



Operating Policies and Procedures

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OVERVIEW

The following document has been revised to include policies and procedures not listed in the 'Guidelines for Parents' or 'Teacher's Handbook'. Additional documents such as the 'Guidelines for Parents', the 'Teacher's Handbook' and the teacher contracts provide supporting information. These Operating Policies and Procedures have been created by the Teachers, Executive and Membership of Children's Day Out.

GENERAL ISSUES

Policy Review

All Policies and Procedures need to be reviewed and changes made at a minimum of each year, any changes made and recorded with change date. These include the Guidelines for Parents, the Teacher Handbook, The CDO OPP's, registration forms and school forms.

Documents that should be consulted to ensure requirements are met include:

- Child Care Licensing Act and Regulation
- Accreditation of Early learning and Child Care Services
- Child Care Facility Environmental Public Health Information Manual.

Any updates need to be communicated to:

- the teachers
- President
- Vice president
- Licensing officer
- Accreditation representative

Other relative information should be communicated to:

- Volunteer Alberta regarding screening procedures.
- Society registrations - By- laws, executive roster
- Lease holder of facility.
- When information is communicated to the relative individual it should be recorded and kept in meeting minutes as to that occurring on what date at what time

ADMINISTRATIVE RECORD KEEPING

CDO is required by licensing and accreditation, to maintain *on the program premises* up-to-date administrative records.

For Each Child

- the child's name,
- date of birth
- home address
- a completed registration form
- the parent's name,
- home address and telephone number
- the name, address and telephone number of two people who can be contacted in case of an emergency which are not the parents.
- if medication is administered , CDO must have the written consent of the parent on the medication plan and administration form,
- the particulars of any health care provided to the child and any other relevant health information about the child provided by the parent
- information about a child's immunizations. CDO does not discriminate based on immunization
- any allergies the child may have
- particulars of the daily attendance of each child, including arrival and departure times. This information is found on the daily sign in and out sheets.
- Information on a child's preferences, habits and fears.
- Observation notes or developmental checklists

Portable Records

CDO must maintain a portable record of emergency information for offsite trips. They will include the information referred to in the previous section in respect to each child.

For Each Parent Volunteer

- Membership Application form
- Declaration of agreement to the terms of CDO membership
- Police Record Check (with Vulnerable Sector)
- Child Intervention Check

For Each Staff Member

- Application form or resume
- Complete interview package with housekeeping and reference checks
- Contact information
- Child care certification
- Police record check
- Child intervention check
- Current first aid
- CPR certificate
- Food Safe Handling certificate
- Teacher Employment Contract
- Signed Teacher Policy and Confidentiality agreement

- Performance evaluations and assessments with record of Professional development and Self Evaluations
- Record of Professional Development
- Particulars of the daily attendance of each primary staff member, including arrival and departure times, hours spent providing child care, hours spent with program preparation and other time such as lunch, sick leave, and paid meetings. This is found on the staff time sheets and a copy is kept at the school in the filing cabinet.

Emergency contact information

The following must be posted on the premises near the phone in each room and in the off-site kit:

- EMS, Fire, Police, Ambulance
- Poison Control Centre
- Nearest Hospital or emergency medical facility
- Child abuse hotline

After hours contact information must be visible on the outside doors.

CDO must ensure that all the records remain on site and are available for inspection by the licensing officer at all times, and by the child’s parent at reasonable times, and is retained for a minimum period of 2 years.

Image Release Policy

Teachers, representatives of CDO, or members may take photographs or record events throughout the school year, which may be used for promotional purposes by CDO (e.g., web site, brochures or posters). Names will not be included on any promotional material. CDO is only responsible for official uses of photographs and recordings. Any personal uses are not monitored by or the responsibility of Children’s Day Out. Parent(s) will signify on their child application form whether their child(ren) can be photographed while at CDO, by signing the Image Release form. The teachers will keep track of those children that can and cannot be photographed. Those children who cannot be photographed, staff shall take precautions to ensure that they are not inadvertently photographed when photo sessions are going on. It is the responsibility of the parent(s) to inform the teachers when the circumstances regarding photography of their child changes. In this event a new image release will be signed. Parents are able to take pictures of children during programming for personal use.

Policy and Procedure for Screening Parent Volunteers

The screening policy and procedure are located in the Guidelines for Parents.

CDO PERSONNEL POLICY

Personnel Policy of agreement for staff members employed by the Children’s Day Out Society (hereafter referred to as “the employer”) for work at Children’s Day Out (hereafter referred to as the “center”).

Application for Employment

All applicants will be required to submit a full resume.

Chosen will meet with a member of the Executive for an interview.

All applicants will be required to present proof of childcare certification, Current first aid and CPR certificate of Either Standard or Child Care level.

