



# PARENT HANDBOOK

Revised January 2023

Rosetown Kid Kare Inc. is a licensed, non-profit organization which undergoes annual inspections by the Ministry of Education Early Years Branch through the Government of Saskatchewan.

#### Rosetown Kid Kare Inc.'s Philosophy:

Our vision is for each child to be recognized as a unique and capable individual. Our mission is to provide unique family orientated childcare, integrated within the community. This is reflected in our influence on the child's growth and development. Rosetown Kid Kare Inc. strives to provide a safe, fun, environment where they, and their parents feel comfortable and welcome.

#### Hours

The day care is open from 7:15 a.m. to 5:45 p.m., Monday to Friday. The day care will be closed on all weekends and all statutory holidays.

#### Our Staff

Our child care providers are warm and caring individuals, each highly trained in Early Childhood Education, striving to provide the highest-quality education in our area. Through providing planned and educational activities, each child has the opportunity to develop to their fullest potential. All staff are required to undergo a criminal record/vulnerable sector check, and obtain their First Aid and CPR-C. All staff members are required to sign an *Oath of Confidentiality* form to ensure information amongst staff, families and children is kept private and confidential.

#### Enrolment

Parents interested in enrolling their child(ren) are requested to submit an Application form to [director@rosetownkidkare.ca](mailto:director@rosetownkidkare.ca). New applications are accepted and prioritized by date of request. Parent will be notified of availability closest to their requested start date, upon Rosetown Kid Kare's receipt of the application. A deposit of one month's fees is required to hold the available spot and applied as credit to the first invoice.

Once your application has been accepted parents must complete all the necessary paperwork prior to their child being enrolled.

It is very important that the Centre is notified of any changes in work and home numbers and addresses for both parents and designated alternates. Please update the Director immediately when changes occur. Information in the children's files is considered confidential and is shared only among the staff of Rosetown Kid Kare Inc.

#### Withdrawals

To relinquish a child-care spot at Rosetown Kid Kare, notice must be provided to the Director in written or electronic mail format by the first of the month prior to the end date. If notice is not provided, fees will be invoiced for the remainder of the month not utilized.

### Notice of Absence

Notice of absence in advance is not mandatory for full-time attendees but is much appreciated, as this allows Rosetown Kid Kare to accommodate drop-in members. This will help us continue in our mission to provide high quality childcare to as many families as is safely possible. Providing notice relinquishes the childcare spot for the days specified.

### Extended Leaves of Absence

Extended leaves of absence will be granted at the discretion of the Director. Notice of the intended leave must be provided in written or electronic mail format, no later than the first of the month prior to the anticipated start date of the leave.

A deposit of one month's fees will be required to hold the spot until the mutually agreed upon date of return and applied as credit to the first invoice. Extension of the leave will be considered at the discretion of the Director.

### Parent/Centre Communication

Parent/staff communication is extremely important. Everyone involved in the care of your child should be aware of what the other is doing to ensure the child has a regular routine and gains a sense of stability. Parents are encouraged to voice any questions, comments, concerns, or suggestions regarding the care of their child. Parents may contact the Director by phone at (306) 882-4024, or by e-mail at [director@rosetownkidkare.ca](mailto:director@rosetownkidkare.ca)

### Arrival

- Parents are expected to walk with their child to the classroom and communicate with the staff that your child has arrived.
- Upon drop-off, parents are expected to fill out their child's drop off time in the attendance binder in the kitchen.
- Please let the Director know of any special appointments or changes in your schedule.

### To and From School

Rosetown Kid Kare Inc. will walk school aged children to and from school, weather permitting. When temperature reaches -30 degrees Celsius, with or without wind-chill, the staff will not walk the children to school or pick up. Temperatures are checked at 7:00a.m. for the 8:30a.m. walk and again at 2:00p.m. for the 3:30p.m. walk. The Director will announce this information using our parent communication app SeeSaw. For further clarification see Policy and Procedure Manual.

