



King Edward Child Care Society

Parent Handbook

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1. PROGRAM PHILOSOPHY

King Edward Child Care Society

King Edward Child Care Society (KECCS) is an incorporated and nonprofit charitable organization. KECCS's objective is to maintain, operate and conduct a quality, affordable child care and out-of-school care program. The organization's licensed name is King Edward Child Care Centre (KECCC).

KECCC is governed by the Executive Director who is responsible to a volunteer Board of Directors. The KECCS Board generally consists of families who have children enrolled in the program. It is a policy guiding board.

KECCC Philosophy

KECCC believes in providing an inclusive, learning through play environment. KECCC respects each child as an individual and fosters a loving and supportive environment. KECCC blends opportunities for free expression and play with routines in behavior essential in our society.

The Day Care, Kinder Care and Out-of-School Care programs reflect the developmental skills of the children. These are concerned with all aspects of the children's lives, their families and community relationships.

The programs are balanced, well rounded and comprehensive, so that the social, physical, intellectual, creative, and emotional development of the child is promoted in a positive learning environment.

KECCC Vision, Mission, & Values

Vision: To provide a dynamic environment for children and families to help build a brighter future.

Mission: To foster child development in a safe, fun, and nurturing environment where children can learn, play, and grow. KECCC is community-oriented and strives to make all families feel welcome, safe, and included.

Values: KECCC is committed to:

Diversity: Welcoming, encouraging, exploring, and appreciating different cultures, abilities, interests, and personalities.

Cooperation: Working together and using collaborative approaches to ensure that everyone's contribution to the program is appreciated.

- Exploration:** Using a child-centered approach. Opportunities are provided for children to guide their own learning.
- Respect:** Fostering a respectful environment. Respect for oneself and for others is encouraged.
- Creativity:** Providing an atmosphere that encourages and appreciates imagination and creativity.
- Knowledge:** Appreciating, encouraging, and supporting the attainment of knowledge.
- Protection:** Supporting and protecting the well-being of the KECCC Team, children and families and participating in the protection and preservation of the world.

KECCC Team of Professionals

Handpicked and qualified staff are hired from a variety of backgrounds that includes Early Childhood Development, Education, Fine Arts, Physical Education, Psychology and Environmental Sciences. The staff provide nurturance, support, and gentle guidance to the children.

The staff work as a team to plan and implement the KECCC programs. The individual input from the variety of team members results in a program that fosters the holistic development of the children.

Every member of staff is carefully screened and properly trained. All the staff must meet the following requirements:

- Alberta Level Qualifications
- Clear Criminal Record Check
- Clear Vulnerable Sector Check
- CPR & First Aid Certificate

KECCC Team Building activities are incorporated in the monthly meetings. Team Building Events are also planned and scheduled within the fiscal year.

2. REGISTRATION, FEE, AND ATTENDANCE POLICIES

Registration

Upon request, the family is provided with the KECCC Enrollment Package, which includes the Enrollment Handbook, Fee Schedule, Registration and Family Involvement/Volunteer forms.

KECCC requires a one-time non-refundable \$100.00 registration fee to be paid upon registration. Upon receipt of the registration fee, the registration form is reviewed and approved by the Director. Policies, procedures, and processes are discussed with the family. An Acknowledgement Agreement with the KECCC policies and procedures is completed by the family.

Orientation Policy

The family is provided an orientation by the Director prior to commencement of child care. The family is encouraged to complete transition visits to KECCC with the child for an appropriate period of time. This is a “getting acquainted” time for the child with the other children. The family and child are introduced to the KECCC Team and become familiar with the environment. (Refer to Family Orientation Checklist).

Fee Policy

Fee Payment

Monthly fees will be paid through the HiMama app. Parents must add payment information prior to their child's first day of care. Parents will be responsible for processing fees. If you choose to pay by Bank Transfer, the fee is \$1.20 per transaction or \$14.40 per year. If paying by credit card, the fee is 2.9% of the childcare fee.

Family Discount

Family Discount is given to families paying full fees. A five per cent (5%) discount is given to a family enrolling a second child. The five per cent (5%) discount is applied on the lesser child care fee. A ten per cent (10%) discount is given to a family enrolling a third child. The ten per cent (10%) discount is applied on the least child care fee.

Fees in Arrears

If fees are not received, the Director gives a notice. If a family is having difficulty with the current month's fees, it is the family's responsibility to promptly contact the Director to arrange payment terms. On the first occasion, the Director has the authority to arrange payment terms that will ensure that the unpaid fee for that month is paid within a maximum of three months in addition to the regular fees for that three-month period. This arrangement must be established in writing, signed by both the Director and the family member, and a copy maintained in the child's file.

If a family is in arrears more than once and fails to complete and comply with the payment arrangement, the matter will be immediately referred to the KECCS Board of Directors.

If payment has not been received for a child registered at the center after 3 notices from the Director, and the family does not respond to the KECCS Board of Directors, the child's spot will be terminated from KECCC.

If a child's space has been terminated due to non-payment of fees or a child has left KECCC with unsettled fees, the family will be contacted by the KECCS Board of Directors to arrange suitable payment terms. These terms will be established in writing and signed by the family. If the family refuses to cooperate or fails to meet the payment terms, the matter will be referred to a collection agency. The child will not be readmitted under any circumstances unless the full amount of fees in arrears is paid.

Termination of Care

Parents are required to provide one full calendar months' notice if you intend to withdraw your child from care. This means that notice must be provided on the 1st of the month or prior to the 1st for withdrawal past the 30th of the following month. In lieu of one month's notice, the full fee for the following month is required.

Subsidy Policy

It is the family's responsibility to apply for subsidy. When a subsidized child is admitted to KECCC, the family must complete and submit the appropriate subsidy forms immediately to Alberta Child Care Subsidy.

KECCC assists in the completion and submission of the subsidy requirements. The family may file the subsidy using an online application at KECCC. The Director contacts the subsidy worker two weeks after the child is admitted to KECCC, to determine the status of the subsidy application.

If the subsidy has not been applied for or the application is pending, the family will be assessed the full parent fee rather than the subsidized fee, until all information has been provided to Alberta Child Care Subsidy. Failure to pay the subsidy fees will be dealt with in accordance with the policy of late payment of fees.

It is the family's responsibility to renew the subsidy application. Failure to renew subsidy or to provide all the information required for renewal will be dealt with the same way as in the initial application for subsidy.

Hours of Operation and Closure Days

KECCC is open from Monday to Friday from 7:00 AM to 5:45 PM and close on the following holidays:

New Year's Day	Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
Heritage Day	Labor Day	National Day for TRC
Thanksgiving Day	Remembrance Day	Christmas Day
Boxing Day		

KECCC is closed for one week within Christmas Day, Boxing Day, and New Year's Day. Advance notice is given to families to arrange for alternative care. If any of these holidays falls on a weekend, KECCC will close in lieu of the applicable day(s).

Arrival and Departure Policy

The directive from Edmonton Public Schools is that the KECCC main doors are always kept locked for security purposes.

Arrival: Families are to escort their children to the KECCC main doors, call 780-439-9014 or ring the doorbell and wait for KECCC staff to transfer care of children.

Departure: Families are to approach the KECCC main doors, call 780-439-9014 and wait for KECCC staff to transfer care of children. Families are to inform the staff when they are picking-up their children at the KEE School playground.

Attendance Policy

Procedure for children unaccounted: If the child is ill or will be absent for any reason, the Director must be notified as soon as possible.

If a child fails to be at the pick-up location at his/her school and the family did not communicate to KECCC that they will pick-up the child directly in the school, the staff will check with the school administration and contact the family. If the school administration and family have no knowledge of the child's whereabouts, the Director will call 911 and report the child as missing. If KECCC is unable to contact the school administration and family, the Director will call 911 and report the child as missing.

Uninformed Absence Policy/Fee

As per our Attendance Policy, families must notify us of any absence, especially after school. We must be notified no later than 3:00 PM. If children are absent and/or unaccounted for after school, educators will follow the procedure for children unaccounted for after school.

