

ELECT Preschool and Nursery Family Handbook



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Program Statement for ELECT Preschool and Nursery:

This Program Statement document captures the philosophy and goals that guide our program for our children. It describes the strategies we use to realize these goals, the plans of action to execute the strategies, and the practices to implement, monitor, and evaluate those action plans, and

continually
improve our
performance.

To be
reviewed
annually.

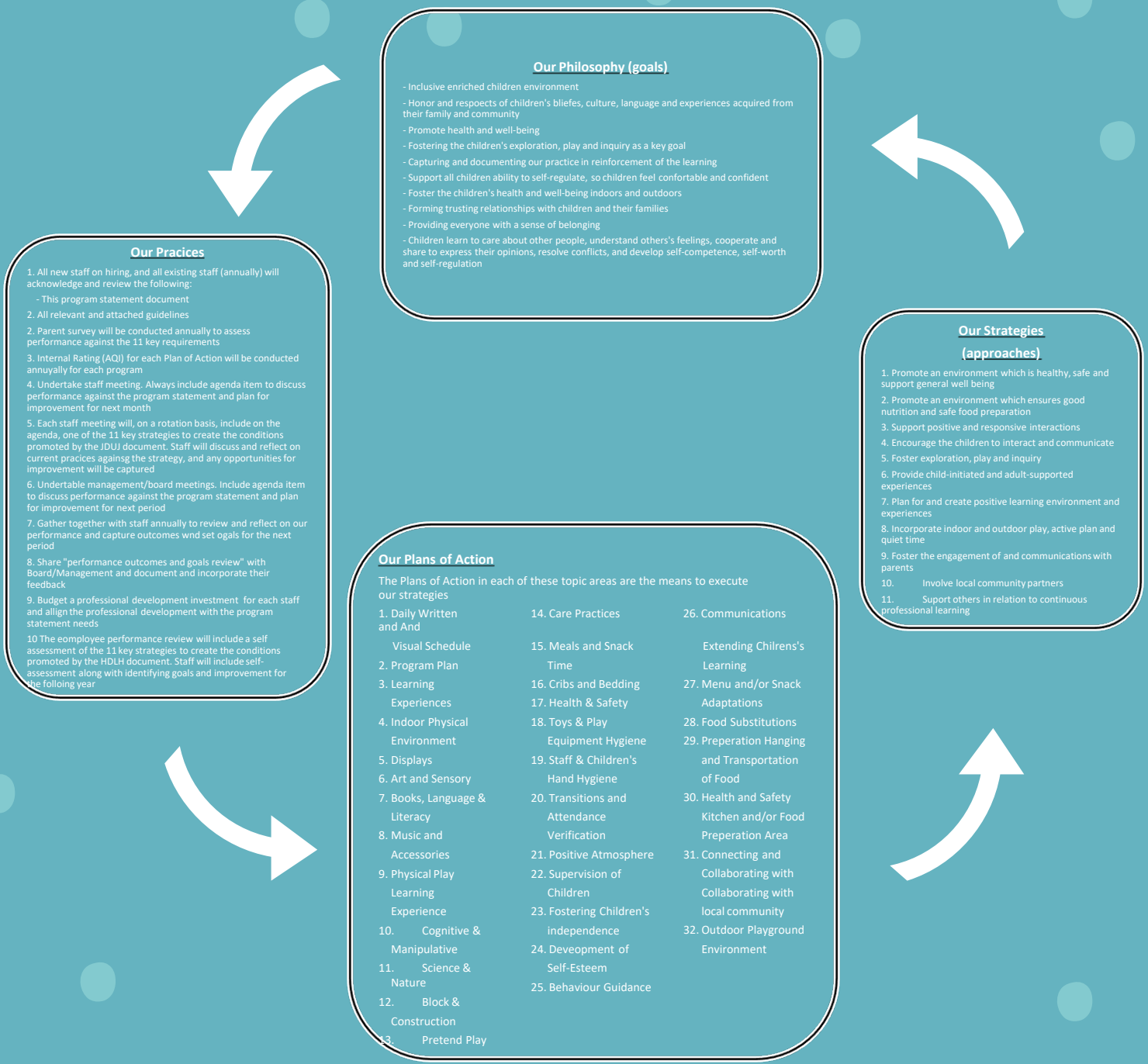
Program Statement Framework

Our Program Statement describes the following:

- The **philosophy** which captures our goals
- The **strategies** which are our approaches to realize our goals
- The **plans** of action which execute these strategies
- The **practice** which implement, monitor and evaluate plans, and our performance



Program Statement = Philosophy (Goals) + Strategy (Approach) + Plans of Action + Practice (Evaluation)



Our Philosophy (goals)

- Inclusive enriched children environment
- Honor and respects of children's beliefs, culture, language and experiences acquired from their family and community
- Promote health and well-being
- Fostering the children's exploration, play and inquiry as a key goal
- Capturing and documenting our practice in reinforcement of the learning
- Support all children ability to self-regulate, so children feel comfortable and confident
- Foster the children's health and well-being indoors and outdoors
- Forming trusting relationships with children and their families
- Providing everyone with a sense of belonging
- Children learn to care about other people, understand others' feelings, cooperate and share to express their opinions, resolve conflicts, and develop self-competence, self-worth and self-regulation

Our Strategies (approaches)

1. Promote an environment which is healthy, safe and support general well being
2. Promote an environment which ensures good nutrition and safe food preparation
3. Support positive and responsive interactions
4. Encourage the children to interact and communicate
5. Foster exploration, play and inquiry
6. Provide child-initiated and adult-supported experiences
7. Plan for and create positive learning environment and experiences
8. Incorporate indoor and outdoor play, active plan and quiet time
9. Foster the engagement of and communications with parents
10. Involve local community partners
11. Support others in relation to continuous professional learning

Our Plans of Action

The Plans of Action in each of these topic areas are the means to execute our strategies

- | | | |
|--------------------------------------|---|--|
| 1. Daily Written and And | 14. Care Practices | 26. Communications |
| 2. Program Plan | 15. Meals and Snack Time | Extending Children's Learning |
| 3. Learning Experiences | 16. Cribs and Bedding | 27. Menu and/or Snack Adaptations |
| 4. Indoor Physical Environment | 17. Health & Safety | 28. Food Substitutions |
| 5. Displays | 18. Toys & Play Equipment Hygiene | 29. Preparation Hanging and Transportation of Food |
| 6. Art and Sensory | 19. Staff & Children's Hand Hygiene | 30. Health and Safety Kitchen and/or Food Preparation Area |
| 7. Books, Language & Literacy | 20. Transitions and Attendance Verification | 31. Connecting and Collaborating with local community |
| 8. Music and Accessories | 21. Positive Atmosphere | 32. Outdoor Playground Environment |
| 9. Physical Play Learning Experience | 22. Supervision of Children | |
| 10. Cognitive & Manipulative | 23. Fostering Children's independence | |
| 11. Science & Nature | 24. Development of Self-Esteem | |
| 12. Block & Construction | 25. Behaviour Guidance | |
| 13. Pretend Play | | |

Our Practices

1. All new staff on hiring, and all existing staff (annually) will acknowledge and review the following:
 - This program statement document
2. All relevant and attached guidelines
3. Parent survey will be conducted annually to assess performance against the 11 key requirements
3. Internal Rating (AQI) for each Plan of Action will be conducted annually for each program
4. Undertake staff meeting. Always include agenda item to discuss performance against the program statement and plan for improvement for next month
5. Each staff meeting will, on a rotation basis, include on the agenda, one of the 11 key strategies to create the conditions promoted by the JDUJ document. Staff will discuss and reflect on current practices against the strategy, and any opportunities for improvement will be captured
6. Undertake management/board meetings. Include agenda item to discuss performance against the program statement and plan for improvement for next period
7. Gather together with staff annually to review and reflect on our performance and capture outcomes and set goals for the next period
8. Share "performance outcomes and goals review" with Board/Management and document and incorporate their feedback
9. Budget a professional development investment for each staff and align the professional development with the program statement needs
10. The employee performance review will include a self assessment of the 11 key strategies to create the conditions promoted by the HDLH document. Staff will include self-assessment along with identifying goals and improvement for the following year

Our Philosophy (Goals)