### End of Day

The centre closes promptly at 5:45p.m. A late fee of \$5.00 plus \$1.00/minute is added to the parents' bill. If, for any reason, you will be late picking up your child past the closing time, please call.

Parents who have legal custody of their child and do not want the other parent to remove the child from the Centre should share a copy of their custody order with Rosetown Kid Kare Inc.

When a child is picked up by someone other than their parent, staff will:

- Ask the person's name and check ID.
- Determine if said person is on child's approved pick up list as per their file.
- If this is not the case, and a parent or alternate contact is not accessible, the child(ren) may not be released.
- Should there be any further dispute we will contact the Director for a final decision.
- Should a child or children not be picked up by 5:45 p.m. we will contact a parent or alternate designate. Should no contacts be available we will contact The Director or Chair of the Board.

### Parent Information

Information shall be shared through our Parent communication app SeeSaw as well as on Facebook pages. Our private Facebook page is called *\*Members Only\* Rosetown Kid Kare Inc*, and our public page is called *Rosetown Kid Kare Inc.-Public*. Pertinent publications will also be posted at the sign in desk.

### Safety

For your child's safety, and the safety of the other children, we ask that you follow our guidelines.

- Do not tie your child's soother to them with any type of string.
- No alcohol, cannabis, or drugs are allowed in the daycare or on the grounds under any circumstances.
- No one under the influence of alcohol, cannabis, or drugs is allowed on the daycare premises. If any staff suspect a parent is under the influence the RCMP will be notified immediately. Staff have the right to withhold a child from a parent they suspect is under the influence of any substance.

### Nap Time

Children who need a nap have a quiet/nap time each day from 12:30p.m. – 2:45p.m. Cots and cribs, depending on the age of the children, are provided for each child requiring a nap. Parents must send a blanket and pillow labeled with the child's name. Children who do not nap have quiet time for reading, puzzles, crafts and listening to soft music.

### Clothing and Personal Possessions

- All children need to bring an extra change of clothes including socks, shoes, pants, shirt and underwear.
- Please ensure your child's name is on all possessions.
- If your child is not potty trained, please provide an ample supply of labeled diapers and wipes.
- Toys from home are not permitted - the exception being a security item (i.e. a favourite blanket, etc.).

### Meals and Food

The centre provides a morning snack at 9:30 a.m., lunch at 12:00 p.m., and an afternoon snack at 3:00 p.m., which are prepared according to Canada's Food Guide. Please notify the Director and Cook about any known allergies your child may have. **Our day care is a nut free facility - no food containing nuts is allowed on premises including personal snacks i.e. granola bars for kids.**

### Volunteering and Donations

We welcome any parent who wishes to volunteer or have a family member that would like to help out for different events, craft times, etc. All volunteers at Rosetown Kid Kare Inc. are never to be left alone with a child(ren). Volunteers are not to be included in staffing ratios. All volunteers must be sixteen years of age and are subject to Criminal Record/Vulnerable Sector Checks. If you are interested, please contact the Director to make arrangements.

Donations of dress up clothes, shoes, hats, and craft items (i.e. toilet paper rolls, egg cartons, sewing scraps, etc.) are always welcome.

### Special Events

The children have small parties for each holiday. Any treats you would like to provide are welcome, but please label all ingredients. Birthdays are always a special occasion; parents are encouraged to bring a cake or treat to celebrate the day. If you are bringing a birthday cake to the daycare for a special day please list all ingredients.

### Outdoor Play and Policies

Outdoor time plays an important role in child development as it is necessary for the health and well being of all children.