Staff will agree to a police criminal record check for vulnerable sectors and a Child welfare intervention record check.

General Employment Information

Employees will agree to the terms and conditions of their employment contract.

Staff duties and responsibilities are outlined in the employment contract.

Staff will sign a teacher policy and confidentiality agreement.

Staff and executive will complete an orientation checklist within 30 days of hire date.

Performance Reviews

There will be a performance review with the personnel committee at the end of the three months of employment.

Following this review the decision to continue employment will be made by the personnel committee based on the results of the review

Upon completion of a year of satisfactory employment and performance reviews, the employee and executive may enter into a contractual agreement if either party wishes.

Bi-annual evaluations will occur with the personnel committee. Evaluations will include professional development and a self evaluation section.

Remuneration

Starting salaries will be determined by the personnel committee and the time of employment using the Children's Day Out salary grid.

Each year salary increments will be determined based on performance review.

The employer will follow the Alberta Labor Laws in regards to observed holidays, vacation pay, sick leave, bereavement, parental and maternity leave.

Personnel Committee

The personnel committee consists of the Vice President and President or any other member of Children's Day Out Society appointed by the President.

Grievances by either party should be brought to the attention of the Vice president for suitable action.

Termination of Employment

Either party may terminate the agreement by giving the other party written notice at least 2 weeks (14 days) in advance.

The employer may choose the option to terminate employment immediately upon given written notice. In lieu of the two weeks notice, the employer must pay the employee two weeks salary.

CDO COMPLAINTS PROCEDURE

Philosophy

At CDO, we strive to maintain an open and honest environment. Our goal is to deal with any concerns or issues that families or persons in the community raise quickly and respectfully to all parties. Abusive language or behaviour to the teachers or executive will not be tolerated. Similarly, staff and executive are expected to treat parents, community members and children with the utmost respect and understanding of any issues and concerns brought forward.

Issues that are brought forward from parents/community member will be dealt with confidentially. If a concern is raised with a teacher or an executive member, efforts will be made to move to a separate room or to book a time when the teacher and parent can meet privately.

All efforts will be made to resolve the issue quickly between the affected parties. For child discipline issues, parents and teachers can refer to the Child Behaviour Guidance Procedure policy.

If an issue cannot be resolved between the parties, an executive member may need to step in. In the case where a complaint is escalated to this level, both the VP and President will be included in the next steps.

Documentation and Communication throughout the complaint process

Every effort will be made by the executive to ensure affected parties are given full opportunity to voice their complaint – through meetings and/or opportunities to express their concern in written form. The President and Vice President will respond to acknowledge the complaint and outline the process and timeline for review. The process may include such things as; separate meetings with parents/community members and/or teacher(s), observing classroom interaction, discussing past performance and interactions between affected parties.

Procedures for keeping complainant informed of process of complaint

Meeting notes will be documented. Summaries of action steps to be taken will be noted and a communication will be sent to the complainant. If there are multiple meetings and communications, affected parties will be kept informed as to the progress of the complaint.

Review Process

After the complaint is resolved to the satisfaction of all parties, the executive will review the complaint, the resolution and the process. Recommendations may be made to improve processes and communication. Policies and procedures may be updated as a result. These recommendations will be documented and any necessary guidelines or procedures will be updated. Formal communication of any changes will be communicated to all CDO families, teachers and when necessary the local community.

PROGRAM EVALUATION

CDO was formed by a group of parents interested in providing a safe and stimulating play environment for their children. This program was developed to be a co-operative program, meaning parent participation ensures a program that meets the needs of its members. The program also relies on the input and cooperation of society members as to how to improve and maintain the program.

Formal evaluation is conducted via survey at a minimum of once a year in the form of a program evaluation form that is available in both paper and electronic copy. This is an anonymous evaluation tool used to gather the input from our membership. The forms are collect by the teachers and executive, then compiled for review. The comments are posted on the parent information board.

The executive and teachers review the evaluations and determines how to improve our program to better meet the needs of the membership based on the comments. Improvements are noted at membership meetings or monthly newsletters.

Informal evaluation is always encouraged. The information collected is written down by the teacher or the executive member. Items can be discussed and improvements can be made if necessary. In cases the individual can be asked to write their comments down or an interview can be conducted by an executive member or teacher.

If substantial improvements are to be made they will be added to the strategic plan and timelines will be created by teachers and executive for completion.

CDO uses a number of methods for program evaluation and improvement. Parental input is invited through surveys, suggestion box and 2 general meetings. The Executive meet as often as needed and meet with the Staff 3 or 4 times per year. Monthly Staff meetings are held to reflect on and discuss programming and which help CDO continuously improve. Staff completes the Early Childhood Environment Rating Scale yearly. CDO Staff is evaluated 2 times per year by the parent Executive.

