



Centre Handbook

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Rosetown Kid Kare Inc. Philosophy

At Rosetown Kid Kare Inc., we believe in recognizing each child as a unique and capable individual. Our goal is to provide family-oriented childcare that is deeply integrated within our community. We are committed to fostering an environment that supports the growth and development of children, ensuring that both children and their parents feel comfortable and welcomed. This philosophy is reflected in our approach to childcare, where safety, fun, and emotional support are prioritized.

Rosetown Kid Kare Inc. Board of Directors

Rosetown Kid Kare Inc. is a licensed, non-profit organization, subject to annual inspections by the Ministry of Education's Early Years Branch, Government of Saskatchewan. As a non-profit, we are governed by a volunteer Board of Directors.

Board Meetings

The Board of Directors will meet a minimum of nine times per year. Board members are required to attend at least seven meetings annually (either in person or via conference call); failure to do so may result in removal from the Board. Policy changes shall adhere to Labour Standards when applicable. If a vacancy occurs on the Board, the Board may appoint a replacement from the membership at large. A quorum for decision-making will be a majority (at least 50% plus one) of current board members.

Finance and Productivity

- Ensure the maintenance of cost recovery within the budget of Rosetown Kid Kare Inc.
- Monthly revenue and expenditure reports shall be reviewed.
- The fiscal year ends on March 31st each year.
- The Annual Financial Statement shall be available to all members at the Annual General Meeting (AGM).
- If required by Government Grant Regulations, an Auditor will be appointed at the AGM.
- A monthly financial statement will be presented at each Board meeting and made available to members upon request.
- All cheques will require signatures from two individuals designated by the Board with signing authority (Chairperson, Director, and other appointed members).
- A proposed budget for the upcoming fiscal year shall be submitted to the Board for approval at least two months prior to the fiscal year's start.

Annual General Meeting (AGM)

- The AGM shall be held at least once every twelve months, and no later than 180 days after the end of the fiscal year.
- Notice of the meeting must be provided at least 15 days in advance.
- Voting at the AGM will be by show of hands unless otherwise requested by the majority of attending members.
- Each member (family) is entitled to one vote only.
- The proposed budget for the following fiscal year must be approved by the Board before it can be presented at the AGM.

Early Learning and Child Care Consultant

Role of the Early Learning and Child Care Consultant

All licensed child care centers and homes are supported by an Early Learning and Child Care (ELCC) Consultant. The ELCC Consultant's role is to promote quality child care services and ensure compliance with The Child Care Act and The Child Care Regulations, 2001. These regulations set the standards for licensed care in Saskatchewan.

Saskatchewan Child Care Regulations:

[Click here for the regulations](#)

Responsibilities of the Early Learning and Child Care Consultant

ELCC Consultants provide essential support to child care providers, staff, and boards of directors. They assist with implementing best practices in the care and education of children, and ensure that child care services meet regulatory standards. Consultants also:

- Conduct an annual license review to ensure compliance with regulatory standards.
- Perform at least two unscheduled monitoring visits per year to ensure ongoing compliance.
- Attend two board meetings per year for parent-operated child care centers.
- Address non-compliance issues as necessary and facilitate grant processes.

ELCC Consultant Contact:

Shari Lessard

Early Learning and Child Care Consultant, Early Years Branch - Ministry of Education

Phone: 306-446-7589

Cell: 306-441-3158

Email: shari.lessard@gov.sk.ca

Our Staff

Rosetown Kid Kare Inc. is proud to employ warm, caring, and highly-trained child care providers. Each staff member holds a certification in Early Childhood Education and is dedicated to delivering high-quality educational experiences for children. Staff members undergo criminal record/vulnerable sector checks every two years and maintain current First Aid and CPR-C certification. Additionally, all staff members sign an Oath of Confidentiality to ensure the privacy and confidentiality of all children, families, and staff.

Membership Policies

Rosetown Kid Kare Inc. requires that all parents affiliated with the association pay a one-time, non-refundable membership fee. Membership in the Corporation is categorized as follows:

- **Staff Members:** Defined as employees of the daycare.
- **Associate Members:** Open to any individuals interested in the operation and promotion of the daycare. Associate members are not subject to a membership fee.

It is the responsibility of all Rosetown Kid Kare Inc. members to review and adhere to all policies and procedures. Non-compliance with these policies may result in the termination of membership.

Termination of Membership

Membership ceases when child care services are discontinued. Expulsion from membership will occur in accordance with the regulations outlined in the Act governing Non-profit Corporations. Further details can be found at: [Non-profit Corporation Regulations](#)

Enrollment & Fees

Service	Full-Time (Monthly)*	Drop-In (Daily)
Children (6 weeks – 6 years)	\$217.50	\$10.00 per day
Non-School Day (6 years and up)	N/A	\$35.00 per day
Before and/or After School (6 years and up)	N/A	\$15.00 per day
Pre-School (6 years – End of Kindergarten)	\$699.05	\$46.92 per day

*Full-Time (10 or more days per month)

Pre-payment Policy

Pre-payment of fees is mandatory and must be made by the 1st of each month.

Late Payment Policy

If the previous month's bill is not paid by the 15th of the current month, a late fee of \$25 per child will be added to your account for each month the balance remains unpaid.

Membership Fee

A one-time, non-refundable \$5.00 membership fee is required per family.

Enrollment Process

Parents interested in enrolling their child(ren) must submit an application to **director@rosetownkidkare.ca**. Applications are processed on a first-come, first-served basis, and families will be notified of availability relative to their requested start date.

Upon acceptance of an application, a deposit equal to one month's fees is required to hold the child's spot. This deposit will be applied as credit toward the first invoice.

When enrolling an infant, families must clearly identify which month care will begin. Any delays or changes to the agreed-upon start date will be treated as a lapse in care and will be subject to the \$100/month holding fee if the family wishes to retain the spot.

Before enrollment, parents must complete all necessary paperwork and provide required documentation.

It is essential that Rosetown Kid Kare Inc. is notified of any changes to contact information (e.g., work and home phone numbers, addresses) for both parents and designated alternates. Parents should update the Director immediately upon any changes to ensure continuity of care. All information in children's files is confidential and shared only among the staff of Rosetown Kid Kare Inc.

Drop-In Spot Structure

All drop-in sign-ups will be managed through Brightwheel.

Available Spots:

- Each classroom will post its available drop-in spots at the beginning of each month or daily if there is a cancellation.

Sign-Up Process:

- Drop-in parents can sign up their child on the drop in list, you will then be added to the corresponding age rooms sign up:
 - Monthly: Secure spots in advance at the start of the month.
 - Day-to-Day: Sign up on a daily basis, this risks no spot available as it will depend on cancellations.

Cancellation Policy:

- If you've signed up for a drop-in day and need to cancel, you must do so by 8:00 AM on the day of scheduled attendance.
- Cancellations must be made via a message on Brightwheel or by phone call.
- You will be charged for all days you sign up for, regardless of attendance.

Withdrawal Policy

To withdraw a child from Rosetown Kid Kare Inc., parents must provide written or electronic notice to the Director by the 1st of the month prior to the child's last day. If notice is not given, fees for the remainder of the month will still be invoiced.