If KECCS is required to follow the procedure for children unaccounted for after school and a child is determined to have been expected at care, families will be charged a \$25 fee.

Uninformed Absence Fee will be added to families next scheduled payment.

No credit on fees is given for statutory holidays, civic holidays, or family vacation periods. Refunds will not be issued for sick days.

If the child will be away for July and/or August, families have an option to pay a holding fee equivalent to 50% of the current fee. Families must notify the Director by the end of April if they intend to be away for July and/or August and use this summer discount. The child may not attend daycare during the month the holding fee is applied.

Spot assignment in lieu of holding fee: For the summer months (July and August), parents have the option to assign their child's spot to another family and still hold their spot for Sept 1st. The following stipulations apply:

- a. If the spot is assigned for the summer months, holding fees will be waived.
- b. The assigned family is subject to all policies and procedures. Breach of policies may result in forfeiting spot assignment privilege and owing of 50% holding fees.
- c. Parents are responsible for recruiting a suitable family for the duration of summer months.
- d. Parents are responsible for fees owed during the summer months. In the event the assigned family fails to pay fees, 50% holding fee will be owed to maintain the spot.
- e. Assigned family are still required to join the waiting list if they desire permanent spot.
- f. The assigned child must be suitable for the current spot (i.e. daycare spots must be assigned to daycare eligible child, kinder for kinder, or OSC for OSC, etc.)
- g. Assignments must be for a minimum duration of 1 month. Pro-rated or partial months will not be accommodated.
- h. In the event the Parents request care during the summer months, the day rate will apply. Space is not guaranteed and is on a first come first serve basis.

Authorized Pick-Up Policy

KECCC is to release children only to authorized individuals on the registration form. Authorized people include the child's legal guardians, anyone named as an emergency contact, and any other people named on the registration form as an alternate pick-up person. Picture identification will be required if the staff is not familiar with the person picking up the child. The staff will deny pick-up if:

- There is a court order on file denying the individual from having contact with the child (i.e. custody or restraining order).

- The individual is not listed on the enrollment form; or
- The individual cannot produce identification.

It is the family's responsibility to inform KECCC in writing, or in the case of an extenuating circumstance, by phone of any changes in routine pick-ups i.e. children going to friends' houses, other relatives or friends picking up, school field trips, or special events. Children will not be released to anyone less than 13 years of age.

Custody Orders Policy

Certified custody orders must be provided to the Director upon enrollment at KECCC. The family need to provide KECCC a copy of the custody orders immediately if there are any changes.

KECCC will accommodate a legal parent/guardian's right to pick-up his/her child as stated in the court order. Family members are encouraged to discuss any concerns with the director in this regard.

KECCC will not be involved in any disagreement between parties about conditions outlined in the custody order. If KECCC deems there is risk to staff or child(ren) due to any disagreement between parties, KECCC has the right to terminate care.

Late Pick-Up Policy

KECCC closes at 5:45 PM Monday through Friday. Under exceptional and unforeseen circumstances, families are given a "grace period" of ten (10) minutes. Families are to be charged Five Dollars (\$5.00) for every minute after 5:55 PM.

KECCC will make every effort to contact the family or an emergency contact person to come and pick-up the child if communication is not received re: late pick-up.

The family is required to sign on the Late Pick-Up Logbook. The time logged in the book will be taken from KECCC's clock. The Late Pick-up fee is paid in cash directly to the staff that stayed with the child, not to KECCC. If a family does not pick-up the child by 7:00 PM and cannot be contacted, Alberta Child and Family Service Authority is notified to pick-up the child.

Transportation Policy

KECCC caters to its two neighbourhood schools: King Edward Elementary School and the Academy at King Edward. Children attending other schools where bus service is needed are also accommodated.

The Transportation Guidelines and Procedures will be communicated upon registration of the child at KECCC and will be discussed during the Family Orientation.

Families need to complete and sign the Transportation Management Agreement or Bus Transportation Agreement.

Transporting Guidelines and Procedures

- For drop off in the morning, staff will gather the children at 8:35 AM by King Edward School 2/F foyer and escort them to their classrooms.
- Staff will drop off the children according to the schedule and will leave when the class teacher/supervisor is present.
- For pick up, the staff will wait by the King Edward School hallway and will pick up the children at the scheduled time. In case of late arrival or no show up at the pick-up area, the staff will follow the following procedures:
 - i. Wait extra 5 minutes at the designated location after a specified time.
 - ii. Contact the school authorities to try and locate the child.
 - iii. Contact program director or supervisor for any communication and information from
 - iv. parents.
 - v. Contact the family regarding the location of the child.
 - vi. Contact emergency contact in the event communication with the family could not happen.
 - vii. Call Edmonton Police Service to locate the child.
- Families will be notified to arrange to pick-up their children in the event of inclement weather.

Responsibilities of Families:

- Provide detailed information about the child's school schedule and sign the transportation agreement.
- Provide notice of the absence of a child in advance for both morning and afternoon.
- Inform KECCC if the child does not require to be picked up from school.

- If a child arrives later than departure time it is the family's responsibility to drop the child off the school.
- Bear the cost associated with locating a lost child.

Bussing Guidelines and Procedures

- Staff will take the child to the bus location five (5) minutes before the scheduled arrival of the bus. Staff will wait at the designated location for up to fifteen (15) minutes in the morning. If the bus has not arrived by this time, the child will be brought back to KECCC and the family will be asked to pick up the child.
- Staff will meet the child at the designated bus stop five (5) minutes before the scheduled arrival time of the bus and will wait at the designated spot for fifteen (15) minutes. If at this time no bus has arrived and it is deemed late, the director will call the bus company to get information on the bus's arrival time.
- KECCC will contact the family if the bus company cannot be contacted, and the bus has not arrived within fifteen (15) minutes of its scheduled arrival.

KECCC is unable to control the arrival and departure times of the bus in the program.

KECCC will not be responsible for driver errors or late pick-up and arrival times.

Responsibilities of Families:

- Arrange for the child's bus transportation and provide the information to KECCC.
- Cover cost of bus service.
- Inform KECCC, if the child will not be arriving in the morning to take the bus.
- Inform the bus company that the child will be absent and will not take the bus.
- Make alternate arrangements if the bus company, for whatever reason, is unable to provide the service to and from KECCC. KECCC will not transport the child to and from school.
- Inform the bus company of any special needs or requirements.
- In the event of delays in the bus arrival time, the family must inform the bus company if they wish their child to remain on the bus until staff can walk out to the designated bus stop.

3. PROGRAMMING POLICIES

Program Policy

KECCC's approach is to blend opportunities for free expression and play with routines in behavior considered essential in our society. Routines such as dressing, washing, and eating are important and enjoyable learning experiences, as are the more formal planned activities. Opportunities for freedom of choice activities, in line with the children's own interest and enjoyment, are provided.

The daily routine supports children in the exploration of their individual interests, strengths, and emerging skills. Extended periods are provided for children to become actively engaged in a wide variety of self-selected and open-ended play. Transitions are planned to minimize stress on the children.

Child Care Program

KECCC plans experiences that promote development and learning across all developmental domains.

Physical:

KECCC promotes physical activity and minimizes the time the children are sedentary. Diverse physical experiences are planned based on the skills and interests of each child. Activities and experiences are adapted to ensure children with diverse capabilities can participate at levels where they can feel confident.

Regular outdoor play, gymnasium activities, and field trips expand children's physical activities. Outdoor play is scheduled twice a day in all seasons. Alternate indoor gross motor activities are provided when weather is not permitting.

The children are provided with a choice of group activity or use the KEE School playground. Cooperative and competitive activities are planned.

A variety of recreational resources support physical activities appropriate for the season. Weekly programming also includes dance and yoga sessions, walk around the neighborhood or to Edmonton Public Library, skating at the Strathcona Skating Rink in winter and fun time at Strathcona Spray Park in the summer and swimming and bowling at Bonnie Doon Mall in all seasons.

Fine motor skills are developed through cutting, lacing, buttoning, and other opportunities for manipulative play.