HEALTH AND SAFETY

HEALTH

The Centre aims to protect, maintain and improve the health of each child.

Non-Smoking Policy

The Teachers, parents, volunteers, nor childcare providers shall smoke at any time or place where childcare is being provided.

Head lice

Head lice are tiny insects that live on the scalp, where they lay their eggs. Head lice do not jump, fly or spread disease. Having head lice does not mean you are not clean. If a child contains head lice the parents on that day should be notified.

Cleaning the classroom

Because head lice don't live long off the scalp, there is no need for extra cleaning.

To get rid of lice or nits from items like hats or pillowcases, puppets, costumes, blankets, sheets, and dolls :

Wash the items in hot water and dry in a hot dryer for 15 min; or

Store the items in an airtight plastic bag for 2 weeks.

Vacuum carpeted area

Should children with head lice stay home from school?

Children with head lice should be treated and can attend school or child care as usual.

If a child has head lice, have the parent treat it. Teach the children to avoid head-to-head contact with other children until the lice are gone. Children should not share combs, hairbrushes, caps, hats or hair ornaments.

Capital health and the parents need to be notified if a case of lice is present in the classroom.

Prevention

Teach the children not to share items such as combs, hats, helmets, scarves, coats, hair ribbons, etc.

If you think a child may have lice, but are unsure, contact parent and healthcare provider.

Have parent treat lice as quickly as possible and take time to remove the nits after treatment.

Discreetly tell all possible contacts (example: schoolmates, daycare workers) so they

can be checked or treated. You can get infested more than once with head lice. If a child has head lice, make sure to check all family members. Treat everyone in your home who has nits or lice on the same day.

Nutrition

At CDO the children attend school once per week. Families provide the snacks, lunch, and beverages and all nutrition for their child. Our program strives to support families and children in making healthy eating choices. We encourage families to base their decisions following the recommendations of Canada's Food Guide. Information can be found at <https://food-guide.canada.ca>

At CDO we will have a small selection of food and water to supplement a child's nutrition if they are still hungry. CDO will supplement the child's meals and snacks when food provided by the families does not meet the Canada Food Guide.

As part of a child's development, the values of food conservation and the development of table skills and manners are introduced. Skills included are independent serving, tasting of all foods presented, consumption of portions taken, and clearing of personal utensils.

Allergies

CDO is a nut aware and Egg-free environment. This means that we take great care to avoid any products that could contain allergens in food items that are brought into school. We ask parents to exercise care when preparing lunches to carefully check labels and to not send any products which contain nuts (or traces of nuts) and eggs in the natural form (ie. boiled, scrambled, egg salad).

It is the parent's responsibility to notify the teachers if their child has an allergy. A complete list of children with allergies must be kept on the fridge in the lunch room at all times. This list will remain covered for the privacy. Children's allergies will also be listed on the child's registration form kept on file. If a child has a severe allergy to something including nuts, it is the discretion of the teachers whether to notify other parents on that child's day.

Medications

Teachers must direct parent to enter the medication information on the Medication Plan and Administration Record sheet located on the side of the fridge in the lunch room. This log will not be in view and at least covered for privacy purposes.

CDO teachers must ensure that the following information is recorded on the medication plan and administration form:

- the name of the medication;
- the time of administration;
- the amount administered;
- the route to be administered
- the last time and the dose that the medication was given.
- the initials of the Teacher who administered the medication and observed the child for a period of at least 15 minutes after delivery for allergic reaction.

The teachers can administer the medication if the Medication Plan and Administration Record has been filled out by the parents and the medication is in its original container with the prescription label attached.

All medications in are to be placed in the locked box, and if necessary, the lock box can

be placed in the fridge. The teachers are authorized to administer non-prescription drugs and herbal remedies, but they must be in their original container and given only the dosage described on the container.

All Emergency medications (ie Epi-pens) will be placed in the Red Emergency Box inside the classroom door. Families are to fill out the Consent to Administer Emergency Medication Form which will be kept with their child's registration. The parent must take all epi-pens and medications home with them at the end of each day. The teacher must record when medication including emergency epi-pens, is given to a child. This will include the date and time of administration and the initials of the person that administered the medication. The person administering the medication will also observe the child for a period of 15 minutes to ensure that they do not have an allergic reaction to the medication. They will initial the space on the medication record when this is complete.

Parent helpers are not permitted to administer medication.

Any child needing additional health care may only be cared for by an individual who is trained in the proper method of administering the type of health care required. This may be a parent, teacher, aid or other parent appointed individual and a copy of their certification or training is kept on site.