Notice of Absence

While advance notice of absence is not required for full-time attendees, it is highly appreciated as it allows us to accommodate drop-in members and provide high-quality care to as many families as safely possible. Providing notice helps us manage resources effectively and supports the overall mission of Rosetown Kid Kare Inc. When notice is provided, it will ensure that the childcare spot for the specified days is relinquished and made available to others.

Lapse in Care

Lapses of care/extended leaves of absence are granted at the Director's discretion. Parents must submit written or electronic notice of the intended leave no later than the 1st of the month before the start date of the leave. Any lapse in care is subject to a \$100/month holding fee if you wish to retain your child's spot. This fee allows for up to 9 days of care per month, provided those days are communicated to the Director at the start of each month. If care exceeds 9 days in a month, the full-time fee of \$217.50 will apply. If you choose not to pay the \$100 holding fee, your spot will not be held, and you risk losing your placement.

Delinquent Payments

Failure to pay fees in a timely manner will result in the following actions:

1. **30 Days Overdue** - The Director will send a formal notice informing the parents that the account is in arrears. Parents will be required to pay the outstanding balance fee in full or provide a payment plan. If the previous month's bill is not paid by the 15th of the current month, a late fee of \$25 per child will be added to your account for each month the balance remains unpaid.
2. **60 Days Overdue:** If payment is not made or a satisfactory payment plan is not agreed upon, child care services will be suspended until the account is settled.
3. **Further Action:** If payment remains outstanding, Rosetown Kid Kare Inc. reserves the right to contact a collection agency to recover the debt.

Parents are reminded that they are fully responsible for all childcare fees. Any payments received from subsidy funding will be applied directly to the account; however, the balance remains the parent's responsibility. No credit will be extended for unpaid balances.

Subsidy Funding

The Child Day Care Program provides subsidies to low-income families to help offset the cost of licensed childcare. Parents seeking subsidy funding must consult with the Director for eligibility and application instructions. Once subsidy payments are received, they will be applied to the family's account. Please note that it is the parent's responsibility to ensure all invoices are kept up to date and that any balance owed is promptly paid.

Fundraising, Volunteering, and Donations

Rosetown Kid Kare Inc. encourages active parental involvement through fundraising, volunteering, and donating. Effective **January 1, 2026** each family is required to complete 3 volunteer hours per full-time child enrolled in the program. For children enrolled only in before and after school care or as drop-ins, the requirement is 1 hour per child. Families will be charged \$30 per month per full-time child and \$10 per month per before and after school or drop-in child on top of their regular fees.

If the required volunteer hours per child are completed in the calendar year, families will receive a credit applied to their account equal to the amount paid per child, applied to the January bill of the following year.

For example, if you have 2 full-time children, you will be charged \$60 per month in addition to your regular fees. Completing 6 volunteer hours will earn you a \$720 credit in January; completing 3 hours will earn a \$360 credit; 5 hours will earn a \$360 credit; and fewer than 3 hours will earn no credit.

Volunteer opportunities include serving on the Board of Directors, serving on committees, assisting with fundraising activities, contributing to the center in sign ups (yard clean up, etc.).

Volunteers must be at least **16 years of age** and are required to undergo a Criminal Record/Vulnerable Sector Check. Volunteers are never to be left alone with children and are not included in staffing ratios. If you are interested in volunteering, please contact the Director to arrange opportunities.

Centre Safety Policies

Harassment and Violence Policy

Rosetown Kid Kare Inc. is committed to providing a respectful, safe, and welcoming environment for all staff, parents, children, and visitors. Harassment, discrimination, and workplace violence are unacceptable in any form and will not be tolerated. This policy outlines our expectations for

behavior, reporting mechanisms, and the procedures for addressing any incidents of harassment or violence.

Definitions

Harassment (as defined in the **Human Rights Act, 2018**)

Harassment refers to any form of unwanted, inappropriate, or offensive behavior that degrades, intimidates, or threatens another person. Harassment includes, but is not limited to, comments or actions based on race, color, religion, gender, sexual orientation, age, disability, or any other personal characteristic. Harassment can take several forms:

- **Verbal Harassment:** Hurtful, derogatory, or offensive comments or jokes.
- **Physical Harassment:** Any unwelcome physical contact, including touching or intimidating gestures.
- **Sexual Harassment:** Unwanted sexual advances, comments, or behaviors that create an uncomfortable or hostile environment.
- **Psychological Harassment:** Threatening, abusive, or manipulative behavior that causes emotional distress or harm.

Workplace Violence (as defined in the **Human Rights Act, 2018**)

Workplace violence includes any act or threat of physical violence, harassment, intimidation, or other disruptive behavior that occurs in the workplace. This can include:

- Physical assaults
- Threats of violence
- Verbal abuse
- Destruction of property

Workplace violence can occur between colleagues, or between staff and parents or visitors.

Zero Tolerance Policy

Rosetown Kid Kare Inc. has a strict zero tolerance policy toward all forms of harassment and violence. Any occurrence of harassment or violence—whether between staff members, between staff and parents, or by visitors to the facility—will be addressed immediately.

All individuals—staff, parents, and visitors—are expected to treat one another with dignity, respect, and courtesy. Any behavior that undermines the safety, dignity, or well-being of others will not be tolerated and will be met with prompt and appropriate action.

Violence Policy

Rosetown Kid Kare Inc. prioritizes the safety and well-being of staff and children. Violence, whether physical, verbal, or emotional, is never acceptable and will be treated with utmost seriousness. The following outlines the steps that will be taken if an individual displays violent behavior toward staff or children:

Immediate Response to Violence

Staff Action

If a staff member witnesses or is a victim of violence (including physical aggression, threats, or emotional abuse), they must immediately remove themselves and others from the situation, ensuring the safety of children and colleagues.

If there is any immediate threat of physical harm, staff should call emergency services (911) if necessary, and take action to remove themselves and children from harm's way.

Parent/Visitor Action

If the violent behavior is exhibited by a parent or visitor, the staff member involved should remain calm and request that the individual cease the behavior immediately. If the situation escalates, the individual will be asked to leave the premises. The Director will be notified immediately to intervene.

Notification and Reporting

Internal Reporting

The staff member witnessing or experiencing violence should report the incident to the Director as soon as possible. A detailed written report should be submitted, outlining the nature of the violence, the individuals involved, and any actions taken during the incident.

Parent/Guardian Notification

If a child is involved in or witnesses a violent incident, the parents or guardians of that child will be notified as soon as possible to ensure transparency and keep them informed about the incident.

Documenting the Incident

All violence-related incidents will be documented thoroughly. This documentation will include:

- Date and time of the incident
- Description of the event
- Names of involved parties (victims, perpetrators, and witnesses)
- Any immediate actions taken
- Outcomes of the situation, including whether emergency services were contacted
- Any follow-up actions required

These records will be kept confidential and stored securely, accessible only to authorized personnel.

Investigation and Action

Investigation

The Director will conduct a thorough investigation into the incident. This may include interviewing witnesses, reviewing any relevant video footage (if available), and gathering additional details from all parties involved. The investigation will be done promptly and impartially.

Actions Based on Findings

Following the investigation, the Director will take appropriate corrective actions, which may include:

For Staff Members

If a staff member is found to have acted violently or inappropriately, they may face disciplinary action, which could range from a formal warning to suspension or termination of employment, depending on the severity of the incident.

