

SGENF

« Garderie Nouvelle Frontière – Les petits boucs »

**École Nouvelle Frontière
11201 Pinnacle Boulevard, Grande-Prairie
(Alberta) T8W 0C6**

Administrative Policies and Procedures

**Conseil scolaire Nord-Ouest N° 1
4 Rue Bouchard
CP 1220 St-Isidore (Alberta)
T0H 3B0
Ph: 780 624 8855
Fax: 780 624 8554**

ADMINISTRATIVE POLICIES AND PROCEDURES

Child Guidance Policies and Discipline

- The goal of child guidance strategies is to assist the children to develop self-discipline and appropriate problem solving skills;
- Staff members will discuss with parents any behavioral concerns that are happening with their child in the program. The program supervisor (and principal depending on the situation) will need to be informed of the discussion and could provide guidance to the staff members;
- All child disciplinary action taken must be reasonable in the circumstances;
- Staff member must not, with respect to a child in the program inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation. Must not deny or threaten to deny any basic necessity. Must not use or permit the use of any form of physical restraint, confinement or isolation;
- Child Care Educators have the responsibility and opportunity to use childcare guidance strategies encouraging self-control, self-respect, and respect of others;
- All children guidance needs to be respectful, reasonable and related to the circumstances and must be also consistently followed by staff members;
- Staff members must treat children and coworkers with dignity and respect at all times;
- Positive guidance strategies are offered and demonstrated to children to reinforce the appropriated behavior needed and encouraging cooperation;
- Staff members must respond quickly to redirect or stop undesirable behaviors. When the situation is back to normal, discussion will take place to assist children to cope with their frustrations and to guide them to work out solutions on their own. Children will learn to solve their own conflicts, compromise and negotiate in an appropriate manner. This also will contribute to further develop their self-esteem;
- A copy of the child guidance policy will be distributed to all staff members and a signed copy confirming they have read and understand the policy will be added to each staff member's employee file;
- A copy in French and English of policy will also be posted by the entrance of the classroom so parents can be aware of our child guidance policy;
- As children are registered, a staff member of the program will review this policy with the parent and with the child;
- Child development and behavior modification workshops will also take place. Staff members have access to support education and services through the Francophone Parent Link in Edmonton and the Provincial Institute Guy Lacombe (Francophone Parent Link program). Monthly newsletter and article are available to all francophone ECE Educators in the province of Alberta.

Off- Site Activity and Emergency Evacuation

- Off-site activities will take place according to the school district procedures and guidelines;
- Staff members will ensure that all children's portable records will be taken with them off the premises when going to the playground, on any off-site activities or if an emergency evacuation is necessary;
- The child's parent will be advised of any off-site activities, including the transportation and supervision arrangements with respect to the activity. Parents must complete the Conseil scolaire du Nord-Ouest DA 260A field trip consent form which indicates the transportation and supervision arrangements as well as section for parents signatures);
- The child's parent will be asked to consent in writing to the child's participation in the off-site activity. This is required for the child's participation in the activity.

Emergency and Evacuation Procedures

The *Daycare* staff attend monthly staff meetings in which Safety/Security is discussed. During these meetings, policies and procedures for evacuations and emergency procedures are reviewed. The Out of School staff is involved in the mandatory 3 School Act practice drills, in addition to their ECS mandatory drills.

- *The Daycare Program* will follow the school lock down and emergency procedures;
- At the sound of the fire alarm, ALL children must gather in a single file at the door. The educator must gather the book containing the portable records of the children;
- The children accompanied by a staff member will quietly exit the room and the school walking and following the staff in front of the line;
- The last staff member will ensure that everyone has left the room, proceed to look out and ensuring that windows, lights and doors are shut;
- They will remain outside at their designated area and check attendances;
- Up to six fire drill practices take place during the school year;
Relocation site is the Church just next door which is of walking distance from École Nouvelle-Frontière;

Accident or Illness

- In case of an accident or serious illness involving a child occurring while the child is attending the program, the parents will be immediately notified via telephone;
- The child will receive necessary medical attention;
- The parent may be asked to come take the child home and/or the hospital depending on the seriousness of the accident or illness;
- The child will be immediately transported to hospital by ambulance if their condition is serious;

- Staff member will complete the accident or illness reports and have the child's parents sign the form. The report will be kept in the child's file in the filing cabinet. A copy will be then forward to the program coordinator and the school administrator (Supervisor). The reports will also be forwarded immediately to the Superintendent at the school district office
- The *Daycare* staff members will monitor accident and illness reports on an ongoing basis and report to the supervisor or principal any significant trends requiring immediate attention. In addition, once a month, the principal in collaboration with the supervisor and the daycare staff members will review all accident and illness reports, to assess and identify trends and issues and any action required (such as informing the Licensing Officer or other authorities).

