



Staff Policy and Procedures

Revised February 14th, 2024

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Rosetown Kid Kare Inc's Philosophy

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

Rosetown Kid Kare Inc's Board of Directors

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. As a Non-profit we are run by a volunteer board of Directors.

Board Meetings

The Board of Directors shall meet no less than 9 times per year. All Board members must attend (or conference in) a minimum of seven meetings or will be removed from the Board of Directors. Decisions regarding policy changes shall follow Labour Standards when necessary. The Board of Directors may appoint, from the membership at large, a replacement for any vacancy on the Board. A majority, being at least fifty percent plus one of all directors holding office on the date of the meeting, shall constitute a quorum for the purpose of deciding all questions.

Finance and Productivity

- Maintain cost recovery status within the Rosetown Kid Kare Inc. budget
- Analyze monthly revenue and expense summary
- The fiscal year of the corporation shall end on the 31st day of March each year
- A copy of the Annual Financial Statement shall be made available to all members at the Annual General Meeting
- Where an Auditor is required in respect to Government Grant Regulations. The Auditor must be appointed at the Annual General Meeting.
- A monthly financial statement shall be presented at all Board of Directors meetings and shall be available to all members if so requested
- All cheques will require the signature of two persons designated by the Board of Directors to have signing authority
- The following will have signing authority: chairperson, director, and other appointed board members
- Each year, at least two months prior to the commencement of the fiscal year, a budget setting forth details of the estimated revenues and expenditures of the association for the upcoming fiscal year shall be prepared and submitted to the Board of Directors for approval.

Annual General Meeting

- Shall be held within every twelve-month period.
- Shall be held no later than ninety days after the end of the fiscal year of the corporation.
- Notice of the time and place shall be no less than Fifteen days before the meeting.
- Members shall vote by a show of hands, or where a majority of members who attend the meeting so demand, by secret ballot.

- No member shall be entitled to more than one vote.
- The budget for the following year must be approved by the Board before it may be presented at the AGM.

Role of the Early Learning and Child Care Consultant

All child care center's and licensed child care homes receive the support of an Early Learning and Child Care (ELCC) Consultant. The role of an ELCC Consultant is to promote quality child care services and enforce The Child Care Act and The Child Care Regulations, 2001. These pieces of legislation set the standards for licensed care in Saskatchewan.

Saskatchewan Child Care regulations:

<https://publications.saskatchewan.ca/#/products/73483>

Our Staff

Our child care providers are warm and caring individuals, each 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

What does an ELCC Consultant do?

ELCC Consultants provide a variety of supports to your child's centre or child care home.

Consultants support child care home providers, centre staff, Directors, and boards of child care centres to implement best practices in the care and education of your child. ELCC Consultants support licensed child care centres and homes to implement quality programs.

Consultants also:

- Complete a license review annually to ensure that a basic standard of care is in place;
- Conduct a minimum of two unscheduled monitoring visits per year to ensure licensing requirements are maintained;
- Attend two board meetings per year for parent operated child care centres, and one parent advisory committee meeting and one board meeting per year at other centres;
- Address non-compliance when observed or when reports are received;
- Facilitate grants.

Who is the ELCC Consultant for my child care facility?

Shari Lessard ELCC Consultant Early Years Branch

Bus: 306-446-7589

Fax: 306-446-8741

Cell: 306-441-3158

shari.lessard@gov.sk.ca

Ministry of Education 107 1192-102nd Street North Battleford, SK S9A 1E9

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:

Staff members - a staff member shall be defined as 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 policies and procedures. Failure to follow these policies and procedures could result in termination of membership.