For Parents or Visitors

If a parent or visitor is found to have been violent, they may be barred from entering the facility. In cases of severe violence, the Director may contact law enforcement or Child Protective Services (CPS) for further action.

Follow-Up and Support

Support for Victims:

Individuals affected by the violence, including children and staff members, will be offered support. This may include counseling services, time to process the event, and other necessary accommodations to ensure that they feel safe and supported.

Preventive Measures:

Following any incident of violence, **Rosetown Kid Kare Inc.** will review its procedures to prevent future occurrences. This may include additional staff training, reviewing safety protocols, and enhancing communication with parents and visitors about appropriate conduct.

Responsibilities

Staff Members

Respectful Conduct

All staff members are expected to treat colleagues, parents, and visitors with respect, kindness, and professionalism at all times.

Reporting

Staff members must report any incidents of harassment, violence, or inappropriate behavior they witness or experience. Prompt reporting is vital for maintaining a safe environment.

Cooperation

Staff are required to fully cooperate in any investigations related to harassment or violence and to follow all procedures as outlined by the Director.

Parents/Guardians

Modeling Respect

Parents and guardians are expected to model respectful behavior and ensure that their actions do not disrupt the daycare's operations or the well-being of others.

Communication

Parents should communicate concerns, grievances, or complaints regarding staff behavior or facility issues through the appropriate channels to ensure they are addressed properly.

Board of Directors and Director

Implementation

The Board of Directors and the Director are responsible for ensuring that this policy is effectively implemented and that all complaints are addressed promptly and thoroughly.

Investigation and Action

The Director will take immediate action upon receiving a report of an incident. A thorough and unbiased investigation will be conducted, ensuring fairness and resolution.

Safety and Reporting to Authorities

In cases of physical violence, threats of harm, or actions that pose a danger to children, staff, or any individual, the Director has the responsibility to contact law enforcement or Child Protective Services (CPS) immediately to safeguard all involved parties.

Confidentiality

Confidential Reporting

All incidents of harassment or violence will be treated confidentially, with information shared only with those who need to know for the purpose of investigation or ensuring safety.

Investigation Process

The investigation of any violent incident will maintain confidentiality to the greatest extent possible. Information will only be disclosed on a need-to-know basis.

Recordkeeping

Documentation related to violence-related incidents will be stored securely and accessible only to authorized personnel.

Consequences for Violations

Violations of this policy may result in disciplinary action, including:

- Verbal or written warnings
- Suspension from the facility
- Termination of employment for staff members
- Barring from the facility for visitors or parents
- Legal action in the case of serious violations, including threats or physical harm

Duty to Report

All individuals, including staff, parents, volunteers, and visitors, have a legal and ethical obligation to report any observed or suspected incidents of harassment or violence immediately.

- If you witness any harassment or violence occurring at Rosetown Kid Kare Inc., you must report the incident to the Director or Board of Directors as soon as possible.
- This Duty to Report applies even if you are not directly involved in the incident. Reporting is a proactive way to help ensure the safety and well-being of others and maintain a respectful environment.
- Failure to report an incident may result in disciplinary action for staff or volunteers, as all individuals have a responsibility to contribute to maintaining a safe and respectful environment.

Reporting Harassment or Violence

- Any individual who believes they have been subjected to or witnessed harassment or violence is encouraged to report the incident as soon as possible.
- Reports should be made to the Director in writing (e.g., email) or by phone. The report should include specific details of the incident, such as what occurred, who was involved, and any witnesses.
- Rosetown Kid Kare Inc. will ensure that all reports are handled confidentially and promptly. Investigations will be conducted in a fair and transparent manner, and appropriate actions will be taken based on the findings.

By maintaining a Duty to Report, Rosetown Kid Kare Inc. ensures a safe, respectful, and supportive environment for everyone involved.

Substance Policy

Rosetown Kid Kare Inc. is committed to maintaining a safe, healthy, and professional environment for children, staff, and visitors. To ensure a positive environment, the following policies regarding substances are in effect:

- **Smoking and Vaping:** In line with health guidelines and to ensure a smoke-free environment, the use of any products—including cigarettes, electronic smoking devices, nicotine pouches, and tobacco chew—is prohibited inside the daycare building at all times. Smoking will only be allowed in designated outdoor areas. As per the Government of Saskatchewan regulations:
 - Smoking must occur at least 3 meters from all building entrances and 20 meters from any playgrounds.
 - This policy also applies to use in vehicles while on the premises.
- **Disposal of Materials:** All smoking materials, including cigarette butts, matches, spit, pouches and other related waste, must be properly extinguished and disposed of in a manner that is out of reach of children. These materials should be placed in designated waste containers.
- **Storage of Materials:** Smoking materials such as cigarettes, electronic smoking devices, nicotine pouches, tobacco chew, lighters, and matches are not permitted on your person during work hours or in any child care area, including classrooms and the kitchen. These items must be stored securely in your personal vehicle or placed in your bag in the staff room.
- **Smoking Breaks:** Rosetown Kid Kare Inc. does not allocate time for smoking breaks. Staff members wishing to use tobacco products may do so only during their own time, including designated coffee or lunch breaks. Smoking breaks must not interfere with the responsibilities of child care.
- **Hygiene After Smoking Breaks:** Upon returning from a break where any of the mentioned products or related products were used, staff members are required to immediately wash their hands before interacting with children or handling materials.
- **Drug and Alcohol Use:** The use of drugs or alcohol during working hours is strictly prohibited. Employees must not attend work under the influence of alcohol, cannabis, or any other substances.
 - **Impairment:** If any staff member or parent is suspected of being under the influence of drugs or alcohol on the premises, immediate action will be taken, including notifying the RCMP. Individuals found to be impaired will be removed from the premises.

By adhering to these substance use policies, we ensure that Rosetown Kid Kare remains a safe, respectful, and professional environment for children, staff, and visitors. Staff found to be in violation of this policy will be immediately dismissed.

Operational Procedures

Visitor Policy

1. All visitors must check in at the front desk upon arrival and provide a valid reason for their visit.
2. Former staff members should not visit the facility unless they have a legitimate reason (e.g., scheduled meetings, authorized volunteer work, or official business). Casual visits to interact with staff on the floor are not permitted, as they can create safety concerns and disrupt operations.
3. Visitors must always be accompanied by a staff member while on the premises.
4. Unauthorized or unscheduled visits will not be allowed.

Procedures:

- Staff should ensure that all visitors sign in and out at the front desk.
- Management should verify and approve all visitor requests before granting access.
- If an unauthorized visitor arrives, staff should notify the administration immediately.

Hours of Operation

Rosetown Kid Kare Inc. operates from **7:15 a.m. to 5:45 p.m. in the 614 6th Ave East location**, Monday through Friday. The civic center location operates Monday through Friday 7:30 am to 5:30 pm. The center is closed on weekends and statutory holidays. If a statutory holiday falls on a weekend, the preceding or following weekday will be observed as the holiday. The following are recognized holidays:

- New Year's 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)
- Boxing Day (December)

Staff-to-Child Ratios

Each staff member is responsible for supervising a total of 15 points. Points are assigned as follows:

- **Infants:** 5 points
- **Toddlers:** 3 points
- **Preschoolers:** 1.5 points
- **School-Aged Children:** 1 point

In the event of a power outage, Rosetown Kid Kare Inc. will remain open provided that the following conditions are met:

- Adequate meals can be provided.
- The building has running water.
- The building can maintain an appropriate temperature between 18-24 degrees. If the temperature remains outside of this range for **1-2 hours** without a solution, the facility will close to ensure safety.