Inspired by The Canadian documents; How does learning happen? And Early learning for every child today, our primary goals at ELECT are to support children with their self-regulation (behavior, emotion and attention), sense of identity, social inclusion, health and well-being, language and thinking skills, physical skills, the foundation knowledge and concepts needed for literacy and numeracy. Educators support the development of capacities and skills while respecting a child's interests and choices. Having a planned curriculum with specific goals for children's holistic development and families participation benefits children's enjoyment, development and learning. Curriculum includes: the organization of physical space, materials and activities, they are designed to encourage learning processes, skills and the acquisition of specific information. Children learn through active engagement activity, observations, experimentation and social interactions with others. As they develop an understanding about themselves and others, they learn to regulate their emotions, attend to what is important, and make plans, all based on cultural values and practices embedded in their social and physical environments. Literacy, emerges when children mimic the reading and writing process. Quality supervised play supports oral communication skills, confidence, making friends, persistence and creativity in completing tasks, solving problems and excited to learn. "The developmental literature is clear; play stimulates physical, social, emotional and cognitive development in the early years. Children need time, space, materials and the support of informed parents and thoughtful and skilled early childhood educators in order to become master players. They need time to play for the sake of playing" Hewes (2006), Let the Children play.

ELECT Preschool and Nursery is committed to providing the highest level of quality, affordable child care for our community. Our philosophy of our program is one that believes in the positive potential of all children. Each program develops goals for the child which are then incorporated into a group program. The staff observe the developmental level of the children and then plan programs that are educational and developmentally appropriate

We believe in:

- *providing an inclusive enriched childcare environment, which honors and respects all children's beliefs, culture language and experiences acquired from their family and community.*
- *Promoting children's health and well-being*
- *Fostering the children's exploration, play and inquiry*
- *Capturing and documenting our practice*
- *Supporting all children's ability to self-regulate so that children feel comfortable and confident*
- *Fostering the children's health and well-being indoors and outdoors*
- *Forming trusting relationships with children and their families*
- *Providing everyone with a sense of belonging*
- *Children learn to: care about other people; understands other's feelings; cooperate and share; to express their opinions, resolve conflicts; and develop self-help, self-competence, self-worth, and self-regulation.*

ELECT provides a positive learning environment for children that enhance their personal level of development. Through play experiences and guidance by specially trained staff, the children are exposed to situations that will stimulate: communication and social skills through child-child and adult-child interactions; fine motor development; gross motor development through physical activity and outdoor play; self-esteem and decision-making capabilities; curiosity, initiative and independence.

Children are guided by skilled Early Childhood Educators and Early Childhood Assistants who establish a flexible program in an inclusive, supportive, and non-discriminatory environment. Children's ideas are the core of the curriculum that is based on the interest and needs of the children.

Open communication between and among staff, children, families and the school community is central to realizing a warm and safe environment in which the children at ELECT can play, learn and thrive. We provide programs to support our all-inclusive approach to child development, including sports, dramatic and creative arts, self-help skills, and science experiences. Children are encouraged, but not forced, to participate in all activities.

We strive to provide a stimulating program that offers services to children, families and the community, within the framework of the Child Care and Early Years Act in Ontario's (Canada) Pedagogy for the Early Years ("How Does Learning Happen") and ("Early Learning for Every Child Today"). Our curriculum is organized around the following 5 areas of Development: (i) physical (gross and fine motor); (ii) social/emotional (awareness, respect, ability to share and cooperate); (iii) communication (verbal and non-verbal); (iv) self-esteem (self-awareness and positive self-image); (v) cognitive (comprehension, problem solving, and skill acquisition).

Staff provide the parents with the opportunity to discuss their child's progress through on-going discussions, and parent meetings if necessary or requested. If there are any problems or concerns regarding your child, your child's teachers will discuss it with you so that we are all working together. At ELECT, our goal is to help foster anti-racist views, avoid biases and implement socially accepted values, attitudes, and practices. Our program and activities reflect the cultural diversity of Amman and promote respect and appreciation of differences.

"we believe capturing and documenting our practice is a form of reinforcement of the learning process for educators, family and children."

Our Purpose:

Children's learning, development and caring are the purpose and foundations of our preschool and nursery programs. Tools of teaching/learning include: scaffolding, modelling, demonstrating, coaching, discussing, questioning and individualization.

Our Strategy

Our strategies to achieve our program statement are guided by the work done on Ontario's (Canada) Pedagogy for the Early Years ("How does Learning Happen") and ("Early Learning for Every Child Today"). We understand that learning and development happens within the context of relationships among children, families, educators, and their environments. We understand that for children to grow and flourish, the four following foundational conditions need to exist:

- A sense of Belonging.
- A sense of a Well-Being.
- Opportunities and support for Engagement, and
- Opportunities and support for Expression.