Termination of Membership

Membership ceases when child care services are discontinued. Expulsion of membership shall be within regulations of the Act pertaining to Non-profit Corporations. Details found at:

<https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs05006.html>

Enrollment & Fee's

| | Full Time (10 or more days a month) | Drop In's/Part Time (less than 10 days a month) |
|--|--|---|
| Children (6 weeks-6 years) | \$217.50/Month | \$10/Day |
| Non School Day | | \$30/Day |
| Before School | | \$6/Day |
| Before & After School or only After School | | \$10/ Day |
| Pre-School (6yrs- End of Kindergarten) | 699.05/Month | 46.92/Day |
| Pre-payment | Pre-Payment by the 1st of the month is mandatory | |
| Membership Fee | One time 5\$ fee per family | One time 5\$ fee per family |

Parents interested in enrolling their child(ren) are requested to submit an Application form to 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.

Delinquent Payments

Delinquent payments of child care fees will be dealt with in the following manner: The Director will send a letter to the parents stating that the account is in arrears for 15 days. At this time parents will be asked to pay their current balance in full or outline their payment plan. If the fees remain in arrears after 30 days, child care services will be terminated until a time when all fees are paid up to date. If what is owed remains outstanding, the Board of Directors will proceed with contacting a collection agency.

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.

Fundraising, Volunteering and Donations

Rosetown Kid Kare Inc. encourages parents to take an active role in their membership with our organization. Effective July 1st, 2019, 10.00\$ will be added to each monthly bill. January invoices will be credited 120.00\$ for those who volunteer 3 hours per calendar year.

Volunteer opportunities ie: being a member of the board of directors, fundraising activities, taking recycling to SARCAN, donating items to the thrift store and we always welcome volunteers to do reading time or other activities with the classrooms.

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.

Operational Procedures

Hours

Rosetown Kid Kare Inc. will be open Monday to Friday 7:15 a.m. to 5:45 p.m and is closed all weekends and statutory holidays. In the event the statutory holiday falls on the weekend, the preceding or following day will be a holiday and Rosetown Kid Kare Inc. will be closed

- New Years Day (January)
- Family Day (February)
- Good Friday (March or April)
- Victoria Day (May)
- Canada Day (July)
- Civic Day (August)
- Labor Day (September)
- Thanksgiving (October)
- Remembrance Day (November)
- Christmas Day (December)

Ratio

Each staff members may supervise a total number of 15 points. Points are assigned to each age group as follows: Infants: 5 points, Toddler: 3 points, Preschool: 1.5 points, School Age: 1 point.

In the event of a power outage, Rosetown Kid Kare Inc. will remain open if the following conditions are met: appropriate meals can be provided, the building has running water, the building is able to maintain an appropriate temperature. If any of these conditions are unable to be met, Rosetown Kid Kare Inc. will be closed to members. We will provide as much notice as possible and provide credits when rooms are closed due to severe weather or a power outage.

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 classroom teachers using

our parent communication app Seesaw. The Director can be contacted by phone at (306) 882-4024, by e-mail at director@rosetownkidkare.ca or through our Parent communication app Seesaw.

All important information will be shared through Seesaw. Follow us on social media and check out our website www.rosetownkidkare.ca.

Harassment/Discrimination

Rosetown Kid Kare Inc. is committed to providing a respectful work environment that is free of workplace harassment. There is a zero tolerance for workplace harassment and discrimination of any kind. It is expected that any volunteers/student, administrative staff, parents/guardians, employees, directors, board members, and anyone who should have an affiliation with Rosetown Kid Kare Inc be safe and free from harm, harassment or discrimination at all times.

The Saskatchewan Employment Act defines harassment as any inappropriate conduct, comment, display, action or gesture by a person that either (A) is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or (B) adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and that constitutes a threat to the health or safety of the worker.

Rosetown Kid Kare Inc. strives to maintain an environment that is free of discrimination and harassment. Every person is entitled to the opportunity to attend an environment free of harassment and our Director and Board of Directors will make every possible effort to ensure that no one is subject to harassment.

Sexual harassment: any conduct, comment, gesture or contact of sexual nature that is likely to cause offense or humiliation to any employee. To be perceived by an employee as placing a condition of a sexual nature on employment or on any opportunity for training or on opportunity for training or promotion. -As defined by Canada Labor Code

Rosetown Kid Kare has developed a process to report and investigate complaints of workplace harassment and discrimination. All concerns or complaints of harassment will be documented and brought to the attention of the Director and Board of Directors. If a complaint is investigated and found to be true Rosetown Kid Kare can terminate membership of all parties involved.