If any of these conditions cannot be met, Rosetown Kid Kare Inc. will be closed. Parents will be notified as early as possible.

Parent/Centre Communication

Effective communication between parents and staff is crucial to ensuring that every child receives consistent care and experiences a stable, nurturing environment. We encourage parents to share any questions, concerns, comments, or suggestions regarding their child's care. Parents are welcome to contact classroom teachers directly through our communication app, Brightwheel. For more specific inquiries or concerns, the Director is available by phone at **(306) 882-4024**, via email at director@rosetownkidkare.ca, or through Brightwheel.

All important updates and information will be communicated through Brightwheel. Parents are also encouraged to stay connected with us through our social media platforms and visit our website at www.rosetownkidkare.ca for additional resources and updates.

Chain of Command Policy

Purpose: To outline the process for addressing concerns within Rosetown Kid Kare Inc. and ensure that issues are resolved efficiently and appropriately at each level.

Concerns Addressed in the Following Order:

First Level: Classroom Level

- Parents should first address their concerns directly with the **room teacher** when appropriate.

- The room teacher will work with the parents to understand the issue and attempt to resolve it.

Second Level: Director

- If the concern is not resolved at the classroom level, it should be brought to the **Director's** attention for further review and action.
- The Director will evaluate the situation and make efforts to resolve the issue promptly.

Third Level: Board of Directors

- If the concern remains unresolved after addressing the Director, it should be submitted **in writing** to the **Board of Directors** for consideration.
- The Board will review the matter and take appropriate action to address the concern.

Meals

We provide three nutritious meals a day, along with snacks at 9:00 AM and 3:00 PM, and lunch at 12:00 PM. Meal times are structured as social and learning opportunities, where children are encouraged to practice self-help and social skills in a communal setting. While we encourage children to try a variety of foods, we never force them to finish their meals, nor do we use food as a form of reward or punishment.

We request that parents inform us of any food allergies or special dietary requirements during the enrollment process, ensuring that these details are clearly noted in the child's medical record. If a child requires a special diet, parents may be asked to supply specific food items. Additionally, our center is a **nut-free facility**, and we kindly ask that parents refrain from sending any food or products containing nuts, including personal snacks like granola bars.

Rest Periods

Children who need a nap will be provided with quiet/nap time from 12:30 PM to 3:00 PM. Age-appropriate cots or cribs are available, and we ask that parents provide a labeled blanket and pillow for their child's comfort. Children who do not nap will engage in quiet activities such as reading, puzzles, crafts, or listening to soft music during this time.

Parents are responsible for ensuring that all comfort items, such as blankets and pillows, are provided and clearly labeled with their child's name.

Clothing and Personal Possessions

For the safety and well-being of all children, parents must ensure their child brings the following items:

- **An extra change of clothes:** This should include socks, shoes, pants, shirt, and underwear, in case of accidents or spills.
- **Appropriate outdoor gear:** Ensure your child has the proper clothing for current weather conditions, including hats, mittens, coats, and boots during winter.
- **A water bottle:** This will remain at daycare throughout the week but will be sent home on Fridays to be washed.
- **Diapers and wipes:** If your child is not potty-trained, please provide an ample supply of labeled diapers and wipes.
- **Toys from home:** Toys from home are not permitted unless they are a security item, such as a favorite blanket or stuffed animal, to provide comfort.
- **Labeling:** All items should be clearly labeled with your child's name.

Important Safety Reminder:

- For your child's safety and the safety of others, **do not tie your child's soother to them with any type of string.**
- **Nothing should be worn around your child's neck** (e.g., necklaces, cords, or scarves) to prevent choking or accidental strangulation hazards.

Arrival

- Parents are expected to **accompany their child** to the classroom and **communicate with the staff** that their child has arrived.
- Upon drop-off, parents should **use the Brightwheel app to sign their child in** and place all items in their classroom, labeled with the child's name.
- If there are any special appointments or changes in your schedule, please **notify the Director or classroom teacher.**

End of Day

- **Procedures: Pick-up** Parents are expected to pick up their child by walking to the classroom and communicating with staff. Parents should check their child out using the Brightwheel app and remove all items from the classroom or locker.
- **Closing Time:** The center **closes promptly at 5:45 p.m.** A **late fee of \$5.00 plus \$1.00 per minute** will be added to the parent's bill for every minute after the closing time.
- **If you are going to be late** picking up your child, please call the center in advance to inform staff. If no one has arrived to pick up the child by **5:45 p.m.**, staff will attempt to contact a parent or alternate designate. If no contacts are available, the Director or Chair of the Board will be notified.

- If a child is picked up by someone other than a parent, staff will:
 - Ask the **person's name** and **check ID** if they are not recognized.
 - Confirm that the person is on the **approved to pick-up**.
 - If the person is not on the approved list and a parent or alternate contact cannot be reached, the child **will not be released** until clarification is provided. In case of further dispute, the **Director** will make the final decision.
- **Custody Concerns:** Parents who have legal custody of their child and do not wish for the other parent to pick up the child must provide a copy of the **custody order** to **Rosetown Kid Kare Inc.** to ensure that proper procedures are followed.

Before and After School – Policy

The assigned before and after school staff member/s will have the following items at drop off and pickup:

- Kid Kare emergency phone
- Backpack (containing first aid supplies for minor scrapes, extra mittens and toques)
- A daily printed list of all kindergarten children expected to use the before and/or after school program
- A daily printed list of all Grade 1 and up students that have signed up for before and after school care.

If student numbers are above building code, the before and after school program will take place at the Rosetown Civic Center.

If the temperature or wind chill is below -25°C, the director will inform parents that the before and after school program will not be walking children to or from school. Parents can notify via Brightwheel if they are cancelling their child for the program at this time and the list will be updated accordingly.

Procedure A – Before School Care

Step Action

1. Kindergarten students that have arrived at KidKare will be accounted for in the AM and added to the list.
2. Grade 1 and up students that have arrived and signed up for before school care will be added to the list.
3. At approximately 8:30 am, the staff member/s will begin walking the students to WAS along with the lists, backpack and emergency phone.
4. Upon arriving at WAS, each student will be “checked out” on Brightwheel to facilitate a successful drop off.

5. Employees will return to Kidkare to provide support for other children throughout the day until pick up.

Procedure B – After School Care

Step Action

1. After 12:00 pm, the staff member will update the list according to any parent notifications received the day of regarding parent pick up or alternate pickups from school.
If: no notification has been received
Then: - the after school sign up list will be inclusive of:
 1. All kindergarten children that were at before school care or are scheduled for after school care.
 2. All Grade 1 and up students that signed up for after school care on Brightwheel.
2. At approximately 3:15 pm, the staff member/s will begin walking to WAS along with the lists, backpack, and emergency phone.
3. Upon arriving at WAS, each student on the list will be “checked in” on Brightwheel to facilitate a successful pickup.

If they are not on the list, but:

- A teacher has received notification that a child should be going to kidkare

OR

- A student is not on the list but thought they were supposed to be going to kidkare

OR

- A student is unsure if they are supposed to be going to kidkare

Then: The primary emergency contact should be contacted to receive clarification on whether the student is walking to kidkare with the group.