Social:

KECCC supports children in the development of social skills according to their age and developmental levels. Opportunities are provided for the children to share their thoughts, feelings and experiences and learn how to deal with situations involving other people. These opportunities

include “Show and Share”, discussion on weekend activities or responses to questions about a story that was read.

Program materials and opportunities are provided for children to play in a variety of group sizes. Free play in the different interest centers allow the children to learn how to share and take turns. Staff guide children how to negotiate and resolve conflicts. Staff acknowledge children who recognize the skills, accomplishments, and contribution of peers.

Program events, i.e. Family Day, December Holiday Gathering, provide the children opportunities for social interactions not just with their peers but with older children and other families.

Regular outdoor play, gymnasium activities, and field trips expand the children's physical skills and social awareness. Learning other cultures provides the children with the opportunity to know and be aware of the broader community.

Intellectual:

Developing cognitive skills and multiple intelligence are addressed with the different interest areas. Science and numeracy materials and activities provide the opportunities for children to discover, explore, experiment, and learn new concepts and ideas.

KECCC promotes early literacy through daily programming. A variety of books are available in the program rooms and at the KECCC Mini Library. The program plan includes weekly visits to Edmonton Public Library. The children are given the opportunity to choose books they want to read on site and to bring them back to the program.

Creative:

Open-ended experiences and opportunities are provided to encourage creative expression. Art and craft materials are always available to the children. They are provided with experiences in open art through drawing, painting, coloring, play dough or clay creations.

Planned activities are based on children's interest and ideas. They are encouraged to create on their own. Efforts are enthusiastically praised and displayed in the room.

Dramatic play is an excellent way for children to develop their imagination and creativity. This is promoted by providing materials, props, and costumes for children to use.

The annual Celebration of Learning showcases children's unique talents and creativity through dances, songs and artworks. Children perform song and dance presentations at the Annual Festival of Trees in Edmonton.

Emotional:

Staff help children develop a sense of self by recognizing their unique qualities and backgrounds. Opportunities are provided for children to demonstrate their independence.

Staff model for the children the methods of interacting with peers and other people. Problem solving and resolving conflicts are discussed with the children. Staff are sensitive to the feelings of the children and will give comfort, encouragement and praise when needed. Children’s feelings are recognized and validated. Every child’s right to have their feelings and belongings respected is valued.

Daily Schedules and Routine

Daily schedules and routines are planned to support children’s learning experiences. Transitions are planned to minimize stress on children. The schedules and routines are flexible to best meet the developmental needs of the children.

Day Care Daily Schedule and Kinder Care Schedule on Non-School Days

Time	Activity
7:00 AM – 8:30 AM	Arrival Time/Free Play & Breakfast Time
8:30 AM – 9:00 AM	Creative Programming
9:00 AM – 9:15 AM	Washroom Time & Get Ready for Snack
9:15 AM – 9:45 AM	Snack Time
9:45 AM – 10:15 AM	Circle Time
10:15 AM – 10:30 AM	Get Ready for Outdoor Play
10:30 AM – 11:30 AM	Outdoor Play/ Library Visit
11:30 AM – 11:45 AM	Get Ready for Lunch
11:45 AM – 12:45 PM	Lunch Time
12:45 PM – 1:00 PM	Washroom Time & Get Ready for Quiet Time
1:00 PM – 2:00 PM	Quiet Time & One-on-One Reading Time
2:00 PM – 3:00 PM	Creative Programming & Pre-Kinder Activities
3:00 PM – 3:30 PM	Circle Time
3:30 PM – 4:00 PM	Snack Time
4:00 PM – 4:15 PM	Get Ready for Outdoor Play/ Gym Play
4:15 PM – 5:15 PM	Outdoor Play/ Gym Play Tuesdays & Fridays
5:15 PM – 5:30 PM	Get Ready for Indoor Play
5:30 PM – 5:45 PM	Free Play & Departure Time

Kinder Care AM Schedule on School Days

Time	Activity
7:00 AM – 8:30 AM	Arrival Time/Free Play/Breakfast Time
8:30 AM – 9:00 AM	Creative Programming/Free Play
9:00 AM – 9:15 AM	Get Ready for Snack/Washroom Time
9:15 AM – 9:45 AM	Snack Time
9:45 AM – 10:15 AM	Circle Time
10:15 AM – 10:30 AM	Get Ready for Outdoor Play
10:30 AM – 11:30 AM	Outdoor Play/Gross Motor Activity/Library Visit on Wednesdays
11:30 AM – 12:15 PM	Lunch Time
12:15 PM – 12:30 PM	Get Ready for Kindergarten
12:30 PM – 3:20 PM	In Kindergarten
3:20 PM – 3:50 PM	Snack Time
3:50 PM – 4:00 PM	Get Ready for Outdoor Play/Gym Play
4:00 PM – 4:50 PM	Outdoor Play/Gym Play on Tuesdays & Fridays
4:50 PM – 5:00 PM	Get Ready to go back inside
5:00 PM – 5:45 PM	Free Play/Departure Time

Note: Children always have access to washrooms.

Kinder Care PM Schedule on School Days

Time	Activity
7:00 AM – 8:25 AM	Arrival Time/Free Play/Breakfast Time
8:25 AM – 8:35 AM	Clean-Up & Get Ready for School
8:35 AM – 11:25 AM	In Kindergarten
11:25 AM – 12:15 PM	Lunch Time
12:15 PM – 12:30 PM	Get Ready for Outdoor Play
12:30 PM – 1:30 PM	Outdoor Play/Gross Motor Activity/Library Visit on Wednesdays
1:30 PM – 2:00 PM	Circle Time/Quiet Activity
2:00 PM – 3:20 PM	Creative Programming Activities/ Free Play
3:20 PM – 3:50 PM	Snack Time
3:50 PM – 4:00 PM	Get Ready for Outdoor Play/Gym Play
4:00 PM – 4:50 PM	Outdoor Play/Gym Play on Tuesdays & Fridays
4:50 PM – 5:00 PM	Get Ready to go back inside
5:00 PM – 5:45 PM	Free Play/Departure Time

Note: Children always have access to washrooms.

Out of School Care Program

Child Involvement Statement: “Active, empowering, and democratic experiences through involvement seek to create change in the child’s life”.

Meeting the Children’s Developmental Needs:

Social Needs

The following activities provide opportunities for social development:

Children’s Meetings: The children, under the supervision of OSC staff hold a meeting once a week to discuss things that are happening in OSC. This is also a time for them to put forward ideas and suggestions, as well as share any experiences. The CCPs and children discuss fundraising events, review the menus, suggest program materials to be added and discuss ideas for the following week’s activities.

Junior Staff: The children are provided with various leadership opportunities as Junior Staff. They assist in transitions i.e. lining up, checking attendance, preparing, and setting of snacks in the OSC room. The children also help in the Day Care and Kinder Care Programs i.e. reading books, cleaning-up and setting-up of snacks. They also prepare activities and share their talents i.e. puppet show, artwork, violin playing.

Clubs: The children may choose to join any of the following clubs: Cooking, Sewing, Reading, Lego Builders, Running, Art, Singing Club. Other clubs may be organized based on the children’s new and on-going interest. Clubs are expected to complete a goal weekly. Club activities are scheduled on Thursdays.

Celebration of Events: The children are directly involved in the preparation for KECCC events i.e. Chinese New Year, Random Acts of Kindness, Thanksgiving Lunch, Pumpkin Carving, as well as showcasing their talents i.e. Celebration of Learning, December Family Gathering. These events provide opportunities to be on their own as well as other families.

Community Involvement: The children are actively involved in fundraising activities i.e. Christmas Craft and Bake Sale, Edmonton Food Bank, and Festival of Trees. The children choose where to donate the funds raised i.e. Hope Mission, Stollery Children’s Hospital, Cancer Society. The children are also involved in cleaning the community i.e. King Edward School grounds, serenade at the Strathcona Seniors Centre; appreciate artworks displayed at the Art Walk along Whyte Avenue. Involvement in the community increases the children’s feelings of belonging not only in their own families.

