

# Lac La Ronge Indian Band Daycare Program

## DAYCARE



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## POLICY

2012-2013

REVIEWED & REVISED BY: DAYCARE BOARD & STAFF: DECEMBER 6, 2011



*December 6, 2011*

*Open Letter To All Parents, Legal Guardians:*

*Welcome to all new and current parents and guardians along with their child to the L.L.R.I.B Daycare Program.*

*The Daycare Policy Manual was developed to ensure proper procedures for all families enrolled at the Daycare Program. The policies were produced in order to provide guidelines for the staff and management to successfully operate a quality daycare program facility.*

*The policies must be adhered to by all parents, guardians, staff and management to maintain a safe, well functioning daycare program.*

*The policies were enacted by the L.L.R.I.B Daycare Board and could change with input from the parents, guardians and staff.*

*Annual Review of Policies will be in June every year.*

*The Daycare Hours of Operations are:*

*8:00 a.m. – 4:30 p.m.*

*Monday to Friday. Closed on weekends and Statutory Holidays.*

*Respectfully,*

\_\_\_\_\_  
*Daycare Board Chairperson*

\_\_\_\_\_  
*Director of Education*

\_\_\_\_\_  
*DC Coordinator*

\_\_\_\_\_  
*Date Signed*

*/2012*

## **Vision Statement:**

**We strive towards creating a balance between developing children's positive self-concept, concern and respect for others rights'.**

**Our program is child centered with open-ended activities designed to meet group and individual needs as well as the changing requirements of the developing child.**

**We believe that children must be cared for in a healthy safe manner, by caring qualified professionals familiar with all areas of child development.**

**The environment must foster the overall development of the child including social, psychological and physical aspects.**

**We believe that all children, regardless of their physical, emotional or social abilities have the right and should be offered the opportunity to take part in our program.**

## **Objectives:**

**To work cooperatively as a team to meet all developmental areas of the children; through planning, implementing various activities and positively interacting with them on an ongoing basis.**

**To have an open door policy in which the parents/guardians can approach the staff at any time with their concerns about their children, the program and activities.**

**To ensure that we follow the Canada Food Guide: First Nations, Inuit and Metis, on a daily basis for nutritious meals and snacks.**

**To promote the six components initiative by encouraging and supporting parent/community involvement.**

**These are the six components which are required to be a daily part of each Daycare:**

- 1. Culture and Language**
- 2. Education**
- 3. Health Promotion**
- 4. Nutrition**
- 5. Social Support**
- 6. Parent/Family Involvement**

**An overview of each of these components is included at the last pages of this handbook.**

**Registration:**

On their first visit to daycare site, parents are provided with the following:

- The Daycare Policy;
- The fee schedule;
- A package of required registration forms;
- An agreement form.

Parents complete the registration forms and sign an agreement form with daycare program to reserve their child(ren) place.

The following forms must be completed and returned before the child starts at the daycare.

- Application Form;
- Child's Health and Child's Profile Form;
- Child's Medical and Immunizations Form;
- Permission Form;
- Emergency Card;
- Emergency Contact Form;
- Agreement Form.

1. Upon completing and signing the registration form and agreement with the Daycare Program, the parent(s)/guardian(s) may reserve a seat in the Daycare Program for their child(ren), if a seat/space is available.

Due to the space restriction in the childcare center and to maintain a high quality of services priority for space, availability is given to:

1. Parents who are attending High School/Post-Secondary Pre-10, Adult 10, Adult 12 and other Post-Secondary Training;
  2. Parent(s), Legal Guardian(s) who attend Off-Reserve schooling or training will be first come first serve;
  3. Parent(s), Legal Guardian(s) who are working will also be first come first serve, if seats are available after September 30<sup>th</sup>, every year.
2. The Daycare agreement which the parent(s)/legal guardian(s) are asked to fill out and sign, includes the following information:
    - Days and hours that the child(ren) will be in the care of the childcare center.
    - The agreed upon services rate and payment procedures for Daycare services.
    - Brief health history of the child(ren) and proof that vaccinations are up to date.

## **ADMINISTRATIVE PROCEDURES**

### **Fees:**

*Fees are as follows:*

- Students will be charged \$15.00 a day for each child
- Working parent(s)/legal guardian(s) will be charged \$25.00 a day for one child, \$15.00 each for additional child(ren).

The daycare services are for parent(s), legal guardian(s) who are attending High school or in Post-Secondary training and need the services for their child(ren) providing that spaces are available.

In order to keep the Daycare Open, there must be a minimum of six (6) children in care.

*To all parent(s), legal guardian(s):*

- Social assistance and social services have their own rates.
- We provide breakfast, lunch and snacks.
- After school services are available.
- Drop-off for those who need this service once in a while for medical or emergency is also available, as long as the parent(s), guardian(s) fills out all documentation that is required.