Note: If there is no answer, the student will be picked up, checked into Brightwheel and walked to Kidkare to ensure student safety.

4. Employee/s will walk the students to kidkare. Depending on facility space, students may be taken to the red room or outside until parent pickup.

To and From School

- Rosetown Kid Kare Inc. will **walk school-aged children to and from school**, weather permitting.
- **Cold Weather Policy:** When the temperature reaches **-30°C** (with or without wind-chill), staff will **not** walk children to school or pick them up. Temperatures are checked at **6:00 a.m.** for the **8:30 a.m. walk** and again at **1:00 p.m.** for the **3:30 p.m. walk**. The Director will notify parents of this information via the **Brightwheel communication app**.

Before and After School Program (PD Days Included)

Sign Up and Cancellation Policy

1. Notification Requirement

- Children must be signed up for both before and/or after school services each day using Brightwheel.
- Children must arrive at daycare before **8:30 AM** to participate in the **before-school walking services**.
- Parents must notify the daycare of any cancellations for **after-school pickups** by **12 PM** on the day of the scheduled pickup.

2. Method of Notification

- Cancellations should be communicated via **Brightwheel**.
- If **Brightwheel** is unavailable, cancellations can also be made via **phone**.

3. Same-Day Cancellations for After-School Pick-Up

- Cancellations made after **12 PM** on the same day will only be accepted in **emergencies**.
- Parents must **call the daycare directly** to inform staff of emergencies.

4. Consequences of Failure to Notify

- Parents failing to sign up their child or drop off their child before **8:30 AM** will be contacted to **pick up their child** and transport them to school.
- Failure to sign up their child for after school care will risk their child not being taken to the before and after school program. Our default will be to take the child to the before and after school program but this is still a risk.
- Failure to notify the daycare of an **after-school cancellation** by the **12 PM** deadline will result in a **fee equivalent to one day's after-school care** and the possibility of their child being taken to the before and after school program.

5. Emergency Situations

- In cases of unforeseen circumstances (e.g., illness, family emergencies), parents should communicate as soon as possible. **Reasonable accommodations** will be made.

Substance-Free Environment

- No one **under the influence of alcohol, cannabis, or drugs** is allowed on the daycare premises. If a staff member suspects that a parent is under the influence of any substances, the **RCMP will be notified immediately**.

Play and Activities

At our center, children are provided with a variety of opportunities to engage in self-expression through play and group activities. Our daily program includes a mix of crafts, circle time, dramatic play, and gross motor activities. These activities not only foster creativity and physical development but also promote social skills and teamwork. Children are encouraged to participate in group settings, learning the importance of positive communication and cooperation.

In line with our commitment to holistic development, our curriculum integrates monthly themes that offer an enriching, educational experience. We prioritize the development of the whole child through the **S.P.L.I.C.E. Method**, which focuses on the social, physical, linguistic, intellectual, creative, and emotional aspects of a child's growth. As a play and exploration-based center, we utilize play as the primary mode of learning, which also allows us to minimize screen time to support hands-on, interactive learning experiences.

Special Events

Our center celebrates various special occasions throughout the year, including small parties for holidays and birthdays. Parents are invited to provide treats for these events; however, we kindly ask that all ingredients be clearly labeled to ensure the safety of all children, particularly those with allergies. If you plan to bring a birthday cake or treats to celebrate your child's special day, please be sure to list all ingredients for the safety and awareness of other parents and staff.

Additionally, we celebrate two Spirit Days each month, providing an opportunity for children and staff to dress up or participate in special activities. A yearly calendar of these events is distributed to parents, and reminders are posted the day before each event on Brightwheel and other social media platforms.

Outdoor Play

Outdoor play is a vital component of our program, as we believe in the importance of fresh air for children's well-being, even on colder days. We have established specific guidelines for outdoor play to ensure the safety and comfort of the children.

Winter Guidelines

Children will not be taken outside when the temperature drops below -25°C, including wind-chill. When outdoor temperatures are borderline, children will spend a limited amount of time outside. Parents are responsible for providing appropriate outdoor clothing for their children, which should be clearly labeled with their child's name. The required items include a toque, warm jacket, ski pants, winter boots, scarf, and mittens or gloves.

Summer Guidelines

When temperatures exceed 25°C with a UV rating above 6, outdoor play will be limited to short periods of time. Rosetown Kid Kare Inc. provides sunscreen and bug spray. In cases where children have allergies, parents are responsible for informing staff and supplying an alternative sunscreen or bug spray. Additionally, parents should provide their children with appropriate clothing for warmer weather, including a sunhat, walking shoes (preferably sandals or running shoes), cool clothing, and a raincoat with rubber boots if necessary.

Field Trips

All field trips will require prior approval from the Director and may be canceled in the event of inclement weather. Whenever possible, parents will be notified in advance of any outings. Parents may be asked to assist in supervising children during field trips. To ensure adequate supervision, each staff member may supervise up to 10 points instead of their normal 15 points.

We ask that parents support us in these efforts to ensure the safety and enjoyment of the children during these outings.

Emergency Procedures

Lockdown

- When: A lockdown is called when there is a threat inside or near the building (for example, an intruder or violent situation).
- What Staff Do:
 - The Director or any staff member announces “Lockdown” over walkie-talkies.
 - Staff lock or barricade classroom doors, turn off lights, and move children to a safe, hidden area away from doors and windows.
 - Children are kept quiet and calm.
 - No one may enter or leave rooms.
 - Doors are opened only by uniformed police.
- What Parents Should Know:
 - Parents will be contacted when it is safe and the lockdown has been lifted.
 - Do not come to the center or call staff during a lockdown — phone lines must stay open for emergency services.

- Once cleared, parents will receive a message from the Director confirming safety and next steps.

Hold and Secure

- When: Used when there is a safety concern in the surrounding area (for example, nearby police activity), but no immediate threat inside the building.
- What Staff Do:
 - The Director locks all exterior doors.
 - Indoor activities continue as usual, but children stay away from doors and windows.
 - No one enters or leaves until authorities give the all-clear.
- What Parents Should Know:
 - Parents will be contacted when it is safe.
 - The center may temporarily delay pickups and drop-offs.
 - Parents will be notified once the situation is resolved and normal operations resume.

Fire

- When: A fire or smoke is discovered, or the fire alarm sounds.
- What Staff Do:
 - The person discovering fire pulls the fire alarm and calls 911.
 - Staff evacuate immediately — no one stops to collect belongings.
 - Children are led to the Funeral Home parking lot or other safe meeting area.
 - Room Leads bring attendance sheets and perform head counts. The Director confirms everyone is accounted for and speaks with emergency services.
 - Re-entry is not allowed until firefighters give clearance.
- What Parents Should Know:
 - You will be notified after everyone is safe outside.
 - Children will remain under staff supervision until it is safe to return or parents arrive.
 - Monthly fire drills are conducted so children are familiar with the procedure.

Gas Leak

- When: There is a smell of gas, a hissing sound, or suspected leak.
- What Staff Do:
 - Staff evacuate immediately.
 - The Director contacts 911 from outside.
 - All children are brought to the Funeral Home Parking lot or other safe meeting area for head count.
 - No one re-enters until emergency services and the utility company declare it safe.
- What Parents Should Know:
 - Parents will be contacted once evacuation is complete.