Complaint Procedure

Employees are to report to the Director with concerns or complaints. All complaints of harassment must be documented and brought to the attention of the Director as soon as possible. Director is to investigate the allegation thoroughly and when complete, follow up and monitor to prevent further offence. According to the Saskatchewan Employment Act, employees have the right to request the assistance of an Occupational Health Officer to resolve a complaint of harassment. The Director has the contact information for our area. Employees have the right to file a complaint with The Saskatchewan Human Rights Commission if there has been a

discriminatory practice at Rosetown Kid Kare Inc. This harassment policy does not discourage or prevent the employee's rights to pursue legal action or seek outside help.

Substance Policy

- Any smoking or vaping must be done outside of the Daycare Centre building at a distance of 3 metres.
- We do not provide smoke breaks for our employees; you may however use your lunch break or your coffee break if one is scheduled to do so.
- We prohibit the use of drugs or alcohol at work or during working hours and also prohibit employees from attending work while impaired.
- 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.

Chain of Command

Concerns are addressed as follows:

First: Classroom level – when appropriate, parents need to address their concerns with the room teacher.

Second: If concern is not addressed at the classroom level it should be brought to the Director's attention.

Third: If concern is still not rectified, it is to be submitted to the Board of Directors in writing.

Clothing and Personal Possessions

All children shall bring the following items;

- an extra change of clothes including socks, shoes, pants, shirt and underwear.
- proper outdoor gear for current weather conditions.
- A water bottle which can be kept at daycare and will be sent home on Fridays to be washed.
- An ample supply of labeled diapers and wipes if your child is not potty trained.
- Toys from home are not permitted-the expectation being a security item (i.e. a favorite blanket, etc.).
- Please ensure your child's name is on all possessions.

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.

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 and place all items in their classrooms or a locker with their child's name tag. Please let the Director or classroom teacher 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 the temperature reaches -30 degrees Celsius, with or without wind-chill, the staff will not walk the children to school or pick them up. Temperatures are checked at 6:00am. for the 8:30a.m. walk and again at 1:00pm. for 3:30pm. walk. The Director will announce this information using our parent communication app Seesaw.

End of Day

Parents are expected to walk to the classroom and communicate with the staff when picking up their child. Upon pickup, parents are expected to fill out their child's pickup time in the attendance binder and remove all items from the classrooms or lockers and place child's name tag back in bin.

The center 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. 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.

When a child is picked up by someone other than their parent, staff will Ask the person's name and check ID(if they are unable to visually recognize the individual). 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.

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.

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.

Play

Children will have opportunities to express themselves in many forms of play and group activities. Activities such as crafts, circle time, dramatic and gross motor play will all be incorporated into each classroom's daily program plan. Children will be encouraged to participate in groups and will learn how to communicate with one another in a positive manner. Monthly themes are incorporated within our daycare which offers a unique and educational experience for the kids.

Our centre focuses on developing the whole child using the S.P.L.I.C.E method which stands for the social, physical, linguistic, intellectual, creative, and emotional aspects of a child's development. We are a play and exploration-based center. This means that when teaching our children we do it through playing, which also means we have minimal screen time in our facility.

Meals

We provide children with three nutritious meals a day, and snacks at 9am and 3pm and lunch at 12:00pm. Each class eats as a group and uses it as a real life learning situation in which a variety of social and self-help skills can be learned. Children are encouraged to try all foods on their plates. They are never forced to finish their food, nor is food ever used as a reward or punishment. A sample menu is posted on our website to give all parents an idea of the kinds of meals we serve.

Parents need to inform the staff of children's allergies and must be noted on the medical forms. Any special diets must also be noted on the child's file, if the child needs a special diet the parent may be asked to bring in food. **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.