CDO must ensure that a records are available for inspection, by the licensing officer at all times, and by the child's parent at reasonable times.

Safe Food Handling Requirements

Safe food handling is an important issue in child care facilities. We require that one or more employees of Children's Day Out must complete a food safety handling course approved by the Alberta government. Our recommended course is Home Study Course in Child Care found on the Alberta Health Services web site.

http://www.calgaryhealthregion.ca/publichealth/envhealth/education/documents/Home_Study_Course_for_Child_Care_Providers_With_Exam.pdf

Preventing Contamination

Proper sanitary practices are important in the preparation, cooking and storage of foods: Ensure that child care facility staff that are ill with vomiting or diarrhea stay home until the symptoms have disappeared.

Ensure that hands are well-scrubbed to prevent the spread of bacteria to foods or from one food to another.

Make sure kitchen utensils, containers and work surfaces are thoroughly cleaned, especially those that have been in contact with raw meat and poultry.

Keep a separate cutting board for raw meat and poultry and a different cutting board for cooked and ready-to-eat foods if possible.

Wash fruits and vegetables before eating if they are to be eaten raw.

Ensure that all cups, dishes, utensils and food equipment are washed in an appropriate dishwasher, or, in sinks using approved methods, after each use.

Hot Food Hot, Cold Foods Cold

Pathogens grow in warm, moist foods and can double their number every 20 minutes. Temperatures between 4°C and 60°C are considered to be within the danger zone.

Cold foods should be kept cold at 4°C or below and hot foods should be kept hot at 60°C or above after cooking or reheating, even if the food will be cooked again.

Fridge should have a thermometer in it at all times and the temperature should be checked each morning with the daily safety and maintenance check.

When using the oven to heat foods a thermometer should be used to check the food temperature.

Destroying pathogens in food before the food is eaten

A good general rule is to cook foods to a temperature of 74°C/165°F. This is especially important for foods containing meat and poultry, as these foods are often contaminated with pathogens.

Use a thermometer to ensure that food has reached a high enough temperature.

Hand Washing

Hand washing is the single most important way to prevent spread of illness in child care facilities. It is important that hands are washed frequently, and properly.

Children, staff and volunteers should wash their hands

- At the start of the day and before going home.
- After going to the washroom.
- Before and after preparing food.
- Before and after handling food.
- Before and after eating.
- Before and after assisting a child with eating.
- Before and after giving medication
- After wiping nose or handling dirty tissues.
- Before and after diapering or toileting. (see “diaper changing procedure”).
- After getting hands dirty playing in the sand, craft or paint activities.
- After getting hands dirty.
- Often!

The best way to wash hands

- Push your watch up away from your wrist,
- Turn on taps and moisten hands with warm water,
- Add liquid soap from dispenser (this is preferable to bar soap), and
- Thoroughly wash both hands, including:
Flat surfaces,
Between the fingers and the sides of the fingers,
Across knuckles,
Around the bases of nails,
Under the fingernails,
Fingertips,
Thumbs, and
Wrists.
- Rinse well under running water.
- Dry hands with paper towels (or re-useable towels, if the towel is washed after each time one person uses it to dry hands).
- Turn off taps with used paper towels and throw away the towels.

Waterless hand washing agents

The best method for washing hands is with soap under warm running water, with friction to help remove contamination. Waterless hand washing agents (sometimes called “hand sanitizer”) are an acceptable alternative to hand washing in a child care facility, if used according to the manufacturer’s directions.

The following should be considered when using waterless hand wash agents.

- If hands are visibly soiled or feel “tacky”, waterless hand wash agents may not be effective, and soap/running water should be used to wash hands.
- Use a “dime-sized” amount of waterless hand wash agent, rub over hands and forearms, and allow the skin to air dry.
- These products contain alcohol at a high concentration; ensure that children do not ingest the product nor allow the product to come into contact with eyes.

Toilet/Potty Training

CDO has a Toilet/Potty Training Policy, please see ‘Guidelines for Parents’ for more information. Toilet training may be introduced when the child reaches developmental readiness and parent’s agreement. Parents are required to supply diapers, wet ones, training pants/underwear, a labeled change of clothing and appropriate indoor footwear.

Soiled or wet clothing will be sent home for laundering in plastic bags.

Cleaning and Disinfecting Procedures

Illness-causing micro-organisms can sometimes be found on surfaces in child care facilities. It is important that surfaces in child care facilities be cleaned and disinfected regularly.

Surfaces that need to be disinfected with each use:

- Diaper change table and diapering surfaces - using bleach solution
- Potty chair and reducer ring using bleach solution
- Napping mats - using disinfecting solution
- Snack and lunch tables - using disinfecting solution

“High touch” surfaces are the surfaces that are most likely to be contaminated, and should be cleaned and disinfected daily, and when visibly soiled:

- Tabletops,
- Telephones,
- Kitchen counter tops
- Light switches
- Door knobs
- Sink taps
- Floors
- Carpets
- Other surfaces that are touched frequently.