### **Payment of fees:**

Fees are to be paid by bank certified cheque or cash only to the Day Care Centre. All fees are to be paid up by the end of the month.

For parents attending High School or Post Secondary training programs, fees will be paid directly from their welfare. Students pay fees from their funding from training programming.

### **Late payment Procedure:**

If parent is unable to pay by the required time, they must make arrangements with the Daycare Manager. If fees are in arrears more than one (1) month, the Daycare Manager may exclude the child from the centre until fees are paid in full.

All overdue fees, must be paid by the 15<sup>th</sup> of the following month

Or arrangements and agreement is signed to use the Parent Reward System as outlined:

3. **Each child will have a cubby space assigned to them. Parent(s), legal guardian(s) are to place their child(ren)'s clothing items in his/her space and have them clearly identified with the child(ren)'s name.**
4. **To help the child(ren) make the transition from home to the childcare center, we ask that parent(s), legal guardian(s) do the following when they arrive:**
  - **For infants: Parent(s), legal guardian(s) to take them to the infant room, take their outdoor clothing off, and put away in their storage area. Give your baby to the staff person, ask or inform staff about concerns you have or issues that they should know on your child.**
  - **Ensure daily infant activity sheet is filled out by parent**
  - **For toddlers and preschoolers: Help them to get outdoor clothing off and put away in their cubby. Help them put on indoor slippers or moccasins. Sign the daily attendance record and help your child(ren) get settled. Make sure that staff knows that your child(ren) has arrived.**

### Departures

- **To help your child get ready to leave when you come to pick him/her up, we ask that you do the following:**
- **For Infants: Let the staff people know you are there to pick-up your child, and check the daily activity form. The staff will let you know about your child's day, (feeding, diaper change, dressing in outdoor clothing, etc.), while you get them ready to go home.**
- **For Toddlers: Let the staff people know you are there to get your toddler, and check the weekly record sheet. Help your toddler to say good-bye to the children and staff, and take them to their cubby to get dressed to go.**
- **For Preschoolers: Let the staff people know you are there to get your preschooler, and check the bulletin board for the day's activities and highlights. Help your child to say good-bye to the children and staff, and take them to their cubby to get dressed to go.**

### Return

Please feel free to stay for a while in the morning or in the afternoon, while you help your child get settled in, and to see what they do at the center.

**Note:** Only the parents and authorized persons over the age of 16 yrs, indicated on the agreement form will be allowed to pick up children, unless staff have been notified.

## **HEALTH POLICIES:**

Communicable diseases can spread rapidly through a daycare site. For this reason, we have several policies that will help all of the children, their parent(s), legal guardian(s), and keep the staff as healthy as possible.

### **Preventative Health Measures:**

Children may not attend the daycare program if they are ill or a source of infection. Daycare Manager has the authority to refuse to accept a child if they exhibit any of the following symptoms:

- A fever of 99.5 F (37.5 C) or higher when taken under the arm;
- more than one occurrence of diarrhea overnight;
- vomiting in the past 24 hours;
- less than 24 hours on antibiotics for bacterial infection;
- cold or flu symptoms; coughing, sneezing, runny nose or eyes, sore throat;
- any viral diseases; mumps, rosella, etc.;
- any bacterial infection, e.g. ear infection;
- skin infection, undiagnosed rash, sore infected eyes, yellow skin or eyes
- Impetigo, scabies, head lice.

If child develops any symptoms of illness/infections mentioned above, during the day, the parents or the alternative person will be called to come and take the child home.

**Sick Children: Policy:** Children may not attend the center if they are ill or exhibit sign of infection. Staff personnel have the authority to refuse to accept a child if they exhibit any or the following symptoms:

If a child develops any symptoms of illness mentioned above, during the day, the parents/guardians of the alternative caregivers will be called to come and take the children home.

When children have been absent from the daycare program with an illness, they must be seen by a doctor or Community Health Representative, and receive a note indicating that they can return to the daycare program. We look for the following signs of returning good health:

- fever has remained below 99.5 F (37.5 C) for 24 hours without medication;
- child has been on antibiotics for over 24 hours;
- 24 hours passes since the last bout of vomiting;
- Viral rashes have faded and are no longer itchy or weeping;
- Child has returned to normal active play, eating and resting patterns;
- Treatment for impetigo, scabies or head lice has been successful.



**Immunization:**

All infants, toddlers and preschoolers must be immunized as appropriate to their age. A certificate from a local Community Health Representative must be brought to the daycare site and placed in the child's file, after each immunization visit.

Children must have all their vaccinations kept up to date.

**Procedures:**

1. The child immunization must be up to date before admission to the childcare center. Parent(s) guardian(s) can get this from their local CHR.
2. The Daycare Manager may ask the parent(s) guardian(s) for a copy of the child's medical history or a letter from the clinic to verify the child's present medical condition, if the child is suspected of a serious medical illness.
3. All copies must be kept in the child's file at the childcare center.

