



Parent Policy and Procedures

Updated June 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 April 24th, 2024, 30.00\$ will be added to each monthly bill. January invoices will be credited 360.00\$ for those who volunteer 3 hours per calendar year.

Volunteer opportunities ie: being a member of the board of directors, or any subsequent boards associated with Kid Kare, fundraising activities, taking recycling to SARCAN, donating items to the thrift store, yard clean up 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 Civic 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 marijuana 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.

Smoking Guidelines:

Due to the health concerns arising from exposure to environmental tobacco smoke, Rosetown Kid Kare Inc. has instituted the following policy to provide a smoke-free environment for all employees, children, and visitors.

- The smoking of any tobacco products (cigarettes, electronic smoking devices, nicotine pouches, or tobacco chew) is not prohibited in the building at any time. Smoking will only be permitted in designated smoking areas outside the building. Rosetown Kid Kare requires that

all tobacco use is done at a 3-meter distance from all doors. The Government of Saskatchewan requires a 20-meter distance from all playgrounds.

- All materials used for smoking, including cigarette butts, matches, and spit will be extinguished and disposed of in an appropriate manner where children are unable to reach.
- All materials used for smoking, including cigarettes, electronic smoking devices, tobacco chew, nicotine pouches, lighters, or matches are not permitted on your person while working or allowed in the classrooms/kitchen area. These items are to be left in your vehicle or placed in your personal bag in the staff room.
- Rosetown Kid Kare does not provide smoking breaks, you are to do so on your own time including coffee/ lunch breaks.
- Once returning from a break where a staff has used tobacco-related products you are required to immediately wash your hands.

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.

Doctors 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

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

Aggressive Behavior Policy:

Purpose: Our child care center strives to provide a safe and nurturing environment for all children. We recognize that aggressive behaviors such as biting and pushing can occur during child development but must be addressed promptly to ensure the well-being of all children and staff.

Policy:

1. Definition of Aggressive Behavior:

- refers to actions or attitudes that are hostile, forceful, or intended to dominate or intimidate others. It can manifest physically (such as biting, hitting or pushing) or verbally (such as shouting and uttering threats), and may be motivated by anger, frustration, or a desire to assert control or power over others.

- Examples of aggressive behaviour: These examples are not an exhaustive list and other behaviours may be deemed aggressive at the discretion of the director.
 - i. Physical aggression: hitting, biting, pushing, throwing objects, destroying property.
 - ii. Verbal aggression: using hostile or hurtful language, yelling insults or threats towards others.
2. **Response to Aggressive Behavior:**
- **First Incident:** Upon the first instance of aggressive behaviour the child will be separated from the situation and a discussion will be held with the child to explain why the behavior is not acceptable.
 - **Second Incident:** If a child engages in aggressive behaviour a second time, parents/guardians will be informed, and a meeting will be scheduled with them to discuss strategies and supports.
 - **Third Incident:** If a child displays aggressive behaviour three times in a one week span (Monday to Friday), the child will be suspended from the child care center for the remainder of the day. Parents/guardians will be required to pick up their child promptly.
 - **Accumulation of Suspensions:** Three one day suspensions due to aggressive behaviour within a rolling 6-month period will result in a one-week suspension from the child care center. During this time, parents/guardians will be required to meet with center staff to discuss a behavior management plan and any additional supports needed.
3. **Support and Interventions:**
- **Immediate Support:** After any incident of aggressive behaviour, the child will receive immediate support from staff, including comforting the victim and redirecting the aggressor.
 - **Behavioral Discussions:** Staff will engage in age-appropriate discussions with the child about alternative behaviors and the consequences of aggressive actions.
 - **Occupational Therapy:** For children demonstrating repeated aggressive behaviors, the child care center may recommend occupational therapy or other therapeutic interventions to address underlying issues.
 - **In-Classroom Supports:** Additional staff or specialized support may be assigned to the child's classroom to provide more focused attention and guidance.
4. **Reintegration and Monitoring:**
- **Return After Suspension:** Following a suspension, the child may return to the child care center after a meeting between parents/guardians and staff to review and agree upon a behavior management plan.
 - **Monitoring:** The child's progress will be closely monitored upon return, with regular updates provided to parents/guardians regarding behavior and any necessary adjustments to the behavior management plan.

Conclusion: This policy is designed to maintain a safe environment while supporting the social and emotional development of all children in our care. By implementing clear consequences and providing appropriate support and interventions, we aim to minimize aggressive behaviors and promote positive interactions among children. We appreciate the cooperation of parents/guardians in reinforcing these expectations at home.

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>

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.