Physical Needs

The Daily Program of the Out of School provides the children opportunities that promote and enhance gross motor skills.

Outdoor Play: The children have access to an abundance of green and wide outdoor space at the King Edward School playground. Competitive and cooperative games and activities are planned. The children may engage in sports like soccer, baseball, and hockey, as well as an opportunity to use playground apparatus.

Community Activities: The Program has access to Strathcona Community facilities: spray park in the summer and the skating rink in winter. Recreational activities are planned on non-school days i.e. bowling at Bonnie Doon Mall, swimming at recreation centres and hiking at Millcreek Ravine or Queen Elizabeth Park.

Special Activities: The Program invites the River Valley Program for onsite activities i.e. Outdoor Survival Skills and Orienteering. Off-site activities also support the children's physical development i.e. rock climbing and swimming Jackie Parker Park.

Intellectual Needs

Children's Planning: Intellectual development is guided by utilization of the emergent curriculum model where children are invited, encouraged, supported, and provided with materials that facilitates the exploration of their interests in depth.

Interests Centres: Children have access to various materials such as manipulative toys, puzzles, science, math, and geography materials. Space is designated within the room for utilization of these resources.

expression is encouraged through music. Books and magazines are always available for use by the children.

Creative Needs

The Art Center is designated for open art daily. Children are provided with activities by staff and are always encouraged to explore new and different ways of manipulating ideas and materials in their own unique way.

It is understood that creative endeavors can take place anywhere and anytime.

Creative activities may include crafts, but will also include opportunities for

dramatic play, musical expression and explorations of other cultures and themes.

Art Exhibition, Festival of Trees and Celebration of Learning are events that provide the opportunity to showcase the children's creativity through visual and performance arts.

Emotional Needs

Children are encouraged to use the problem-solving approach. This includes naming the problem, generating ideas of what could be done, implementation and evaluation of how it works. In their interactions with the children, staff models the problem-solving approach to introduce and reinforce the use of this approach.

Staff treat all children with respect and demonstrate that they care by providing them with opportunities to grow in all areas of development. It is expected that staff will attempt to make time each day to touch base with the children to determine how things are going for them. Staff act as “cheerleaders” for the children; encouraging them and demonstrating that they are cared for and valued.

OSC Schedule on Non-School Days

Time	Activity
7:00 AM – 8:30 AM	Arrival Time/Free Play
8:30 AM – 9:00 AM	Creative Programming
9:00 AM – 9:15 AM	Washroom Time & Get Ready for Snack
9:15 AM – 9:45 AM	Snack Time
9:45 AM – 10:15 AM	Meeting Time
10:15 AM – 10:30 AM	Get Ready for Outdoor Play
10:30 AM – 11:30 AM	Outdoor Play/ Library Visit /Off-Site Activity
11:30 AM – 11:45 AM	Get Ready for Lunch
11:45 AM – 12:45 PM	Lunch Time
12:45 PM – 1:45 PM	Quiet Time/D.E.A.R. Time
1:45 PM – 2:45 PM	Creative Programming
2:45 PM – 3:15 PM	Snack Time
3:15 PM – 3:30 PM	Get Ready for Outdoor Play/ Gym Play
3:30 PM – 5:00 PM	Outdoor Play/ Gym Play
5:00 PM – 5:45 PM	Quiet Activities/Departure Time

Note: D.E.A.R. – Drop Everything and Read

Children always have access to washrooms.

OSC Daily Schedule on School Days Monday to Wednesday and Friday

Time	Activity
7:00 AM – 8:30 AM	Arrival Time/Free Play & Breakfast Time
8:30 AM – 8:35 AM	Get Ready for School
8:35 AM – 12:00 PM	In School
12:00 PM – 12:20 PM	Lunch Time in OSC Program
12:20 PM – 3:20 PM	In School
3:20 PM – 4:00 PM	Snack Time/Free Play
4:00 PM – 4:15 PM	Get Ready for Outdoor Play/ Gym Play
4:15 PM – 5:15 PM	Outdoor Play/ Gym Play on Mondays & Fridays
5:15 PM – 5:30 PM	Indoor Play
5:30 PM – 5:45 PM	Free Play & Departure Time

Note: Children always have access to washrooms.

OSC Daily Schedule on Thursday

Time	Activity
7:00 AM – 8:30 AM	Arrival Time/Free Play & Breakfast Time
8:30 AM – 8:35 AM	Get Ready for School
8:35 AM – 12:00 PM	In School
12:00 PM – 12:20 PM	Lunch Time in OSC Program
12:20 PM – 2:30 PM	In School
2:30 PM – 3:30 PM	Club Time
3:30 PM – 4:00 PM	Snack Time/Free Play
4:00 PM – 4:15 PM	Get Ready for Outdoor Play/ Gym Play
4:15 PM – 5:15 PM	Outdoor Play/ Gym Play on Mondays & Fridays
5:15 PM – 5:30 PM	Indoor Play
5:30 PM – 5:45 PM	Free Play & Departure Time

Note: Children always have access to washrooms.

Handwashing to be strictly followed.

Program Planning Policy

Staff observe and record children's knowledge, interest, curiosities and learning to use as basis for program planning. Staff also review information shared by families in the registration form and through daily communication.

Staff invite the children to participate in the development of program planning, routines, and rules. The children are provided with the opportunities to share and display their learning. Staff monitor children's individual growth and development and share with families through photos at play and documentation through HiMama for Day Care and Kinder Care. Samples of children's language, stories, writing, and artwork are also shared with families.

KECCC Team Planning Meeting is scheduled weekly for an hour. This is reflected in the weekly employee schedule. Staff evaluate the previous week and discuss identifying ongoing interests and determine areas the need to be continued and/or improved. Staff are given appropriate time to prepare the weekly planning sheet on print and to prepare resources and materials. References and resources in the KECCC Library and internet websites are available to Staff and are documented on the weekly planning sheet. The weekly planning sheets are submitted to the Program Director. The Program Director reviews and gives recommendations when needed.

Play Environment Policy

KECCC believes that enriched physical and emotional environments foster children's well-being and development.

The indoor space is arranged in a way that meets the diverse developmental needs of the children. It is designed to provide stimulating and interactive environments. Materials for play and learning contain a full range of diversity.

KECCC learning environment promotes early literacy by providing a wide selection of reading materials. The program materials are placed in labeled bins using lower case and upper case. Group and one-on-one reading activities are also provided.

Displays and focal points enhance the space. The environment is well lit and enhanced with natural light. Elements from nature are brought into the indoor space to facilitate sensory experiences.

King Edward Elementary School playground serves as the basic outdoor play environment with its wide field, trees, and playground equipment. The outdoor equipment is organized to provide a variety of developmental experiences and physical activities for children in a safe environment.

Child Guidance Policy

KECCC's child guidance policy is preventative in nature. The staff rely on observation of children's interactions, planning around children's needs, and role-modeling appropriate interactions. Staff discuss with the children behavior expectations at a developmental level they understand.

KECCC focuses on problem solving, setting limits, redirecting, and offering alternatives and options for the child. If a child is unable to behave appropriately in an area or within a group and does not respond to their peers or staff's guidance, he/she may be redirected to play in other areas. The child may go back when he/she feels ready to return and participate in a way that is safe and respectful towards their friends, the program materials, and oneself.

The staff work to increase self-reliance, acceptance of responsibility and self-direction. We also encourage the children to accept adult support for help and guidance; provide new challenges and the opportunity to enjoy periods spent in familiar child care activities. The staff are trained in the Child Guidance Policy and to recognize that each child is different and may require variations of these techniques.

How do we guide the children to problem solve?

We empower the child by asking how he/she intends on solving the problem. This process may be with one child, or it may involve a few children.

If the child has no ideas of his/her own, the staff make suggestions, usually a couple so the child can make a choice. We use positive reinforcement with the child for solving the problem.

Acceptable behavior is encouraged by positive verbal reinforcement. This serves to make the child feel good about his/her behavior.