Wipe-Twice Process:

Step 1: Clean

- Spray the surface with appropriate solution then wipe the surface firmly, creating friction with a microfiber cloth. Note: if the surface is heavily soiled, you may wish to use a new cloth for Step 2 below.

Step 2: Disinfect

- Turn the microfiber cloth wet with disinfectant over and wipe the surface again.

Disinfectants (for surfaces)

At CDO we follow the Approved Sanitizing Solutions for Food Service Utensils and Equipment information sheet for all of our surfaces in the child care facility to be disinfected.

The type of disinfectant we use depends on the surface:

For daily use: the ENVIRO CHEM Neutral Disinfectant according to the label specifications and instructions.

For Night clean, diaper change table, diapering surfaces, potty chair and reducer ring using bleach solution according to the information sheet.

“Natural” products (such as vinegar, undiluted ammonia and baking soda) are sometimes thought of as being disinfectants. However, these products may not be completely effective against all harmful germs. Using these products as disinfectants is not recommended.

Personal items

Any personal items such as face cloths, tooth brushes, hair brushes, soothers or bottles, must be identified as belonging to each child. Each child brings his or her own, and stores it in their locker. The children are not able to share personal items.

Cloth items

Any cloth items should be brought with the child from home and treated as a personal item. If a child uses a cloth item such as a crib sheet, blanket, or extra clothing from the school it must be sent home to be laundered before used again.

Night Clean-up

The toys and shelves are cleaned once per month. Please refer to the Night clean up Routine for the procedures and checklist for cleaning the classrooms and equipment.

SAFETY

Teachers are responsible for completing the Daily Safety and Maintenance checklist. All staffs are responsible for reporting any safety hazards or problems. The teachers and vice president responsible for assessing and correcting problems

A Health Inspector and Fire Inspector will inspect the Centre as necessary for licensing renewal purposes.

Proper Storage of chemicals

Ensure that all disinfectant containers have a label showing the contents.

All disinfectants are kept out of reach of children.

Concentrated chemicals are kept in the locked cupboard under the sink and the cupboard is kept locked at all times with the key kept on the hook above the sink out of reach of the children.

All toxic materials will be clearly labeled and marked 'TOXIC', marked with appropriate hazardous materials symbol and will be stored in the locked cabinet.

Waste

Soiled diapers, soiled linen, and garbage are kept in fly proof and waterproof closed containers.

Electrical Outlets

Outlet guards will protect electrical outlets when not in use.

Toys

The teachers are responsible to ensure that any broken or unsafe toys or equipment are removed immediately for repair.

Arts and Craft Materials

At CDO we follow the Child Care Facility Environmental Public Health Information Manual for specifics on what arts and crafts supplies are safe to use.

Only non-toxic arts and crafts products should be used in child care facilities. These products should bear at least one of the following labels:

CP (Certified Product) Seal.

AP (Approved Product) Seal.

Health Label (Non-Toxic) Seal of the Art & Creative Materials Institute, Inc.

Crayons should have “non-toxic” on the label.

Products bearing the CL (Cautionary Label) or Health Label (Caution Required)—may be used with supervision.

Please refer to the manual for the table that summarizes some of the art materials that should be avoided.

Appliances

All appliances that are used by the program meet safety standards and are in good repair. If they are in need of maintenance, repair or replacement it is reported to the teachers or the president and they are to be dealt with in a timely manner. See Child Care Facility Environmental Public Health Information Manual for specifics on each appliance.

Refrigerator: is checked daily to ensure it is at 4°C.

Dishwasher: is NSF certified to ensure that the reusable dishes are cleaned at correct temperature.

Microwave, coffee pot and cook top are for program and teacher use only. Not for use for children snacks or lunches.

Aerosols

Aerosols are never used in the presence of children. They avoided whenever possible. If used it must be in a well ventilated area and time is allowed for area to ventilate before children are present.

Mosquito repellent is of non aerosol type and provided by the parent. It is recommended that the child's parent applies the repellent in the morning before school. Follow guidelines from the Child Care Facility Environmental Public Health Information Manual for specifics on application.

Pesticides

Pesticides are not used in the CDO program. All indoor plants are silk type. If indoor plants are used no pesticides or fertilizer will be used.

At COD we fall under the City of Edmonton Weed and Pest Control Program. See Weed Control Document

A Buffer zone of 30 meters from all Day Care centres is kept and any application will only occur in July or August when there is no school.