The following guidelines will be observed:

- In winter, children will not be taken outside when the temperature is below -25 degrees Celsius with or without a wind chill.
- Children will only spend short periods of time outside during these colder temperatures.
- Parents are responsible for providing appropriate, labeled clothing for their children including toque, warm jacket, ski pants, winter boots, scarf and mitts or gloves.
- In the summer, at temperatures above 25 degrees Celsius with a UV rating above 6, children will be taken outside only for short periods of time.
- The centre will provide sunscreen and insect repellent for all children. If you prefer a specific brand or if your child has an allergy to sunscreen or bug spray, a labeled alternative is to be provided by parents for child's individual use.
- Parents are responsible for providing appropriate clothing for their children including sunhat, walking shoes (preferably sandals or running shoes instead of backless shoes), cool clothing, and a rain coat and rubber boots when necessary.

### Health Policy

A Child should not attend daycare if he/she has:

- A fever of 37.1 or more by axilla (armpit) with other symptoms. The child may return 24 hours after the fever breaks.
  - Diarrhea that happens twice in an hours span, or in which older child is soiling his/her under clothes. The child may return 24 hours after the stools have returned to normal.
  - Thrown up in the past 24 hours due to flu. The child may return 24 hours after vomiting has ceased.
  - A severe cold with sore throat and persistent cough.
  - Any contagious disease.
  - Skin infections, an undiagnosed rash, or infected eyes.
  - The Centre reserves the right to refuse to accept any ill child
  - If a child becomes ill during the course of the day, the parents are notified and are expected to pick up their child as soon as possible.
  - If the parents cannot be contacted, the emergency contact will be phoned to pick up the child.
  - A sick child will be isolated from the group and made comfortable until he/she is picked up.
  - Prescription medication can only be administered at the Centre if a Physician prescribes it and a medication form is filled out and signed by the parent.
  - All medications must be in the original container and clearly labeled with the child's name.
  - Staff are to record each time medicine is administered.
  - Any medication to be administered in a bottle or sippy cup must be given to the child under direct supervision of a parent or staff member in a separate room or the hallway.
  - Over the counter medication will only be administered as directed by packaging.
- Child may attend daycare if:
- Child has a slight fever, a light cold, an allergic rash, diaper rash, prickly heat, a loose bowel movement, diarrhea caused by food or medication.

### Communicable Diseases

Children must be excluded from the centre as follows:

- Red Measles – doctor's note, from start of symptoms to 4 days after start of rash. Non-immunized children should be out 2 weeks after the last case in daycare.
- Chicken Pox – 7 days or until spots have crusted over and healed
- Hand, Foot and Mouth Disease- doctor's note
- Mouth Sores- doctor's note
- Hepatitis A- 1 week
- Impetigo- doctor's note, 24 hours after treatment
- Influenza- 5 to 7 days after onset, or while symptoms persist
- Mumps – doctor's note, 9 days after onset of swelling
- Ringworm- doctor's note and treatment started
- Rubella/German Measles- doctor's note, 7 days after onset of rash
- Scabies- until treatment is complete
- Shigella- doctor's note
- Staphylococcal Infection- affected areas must be covered

- Scarlet Fever/Strep Throat- doctor's note, 24 hours after treatment
- Whooping Cough – doctor's note, 21 days if no treatment is given, or 5 days after start of treatment
- Pink eye – children are permitted to return to daycare after 24 hours of treatment.
- Lice – when a case of lice is reported, our staff will assist parents by checking children's heads as they arrive at the facility. If a case of lice is detected at the daycare parents will be notified and asked to pick up their child within the hour. The child will remain separated from the general population until a parent or emergency contact arrives. The child may return 24 hours after treatment and has been checked and cleared by a staff member. Removal of all nits is a requirement.

### Incidents

- Each staff at our centre are certified in First Aid/CPR-C and are able to administer treatment. The Director of Rosetown Kid Kare Inc. will be the first option for administering first aid.
- An incident report must be completed and kept in the child's file as soon as possible after the accident has occurred. Report must be signed by the parent before the end of the day and discussed, if necessary, with the staff and/or Director.
- Should a serious injury occur to your child, The Department of Community Resources requires the Centre to file a serious occurrence report. Report is to be filed with ministry consultant, and followed up on accordingly. The Board of Directors must be notified immediately.
- In the case of a life threatening injury the Centre will call an ambulance to pick up your child. The Director will accompany the child to the hospital; the remaining Centre staff will contact the parent to meet the ambulance at the Rosetown Health Centre. The parent is responsible for the payment of the ambulance ride.