Incident Reporting

Incidents that need to be reported to regional child care office include:

- An emergency evacuation
- Unexpected program closure
- An intruder on the program premises
- A serious illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight
- An injury requiring medical attention
- An error in the administration of medication by a program staff member or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight
- The death of a child
- An unexpected absence of a child from the program (i.e. lost child)
- A child removed from the program by a non custodial parent or guardian
- An allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer
- The commission by a child of an offence under an Act of Canada or Alberta
- A child left on the premises outside of the program's operating hours
- Any other incident that occurs while a child is attending a program that may seriously affect the health or safety of the child

These incidents will be reported to regional child care office immediately and the Children's Services incident reporting form will be completed and submitted within 2 working days of the incident.

The day care staff members, the supervisor and the principal will, on an annual basis, analyze all incidents and will prepare a report, using the prescribed form, to be submitted to the regional child care office.

Potential Health Risk

Staff will talk with the children's guardians when they drop them off to see how the children are doing.

Staff will monitor (on a log Sheet) children's health at all times. Signs or symptoms of illness exhibited by a child include:

- vomiting, having a fever, diarrhea, new or unexplained rash or cough
- requiring greater care and attention than can be provided without compromising the care of the other children in the program, or
- Having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises

Staff will check the children to see if they have a fever with a thermometer, and also monitor symptoms/behaviors such as lethargy, irritability, persistent crying, difficult breathing, quickly spreading rash and other manifestations of possible illness, new cough with fever, persistent abdominal pain, stools that contain blood or mucus, mouth sores, rash with fever, varicella, purulent conjunctivitis, impetigo, head lice, scabies etc.

Where a staff member knows or has reason to believe that a child is exhibiting the above noted signs or symptoms of illness they must ensure that the child's parents are contacted and asked for the immediate removal of the child from the program premises.

Should a parent fail to arrange for the immediate removal of a child, staff will keep the sick child in a designated comfortable area, as far away as is practicable from the other children in the program. The child will be supervised in this area by a primary staff member. The staff will also attempt to contact the child's emergency contact to come and pick up the child if the parents aren't reachable.

A child who has been removed because they were ill cannot return to the program premises until the licence holder is satisfied that the child no longer poses a health risk to other persons on the program premises. Acceptable evidence allowing a child to return can include that the child has

been symptom-free for at least 24 hours or when the child's parent provides written notice from a physician indicating the child does not pose a health risk to persons on the program premises.

The school board will also contact Public Health for more information about ill child exclusion guidelines.

Recording and documenting illnesses

The daycare staff will keep an illness log and record the following information for every sick child:

- o The name of the sick child;
- o Date the child was observed to be ill;
- o Name of staff member who identified the child was ill;
- o Date and time the parent was initially contacted;
- o Name of the staff person who contacted the parent;
- o Time the child was removed from the program; and
- o The date the child returned to the program.

Informing parents

The program supervisor, in collaboration with the school principal, will ensure parents receive a copy of the Potential Health Risk policy along with the programs other policies and regulations.

The daycare staff member will determine when and how to inform all parents on the presence of a serious communicable disease.

Supervised care for sick children

A sick child will be kept as far away as is practicable from the other children until parents arrive at the premises. They will be directly supervised by a primary staff member.

Administration of Medication

- All medication is stored in a locked container that is inaccessible to children except emergency medication, which must be kept out of reach of children but unlocked.
- Administration of medication can only occur where written consent of the child's parent is obtained.
- All medications are required to be *in the original labelled container* and the medications will only be administered according to the labelled directions
- Only medications prescribed by a physician will be administered by staff members. When medication is administered to a child, staff members will ensure the following

information is recorded: name of medication; time of administration; amount administered and the initials/signature of the person administering the medication.

Health Care

Staff members will allow for the provision of health care only if written consent of the child's parent has been obtained or if the health care provided is in the nature of first aid.

Smoking

Staff member will be prohibited to smoke on the program premises as per our School District policies; and

No staff member shall smoke at any time or place where child care is being provided.

Nutrition

The children will be required to bring their own meals and snacks to the program as this will not be provided.

Lunch will be between 11h45 and 12h15. Snack time will be scheduled daily (am and pm) or whenever the children would like to eat.

Manner of Feeding

The children are to remain seated while eating and drinking and no beverages will be provided to children while they are napping.

Children's Records requirements

The following records will be kept up to date and on the premises of the program:

- Child's name, date of birth and home address;
- Completed enrolment form ;
- Parent's name, home address and telephone number;
- Name, address and telephone number of a person who can be contacted in case of emergency;
- Any relevant health information about the child provided by the child's parents, including whether the child's immunizations are up date and allergies if any;
- If medication is administered, the written consent of the parent must be obtained;
- Staff members will ensure the following information are recorded as follows:
- Name of child
- Name of medication
- Time of administration
- Amount administered and the initials of the person administering the medication;

- The particulars of any health care provided to the child, including the written consent of the child's parent ;
- All records will be available for inspection by the director at all time and by the child's parents at reasonable times.

Administrative records

For administration purpose, the following records will kept up to date and maintained on the program premises:

- Particulars of the daily attendance of each child, including arrival and departures times
- Particulars of the daily attendance of each primary staff member including arrival and departure times and hours spent providing child care
- With respect to each primary staff member, evidence of the member's child care certification and a current first aid certificate
- Copies of criminal record check including a vulnerable sector search dated not earlier than 6 months to the commencement with the program and every 3 years thereafter the commencement date is required for each staff member and volunteer

Staff members and volunteers must provide to the organization all necessary documents prior to be allowed to start employment/volunteering.