Corporal punishment is not considered to be an acceptable method of dealing with young children's behavior. Children will not be hit, slapped, or spanked while attending KECCC.

The family is called to a conference to discuss what may be helpful in motivating the child to behave in an acceptable way. When necessary, the family is referred to outside agencies.

Child care is terminated in the following circumstances: the child's continued behavior/s put oneself, the other children or the staff at risk for physical harm; when a child is verbally abusive to staff and other children, including the repeated use of inappropriate language; when a child damages KECCC property or when there is lack of cooperation from the family to address the child's behavior.

The family will be given one month notice of termination of care. Immediate termination is applied based on the severity of the child's behavior.

Supervision Policy

KECCC believes that effective supervision is essential to high quality care. KECCC always ensures that the staff: child ratio and maximum group size follows Alberta licensing guidelines.

Check the Daily Attendance:

Attendance is recorded using HiMama. This is the child's official attendance record. Daily attendance record is maintained in the program rooms. Staff is expected to know the individuals/s dropping-off and authorized to pick-up the children in place of the families.

Incoming staff must confirm verbally with the outgoing staff, the number of children in attendance and check this against the attendance record. This procedure must be completed when leaving or returning from shifts and breaks,

Conducting frequent head counts ensures that everyone is accounted. In case of emergency evacuation, staff would immediately know the number of children to be accounted for.

Drop-Off and Pick-up Children

The staff bring the children directly to the classrooms of King Edward Elementary School. The staff stay with the children while putting their things in the lockers until they enter their Kindergarten classroom.

Children attending other schools are transported to and from KECCC by bus, pre-arranged by their respective families. A staff accompany the children to the pick-up area until they board the bus. The staff meet the children as soon as they get off from the bus at the designated drop-off area.

Watch the Children:

Staff continual visual supervision assures that they see what is happening while the children are in their care. In some cases, they may prevent an incident that leads to injury. Staff supervise children's play and behaviour 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 to have the opportunity to assist children and intervene in the event of potential danger.
- Listening closely to children, even those who are not in the staff's direct line of sight (such as those in outdoor play spaces or areas where children nap).
- Positioning staff to allow for the supervision of the entire group of children.
- Monitoring children's health to identify early signs of fever, illness, or unusual behavior; and

- Watching and participating in children's play to ensure that children are playing in a safe manner.

Talking with Parents

It is important to be available to talk with parents and guardians; however, holding long conversations while supervising children could prevent the staff from effectively ensuring their safety. Conversations with families at arrival and pick-up time should be brief.

If a family wants a detailed conversation about their child, staff can respond, "I would love to talk with you, but I must get back to the children. Is it possible to schedule a conference when I am not supervising the children?" This approach sends the message that caring for the children is your top priority, and that you also are interested in listening to and talking with them.

Frequently Scan the Room

Effective scanning involves moving around, making eye contact with each child, and getting involved in children's activities. Frequent scanning not only helps prevent problems, but also will help you notice if a child is aimlessly wandering or not actively involved.

Older children who know the expected behaviour may avoid inappropriate actions if they know that you are looking.

Inclusion and Diversity

KECCC is committed to provide equal opportunities for all children and families. KECCC is open to include children with exceptionalities and special needs: whether these are physical, social, cognitive and/or emotional. KECCC aims to provide a secure environment in which all children can flourish and in which all contributions are valued.

The children's experiences and cultural backgrounds are incorporated in the daily planning. Diversity is supported by ensuring there are appropriate materials and equipment, and resources to meet the needs and interests of all children.

We live in a society composed of diverse family compositions. KECCC understands that a family may not consist of a mother and/or father, but they are composed of people who play a key role in the child's life.

KECCC works in partnership with families to ensure that the medical, cultural, and dietary needs of the children are met. Support to families and children with special needs are given. Families are assisted in locating, contacting, and accessing specific supports for their children. Staff are provided with the training and supports when working with children with special needs. When necessary, the environment is modified to support children's success.

Families and children are encouraged to share cultural traditions, experiences, and celebrations. We help children learn about a range of food, cultural celebrations, and practices. These are incorporated in daily program planning. KECCC include and value the contribution of all families to improve our knowledge and understanding of issues of equality and diversity.

Multi-Media Policy

KECCC ensures that multi-media: music, videos, computer, electronic games, and books are developmentally appropriate, unbiased, and culturally sensitive.

Multimedia is used to expand upon children's current interests and is not part of the daily routine. It is purposeful and is utilized to enhance our program.

The use of multi-media is limited. All music, videos and computer games are carefully screened before these are used by the children. Staff ensure that the multi-media does not contain inappropriate and obscene language, violent or sexually explicit materials.

Only videos that are G-Rated can be viewed by the children. Staff always sit with the children when television, computer and video are being used. The staff continuously monitor what the children are doing or seeing on the television, video, or computer.

Children use iPads once a week for a maximum of thirty minutes for educational purposes i.e. drawing guide, photography, and to research information related to the weekly plan and/or current interests.

Staff provide alternate activities, and all interest areas are open when any or all multi-media are being used.

Off-Site Activity Policy

Off-site activities are planned at least once a month. KECCC Summer Program is prepared in July and August.

Families are informed of off-site activities through the following:

1. Registration form includes a consent form for local and area visits within the community.
2. Notices are posted by the entrance door and by the Daily Attendance Recorder
3. Monthly newsletters
4. Families are invited to participate in these off-site activities. This supports family involvement and ensures that additional adults (above the required ratio) accompany the group.

Families are asked to sign a consent form for all other off-site activities not listed. The consent form includes the following information: the destination, location and or address, contact person, contact number, adult-child ratio, mode of transportation, time of departure and arrival to and from KECCC and the off-site destination. Families are also asked to volunteer for the off-site activities.

Staff are directly responsible for the children’s safety in the off-site venue. Safety rules are reviewed with the children and volunteers prior to each field trip. KECCC enforce safety rules that comply with Transport Canada Guidelines.

Staff prepare children for an off-site activity by explaining where they are going, what will happen, what and whom they will see and who they need to listen to. Staff check attendance before leaving KECCC, upon arrival and before leaving the venue and while on the bus.

The Off-Site Activity Checklist and Evaluation is completed by CCPs and volunteers and submitted to the Executive Director.

- Let the children wear the KECCC vests/shirts.
- Discuss field trip site and activities.
- Review the rules with the children and volunteers.
- Inform the children of the adult/group assignment.
- Bring the room backpack: walkie-talkie, first aid kit, portable record, attendance record, wipes, and tissue paper.
- Check attendance before leaving KECCC and the off-site location.

Off-Site Activity Evaluation

Kindly evaluate the field trip using the following ratings:

E- Excellent; VG – Very Good; G – Good; NI – Needs Improvement)

1. Venue _____
2. Schedule - _____
3. Activities _____
4. Snack Time _____
5. Transportation _____
6. Staff-Child Ratio _____
7. Comments _____

4. COMMUNICATION AND INTERACTION

Staff Interaction with Children

KECCC promotes and nurtures children's positive sense of self and belonging through supportive relationships.

Staff respond positively to children's individual interests and strengths through supportive small group interactions and one-on-one communications. They also support children's exploration of their individual interests, strengths, and emerging skills.

The children are helped to develop a sense of self by recognizing their unique qualities and backgrounds. They are also provided with opportunities to demonstrate their independence.

Strong emotional attachments are fostered with children sharing feelings, communicating warmth and acceptance through verbal and nonverbal reassuring behavior. Staff respond to children's needs and cues in an appropriate, timely, caring, and consistent manner. Staff value each child's right to have their feelings and belongings respected. They model respectful interactions with other adults. The Staff acknowledge children who recognize the skills, accomplishments, and contributions of peers.

Communication with Children

KECCC is committed to support children's development and learning, respect individual differences and help children to play and work independently and cooperatively.

Staff talk to children at a developmental level they understand and engage in active listening and meaningful conversations. They ask open-ended questions that encourage children to share their interests and experiences with families and friends. Children are also encouraged to ask questions and to finish talking without being interrupted.