- Children remain outdoors or at an alternate safe location until cleared to return.

Tornado or Severe Weather

- When: A Tornado Watch or Warning is issued by Environment Canada or local authorities.
- What Staff Do:
 - During a Watch, staff prepare to move to safe areas.
 - During a Warning, all children move to interior rooms with no windows (e.g., storage room or hallway).
 - Children sit on the floor, facing interior walls, away from doors and glass.
 - Staff keep children calm and quiet until the all-clear is given.
- What Parents Should Know:
 - Parents will be notified after the danger passes.
 - Please do not attempt to pick up during active severe weather — it may be unsafe.

Medical Emergency

- When: A child, staff member, or visitor experiences injury or sudden illness.
- What Staff Do:
 - Trained staff provide immediate first aid or CPR.
 - Another staff member calls 911 if needed.
 - The Director contacts parents or guardians as soon as possible.
 - A staff member accompanies the child to the hospital if transport is required.
 - The incident is documented and reviewed afterward.
- What Parents Should Know:
 - Parents will be contacted immediately for serious injuries or illness.
 - Always keep medical and emergency contact information up to date, including allergies and medications.

Power Outage

- When: Electrical power is lost for any reason.
- What Staff Do:
 - The Director checks lighting, temperature, and water availability.
 - If the building remains safe and has water and a sufficient temperature, care continues indoors using natural or battery lighting.
 - If unsafe, parents are notified for early pickup.
- What Parents Should Know:
 - The center will contact parents if pickup is needed or if the outage affects operations.

Hazardous Material Spill

- When: A chemical or unknown substance is spilled or released.
- What Staff Do:

- Evacuate the immediate area and keep children away.
- Notify the Director, who contacts 911 or Poison Control.
- Retrieve the Safety Data Sheet (SDS) for information.
- Wait for official clearance before returning.
- What Parents Should Know:
 - Parents will be notified if exposure occurs or evacuation is required.

Missing Child

- When: A child cannot be located after a head count or transition.
- What Staff Do:
 - Notify the Director immediately.
 - Conduct a rapid indoor and outdoor search, starting with streets, water and high hazard areas first.
 - If not found within 5 minutes, call 911.
 - Lock down the building and coordinate with authorities.
 - Parents are notified right away.
- What Parents Should Know:
 - You will be informed immediately if your child cannot be found.
 - The center will work closely with police and provide updates until your child is located.

Poisoning

- When: A child or staff member may have swallowed, inhaled, or come in contact with a toxic or unknown substance, product, or plant.
- What Staff Do:
 - Stay with the affected person.
 - Do not induce vomiting unless told by medical personnel.
 - Call Poison Control and 911.
 - If possible, identify the substance. Gather SDS sheet.
 - Follow guidance from emergency services.
- What Parents Should Know:
 - Parents will be called right away if a child is affected.
 - The center reviews all incidents to prevent recurrence.

Pest Intrusion

- When: An animal or pest (such as a mouse, bat, or bird) is found inside.
- What Staff Do:
 - Move children out of the area and close the door.
 - Do not touch or try to catch the animal.
 - Notify the Director, who contacts pest control or public health if needed.
 - Clean and disinfect after removal.

- What Parents Should Know:
 - Parents will be notified if children were in the affected area or if public health is contacted and the center needs to be evacuated or closed.

Natural Disasters (Earthquake, Flooding)

- Earthquake:
 - Everyone “Drops, Covers, and Holds On” under sturdy furniture or against interior walls.
 - Remain in place until shaking stops, then evacuate if needed.
- Flooding:
 - Move children to higher ground or designated safe areas.
 - Stay inside if outside conditions are unsafe.
- What Parents Should Know:
 - Parents will receive updates once communication is safe.

Critical Incident Reporting

- When: Any major event affects safety or well-being (e.g., injury, accident, or community emergency).
- What Staff Do:
 - Director documents the incident and notifies authorities if required.
 - Parents are informed promptly.
 - A safety review is completed to prevent recurrence.

Communication During Emergencies

- The Director or designate communicates with emergency services and parents.
- Parents will receive notifications through phone, text, or email once it is safe to do so.
- Please ensure your contact information is always current.
- During major emergencies, do not rush to the center unless instructed — emergency vehicles need clear access.

Additional Considerations for Parents

Emergency Contact Information

Parents are responsible for ensuring that their emergency contact information is up to date. This includes phone numbers and emergency contacts, as well as any special medical needs their child may have. Accurate and current information is crucial in the event of an emergency.

Emergency Drills

The center conducts regular emergency drills (lockdown, fire, tornado) to ensure children and staff are prepared for real emergencies. Parents will be notified in advance of scheduled drills, and it is

recommended that parents discuss these procedures with their children to reinforce their importance.

Pick-Up Authorization

Parents must maintain an updated list of individuals authorized to pick up their child. If someone not on the authorized list attempts to pick up a child, staff will follow protocol to verify their identity and ensure the child's safety.

Emergency Kits

The center maintains emergency kits that include first-aid supplies, flashlights, batteries, non-perishable food, and water. Parents may be asked to contribute specific items to the emergency kit, especially if their child has special needs, such as required medications or dietary restrictions.

Communication During Emergencies

In the event of an emergency, the center will use various communication methods, including Brightwheel, phone calls, and text messages, to keep parents informed. Parents should ensure that their contact details are current to receive timely updates.

Health and Wellbeing

Health Policy

The Centre reserves the right to refuse care of any unwell child. If a child falls ill during the day, parents will be contacted and asked to collect their child as soon as possible. If the parents cannot be reached, the emergency contact will be called to pick up the child. The sick child will be separated from the group and made as comfortable as possible until they are picked up.

Children should not attend daycare if they have:

- **A fever of 37.1°C or more** (measured by axilla/armpit) with other symptoms. The child may return **24 hours after the fever breaks**.
- **Diarrhea**, which is defined as an increase in stool frequency to:
 - Two times the usual number per day in infants
 - Three or more loose and watery stools per day in older children. The child may return **24 hours after symptoms have resolved**.
- **Emesis** (vomiting) related to influenza/gastrointestinal illness. The child may return **48 hours after symptoms have resolved**.
- **A severe cold** with sore throat and persistent cough.
- **Any contagious/communicable diseases** (see table below for more guidance).

- **Undiagnosed skin infections**, rashes, or infected eyes.

Children may attend daycare if they have:

- **A mild cold**, an allergic rash, diaper rash, prickly heat rash, or loose stool 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:** Physician note required to return.
- **Hepatitis A: One week.**
- **Impetigo:** Physician note required to return; **24 hours after treatment initiated.**
- **Influenza/Covid/Respiratory Infections: 5 to 7 days** after onset or while symptoms persist.
- **Lice:** When a case of lice is reported, our staff will not assist parents by checking children's heads as they arrive at the facility. This is to be done at home. The child may return **24 hours after treatment** and has been checked/cleared by a staff member. **Removal of all nits** is a requirement.
- **Mouth Sores:** Physician note required to return.
- **Molluscum Contagiosum:** No exclusion is required, but bumps are to be covered with tape or a bandage if not covered by clothing.
- **Mumps: 9 days** after the onset of swelling. Physician note required to return.
- **Pink Eye:** Viral causes cannot be treated with antibiotics—stay home until the eye no longer tears or crusts. Children are permitted to return to daycare **after 24 hours of treatment** if bacterial.
- **Red Measles:** From the start of symptoms to **4 days after the start of the rash.** Physician note required to return. Non-immunized children should be excluded for **2 weeks after the last case** in daycare.
- **Ringworm:** Physician note required to return and treatment initiated.
- **Rubella/German Measles:** Physician note required to return, **7 days after onset of rash.**
- **Scabies:** Until treatment is completed.
- **Scarlet Fever/Strep Throat:** Physician note required to return, **24 hours after treatment initiated.**
- **Shigella:** Physician note required to return (must be cleared by Medical Health Officer).