All documents will be available for inspection by the licensing officer.

Children's and staff attendance records will be retained on the program premises for a minimum period of two years.

Portable records

Staff members will ensure that they maintain on the program premises a portable record of emergency information for each child including the following:

- Name of the child, date of birth and home address;
- Alberta health care number;
- The parent's name, home address and telephone number;
- The name, address and telephone number of a person who can be contacted in case of emergency;
- Any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any;
- Telephone numbers of the local emergency response service and poison control centre;

The records are available for inspection by the director at all times and available for inspection by the child's parents at reasonable times.

Emergency procedures and Safety Contacts

The staff member will ensure that the following numbers are posted on the program premises and are readily accessible:

- Emergency medical service
- Ambulance service
- Fire dept
- Police service
- Poison control Centre
- Nearest hospital facility
- Child abuse hotline

The telephone number for an after-hours emergency contact for the program will be posted at the front door of the school and will be visible from the outside of the program premises.

The daycare staff will communicate with parents and provide them with the program's supervision policies, the emergency procedures and all pertinent information regarding the child's program:

- Upon the child's registration;
- In the first two weeks of the start of the program during individual parent meetings;
- Upon request by parents; and
- At any time when mandated changes are made to the policies and procedures.

Policies and procedures will also be made available at all times on the School Board's website.

Supervision Policy and Practices

Under the provincial standards for child care programs our staff members will ensure that children are at all times under supervision that is effective in ensuring their safety, well-being, and development.

Our staff members will ensure effective supervision to reduce the risk of harm to children by preventing injuries and accidents.

Our staff members will also promote positive, responsive, and intentional learning environments for children.

In our licensed child care setting our staff members will be involved and familiarize themselves with the individual needs of the children in their care.

The school principal and the program supervisor will assess the staff member's supervision practices on a regular basis to ensure that they continue to promote safety and meet the needs of children enrolled in the program.

The principal will make sure all staff members will watch children and use techniques that promote effective supervision practices and create safe care environments such as:

- conduct regular safety checks of the program premises and equipment to remove hazards;
- position equipment and arrange the environment to allow caregivers to supervise the children's play, rest, and toilet areas; the washrooms are located close to the room and children are supervised when using a washroom .
- know which individuals are authorized to pick-up a child from the program in place of a parent;
- take note when children arrive and leave the program and ensure that both arrival and departure times are accurately recorded;
- remember where emergency medications, first aid kits, and emergency contact numbers are kept; and monitor children are at all times;
- select and position furniture or dividers so as to enable the greatest possible amount of sight lines from various areas in the room (for example, restrict size and height of furniture, dividers);
- avoid activities that may draw away the attention of staff from active supervision (examples include administrative tasks, cleaning, texting, reading, or using the phone).
- observe children's play and behavior by:
 - directing and closely monitoring children when carrying out activities that may involve some risk, such as playing near water, near doorways, or during transition times when children may gather in larger groups;
 - observing play and anticipating what may happen next in order to assist children and intervene in the event of potential danger;
 - listening closely to children, even those who are not in the caregiver's direct line of sight;
 - position staff to allow for the supervision of the entire group of children (such as those in outdoor play spaces);
 - monitoring children's health to identify early signs of fever, illness, or unusual behavior;
 - participating in children's play to ensure that children are playing in a safe manner.
- Our staff members will promote safety and reduce injuries by:
 - following policies and procedures that outline supervision practices for programs;
 - reviewing policies on a regular basis particularly when there are programming changes (for instance, during the summer, when children are outside more, or in the fall, when new children may enrol in the program);
 - recording the actual arrival and departure times of children, including their arrival or departure from outside play or field trips;
 - using a consistent system during head-counts or roll call (counts are conducted randomly both on and off the program premises, not just when children leave and return, during all transitions, including when children leave or return to their classroom, or enter or leave a school bus or vehicle establishing simple rules for children (for example, when we are indoors, we walk")); and

- o maintaining staff to child ratios at all times.

The school principal and the program supervisor will monitor and evaluate supervision practices to ensure that staff member adhere to standards and program policies on supervision by:

- spot-checking caregivers;
- randomly asking caregivers how many children are present;
- observing caregivers to ensure that they are following established procedures; and
- reviewing program policies on a regular basis, including presenting caregivers with hypothetical scenarios to test their response (e.g. “if the program goes on a field trip, how will staff account for all of the children?”)

The program is offered right in the school and there will be no transporting of the children between the program premises and any other schools. Parents come to the school to drop off and/or pick up their child daily.

Parents are informed of the program’s supervision policies when they register their child. The primary staff member provides a handbook including the program plan, the administrative policies and procedures which includes the supervision policy. They review policies when the programming changes (for instance, during the summer, when children are outside more, or in the fall, when new children may enroll in the program).