If travelling to a local park area the Teachers are to first call the Pest spray line at 311 to check if they have recently sprayed in the area.

SUPERVISION AND CARE OF CHILDREN

Children must be visible by a teacher at all times. If a teacher is alone with a group of children and must leave the room, he/she must contact the other teacher to come into the room and supervise the children before leaving. If you need assistance from a teacher in another classroom and you are alone, the telephone system has an intercom system so that you can call the other room for extra help.

The classrooms are set up to ensure maximum visibility of children. The teacher's office, within the Am room is kept closed off to children.

The children are called together regularly throughout the day, at which point Teachers account for all the children with a head –count. Children are counted and recounted with transitioning to other classrooms.

Supervision of children is appropriate for each child's development needs. Teacher position themselves to be able to supervise the greatest amount of children possible.

Teachers use proximity and communication with children and engage actively in play

We do have extra ratios built into our program. However if a teacher is later, we would prefer the other teacher asks a parent to stay until both teachers are on site.

Transportation

Teachers are not permitted to use their personal vehicle to transport students. This includes emergency or injury situations.

Health Care

Teachers are required to have a current First aid including CPR. They will provide First Aid to a child. Other health care required by the child will only be given to a child if written consent of the child's parent has been obtained.

EMERGENCY CHILD CARE

Accidents

In the case of an accident, it is important to ensure the safety of both the casualty as well as the rest of the group. Act quickly and calmly, and do the following:

Teacher 1:

Administer first aid according to your training to the student requiring assistance.

Teacher 2:

Remove all other group members to a safe location

Take a head count

In life-threatening situations:

Teacher will dial 911 or access to the EMS

Teacher will phone parents to notify of serious accident or illness involving their child

In non-threatening situations:

Teacher will call parents to organize transportation of casualty

Teachers are not permitted to use their personal vehicle to transport students. This includes emergency or injury situations.

Anaphylaxis Emergency Response Plan

ACTION:

If there is ANY suspicion that an anaphylaxis reaction is occurring and an epi pen is required:

Staff one will administer Epi pen (epinephrine)

NEVER leave the child who is experiencing an anaphylactic reaction alone.

2. Staff two will call 911/EMS

3. Staff two will contact Emergency contacts

4. Staff three (if available) will remove all other children from the area

1. Follow instructions on the epipen.

2. Jab black tip into outer thigh until unit activates and a click will be heard. This may be done through clothes if necessary.

3. Hold Epi pen in place for 10 seconds.

(The used Epi pen must be sent to the Hospital along with the patient)

If in doubt, ALWAYS administer Epi pen epinephrine. There is no risk if given accidentally.

It is recommended that the patient go to the Hospital, even if symptoms seem to go away after the first injection. There may be a delayed reaction and the patient will need hospital observation.

The person who gave the adrenaline auto-injector should stay with the child until the EMS personnel arrive. Information that should be provided to EMS personnel includes signs of anaphylaxis seen in child, time frames, where adrenaline auto-injector was given (right or left thigh) and effect of epinephrine on the child.

A staff member will accompany the patient to hospital (Must be able to sustain staff to child ratio).

Follow the steps for Accident and Incident Reporting.

Accident and Incident Reporting

It is essential that you follow up on all accidents and incidents with the appropriate report form (see sample at the back of this manual). These can be found in the forms binder and the first aid kits. This form needs to be filled out as soon as possible and should be filed in the incident binder. Please review the form with the parents and have them sign the bottom. Provide them with a copy if they wish or if someone else is picking the child up. When dealing with an incident between two children there should be two incident forms filled out and each child's parents is to only sign their own form. We strive to keep the confidentiality of the other child involved. In this way we deal only by how their child was involved in the incident and what was done for their child as opposed to who did it.

If the accident is serious, please inform the President or Vice-president as soon as possible and it must also be reported and the appropriate form is faxed to our licensing officer within two working days.

Incidents that must be reported to the Regional Officer using the Government of Alberta Incident Report for are

- An emergency evacuation
- Unexpected program closure
- Un intruder on the program premises
- An illness or injury to a child that requires the program to request emergency Health care and/or requires remain in the hospital overnight
- An error in the administration of medication by a program staff in the child becoming seriously injured or ill and requiring First Aid, or the program requesting emergency health care and/ or requires to remain in the 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

Teachers fill out the Children's Day Out Accident Form or Incident Report Forms to track accidents and incidents.

These Reports are reviewed and discussed by the Teachers regularly to analyze what occurred and to identify any trends or issues. All incidents are analyzed annually and a report, using the Annual summary and Analysis Report Form, is submitted to Regional Officer in Child Care Services.