## FEE STRUCTURE

P.O. Box 1475  
1004 Main Street  
Rosetown Saskatchewan S0L 2V0

Phone: (306) 882.4024  
Email: [director@rosetownkidkare.ca](mailto:director@rosetownkidkare.ca)  
[www.rosetownkidkare.ca](http://www.rosetownkidkare.ca)

	Full Time	Drop In's
Infant (6wks-18m)	\$472 / Month	\$35 / Day
Toddler (18m-2.5yr)	\$457 / Month	\$33 / Day
Pre-School (2.5yr-Kindergarten)	\$376 / Month	\$30 / Day
Non School Day		\$30 / Day
Before School		\$6 / Day
Before & After School or only After School		\$10 / Day
Cancellation		Invoice will still be sent if Director is not notified of cancellation.
Membership Fee	One time \$5 fee per family	One time \$5 fee per family
Interest	5% each day past 15 <sup>th</sup>	5% each day past 15 <sup>th</sup>
Pre-Payment	Pre-Payment by the 1 <sup>st</sup> of the month is mandatory.	

### Please note:

- Drop-in & before/after school spots will be allocated upon availability on a first come first served basis, at the discretion of the Director. Requested dates will only be accepted if emailed to [director@rosetownkidkare.ca](mailto:director@rosetownkidkare.ca).
- Hourly drop-ins may also be awarded at discretion of Director.

**Invoices:** All invoices are sent on the 1<sup>st</sup> of the month, or the next business day.

**Pre-Payment:** Pre-payment is mandatory for all age groups, with the option of paying a full month's fee on the 1<sup>st</sup> of the month, or half of the bill on the 1<sup>st</sup>, and half of the bill on the 15<sup>th</sup> of the current month. Payments by cheque or cash can be placed in the locked black mailbox provided at the entrance of the kitchen. Payment can also be made online or by e-transfer to [director@rosetownkidkare.ca](mailto:director@rosetownkidkare.ca)

**Volunteer Fees:** A \$10 volunteer fee is added to every invoice. If a minimum of three hours of volunteer time is accrued through the year, a credit will be issued in the amount that you paid on your January invoice.

**Assignment of Spots:** Rosetown Kid Kare acknowledges the very limited childcare options within Rosetown and area. Our goal is to provide exceptional childcare for our members and accommodate as many families as safely possible. Full-time spots will be assigned based on a combination of the following:

- Previously submitted schedules
- Ability to accommodate full families
- Current and past use of the daycare

**Questions?** Contact the Director at 306-882-4024 or [director@rosetownkidkare.ca](mailto:director@rosetownkidkare.ca) with questions or concerns.

\*\* Fees are subject to change with the appropriate notice given to members as per our handbook regulations. Fees are reviewed annually at our fiscal year end, March 31, or as the board sees fit. \*\*



### Subsidy Funding

The Child Day Care Program helps families find good quality child care by regulating those who provide child care and by providing subsidies to low-income parents who use the licensed child care system. Please consult with Rosetown Kid Kare Inc.'s Director for further information regarding subsidy funding eligibility. All fees are the responsibility of the parent. Once subsidy payments are received, we will put them towards your account. Please keep in mind that credit cannot be extended and all invoices must be kept current.

### Membership

Rosetown Kid Kare Inc. requires all parents affiliated with the association to pay a one-time, non-refundable membership fee.

The membership of the Corporation shall consist of:

- Regular members - a regular member shall be defined as a parent of the child enrolled in the daycare and is subject to membership fee.
- Staff members - a staff member shall be defined an employee of the day care.
- Associate members - the associate membership shall be open to any person interested in the operation and promotion of the day care and therefore are not subject to membership fee.