Staff review the daily routine and rules in the room, for outdoor play and offsite excursions. They also model respectful behavior and use appropriate language. The staff intervene respectfully and promptly when disagreements arise and assist children to develop conflict resolution skills.

Open Door Policy

Families are welcome to visit their children at KECCC and can do so by arranging an appointment with the Director.

Families are encouraged to express concerns, feedback and suggestions directly to the staff and/or Director in line with the KECCC Respectful Workplace Policy. They may also communicate these through email, Hi Mama, by phone, or in person.

Communication with Families

KECCC is committed to providing an environment which fosters children's growth and learning and responds to the needs of families. Regular communication is promoted between KECCC and the families. Opportunities are provided to ensure effective communication between families and staff. Families are welcome to express concerns, feedback and suggestions directly to the staff and/or Director.

KECCC provides the following opportunities to ensure effective communication with the families:

- **KECCC Email** – Families communicate important concerns by emailing at director@kingedwardchildcare.com.
- **HiMama** – KECCC inform families of the monthly programming, upcoming events, handouts on parenting and child development, and reminders through the HiMama app. Families are also informed that they may see the staff and/or Director for suggestions, feedback or concerns.
- **KECCC Website** – Relevant information about KECCC can be accessed through the website: kingedwardchildcare.com
- **Family Information Board** – Program plans newsletters, weekly snack menu, community resources, parent seminars and workshops are posted on the Family Information Board.
- **Reminder Board** – Important notices and reminders are posted on the KECCC's main door entrance and Time Recorder Board.
- **Annual Evaluation** – Families are requested once a year to complete an evaluation of the KECCC's policies, procedure, and protocol.

Communication with Schools

KECCC seeks to build relationships with the schools the children attend to complement the programs and to achieve a collaborative effort in the best interest of the child.

The Director directly communicates with the school administration. KECCC provides newsletters and invitations to celebrations and special events to the schools.

At the beginning of the school year, the Director provides the school with a list of children enrolled in the program. Schools are also updated with children who enroll within the year.

Child-specific information is shared with the school administration and/or Staff only with a written parental consent.

Social Media Policy

This policy governs the publication of photos and commentary on social media by KECCC children, families, and staff. For the purpose of this policy, social media refers to any facility for online publication of photos and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

For KECCC Families and Children:

Families are to adhere to the Communication with Families Policy and Conflict Resolution Policy and not use social media to express concerns or share information about the care of one's child or about another person in KECCC.

During KECCC Events and Celebration, a staff is designated to take photos. Families may request for copies of the photos and KECCC will only share photos of children whose families have given consent to post photos in social media. Families may take photos for personal use and not to be posted in the social media.

For Staff:

Before engaging in work related social media, the staff must obtain the permission of the Executive Director.

Staff are to adhere to the Communication with Staff Policy, Respectful Workplace Policy, Conflict Resolution Policy, and Confidentiality Policy. Staff are expected not to use social media to express concerns regarding another staff the administration, children, and families.

During KECCC Events and Celebration, a staff is designated to take photos. Staff may request for copies of the photos and KECCC will only share photos of CCPs and children with consent to post photos in social media. Staff may take photos for personal use and not to be posted in the social media.

Video Surveillance Policy

Closed circuit video devices or surveillance may be utilized within the facility for the benefit of the facility, its staff, children, and family. Such devices shall not be used to take away from in-person supervision of the children.

Confidentiality Policy

KECCC protects the confidentiality of children, families, and staff. All information concerning the program, Staff, children, and families are to be considered confidential. Staff are encouraged to familiarize themselves with the children in their care by reading through their files. These documents contain very personal information, and their contents must never be disclosed to anyone outside of employment with KECCC.

Staff are required to respect the privacy of the children, other staff, and families of KECCC. An agreement of confidentiality shall be signed by all staff upon being hired. A breach of this agreement will result in immediate dismissal.

The KECCS Board of Directors is required to respect the privacy of the children, staff, and families of KECCC. An agreement of confidentiality shall be signed by the KECCS Board of Directors upon commencement. A breach of this agreement will result in immediate dismissal.

Information about the child is shared with the school and relevant agencies only with parental consent.

Family Involvement and Volunteer Policy

Upon admission to KECCC, families complete the Family Involvement and Volunteer Pledge form and make a yearly deposit of \$150 on Jan 1st. This is a per family rate. We hope that families volunteer an amount of time that aligns with their values and schedules.

Families may choose from the following opportunities to volunteer and receive their deposit back:

- During casino years, the priority is fulfilling the casino hour requirements. Our centre has been fortunate to host a casino with Alberta Gaming every two years. We cannot run the event without volunteers. Approximately 30 parent volunteers are needed. The casino is a significant fundraiser for our centre and pays for our rent and programming costs. To ensure a successful casino, the KECCC asks parents to volunteer for a casino shift or find someone to volunteer on your family's behalf.
- Your \$150 deposit is carried over if you complete a casino shift or find a volunteer in your place.
- Be a KECCC Board Member – KECCS is a nonprofit organization run by a volunteer Board of Directors, made up of families of the children attending KECCC and individuals within the community. The KECCS Board meets once a month and holds an Annual General Meeting, at which time new members are elected to the Board. New Board Members are welcome to join year-round.
 - Your \$150 deposit is carried over if you fulfill your board member responsibilities and miss no more than 2 meetings.

- Families are welcome at any time at KECCC. We welcome you to join us for off-site activities, field trips, regular daily routine, or special celebrations. We also invite you to share your cultural experiences, and special talents and expertise with the centre. We will also occasionally ask for help in the maintenance of KECCC i.e. cleaning, painting, or other related work or in welcoming new families and giving assistance to families who are new to Edmonton or our neighborhood.
 - Your deposit is carried over if you volunteer in some capacity in support of the centre.
- Families may choose to pledge the One Hundred Fifty Dollars (\$150.00) if they are unable to fulfill any volunteer work within the fiscal year.
- The Director will track families' yearly volunteer involvement.
- KECCC requires all families to make a new deposit at the start of the new year in January.

Community Communication and Interactions

KECCC collaborates with community organizations and services to respond to the needs of children and families. KECCC also collaborates with community agencies to create partnerships that support children and families.

KECCC will respond immediately to any community complaints and concerns. Program schedules are adjusted to accommodate KEE School and Strathcona Community League activities and events.

KECCC invites community stakeholders or agency representatives to provide support and participate in the program. KECCC also establishes and maintains relationships with community organizations and professional groups that support families and their children.

KECCC uses community resources to meet the needs of children and families it serves.

Update of Information Policy

It is vital that KECCC be kept up to date on changes that affect the lives of the children. Information update forms are to be completed by families annually. Families are to inform the Director of any changes of address, phone numbers at home and work, or changes and additions of information of any kind.

Conflict Resolution with Families Policy

KECCC strives to build and maintain positive relations with everyone. The following are followed should a concern and/or conflict arise:

1. Families are encouraged to address concerns immediately by communicating directly with the staff or the Director.
2. If the concern is unresolved, the family may notify the KECCS Executive Board in writing.
3. The Board will reply to the written complaint within seven (7) days.
4. The complaineer will be given a copy of the written complaint.
5. If resolution of the problem does not occur, the family may contact the Alberta Child and Family Services Authority (CFSA) at 780-644-9992.

Families should be aware that when filing a complaint:

- The identity of the complainant is not divulged to the license holder.
- All complaints are investigated.
- The Regional Licensing Office will respond to complaints submitted by the family of a child enrolled in the program, who will give an indication whether the complaint was verified and if appropriate action has been taken.

5. HEALTH AND SAFETY POLICIES

KECCC ensures that families, children, and staff are provided with a safe, secure, and healthy environment.

Staff are to be informed of up-to-date health and safety policies. Management and Staff stay current with emerging best practices in health and safety as recommended by the Alberta CFSA Licensing and Health Officers. Communication received from relevant agencies is posted on the Staff Board and/or in the Communication Book.