First Aid Kits

Each classroom is supplied with a first aid kit. We also have a portable first aid kit for outside classroom functions. Please know how to use it, and restock it with supplies and accident report forms when necessary.

SAFETY AND SECURITY

Critical Incidents

Critical incidents are events or circumstances that could result in legal or civil actions against the Society, the possibility of adverse public relations, closure of the Centre, where health and/or safety of children and/or staff are in jeopardy and other situations.

Critical Incident Procedure and Reporting

The following steps will be completed in the event of a critical incident:

The teachers shall obtain medical or security assistance to ensure the immediate safety of staff and children.

The teachers shall notify the President of the Society. In the event that the President cannot be reached, at least one of the following, Vice-President, Secretary or Treasurer will be contacted.

The member of the Executive contacted will decide what further action and information exchange will occur.

A report on the incident and consequences will be provided to the Board of Directors at the next scheduled Board meeting.

The Teachers will report any critical incidents to Daycare Licensing within 2 working days of the incident.

MISSING OR LOST CHILD PROCEDURE

When it is determined a participant is missing the following procedures are to be followed:

Assign a Teacher or Parent helper to assume responsibility for organizing the other students in one central location and take a "head count" to determine who is missing, what they were wearing, where they were last seen, frame of mind they were in.

The other teachers and/or parent should immediately search for the child in the more obvious places (washrooms, hallways, last place seen, etc.)

If after 5 to a maximum of 20 minutes of searching the child has not returned to the group, the teacher should telephone the parents to determine if the child has gone home. The teacher will arrange for additional help (Community Services staff, Edmonton Police) to assist in the search.

If after a maximum time of 20 minutes the child has not been located, the teacher will arrange for additional help from Edmonton Police - 911 - to assist in the search.

During search procedures, the individual responsible for the remaining students should continue to offer the program ensuring that it does not interfere with the search. (e.g. quiet games, crafts)

Prevention

As the teacher you are responsible for ensuring the safety of all students. This achieved most effectively by taking preventative measures such as:

- Discussing ground rules for behavior with students
- Students know where out of bounds area are located (office, closets)
- Keeping appropriate area's locked or closed (office, closets)
- Outlining safety procedures to students and parents, as well as establishing guidelines that students should follow if they are, hurt, sick, lost etc.
- Adequate supervision at all times
- Gauging the skill levels of the group and appropriate instruction progressions
- Knowing how many students are in your group and performing regular head counts
- Ensuring group stays together
- Checking to ensure no faulty equipment is used
- Ensuring that child information cards are complete and easily located

INDOOR SPACE

Children's day Out is Located at 10005 - 84th Street, Edmonton.

CDO uses 3 classrooms (Rms 103, 104 & 106). Daily enrollment is 16 children moving as a family group sharing all rooms.

Room 106 (Sunshine Room)- Is an open layout organized in the following centres: Gross Motor Play, Sand, Building, trains, coloring and a reading corner with pillows and chair. A large foam mat area has a climber and slide. There is space for floor play and shelves for toy storage. All furniture is child sized. Office space is designed in Rm 106. It is separated by a half door with slide lock. This room is used for part of the morning. It is also used during the last 30 minutes of the day for Music/dance time and dismissal

Room 103 (Moon Room) – Is an open layout containing a book/toy shelf for quiet play, doll house, and 6 small partitions creating personal spaces for napping. This room is used in the afternoon for younger children requiring a nap or quiet activities.

Room 104 (Rainbow Room) - Is also open concept. It has a kitchen area with counters, sink, dishwasher, refrigerator and child sized tables and chairs and chairs used for snack and lunch times, table activities, crafts, science, and play dough. There is also a quiet Reading Corner, Dramatic Play area, Sand/Water Table, puzzle table, easels and a carpeted floor space with toy shelves. Room 104 is used primarily for snack and lunch, story times, and free play in the morning. The children over 3 spend time playing in this room in the afternoon until the last 30 minutes of the day.

Two (2) washrooms are located in the adjacent hallway. One has 2 stalls and a sink, the other has a 1 large stall (wheel chair accessible) a sink and diaper change area. Children are supervised by staff and at all times during routine and extra bathroom breaks.

Floor Plan square footage exceeds the regulatory requirement. Health Officer measured and confirmed floor plan that:

Room 104 is approximately 50 sq m. capacity is 16

Room 103 is approximately 35 sq m capacity is 12

Room 106 is approximately 75 sq m. capacity is 25

Technology Policy

TV, computer, video games and other audio visual equipment are only to be used as an educational tool. The combined usage of these will not exceed 2 hours in one day. Materials used will be appropriate for the age level of the participants in the CDO program. All equipment will be checked to be in good working order, and kept at acceptable noise level volumes.