2. The employee will be responsible to inform their immediate supervisor (Daycare Manager(SMV/SR/STM), (LRR/HL/GMB),
3. The employee who is closest to the child will administer First Aid and / or CPR.
4. In the event that the child requires further medical attention, the child will be taken to the nearest medical facility.
5. If the parent/guardian cannot be notified, the emergency contact person will be notified.
6. If the injuries are life threatening, an ambulance will be called immediately.

If emergency medical care is required, the child will be taken immediately to the health center. The child's emergency card will be taken by the staff person so that attending medical personnel will have all necessary information.

**Child Abuse Prevention:**

The Daycare recognizes that all parents love their children and want to provide the best care for them. We also recognize that raising children can be stressful and difficult, and that parents sometimes behave in ways that are not appropriate or in the best of their children.

The staff will support parents in their effort to be effective parents through:

- Modeling a variety of methods to dealing with children's difficult behaviors;
- Working with the school, clinic and the Band Council, family support workers, and other resource people from the community to provide assistance such as:
  - Parenting programs – e.g. "Nobody's Perfect";
  - Involvement of Elders in the daycare
  - Workshops on specific parenting concerns;
  - Any other programs that are identified as helpful.

**Child Abuse Reporting:**

If staff have reason to believe that a child in daycare is being emotionally, physically or sexually abused, this will be reported immediately to the Daycare Manager, and a Suspected Abuse Form filled out. The Daycare Manager shall contact:

- a) The I.C.F.S. will be contacted immediately;
- b) If the agency is not answering, the Community Band Councillor will be contacted and to call the I.C.F.S.
- c) Community Health Representative;
- d) Community Family Worker.

Contact with the parents will be the responsibility of the I.C.F.S.

All items should be identified with the child's name. To avoid loss or arguments with other children, no personal toys or objects of value should be brought to the childcare center.

**Toys From Home:**

Children are encouraged to bring a "cuddly toy" or security blanket for naptime. Other toys from home may be brought for sharing at circle time.

## **The Six Components of Daycare Program**

There are six components, which are required to be a part of each Daycare. They are:

- 1. Culture and Language**
- 2. Education**
- 3. Health Promotion**
- 4. Nutrition**
- 5. Social Support**
- 6. Parent/Family Involvement**

An overview of each of these components has been included for your information.

## 2. Education

The purpose of education component is to support and encourage each First Nations child to enjoy life-long learning. More specifically, the projects will encourage each child to take initiative in learning and will provide each child with enjoyable opportunities to learn. This will be done in a manner that is appropriate to both the age and stage of development of the child. The goal is to engage children in the possibilities of learning, so that they carry forth the enthusiasm, self-esteem and initiative to learn in the future.

The Education component will:

- Focus on early-childhood development, including physical, spiritual, emotional, intellectual and social development;
- Foster a desire for life-long learning in the child;
- Develop the school readiness of the child in the following areas;
  - Physical well-being and appropriate motor development;
  - emotional health and a positive approach to new experiences;
  - social knowledge and competence
  - language skills
  - general knowledge and cognitive skills; and
  - spiritual well being and
- Provide the child with a learning environment and varied experiences that will contribute to his/her physical, spiritual, emotional, intellectual and social development.

## 4. Nutrition

The nutrition component is to ensure that children are provided food that will meet their nutritional needs, to educate staff and parents about the relationship between nutrition and a child's ability to learn, to develop both physically and mentally. The goal is to empower children and parents to develop or enhance nutritional eating habits that will be maintained after the children's daycare experience.

The nutrition component will:

- provide children the essential nutrients that they require to grow, develop and be active;
- feed children appropriately for the period of time each day that they are at the program;
- meet the children's nutritional needs by using the Canada's Food Guide First Nations, Inuit and Métis, which is comparable to the Canada's Food Guide, but also respects local traditions and customs; and
- Provide children and parents with opportunities to learn about and further develop nutritious and healthy eating habits.

## 6. Parental and Family Involvement

The parental and family involvement component is to support the parent and family role as the primary teacher of children. The parents and family will be acknowledged as contributors to the program through involvement with a parent body or participation in and/or contribution to classroom activities, providing the opportunity to empower parents to bring forth gifts and talents and to further develop as role models for children in their communities. The goal is for parents and caregivers to be more confident and assertive, and to have a deeper understanding of their children at the end of the program.

Daycare Programs will:

- Be managed, so that parents have a meaningful experience in the planning, development, operation and evaluation of the program;
- support the role of the extended family, particularly the elders, cultural teachers and traditional people, in teaching of and caring for children;
- provide and communicate about opportunities to participate; and encourage and empower parents to participate; and
- Not make a child's registration and participation dependent on one or both parent's participation.