Allergies

It is vital that families inform the Director of any allergies their children have or may have. Upon enrollment, families are asked to only mark that the child has no allergies if he/she has undergone allergy testing; otherwise "none known" is to be marked. When alerted to these needs, KECCC can provide a safer and healthier environment for the children.

A list of children with allergies, food restriction and medical condition is posted in the program rooms, KECCC office and kitchen. KECCC is a nut and peanut free environment, and parents are reminded not to send nuts in their children's' lunches.

Clothing and Helmet Policy

Families need to ensure that the children are fully and properly clothed upon arrival at KECCC. Due to fire regulations, bare feet and stocking feet will not be allowed. An extra pair of soft-soled shoes is to be left at KECCC with an extra set of clothing.

KECCC's program involves various indoor and outdoor activities. Families are advised to dress their children in adequate and comfortable play clothes. During the day, children are to be involved in various "messy" activities such as painting, sand, mud, water, play dough, and cooking activities.

In addition, families should keep in mind the variability of the weather where extra clothing is concerned, i.e., sweater, hat, mittens. Extra clothing should be kept together in a bag or knapsack properly labeled with the child's name. If a child has an accident that results in soiled clothing, the staff will place it in a bag for families to take home and be laundered.

KECCC provides helmets for biking, sledding, and skating activities. If families choose not to let their children wear a helmet, they need to complete and sign the "Waiver of Liability for Helmet When Sledding".

First Aid and Emergency Care

The family is informed of a child's injury through the KECCC Incident Report. The injury is documented in detail, including the time of the injury, the treatment given, and the location of the injury on the report. The form serves as a communication tool for families and staff, and a protection for insurance purposes. This is completed by the staff who witnessed the incident/accident and/or administered first aid. Staff need to be First Aid Certified to attend to a child who has been injured.

In the event of an injury/incident requiring Emergency Medical Service (EMS), 911 will be contacted immediately. The family or emergency contact persons will be contacted as quickly as possible.

Upon registration, the family signs a consent authorizing KECCC to call 911 in the event of an injury/incident requiring Emergency Medical Service (EMS). The family will cover all the expenses incurred in providing emergency care.

Caring for Environment Policy

KECCC instills in children the importance of taking care of the world we live in. Here at KECCC, we are taking deliberate, conscious steps towards making our world a better place to live in.

KECCC provides opportunities for children to explore and learn in natural settings and to learn about how materials in nature are used in everyday life.

KECCC encourages families and children to:

- Take part in recycling items.
- Bring lunches that are packed in environmentally friendly containers.
- Plastic wrapping, baggies, tin foil, wax paper, paper bags, and juice boxes are discouraged.
- Take part in the upkeep and maintenance of KECCC.

Emergency Evacuation Procedure

Staff, families, and children are informed of the Emergency Procedure during orientation. The Emergency Procedure is reviewed by staff with the children at the beginning of the fiscal year in September and at the start of the Summer Program. The Emergency Procedure and Exit Plans are posted in all the program rooms.

Fire Emergency Procedure:

Fire drills are conducted under the King Edward Elementary School Fire Drill Policy. On non-school days, a fire drill is conducted accordingly. Fire drill records are posted for public viewing on the KECCC's information boards.

1. Upon the discovery of a fire, or in the event of a situation that would require emergency evacuation, an employee will:
 - a. Activate the fire alarm.
 - b. Phone 911; and
 - c. Begin emergency evacuation.
2. The room staff take the attendance sheets and lead the children directly from the building according to the designated routes by the safest and nearest exit.

1st EXIT - Through the KECCC Out of School Care area and out the Northwest of the school that, leads out to the schoolyard. Staff and children will assemble by the baseball diamond “backstop” adjacent to the Strathcona Community League.

2nd EXIT (alternate) - Through the main KECCC East doors leading into the school, down the stairs and through the front East doors of the KEE School. The group will walk around the school (on the far sidewalk) and will assemble by the baseball diamond “backstop” adjacent to the Strathcona Community League.

3rd EXIT – through the Southwest doors of the KEE School that, leads out to the schoolyard. The group will assemble by the baseball diamond “backstop” adjacent to the Strathcona Community League.

3. The Director checks all facility areas: washrooms, storage rooms, staff room, and Office, to ensure that everyone has been evacuated from the premises.
4. Doors are to be closed as people leave the area.
5. Once the group has assembled, the staff check the attendance to ensure that all children are accounted for.
6. The Director puts up the green card which means all children and staff exited the building safely and accounted for and red card if there are missing people. This is for the KEE School Assistant Principal to see.

7. Firefighters on site decide if it is safe to return to the building, otherwise, the children will be moved to the approved evacuation areas:

#1 STRATHCONA COMMUNITY LEAGUE

10137 - 87 Ave. Edmonton, AB

780-439-1501

#2 HOLY TRINITY ANGLICAN CHURCH

10037 - 84 Ave. Edmonton, AB

780-433-5530

#3 THE ACADEMY OF KING EDWARD SCHOOL

8525 101 St. Edmonton, AB

780-439-1368

8. In the event of an area evacuation, the children and staff will assemble at:

OLD SCONA SENIOR HIGH SCHOOL

10523-84 Ave. Edmonton, AB

780-433-0627

9. The Director notifies the families of the details of the emergency evacuation.

Tornado Alert:

In case of a tornado alert, staff and children are to proceed and stay along the KEE School Library and Gym Hallway until the Vice Principal gives a safe clearance on school days.

On non-school days, staff and children are to proceed and stay along the KEE School Library and Gym Hallway until the Director gives a safe clearance on school days.

KECCC follows King Edward Elementary (KEE) School Lockdown Procedure:

1. Security alerts will be communicated through the KEE School P.A. system using a verbal command. " Lockdown, lockdown, lockdown" followed by three bells informing anyone outside.
2. Pull any students in the hallway into your classroom. Please advise students to duck into the nearest secure spot if out of the classroom. If in the washroom, they should lock the stall and sit with their feet up.
3. Lock doors, draw blinds, and turn off lights.
4. Ask students to remain silent, seated away from doors and windows.

5. Take attendance.
6. Email Eileen Rygus: State your name, location, attendance (all present, anyone who doesn't belong in your room, any students/adults missing).
7. Make no outside calls and remain off email.
8. Allow no one to leave the room.
9. Do not open the door, regardless of fire alarm, commotion, or plea from voices outside the room.
10. If in the library, lock the door, regardless of fire alarm, commotion, or plea from voices outside the room.
11. If in the library, lock the door quickly and double check the second floor (west door is to always remain locked).
12. Classes in the gym should move into the dressing room and ensure the door is locked.
13. If outside the school, move students to Old Scona, 10523-84 Avenue or Community League and contact the KEE School Office by email or phone.
14. Lockdown is lifted only when this announcement comes over the PA:
"Attention staff and students, this is _____. All clear, all clear, all clear." *The all-clear signal must come from the Principal, Assistant Principal or Administrative Assistant.*

Potential Health Risk Policy

Childhood illness is an unavoidable stage in our children's lives. Families need to notify the Director when the child is absent due to an illness. Children who are absent due to a contagious disease may not return until the illness is no longer contagious. A note from a physician confirming the good health of the child must accompany him/her upon his/her first day back.

To reduce cross-contamination of germs or contagious conditions, KECCC abides by frequent and proper hand washing and regular disinfecting of the playroom, toys, materials, equipment, and furnishings and noted daily on a checklist.

Alberta Health Services has published criteria according to which a child should be excluded from the child care program. KECCC will contact a parent or emergency person if the following symptoms occur while a child is in KECCC:

- Fever of 38 °C or 100.4 °F or low-grade fever when combined with a sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea (if watery, runny or bloody).

- Vomiting (if more than two times within a 24-hour period).
- Severe coughing (where child gets red or blue in the face, or makes a high-pitched whooping sound after coughing, or if child coughs so hard that he/she vomits).
- Eye discharge with thick mucus or pus draining from the eye.
- Yellow color of the skin or eyes.
- Child is irritable, continuously crying or requires more attention than a caregiver can provide without affecting the health or safety of the other children in the program.