We will adopt the following 11 strategies to create these conditions:

1. Promote an environment which is healthy, safe and support general well being
2. Promote an environment which ensures good nutrition and safe food preparation
3. Support positive and responsive interactions
4. Encourage the children to interact and communicate
5. Foster exploration, play and inquiry
6. Provide child-initiated and adult-supported experiences
7. Plan for and create positive learning environment and experiences
8. Incorporate indoor and outdoor play, active play and quiet time
9. Foster the engagement of and communications with parents
10. Involve local community partners
11. Support others in relation to continuous professional learning

WHAT TO EXPECT WHEN YOU ENROLL YOUR CHILD

Children react differently to group child care programs. ELECT recommends that parents spend at least 3 – 5 days in the program during the child's first week, which enables the child to become comfortable with his/her new surroundings.

The staff will advise the parent when it is appropriate to leave and for how long. Generally, the times will increase as the child becomes more comfortable with ELECT staff and children.

It is important to realize that some children adjust well immediately but that it is perfectly normal for some children to have more difficulty with the adjustment. The staff encourages parents to ELECT as frequently as they wish to check on their child(ren).

For parents this can also be a very difficult transition and therefore we encourage a great deal of open, honest communication with the staff and the Executive Director/Supervisor.

Hours of Care

ELECT is open all year round from 7:30 a.m. to 4 p.m. with the exception of public holidays. If at any time ELECT is required to close due to extreme weather condition, or any other emergencies, families will be notified as quickly as possible via telephone calls.

FEES

Fees are due and payable in full by the first of the month (September) of the academic year.

Withdrawal

One month's written notice is required, no fees refunded.

UPPON ARRIVAL IN THE MORNING

Room staff will greet each child and discuss with parents any matter pertaining to the child's health. Discussions may include the following:

- Well being
- Visitors in the home
- Changes in the routine
- New job for parent
- Symptoms of illness
- Illness at home

PICK-UP/DEPARTURE

Unless we are notified otherwise in writing, children will be released only to their parents. If plans change through the day parents must call ELECT to notify the staff who will be picking up their child. Parents/guardians must let the staff know the name of the person and the relationship to the child. Photo ID must be shown to verify who they are.

We encourage parents to bring children to ELECT by 9 a.m. to enable full participation in the program. If your child is going to be late or absent, it is imperative that ELECT must be notified.

Parent/teacher communication is promoted. It is important to always have an open line of communication between our families and ELECT. Please feel free to speak with staff and/or the Executive Director/Supervisor as needed and whenever possible.

Late Pick-up Procedure:

1. If at 3:30 p.m. a parent has not called to advise of late arrival, staff will call each parent number on file, to determine if the parent is enroute. If we do not make contact with the Parent we will wait until 3:45 p.m. then proceed to step #2.
2. At 3:45 p.m. staff will begin calling the emergency contact numbers on file.
if we do not make contact with an emergency contact and if we have not had contact with a parent by 4:30 p.m. then proceed to step #3
3. If a child has not been picked up and ELECT has not had contact with a parent or an emergency contact, it will be assumed that an emergency has prevented contact, 911 will be contacted

STAFF

our goal is to hire qualified Early Childhood Educators who are also certified in Standard First Aid and C.P.R. Our team of teachers is carefully selected and brings to her/his job a warm and caring respect for children. Professional development is encouraged through participation in workshops in areas of need and interest. A newsletter is distributed to update parents on ELECT issues, ELECT news and child-related topics. Parents are invited to contribute.

CLOTHING

Parents are responsible for providing the following:

- A complete change of labelled clothing to be kept at the ELECT (seasonally appropriate).
- Children in the process of toilet training will require **at least** 2 changes of clothing.
- Suitable footwear for active play, as well as boots for cold or rainy weather.
- Seasonal outdoor clothing.
- Clothing for daily wear that is easily maintained and comfortable for a child's busy day.

LINENS, CLOTHING AND DIAPERS

Bed coverings and blankets are supplied by ELECT. Children may bring their own blanket or sleep toy which remains at ELECT. Bed coverings and blankets are laundered on the premises weekly. Please remember to label all your child's clothing, blankets and toys. Parents are required to supply all diapers, zinc diaper cream, Vaseline and powder needed for their child. Unless another agreement is made with ELECT.