- **Staphylococcal Infection:** No exclusion is required, but affected areas must be covered.
- **Whooping Cough:** Physician note required to return. **21 days** if no treatment is given, or **5 days after the start of treatment.**

Further guidance re: communicable disease control guidelines in Saskatchewan see the following link: <https://www.saskhealthauthority.ca/sites/default/files/2023-10/Table-PHC-CDGuidelines.pdf>

Medications Policy

Medication Storage

All medications must be given to the Director upon arrival at the daycare and are not to be stored in the child's bag.

Medications will be stored in a **locked, secure location** within the daycare facility. Medications requiring refrigeration will be stored in a dedicated, secure refrigerator.

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 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 written consent.

Special Medication Administration

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 long term medication if the authorization form is beyond 6 months old without renewal of the form.

Medication Administration Liability

While Rosetown Kid Kare Inc. will take every reasonable precaution to ensure medications are administered safely, the daycare is **not responsible** for any adverse reactions or side effects arising from medications when administered as per the manufacturer's guidelines and with parent consent.

Emergency Protocol for Medication Reactions

In the event of an adverse reaction to any medication, staff are to immediately call **911** and notify the parents. Staff will also provide all details about the medication administered and any observed reactions. The child will be closely monitored until emergency responders arrive.

Expiration and Condition of Medication

Parents are responsible for ensuring all medications provided to the daycare are **within the expiration date** and **properly sealed**. Any medication found to be expired or improperly stored will not be administered.

Doctor's Notes

If your child is being sent home due to illness and was given an illness report that requires a doctor's note, please ensure the proper documentation is obtained. This documentation can be submitted electronically or as a hard copy but must meet all the requirements stated below: An acceptable doctor's note must be a written communication from a qualified healthcare provider that outlines basic information about a medical condition and includes the healthcare provider's letterhead, signature, and the date.

Injury Incidents Policy

First Aid and CPR Certification

Each staff member at Rosetown Kid Kare Inc. is certified in **First Aid/CPR-C** and is trained to administer treatment when necessary.

The **Director** of Rosetown Kid Kare Inc. will be the first option for administering first aid in any incident.

Incident Reporting

An **incident report** must be completed and kept in the child's file as soon as possible after the accident occurs. The report should include a detailed description of the incident, any injuries, and the steps taken to provide care.

The **incident report** must be signed by the **parent** before the end of the day to confirm that the parent is aware of the incident.

If necessary, the incident should be discussed with the staff and/or Director to ensure clarity and provide context to the parent.

Serious Injury Reporting

If a **serious injury** occurs to your child, Rosetown Kid Kare Inc. is required to file a **serious occurrence report** with the **Department of Community Resources**.

The report will be filed with the **ministry consultant** and followed up accordingly.

The **Board of Directors** must be notified **immediately** of the incident.

Life-Threatening Injuries

In the event of a **life-threatening injury**, Rosetown Kid Kare Inc. will call an **ambulance** to transport the child to the hospital.

The **Director** will accompany the child in the ambulance, while the remaining 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.**

Follow-Up Care

Parents should follow up with their healthcare provider if necessary and communicate with the daycare about any special care required after an injury.

Emergency Contacts

Ensure **updated emergency contact information** is available for each child. If a primary contact cannot be reached, secondary contacts will be notified immediately.

Prevention and Safety Protocols

After an incident, a **post-incident safety review** will be conducted to assess the cause and ensure appropriate steps are taken to prevent future injuries.

Parental Responsibilities

Parents are responsible for informing staff about any **medical conditions** or **allergies** that could impact safety or treatment.

Behavior Policies

Aggressive Behavior Policy

Definition of Aggressive Behavior

- Aggressive behavior refers to actions or attitudes that are hostile, forceful, or intended to dominate or intimidate others. Aggression may be physical (e.g., biting, hitting, pushing) or verbal (e.g., yelling, threatening). These behaviors may arise from anger, frustration, or attempts to control or overpower others.
 - Examples include:

- Physical Aggression: Hitting, biting, pushing, throwing objects, destroying property.
- Verbal Aggression: Hostile or hurtful language, yelling insults, threatening others.
- This list is not exhaustive; other behaviors may be deemed aggressive based on context and safety concerns.

Response to Aggressive Behavior

1. First Incident:

- a. The child will be removed from the situation. Staff will explain why the behavior is unacceptable and support the child in calming down.

2. Second Incident:

- a. Parents/guardians will be notified. Staff will document the incident and discuss strategies to support the child.

3. Third Incident (within a rolling five-business-day period):

- a. If a child displays aggressive behavior three times within a rolling five-business-day period, the child will receive a 24-hour suspension starting at the time of pickup. Parents/guardians must pick the child up immediately. The five-business-day period resets following each suspension. A meeting will be scheduled to develop a behavior support plan that must also be implemented at home.

4. 24-Hour Suspension Progression

- a. First 24-Hour Suspension:
 - i. Issued after the first set of three qualifying incidents.
- b. Second 24-Hour Suspension:
 - i. Issued if another set of three incidents occurs within any five-business-day period.
- c. Third 24-Hour Suspension → Upgraded to a 5-Day Suspension
 - i. On the third time a child reaches the point of receiving a 24-hour suspension, that suspension becomes a 5-day suspension.

5. 5-Day Suspension

- a. During the 5-day suspension:
 - i. Parents/guardians will meet with staff to review and update the behavior management plan.
 - ii. Additional supports or professional services may be recommended.
 - iii. The child may return only once the plan has been reviewed and agreed upon by all parties.

Support and Interventions

- **Immediate Support:** Staff will promptly support both the child who acted aggressively and the affected child.
- **Behavioral Discussions:** Age-appropriate conversations will help the child understand expectations and alternatives.

- **Occupational Therapy or Other Supports:** These may be recommended for children demonstrating repeated aggressive behaviors.
- **In-Classroom Supports:** Additional staffing or specialized resources may be used to provide focused guidance.

Reintegration and Monitoring

- **Return After Any Suspension:** A behavior plan will be reviewed with parents/guardians before the child returns.
- **Monitoring:** Upon return, staff will closely monitor the child's behavior and update parents regularly.

Staff Training and Support

- All staff will receive training in de-escalation strategies and managing aggressive behavior safely and effectively. Regular refresher training will be provided.

Parental Involvement

- Parents/guardians will be kept informed of behavior patterns. Collaborative meetings may be required to ensure consistent strategies between home and the daycare. Parents must support and follow the behavior plan; failure to do so may result in termination of care.

Documentation and Observation

- Every aggressive incident will be documented and tracked to identify patterns.
- Significant behavior concerns will be placed in the child's file to ensure clear records for future planning.