Rest Periods

Children who need a nap have a quiet/nap time each day from 12:30p.m. – 3:00p.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 from 12:30 -2:00 pm.

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.

We celebrate two Spirit days a month providing an opportunity for the kids and staff to dress up or have special events. We provide notice of these events with a yearly calendar as well as posts the day before each event on Seesaw and our other social media accounts.

Outdoor Play

Outdoor play is an integral part of our program. Fresh air, even on winter days, is important in keeping children relaxed and healthy.

Guidelines for planning outdoor play: Winter

Children will not be taken outside when the temperature is below -25 degrees Celsius, with or without wind-chill. Limited amount of time is to be spent exposed to these 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.

Guidelines for planning outdoor play: Summer

Temperatures above 25 degrees Celsius with a UV rating above 6, children will be taken outside only for short periods of time. Rosetown Kid Kare Inc. provides sunscreen and bug spray for children. Parents must sign a release form allowing the use of sunscreen and bug spray. In the case of allergies, parents are responsible for informing the staff and providing alternate sunscreen

or bug spray for 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 raincoat and rubber boots when necessary.

Field Trips

All field trips will be approved by the Director and may be canceled due to inclement weather. Parents will be given advance notice of outings whenever possible. Parents may be asked to assist with supervising the children on outings. Each staff member may supervise a total number of 10 points during an excursion. Points are assigned to each age group as follows: Infant: 5 point, Toddler: 3 points, Preschool: 1.5, School Age: 1 Point.

Emergency Procedures

Lockdown

Classroom doors are to be locked at all times. An announcement will go out over the intercoms warning of a lockdown. Classroom teachers will take children away from doors and covered windows and hide them in the corner of the room deemed safest. Staff will keep children calm and quiet to the best of their ability until they have been alerted by authorities that the lockdown has been lifted.

Hold and Secure

Classroom doors are to be locked at all times. An announcement will go out over the intercoms warning of a lockdown. Classroom teachers will take children away from doors and covered windows, Staff will prepare for the possibility of a lockdown while keeping children calm and quiet to the best of their ability until they have been alerted by authorities that the hold and secure has been lifted.

Tornado

Children will be transported to the laundry room/old shower room, as this is deemed the safest place to be, and will remain there until further notice.

Fire

In case of a fire the following procedures shall be followed: Gather all the children and head to the safest, closest exit. Each staff member is required to account for the children they work with. Director will take the daily attendance sheet and ensure that there is no one left in the rooms. Everyone will meet in the rink parking lot, check the daily attendance sheet and account for each child.

Health Policies

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.

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 - twice within an hour, exception if due to sensitivity of food The child may return 24 hours after symptoms have resolved.
- 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.

Child may attend daycare if:

- Child has a light cold, an allergic rash, diaper rash, prickly heat rash, a loose bowel movement, diarrhea caused by food sensitivity or medication.

Communicable Diseases

Children must be excluded from the centre as follows:

| | |
|------------------------------|--|
| Chicken Pox | 7 days or until spots have crusted over and healed |
| Hand, Foot and Mouth Disease | Provide a doctor's note clearing to return |
| Hepatitis A | 1 week |
| Impetigo | Provide a doctor's note clearing to return, 24 hours after treatment |
| Influenza | 5 to 7 days after onset, or while symptoms persist |
| Lice | When a case of lice is reported, our staff will not be assisting parents by checking children's heads as they arrive at the facility. This is to be done at home. If a case of lice is detected at the daycare parents will be notified and asked to pick up their child immediately. 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. |
| Mouth Sores | Provide a doctor's note clearing to return |
| Mumps | Provide a doctor's note clearing to return, 9 days after onset of swelling |
| Pink eye | children are permitted to return to daycare after 24 hours of treatment. |
| Red Measles | Provide a doctor's note clearing to return, 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. |
| Ringworm | Provide a doctor's note clearing to return and treatment started |

| | |
|----------------------------|--|
| Rubella/German Measles | Provide a doctor's note clearing to return, 7 days after onset of rash |
| Scabies | until treatment is complete |
| Scarlet Fever/Strep Throat | Provide a doctor's note clearing to return, 24 hours after treatment |
| Shigella | Provide a doctor's note clearing to return |
| Staphylococcal Infection | affected areas must be covered |
| Whooping Cough | Provide a doctor's note clearing to return, 21 days if no treatment is given, or 5 days after start of treatment |