It is the responsibility of Rosetown Kid Kare Inc. members to review all policy and procedures. Failure to follow these policies and procedures could result in termination of membership.

### Member Referral Rewards

Any member of Rosetown Kid Kare Inc. that refers an external candidate for a vacant position may be eligible for a referral reward.

A referral is when an existing Rosetown Kid Kare member has personally discussed a career opportunity with an external candidate. The member must then submit a completed Member Referral Form to the Director prior to the candidate being selected for an interview.

If Rosetown Kid Kare hires a referred candidate, the member that submitted the Member Referral Form will then be eligible for a referral reward. The referral reward will consist of a \$50 account credit at the time of hire and an additional \$100 account credit once the referred candidate has completed a probationary period of 6 months.

### Abuse Policy

Reference provided by Government of Saskatchewan Publication.

#### Duty to Report

What is child abuse?

- Physical Abuse
- Sexual Abuse and Exploitation
- Physical Neglect

- Emotional Maltreatment
- Exposure to Domestic Violence or Severe Domestic Disharmony
- Failure to provide essential medical treatment

Anyone having reasonable suspicion that a child's physical or Mental health or welfare has been, or may be, impacted by abuse or neglect has a legal duty to report such information immediately to a local Ministry of Social Services Child Protection Office, First Nations Child and Family Services Agency or police. Even if you believe someone else is reporting the situation, you still have a duty to report.

The Duty to Report overrides professional confidentiality codes. When there is reason to believe that a child may be abused or neglected. Failure to report or reluctance to share appropriate information can contribute to continued abuse and even death of a child. Failure to report child abuse or neglect may result in professional or legal consequences. There are no legal consequences for a report made in good faith.

If a child discloses abuse to you, do not ask leading questions or Insert information. The circumstances must be conveyed in the child's own words.

### What to Report

Your report should include:

- Your name, telephone number and relationship to the child (This information remains confidential, and may be provided anonymously; unless your testimony is required in a court proceeding);
- Your immediate concerns about the child's safety;
- The child's location;
- The child's name;
- The child's age and gender;
- Information about the situation including your observations or, disclosures made to you;
- Information about the family, caregivers and alleged abuser;
- Other children who may be at risk because of the situation; and
- Any other relevant information.

For more information please refer to the Saskatchewan Child Abuse Protocol 2017:

<http://publications.gov.sk.ca/documents/17/18812-Saskatchewan-Child-Abuse-Protocol-2017.pdf>

### Who do you call?

- Ministry of Social Services Child Protection Lines:  
Regina (South) Prince Albert (North) Saskatoon (Centre)  
1-844-787-3760 1-866-719-6164 1-800-274-8297
- Your local First Nations Child and Family Services Agency.
- Your local Police.

Behaviour Management

Attached is section 15, part III - Standards for Facilities of Division 1 - Policies and Procedures from The Child Care Regulations, 2015 Licensees Manual:

## The Child Care Regulations, 2015

Part III –Standards for Facilities	SUBJECT – Child Management	PAGE 5-3
DIVISION 1 – Policies and Procedures		DATE February 12, 2016

### SECTION 15

*(1) The following practices are not permitted methods of child management with respect to a child receiving child care services in a facility:*

- (a) corporal punishment;*
- (b) physical, emotional or verbal abuse;*
- (c) denial of necessities;*
- (d) isolation;*
- (e) inappropriate physical or mechanical restraint.*

*(2) A licensee must:*

- (a) develop a written policy with respect to child management that is consistent with subsection (1); and*
- (b) ensure that all employees and volunteers who provide child care services at the facility comply with the policy required by clause (a).*

22 May 2015 cC-7.31 Reg 1 s15.

### INTENT

The intent of this section is to protect children from inappropriate child management practices and to enable children to learn independence and appropriate acceptable behaviour.