Staff may make use of a computer, printer, fax, and any other necessary office equipment. They will be used outside of the hours spent with children in a day.

OUTDOOR PLAY

Each student must have a filled out and accepted off site permission form informing the parents that these activities will take place. This is found in the CDO registration form.

If a child does not have permission to go outside or off-site, the child's parent is responsible for the child's supervision during that time. This is only if they are not the working parent for that day. They would need to make alternate arrangements.

Teachers are to ensure that all children have a signed off-site permission form. Teachers take into account the activity being participated in and safety measures that are used. EX. helmets for tobogganing. Teachers carry the first aid kit and the portable records when they go outside.

All outdoor activities are supervised at all times.

Teachers incorporate a variety of equipment into the outdoor play time to encourage different gross and fine motor skill development.

Outdoor Play Space

It is very important that children have access to outdoor space that is sufficient to allow a variety of gross motor activities and active games. At CDO we have a large fenced space for play. This space includes a slide, playhouse, weaving frame, chalkboards, garden bed and a shed. Our shed stores other forms of outdoor equipment, including, but not limited to, balls, soccer nets, bubbles, chalk, cars, blocks.

The staff ratio includes 2 teachers. As per licensing regulations, where 7 or more children are present at the program, whether on or off the program premises, a minimum of 2 teachers are on duty.

Prior to taking C.D.O. children outdoors teachers will:

- Check the Outdoor space for Potential Hazards
- Ensure the area is free of toxic plants
- Outdoor Play and activity space safety check list is filled out and attached to the days lesson plan
- Decide on route, equipment and use of walking ropes (if appropriate)
- Inspect any equipment that will be used that it is in good working condition
- Prepare the children: explain activity, expectations, and potential hazards, have a bathroom break and check for proper clothing (jackets, hats, mitts, outdoor shoes)
- Take a head count
- Take C.D.O. Portable records/first aid kit, building keys and a cell phone.

After spending time outside:

- Take a head count
- Remove outdoor clothing and shoes, put on indoor shoes
- replace Portable Records
- Wash children's hands

Sand Boxes, Wading Pools, and Outdoor Play Structures

At CDO we do not use outdoor sandboxes or wading pools. At CDO all outdoor play Structures have been CSA approved, and inspected for potential hazards.

Outdoor Toxic Garden Plants

It is very important that the outdoor play area is free of toxic plants.

Azalea, Bleeding Heart, Calla Lily, Carnation, Castor-oil plant, Chinese or Japanese Lantern, Chrysanthemum, Clematis, Crocus, Daffodil, Delphinium, Fox Glove, Gladiola, Hyacinth, Iris, Jonquil, Lily of the Valley, Morning Glory, Narcissus, Oleander, Pansy, Peony, Primrose, Sweet Pea, Sweet William.

FIELDTRIP POLICY

All scheduled fieldtrips outside the immediate community will be parented activities. Information about the activity, location, time, transportation options and other details will be provided.

Before embarking on a trip, staff and volunteer parents will take all necessary steps to ensure that everything goes smoothly. Staff will discuss and the following with the children:

- Where we are going
- What will happen
- Whom they will see
- Who they will need to listen to
- How we are going to travel
- What to expect on the trip
- The times we are leaving & returning

Staff will review with families (in a pre-field trip letter or memo) the following

Safety rules

Items to bring such as: sunscreen for outdoor fieldtrips, snacks and lunches, appropriate clothing relative to the type of field trip

One teacher will carry emergency contact information along with the first aid kit

Teacher Responsibilities during field trips:

The CDO staff is not responsible for the children during field trips. CDO staff is expected to attend and socialize with families and children. They are expected to supplement learning experiences when opportunities present. One CDO staff member is required to bring the emergency contact information along with the first aid kit. The CDO staff may be asked to work with a volunteer to coordinate role call at the beginning of a field trip.

Volunteers are responsible for pre-assigned jobs such as; taking on site payments, checking attendance, directing families to meeting spots and liaising with facility staff. Volunteers are not directly responsible for supervision of children.

Parents are responsible for supervision of their children for the full duration of out of class field trips. Unless buses are provided, this includes supervision during transportation to and from field trips. Parents are responsible for ensuring their child(ren) are dressed in appropriate attire for the field trip (comfortable walking shoes, coat, hat etc.). When the field trip occurs over the lunch hour parents must provide a brown bag lunch and drink unless otherwise communicated by CDO.

If using a bus company to get to the fieldtrip location, the bus must comply with Transport Canada guidelines.

Teachers will refer to the Child Care Facility Environmental Public Health Manual When leading fieldtrips with the following activities:

- trips to the lake
- trips to the swimming pool and recreational water parks
- field trips - food and water
- farm & petting zoo visits
- bus safety