Medications

Prescription Medications

-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. Authorizations for medication required on a long-term basis are reviewed periodically every 3-6 months and whenever the prescription is changed. 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 and inform the parents of the time and the correct dose was given through written consent. Parents are to sign off on the medication dosage at the end of the day.

As needed medications

-Over the counter medication can only be administered at the Centre if a medication form is filled out and signed by the parent. Authorizations for medication required on a long-term basis are reviewed every 3-6 months and whenever the prescription is changed. 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. OTC medications will only be administered as directed by packaging. Staff must also receive written approval from parents through written consent every instance before the dose is given. Staff must not get approval over the phone from parents without also receiving a written consent.

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.

Staff must not administer medication if the authorization form is beyond 6 months old without renewal of the form.

Injury 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 the ministry consultant and followed up 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.

Behaviour Management

In the event of a serious behaviour concern A meeting will be set up with parents and the Director to discuss the behavior of the child and a behaviour action plan may be implemented.

Behavior Action Plan: In the event a child's behavior escalates to include: Verbal and/or physical abuse towards staff or children, Destruction of property or Self-destructive behavior the following steps may take place.

- The child will be removed from the play area immediately.
- At the Director's discretion the parents may be called to remove the child for the remainder of the day.
- Three incidents of being removed from the play area, due to the aforementioned behavior, may result in a suspension for a term of 1 day after the date of the incident.
- Three suspensions in the span of 30 days may result in a dismissal from Rosetown Kid Kare Inc.'s program.

If a child is removed from the play area and requires one on one supervision, additional charges may apply. Refer to section 15, part III - Standards for Facilities of Division 1 - Policies and Procedures from The Child Care Regulations, 2015 Licensees Manual. Please refer to this in regards to behaviour management at Rosetown Kid Kare Inc.

Child Care regulations:

<https://publications.saskatchewan.ca/#/products/73483>

Abuse Policy

Rosetown Kid Kare Inc has a duty to report any and all suspicions that a child's physical or mental health or welfare has been or may be impacted by abuse or neglect. Rosetown Kid Kare has a legal duty to report such information immediately to a local Ministry of Social Services Child Protection Office, Family Services Agency or police. The Duty to Report overrides professional confidentiality codes When there is reason to believe that a child may be abused or neglected.

Duty to report regulations:

<https://www.saskatchewan.ca/residents/justice-crime-and-the-law/child-protection/child-abuse-and-neglect>

Rosetown Kid Kare Hiring Policy

All positions will be posted internally and externally application/resume need to be presented in written format. Early Childhood Educator applicants will be interviewed by the Director. Director applicants will be interviewed by the Board. Evaluation of applicants will be based on a combination of education and experience offers of employment will be given in writing. Successful candidates must possess a clear Criminal Record & Vulnerable Sector Check All staff must also sign an Oath of Confidentiality, non-compete agreement, payroll deduction authorization forms, and any other paperwork deemed necessary. New staff must have a current First Aid and CPR Certificate or obtain one within three months of start date. New staff are responsible to cover the cost of the initial first aid certification, however Rosetown Kid Kare Inc. will pay for your recertification during the course of employment.

Referral Policy

Any member of Rosetown Kid Kare Inc. that refers to an external candidate for a vacant staff 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.

Staff Referral Policy

Any employee of Rosetown Kid Kare Inc , other than the Director, that refers to an external candidate for a vacant position, may be eligible for a referral reward. A referral is when an existing Rosetown Kid Kare employee has personally discussed a career opportunity with an external candidate. The employee must then submit a completed Employee Referral Form to the Director prior to the candidate being selected for an interview. If Rosetown Kid Kare hires a referred candidate, the employee that submitted the Employee Referral Form will then be eligible for a referral reward. The referring employee must still be employed with Rosetown Kid Kare in order to receive the reward. The referral reward will consist of \$50 at the time of hire and an additional \$100 once the referred candidate has completed a probationary period of 6 months.

