security Cameras of Premise**

Our goal is to protect all personal information held by the Sonshine OSC. Especially for the collection, use and disclosure of personal information involving Surveillance equipment, as well as securely providing access to requested personal information.

We have video and audio recording for security and protection in the interests of Staff, Children, Parents, and other people using the building. The collection is done through secure video and audio recording security devices located in all OSC rooms including hallways, gymnasium, and outdoor space. Recordings are used for supervision, security, surveillance, and protection of all staff, children and families.

The information collected is in the form of video and audio. This information is seen as sensitive as it is providing a view into the staff and children's daily life at Sonshine OSC.

All files are stored locally in an undisclosed physically secure location. Collected files are physically and logically secured. Physically they are secured by not revealing the storage location, and at its location there are locked doors and hardware lockers limiting access to exempt administrative staff. (Administrative staff must submit criminal record and intervention checks).

Logically all files are encrypted and are secured by access accounts that are password protected. Files are retained for 6 months then disposed of in a secure auto delete process. Only administrative staff, daycare management, the licensing office and governing authorities has access to and use of video surveillance files. Access and use are limited as much as possible, except what is necessary for the identified purposes.

Any and all files containing private material are preferred not to be disclosed unless absolutely necessary. Disclosure will be limited to departments of governing authority and administrative staff. Any other disclosure of information will require permission specifically.

In cases where access to files is requested, the request will need to be processed in a timely fashion. Processing involves securing other parties' privacy and/or (gaining specific authorization from parties in the files) prior to disclosing.

These videos are not to be used for slanderous purposes. They are meant for private and legal use only. When videos are disclosed, the file must not be shared on social media and the location cannot be disclosed as to impact the reputation of the company. This policy is created to protect the clients of Sonshine OSC, including the staff, parents and children that are apart of our programs.

### **Contact Information:**

**Sonshine Out of School Care:** (780) 662-3415. (Please leave messages here if your child will be absent from out of school care on a scheduled day).

Facebook: Sonshine Daycare / Out of School Care and Preschool

**Director:** Amanda Christopher  
[amandao@thehouseministries.com](mailto:amandao@thehouseministries.com)

**Assistant Director / Recreational Director:** Shelley Wolokoff  
[shelley@thehouseministries.com](mailto:shelley@thehouseministries.com)

We will get back to you as soon as possible.