If a child meets the criteria for being excluded from child care, he/she will be made comfortable and supervised by a staff in the KECCC Office, until a parent or emergency contact picks-up the child. If the parent and/or emergency contact person is unable to remove the child from KECCC within a reasonable time, Child Welfare & Children's Services is notified and child care is transferred to the applicable authorities.

Handwashing Policy

Staff and children are to follow proper hand washing procedure to reduce cross-contamination of germs or contagious conditions:

When soap and water are not available, hand sanitizers with a concentration of at least 60 per cent alcohol is used.

Staff and children are to follow proper hand washing procedure to reduce cross-contamination of germs or contagious conditions:

1. Use regular soap (liquid or bar soap).
2. Wet hands with warm, running water and lather well.
3. Rub the hands together for about 15-20 seconds.
4. Scrub all over, including the backs of the hands, the wrists, between the fingers and under the fingernails.
5. Rinse under running water (for about 10 seconds)
6. Dry with a clean or disposable towel
 - a. If using a public restroom, use a disposable towel to turn off the faucet to avoid further contact with the tap.

Store liquid soaps in closed containers and do not top up liquid soap containers. When the soap container is empty, it should be washed and dried before refilling with liquid soap.

When soap and water are not available, hand sanitizers with a concentration of at least 60 per cent alcohol are an excellent choice to use. Even with frequent use, they do not lose their effectiveness over time.

1. Put some of the hand sanitizer (gel, liquid, or foam) on the palm of your hand and rub your hands together.
2. Cover all surfaces, including fingers and wrists, and rub until dry (about 15-25 seconds)

Hand sanitizers don't work if hands are soiled. When your hands are soiled, wash with soap and water. If soap and water are not available, use a towelette that contains detergent. Then use hand sanitizer.

Hand sanitizers work better than hand washing to kill bacteria and viruses if used properly. They cause less skin dryness and irritation than hand washing.

Young children need help when using hand sanitizers. This is to make sure that their hands are dry before they touch anything or put their hands in their mouths.

Wash your hands before:

- Handling or eating food or feeding others.
- Brushing or flossing.
- Putting in or taking out contact lenses; and
- Treating wounds or cuts

Wash your hands after:

- Having any contact with a person who is sick or in their immediate environment.
- Going to the toilet, helping someone else use the toilet, or changing a diaper.
- Blowing your nose or wiping someone else's nose.
- Coughing or sneezing.
- Treating wounds or cuts.
- Handling garbage.
- Returning home from school, work, or shopping and
- Children should wash their hands after playing with toys shared with other children.

Personal Care and Routine Policy

KECCC ensures that personal care and routines are individualized. Rest and Nap Time schedules for children meet their developmental needs. Children's dietary requirements for individual and cultural needs are respected.

Children are required to be toilet trained prior to enrolling in the program. Washroom Time is part of the daily routine and children always have access to the washrooms.

Families in the Day Care Program may bring a clearly labeled covered pillow for quiet time and personal grooming items. Bed linens and blankets are washed weekly to aid in reducing cross contamination of germs or contagious disease.

Medication Policy

The medication form is to be completed by families for the administration of any medication, as it gives consent to KECCC to administer and/or give medicine and/or herbal remedies to the children. Medication forms can be obtained from the KECCC office or staff.

The family must indicate on the medication form the amount of the last dose of the medication or herbal remedies given; as well as the time it was given to the child prior to arriving at KECCC. This information is important so that staff is aware to watch for any adverse effects or negative reactions. The name of the medication, the amount and the time administered should also be indicated.

Prescribed medication must be brought in its original container with the child's name, type of medication, and prescribed dosage clearly labeled by the pharmacist or physician.

Over the counter medication requires a form. The use of over-the-counter medication, such as Tylenol, cough syrups, etc., must be clearly labelled. The over-the-counter medication must be brought to the Program in its original container with the child's full name labeled by the guardian.

The medication form must have clear directions. Staff may administer medication on "as needed" or "if needed" basis, when it is deemed as an emergency medication, i.e. Ventolin, Epi-Pen, etc. Families need to indicate on the medication forms specific signs and/or symptoms to observe for the staff to administer the medication. The child's unexpired Epi-Pen must be always on the premises.

Staff are to observe a child carefully for allergic reactions after receiving medication or herbal remedies.

Medication that needs to be refrigerated is stored in a locked container in the fridge. Other medication is kept in a locked storage container in a locked cupboard that is inaccessible to the children (with the exception of lifesaving medications such as Ventolin, Epi-Pen, etc.). Lifesaving medications are stored in the Emergency Backpack in the room, out-of-reach of children.

Upon receiving the medication and medication form, the staff need to complete the Medication Monitoring Sheet in Office. Medication and herbal remedies are to be taken home when the authorized period had ended. All staff have First Aid certification and are qualified to provide care and administer medication. This is documented in the staff's files and registration forms.

Nutrition Policy

KECCC provides breakfast and two healthy and nutritious snacks daily. The snacks contain three or more food groups, and the Canada Food Guide is consulted during preparation. Dietary requirements for individual and cultural needs are respected by providing substitution to the planned menu. The snack menus are posted for the family's perusal. These menus are located on the Family Information Board, KECCC Office and kitchen.

The morning snack is given from 9:15 AM to 9:45 AM. Lunch time is scheduled from 11:30 AM to 12:30 PM and afternoon snack from between 3:30 PM and 4:30 PM. In winter, the afternoon snack is given at an earlier time to accommodate an earlier schedule for outdoor play.

It is the responsibility of the families to provide an adequate and nutritional lunch that is healthy, packed properly and would minimum preparation. Lunch should contain each of the four food groups based on the Canada Food Guide. Children bringing lunches that do not meet this criterion will have their lunches supplemented by KECCC and families will be reminded of the guidelines.

KECCC is a "Nut Free Zone". Food items containing peanuts, peanut butter and nuts and products are not permitted due to health and safety reasons.

Snack and Lunch Time are monitored daily by the staff. Snack menus are reviewed monthly by the Director and the Food and Nutrition Coordinator to ensure that they meet the changing nutritional guidelines of research by the Canada Food Guide to support children's healthy development.

Safety and Maintenance Check Policy

KECCC ensures that the thoughtful design, arrangement, and knowledge of the children's environment: indoor and outdoor play areas. This would provide a pleasant play and learning environment and at the same time prevent or reduce the likelihood of accidents and the severity of injury to children.

Daily indoor and outdoor safety and maintenance checks of the program premises and equipment to remove hazards are conducted. Staff need to know the emergency medications, first aid kits, and emergency contact numbers are kept and that the portable First Aid kit and portable records are taken when going for outdoor play, gym play and on off-site excursions.

Smoking & Alcohol Policy

Staff, families, or visitors are not allowed to smoke cigars, cigarettes, any tobacco products, and any form of cannabis and/or drink alcohol within the KEE School and playground, KECCC premises and parking areas of KEE School, KECCC and Old Strathcona Community League.

Staff, families, or volunteers are not allowed to smoke cigars, cigarettes, any tobacco products, and/or any form of cannabis and drink alcohol during offsite activities at the offsite locations.

Staff will not release a child to a parent and/or guardian who is under the influence of alcohol and/or any substance that would compromise the child's safety. Emergency contact/s would be asked to pick-up the child.

Weather Policy

Outdoor play is an essential part of the KECCC daily programs. Children need to be dressed appropriately all throughout the year.

The Director informs the staff when outdoor play is replaced with an indoor gross motor activity in the program rooms and/or in the school gym in the following circumstances, with discretion:

- If the weather temperature is -15 Degrees Centigrade including wind chill in winter for Day Care and Kinder Care.
- If the weather temperature is -20 Degrees Centigrade including wind chill in winter for Out of School Care.
- If the weather temperature is 30 Degrees Centigrade
- When there is heavy rain.
- When the grounds are wet and muddy.
- When the grounds are icy and slippery

KECCC refers to the Environment Canada Weather Update for weather, temperature, and other warnings.