Wages

All staff will be paid in accordance with the current wage scale. Rate of pay will start at the minimum level wages will be paid retroactively to the start date once proof of a Ministry Certificate for Early Childhood Education is provided.

Rosetown Kid Kare Inc. Wage Summary

| | |
|--------------|-------------------|
| No Education | \$13.00 - \$15.09 |
| Cook | \$13.00 - \$15.85 |

| | |
|------------|--------------------|
| Level 1 | \$16.87 - \$22.74 |
| Level 2 | \$16.87 - \$22.74 |
| Level 3 | \$18.88 - \$24.17 |
| Supervisor | \$1.00 more per hr |
| Director | \$23.63 - \$30.25 |

Holiday Pay

Permanent full-time employees (40 hours/week), of Rosetown Kid Kare Inc. are granted annual vacations based on length of service in accordance with the following schedule:

- 3 months to 9 years of employment – 3 weeks of annual entitlement
- 10 years and above – 4 weeks of annual entitlement

****Part-time employees' vacation pay is paid out each pay period.****

Vacation entitlement is credited to employee vacation accounts after the 3 month probationary period.

Vacation scheduling and the approval of any special arrangements must be approved by the Director. Under unusual circumstances, if vacation time is not used before the end of the year, up to 40 hours (one week) may be carried to the next calendar year.

Banking unused vacation days and carrying them over into the next year is not regulated by the Saskatchewan Employment Act. If an employee does not take vacation leave, then the vacation pay must be paid out within 11 months of the time that the employee became entitled to the vacation.

Statutory Holidays

The following is the schedule for statutory recognized holidays:

- New Years Day (January)
- Family Day (February)
- Good Friday (March or April)
- Victoria Day (May)
- Canada Day (July)
- Civic Day (August)
- Labor Day (September)
- Thanksgiving (October)
- Remembrance Day (November)
- Christmas Day (December)

Statutory holiday pay is calculated 5% of the last 4 weeks worked for all employees. When a recognized holiday falls during the normal vacation period of an employee, that day shall not be considered a day of vacation and an additional day of paid vacation will be taken as mutually agreed between the employee and Director. When Rosetown Kid Kare Inc. is closed for unexpected periods, full-time employees may choose to take the days off as paid holiday from their holiday pay allowance or as unpaid days off.

ECE Level two and three Bonus

Once a staff member has completed level two and three of the early childhood educators program they will be given a bonus of \$500.00. This will be given after each level completion for a total of a \$1000.00.

Sick Time

All full-time employees will earn and be able to use 12 sick days per year. Only once these sick days are earned can they be used. Employees are eligible to carry-over all earned sick days into the next year. This carry-over entitlement will be re-evaluated annually. Please ensure any appointments are made well in advance of your request, and that the Director is informed so that staffing replacements can be made ahead of time. If you are attending an appointment in the city in the morning but would like the whole day off, the remainder of the day should be taken as vacation. Sick days are intended to be used for personal or immediate family illness and appointments only. Employees are required to provide a medical certificate if their sick leave extends more than 3 consecutive days.

*If sick or vacation time is used before it has been earned, the employee of Rosetown Kid Kare Inc. is responsible for paying back said amount to Rosetown Kid Kare Inc. at the time of resignation or termination as per the organizations Payroll Deduction Authorization Forms. Sick or Vacation time that is used before it is earned, must be pre-approved by the Director.

Overtime

Any overtime worked will be paid out as it is earned.

Performance Review

Rosetown Kid Kare believes in bringing out the best in its employees. A performance review will help us to reward optimally but also offer time to time training and assistance and build a competitive team. It will also allow the director to give constructive feedback, set encouraging goals and offer our employees development opportunities. These performance reviews shall happen two times a year the first occurring in April and the second in October.