Behavioral Modifications and Positive Reinforcement

- Positive reinforcement strategies—such as praise, recognition, and rewards—will be used to support the child's progress and encourage appropriate behavior.

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

Abuse Policy

Purpose: Rosetown Kid Kare Inc. is committed to the protection and well-being of all children in our care. As part of this commitment, we have a legal and ethical responsibility to report any suspicions or concerns related to the physical or mental health of a child, particularly if they may be impacted by abuse or neglect. This policy outlines the procedures for reporting abuse and the responsibilities of staff.

Duty to Report

Rosetown Kid Kare Inc. has a **legal duty** to report any suspicions that a child may be experiencing abuse or neglect. This includes physical, emotional, or mental harm, as well as neglectful

situations. The **Duty to Report** overrides professional confidentiality codes when there is reason to believe that a child is being or may be abused or neglected.

Staff members are required to report **any suspicion** of child abuse or neglect immediately to the appropriate authorities. This report must be made directly to:

- The **Ministry of Social Services Child Protection Office**,
- **Family Services Agency**, or
- **Police**.

The **Duty to Report** applies even if the information is not firsthand but based on **reasonable suspicion** or concern. Staff should never attempt to investigate abuse or neglect themselves; instead, the appropriate authorities should handle these matters.

Reporting Process:

1. Immediate Action

If a staff member suspects that a child may have been abused or neglected, they are required to report it immediately. The staff member should contact one of the following:

- The **Ministry of Social Services Child Protection Office**.
- The **local police** department.
- The **Family Services Agency**.

2. Documentation

The staff member must document the details of the suspicion, including any observed physical signs or behaviors, and any disclosures made by the child. This documentation should be kept confidential and in the child's file.

3. Confidentiality

While staff are required to maintain confidentiality in their daily roles, the **Duty to Report** allows and obligates them to disclose certain information if abuse or neglect is suspected. This duty takes precedence over professional confidentiality obligations.

4. Support and Follow-Up

After reporting the suspected abuse, staff should provide appropriate support to the child, ensuring that they are in a safe and secure environment. Follow-up with the relevant authorities will be handled as needed, but staff should remain vigilant and report any further concerns immediately.

Staff Training

All staff members at Rosetown Kid Kare Inc. will receive regular training on recognizing the signs of abuse and neglect and the procedures for reporting. Staff will be educated on how to approach sensitive situations and maintain a supportive and non-judgmental environment for the child.

Legal References

The **Duty to Report** is outlined in the Saskatchewan Child Protection Act. You can find further information and detailed regulations on the Saskatchewan government website:

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

Conclusion

At Rosetown Kid Kare Inc., we are dedicated to maintaining the safety and welfare of all children. Our staff members are required to report any suspicions of abuse or neglect immediately to the appropriate authorities. This is a legal obligation that takes precedence over all other confidentiality concerns. By adhering to this policy, we ensure the protection of vulnerable children in our care.

Hiring Policies

Job Posting and Application Process:

1. Position Posting:
All positions will be posted both **internally** to allow for a fair and transparent hiring process. Select positions will only be also posted externally.
2. Application Submission:
Applicants must submit their **application/resume** in **written format**. Applications will be reviewed by the hiring committee to determine eligibility.
3. Interview Process:
 - o **Early Childhood Educator (ECE) applicants** will be interviewed by the **Director**.
 - o **Director applicants** will be interviewed by the **Board of Directors**.
4. Evaluation Criteria:
Evaluation of applicants will be based on a combination of:
 - o **Education** (relevant qualifications, certifications).
 - o **Experience** (related work history and expertise).
5. Offer of Employment:
Offers of employment will be extended in **writing**, with all terms and conditions clearly outlined.

Pre-Employment Requirements:

1. Criminal Record & Vulnerable Sector Check:
All successful candidates must submit a **clear Criminal Record Check** and **Vulnerable Sector Check** as part of the hiring process.
2. Oath of Confidentiality & Non-Compete Agreement:
All staff members must sign an **Oath of Confidentiality**, a **Non-Compete Agreement**, and any other necessary forms, including but not limited to **payroll deduction authorization** forms.

Certification and Training:

1. First Aid and CPR Certification:
 - All new hires must possess a valid **First Aid** and **CPR-C** certification when they start. IF they do not they will not count in ratio until they do.
 - **Cost of Initial Certification:** New staff are responsible for covering the cost of the initial First Aid and CPR certification.
 - If an employee cannot pay for the course upfront, **Rosetown Kid Kare** will pay the fee, but the cost will be **deducted from the employee's wages** over a set period. The employee will need to sign an agreement acknowledging this arrangement.
 - **Recertification:** Rosetown Kid Kare will cover the cost of **First Aid and CPR recertification** during the course of employment.
2. Education Requirements:
 - ECE Level 1 Requirement:
Employees scheduled for **65 hours or more per month** are required to have a **Level 1 ECE certification**. This is typically achieved by completing **three courses** from an **ECE Certificate Program**.
 - ECE Level 3 Requirement:
20% of childcare workers employed at Rosetown Kid Kare Inc. who work **65 hours or more per month** must meet or exceed the qualifications of an **ECE Level 3**.
 - Encouragement to Exceed Minimum Standards:
Employees are strongly encouraged to **advance beyond these minimum qualifications** to further enhance their professional development.
3. Financial Support for ECE Courses:
 - Tuition Support:
Rosetown Kid Kare Inc. will cover the cost of **tuition** and **books** for employees

pursuing ECE courses. Employees wishing to take advantage of this financial support must enter into an agreement with Rosetown Kid Kare Inc.

- Service Commitment:
 1. Employees receiving tuition support for ECE courses must agree to remain employed with Rosetown Kid Kare Inc. for **one full year** after the successful completion of the course.
 2. If an employee is no longer employed by Rosetown Kid Kare Inc. before completing the course or within one year after completing the course, the employee will be required to **reimburse Rosetown Kid Kare Inc.** for the full cost of the course (and books, if applicable).
- Unsuccessful Course Completion:
 1. In cases where an employee is unsuccessful in completing an ECE course, the employee will generally be responsible for **reimbursing Rosetown Kid Kare Inc.** for the cost of the course (and books, if applicable).
 2. However, if unforeseen circumstances prevent the completion of the course, employees may submit a **letter to the Board of Directors** explaining the situation.
 3. The **Board of Directors** will evaluate each request and may grant an **exemption** from the reimbursement requirement. If an exemption is granted, the employee must still fulfill the **one-year employment commitment** for the exemption to remain valid.
 4. **Limit on Exemptions:** No more than **one exemption** per **calendar year** and a maximum of **two exemptions** in total will be granted to an individual employee.

Relocation Policy

1. Eligibility:

This policy applies to **full-time employees** who relocate to Rosetown or within a **60 km radius** of Rosetown within **one year** of their employment date.
2. Reimbursement Amount:

Employees are eligible for **up to \$1,000** in relocation reimbursement.
3. Reimbursable Expenses:

The following relocation-related expenses are eligible for reimbursement (receipts required for all expenses, except mileage):

 - **Mileage** for total kilometers traveled at the **CRA mileage rate**.
 - **Rental of a moving trailer or vehicle**.
 - **Meals** on the moving day.

- **Payments for local assistance** to load and unload.
4. Reimbursement Process:
Employees must submit receipts for eligible expenses (excluding mileage) to the Director for reimbursement.