### POLICY

The child management policy shall be included in the facility's Parent Handbook. In the case of a centre, the child management policy shall also be included in the centre's Staff Handbook.

### GUIDELINES

*Corporal punishment* includes striking a child with or without an object, shaking, shoving, spanking and other forms of aggressive contact.

## The Child Care Regulations, 2015

Part III –Standards for Facilities	SUBJECT – Child Management	PAGE 5-3
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***Physical, emotional or verbal abuse*** includes intimidation and humiliation, threats of withdrawal of love or acceptance, threats of God's punishment, belittling actions undermining a child's self-respect, requiring the child to maintain an uncomfortable position for any length of time, forcing the repetition of physical movements, and forcing the child to consume unwanted food.

***Denial of necessities*** includes withholding of food or water from a child, preventing the child from utilizing washroom facilities, denying the child access to sleeping facilities or bedding, and denying the child access to adequate clothing.

***Isolation*** includes confinement of a child in a room or structure within the facility which a child is unable to exit on his or her own accord, excluding cribs or playpens where age appropriate.

***Inappropriate physical or mechanical restraint*** includes holding a child so tightly that they bruise, grabbing or dragging a child, using excessive force, using tape, rope or other devices to restrain or hold down a child and restraining a child in a chair, excluding high chairs where age appropriate.

The facility's policy requires that a supportive environment exists to encourage positive interactions among adults and children, realistic expectation of children's capabilities and natural consequences for behaviour.

The goal of discipline is to help children develop their own self-control.

Reasonable approaches to discipline for children include:

- Setting reasonable limits
- Gentle reminders
- Providing explanations
- Offering appropriate choices
- Assisting children in making choices
- Anticipating children's needs
- Helping children see consequences to their actions and words
- Recognizing child differences in age, temperament and experience
- Ignoring behaviour where appropriate
- Encouraging appropriate behaviour
- Distracting children from potential problems
- Removing children from the situation where appropriate

## The Child Care Regulations, 2015

Part III –Standards for Facilities	SUBJECT – Child Management	PAGE 5-3
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Child management differs depending on the age of the child, the individuality of the child and the type of behaviour the child is exhibiting. Caregivers are flexible in their practices using a progression from preventative techniques to discipline.

Preventative techniques include:

- Providing good supervision
- Providing enough activities to keep children involved and not bored
- Providing multiples of toys, especially favorites
- Allowing enough time for activities to keep children from feeling rushed
- Preparing children for transitions
- Giving children responsibility and letting them help
- Respecting children's feelings
- Expressing pride, interest and pleasure
- Providing a very close presence when children are having a rough day

Removing the child from the action is always a last resort, with a *brief* "time out" to give the child time to settle down and think about what happened, then a *short* discussion of how better to deal with the situation.

Ongoing problems are discussed with the parent and solutions are arrived at together.

Child management that is appropriate for *Infants and Toddlers*:

- Direct and close supervision
- Child proofing home/centre
- Praising more than saying No
- Giving simple explanations
- Anticipating and responding to needs
- Distracting with something else

### BEST PRACTICE

Respect and learning are the basis for all child management practice. Children are guided with respect and taught about appropriate behaviour in a way that protects their self-esteem.

Caregivers model problem solving and understanding of others as well as other behaviours expected of the children.

Caregivers share practices and knowledge with parents to help develop consistency between home and child care facility.

## **The Child Care Regulations, 2015**

<b>Part III –Standards for Facilities</b>	<b>SUBJECT – Child Management</b>	<b>PAGE</b> 5-3
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Where developmentally appropriate, children are actively involved in solving their conflicts and problems (e.g. assisted to talk out problems and think of solutions, being sensitized to the feelings of others).

Activities teaching social skills are part of the program, such as storybooks and group discussions working through common conflicts.

Caregivers seek assistance and relief from colleagues when needed (e.g. when feeling like the situation is out of control, when feeling angry, when experiencing a personality clash with a child).

Professional advice is sought for recurring and difficult behaviour problems.