Termination, Action and Appeals

First warning: verbal warning.

Second warning: documented in writing summarizing the event and will be acknowledged with the signatures of the Director and the employee.

Third warning: either a paid or unpaid suspension as determined by the Board and the Director.

Fourth warning: termination effective immediately.

Employees may be terminated without warning if an action is of distinct severity. The following are examples of reasons for dismissal:

- Failure to comply with licensing regulations as directed by the Director
- Falsification of employment information
- Failure to comply with employment requirements
- Consistent failure to carry out assigned duties
- Excessive tardiness
- Discrimination or harassment towards anyone within the centre
- Warnings - verbal, written, and termination
- Fraud/theft from the daycare
- Corporal punishment or verbal abuse
- Intoxication/being high on premises

Discipline

Discrimination or harassment are to be appropriately addressed with corrective action, up to and including termination of employment. An individual may be terminated for a first offence if it is sufficiently serious. Reprisal towards the victim, witness(es) or others involved in laying the complaint is strictly prohibited. Proven retaliation may result in disciplinary action against the employee who retaliated.

Resignations

All employees who are resigning will submit a written resignation to the Director two weeks prior to the effective date of resignation. The Director shall give the Board of Directors one-month notice of intent to resign.

Compassionate Leave

The Director may grant compassionate leave up to a maximum of 5 paid days per calendar year for full-time and part-time staff, depending on circumstances. For part-time staff, the 5 days will be prorated based on their FTE. Compassionate leave can be used to attend a funeral or death in the immediate family or immediate family of one's spouse or at the discretion of the Director. Immediate family: husband, wife, brother, sister, father, mother, son, daughter, or grandparent. Spouse: a staff member's partner who they are legally married or common law or at the discretion of the Director.

Civic Duty Leave

A staff member who is actively serving on jury duty or is required to appear as a witness in a court case shall be granted leave without pay. Leave to vote in elections, as set out by statute, shall be granted with pay.

Parental Leave

Employees are entitled to an unpaid 1 year – 18 months to give birth or adopt. Employee's returning from maternity leave will be re-employed in the same or comparable position. No loss of seniority, pension benefits or other benefits shall be incurred.

Emergency Callouts for Volunteer Fire Department

If a Rosetown Kid Kare Inc. employee is a member of the Volunteer Fire Department and they receive a callout, Rosetown Kid Kare Inc. hereby authorizes one employee to attend the fire callout at the discretion of the Director.

If multiple Rosetown Kid Kare Inc. employees are members of the Volunteer Fire Department and they all receive the callout, it will be at the discretion of the Director on how many employees are able to attend the callout based on staffing availability and maintaining ratios.

Rosetown Kid Kare Inc. will maintain the employee's regular salary while attending an approved fire callout if the callout occurs while the employee is already on shift.

Benefits

Upon completion of probation period, employees may enroll in the RRSP Match program, in which Rosetown Kid Kare Inc. will match 2% of the employee's gross wage. To qualify for the Chamber of Commerce Insurance Plan at Rosetown Kid Kare Inc. you must work a minimum of 20 hours/week and be off probation. Chamber of Commerce benefits offer Dental and Health, for both single and family as chosen by staff members. Enrolment is completely voluntary. If the employee chooses not to enroll initially and wishes to enroll later on, the request will be granted.

Use of Cell Phone

The use of cell phones for purposes other than documentation and work communication during working hours will not be tolerated. Should an employee be found to be using their cell phone improperly on the floor, they will first receive a verbal warning; second, they will receive a written warning; and the third, will result in an unpaid suspension.

Staff Dress Code

The dress code requires that employees are to be suitably dressed to demonstrate a professional appearance, to ensure ease and safety of supervision, and to reflect the spirit of the organization. It is important that Educators and Caregivers are in the most comfortable nonrestrictive clothing as Educators are required to bend, sitting on the floor, run after little ones and move from one area to another.

Dress Code Permitted for all Employees:

- Tops must have a shoulder of approximately two (2) inches or five (5) cm or more and cleavage should not be shown
- Low cut pants (capris, anything below the knees)
- Leggings or tight-fitting exercise clothing (e.g., bicycle shorts)
- Covered shoes are required for safety reasons

Dress Code that is Prohibited for all Employees:

- No flip flops for safety
- Tube Tops, halter tops, and tops with spaghetti straps
- Cleavage should not be shown
- Shorts, skirts, or dresses that do not allow bending without exposing what would be viewed by others (parents, children, visitors, colleagues) as inappropriate

Staff Meetings

Regular staff meetings shall be held monthly with mandatory attendance for full-time staff. Any issues of direct Board concern will be included in the monthly Director's report.

Full time staff: Overtime will be paid at 1.5 times the length of the meeting.

Part Time/Casual staff: Straight time for the length of the meeting will be added to your time card. If scheduled to work 8 hours on that day then over time will be paid at 1.5 times the length of the meeting.

Staff meetings will be 3 hours long. A portion of the time will be a sit down meeting the other time will be used for cleaning and organizing the daycare. The later part of the meeting is not mandatory.

Rosetown Kid Kare Relocation Policy

To support the recruitment of qualified applicants, Rosetown Kid Kare will reimburse a full-time employee up to \$1,000 to assist with costs in relation to relocating to Rosetown or a 60 km radius of Rosetown within one year of their employment date. Receipts (excluding mileage) must be submitted in order to be reimbursed and may include the following:

- Mileage for total kilometers travelled at CRA mileage rate
- Rental of a moving trailer/vehicle
- Meals on moving day
- Payments for local assistance to load and unload

Education

Education Requirements

Staff scheduled for 65 hours or more per month require their level one early childhood education, which is three courses from the Early Childhood Education (ECE) Certificate Program. 20% of the persons employed at Kid Kare as childcare workers for 65 hours or more a month must meet or exceed the qualifications of an Early Childhood Educator Level Three. Rosetown Kid Kare will pay for classes upon agreement for schooling contract including a one year contract for services after class completion and a payback clause if class is not passed.

ECE Exemption Policy

If an employee of Rosetown Kid Kare has their ECE Exemption revoked, the employee will be given a 3- month period to have the Exemption reinstated. If the Exemption is not reinstated within the 3-month period, the employee's salary will be moved to the lower salary range. Placement within the salary range will be based on the percentage that the employee was at in the higher salary range. If there are no available ECE classes to enroll in and the ECE Exemption cannot be reinstated within the 6-month period, a written policy exemption request must be submitted to the Board of Directors. The length of the period may be extended at the discretion of the Board of Directors.

Course Documentation Requirements

Upon completion of the course, the employee must submit legible copies of the following College/university invoice or statement indicating fees charged and the amount paid (the invoice must contain the school's name and address. Copies of canceled cheques and credit card receipts will not be accepted) and College/university grade card/report indicating the applicant's name, quarter/semester, course name(s) and grade(s) for the term

Personal Development Courses

Staff can participate in online courses and receive compensation. Full time staff will receive \$20 per course up to \$100 per year. Part time staff will receive \$20 per course up to \$60 per year. Employee Evaluation All employees must successfully complete a three month probationary period

Quarterly evaluations will be completed. An evaluation may be done anytime the Director deems necessary with Board approval.

Confidentiality

In all cases, details pertaining to any complaint are to be kept confidential. The Director will not disclose the name of a complainant, an alleged harasser, or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint, taking corrective action, or as required by law. Once an investigation is complete, the Director will inform the complainant and harasser of the results of the investigation. This will happen in separate, private meetings with a Board Member present. Alleging a claim of harassment or discrimination will in no way jeopardize any aspect of the individual's employment at Rosetown Kid Kare Inc. Every employee of Rosetown Kid Kare Inc. is responsible and obligated to disclose any knowledge of any type of ongoing investigation to the Board in which the Board will determine the appropriate actions to proceed.