Please leave all items, other than transitional/ comfort items, at home. ELECT is not responsible for lost or stolen articles and will not replace/ reimburse.

“Show and Tell may be held on certain days in some programs. At this time children are welcome to bring in objects from home to show to the class. Please leave these articles with the program teacher when dropping your child off in the morning.

FOOD POLICIES

Parents will provide their children’s food, unless agreed otherwise with ELECT.

NUTRITION

If Meals and snacks are provided by ELECT, they are planned in accordance with the Canadian Day Nurseries Act Standards and The Canada Food Guide by an on- site nutritionist and chef. The infants, Toddlers and Preschoolers are offered a nutritious morning snack, lunch, and afternoon snack.

The Canadian Day Nurseries Act requires that bag lunches also meet the Canada food Guide. Meals should consist of foods that contribute to a child’s nutritional needs, and promote good dental health. Staff will be vigilant regarding the content of lunches

The following are examples of lunches which meet Canada Food Guide requirements:

Example #1	Example #2	Example #3
Sandwich made with whole wheat bread, 2 slices of turkey, lettuce, cheese and tomato Apple Fruit juice/milk	Tuna and cheese pita Carrot sticks Seedless grapes Fruit juice/milk	Whole wheat pasta with tomato sauce Cucumber slices Cheese string Fruit juice/milk

ALLERGIES/DIETARY RESTRICTIONS

Please ensure that you provide us with all necessary information pertaining to any allergies or food restrictions that your child may have. Each program will post a list including children’s allergies/food restrictions in the classroom. Caution will be exercised when serving foods to certain age groups.

MENU

When parents choose Lunch and snacks to be provided by ELECT, Menus are posted on the parent information board located in each classroom and outside of the kitchen, with the current week noted. Menus are based on the requirements of the Canadian Day Nursery Act and substitutions are available that respect medical and religious requirements. The menus provide 2/3 of the child’s daily food requirements in accordance with Canada’s Food guide and the Day Nursery Act.

SPECIAL DIETS

Upon registration parents shall notify ELECT of any food allergies and/or restrictions so the chef will be notified. The chef sends daily replacements for each item needed. The list of food replacements is posted in the kitchen along with alternate menus i.e. no fish, vegetarian etc.

FOOD HANDLING

All food supplied by ELECT shall be kept covered and stored at a proper temperature, below 4 degrees Celsius in accordance with Toronto Public Health. Kitchen appliances, equipment and shelves will be cleaned and disinfected monthly, kitchen counters will be washed and mild bleach and water solution each day prior to food preparation and throughout the day as required.

PREPERATION

Preparation of foods shall be in accordance with manufacturer's instructions.

ILLNESS AND MEDICATION POLICIES

EXCLUSION POLICE

Please remember that young children are still building up their immunities and are more prone to infection and disease. Should a child become ill while at ELECT, depending on the severity of the illness, he/she may be isolated in the office with the Director/Supervisor and the parents of the child will be contacted immediately to make arrangements for pick up. The ill child will remain in the office, receiving appropriate care and supervision, until the parent arrives. It is imperative that parents inform the Director/Supervision of the reason why a child is ill and/or absent from ELECT.

OUTBREAK ACTION PLAN

If there are two or more cases of a confirmed communicable disease at ELECT the following steps will be followed:

1. The ill children will be isolated and ill staff members sent home
2. Parents of emergency contacts will be notified of the situation and asked to pick up the ill children as soon as possible.
3. All ill children/staff will be excluded from the Centre until they are symptom free for a prescribed period of time.
4. All names and symptoms of the children and staff and the date/time children/staff that became ill will be recorded.
5. The Ministry of Health will be contacted to report the outbreak.
6. The disinfectant schedule will be increased to a daily occurrence until there are no new occurrences of the communicable disease for two days. Any planned water/sensory activities will be suspended.

7. The reinforcement of the importance of good hand washing with staff and children will also be a focus in the classroom.

ILLNESS/MEDICATION POLICY

The Illness/Medication Policy is intended to promote optimum growth development and learning within the child. Factors have been considered to minimize health risks inherent in caring for children in a group setting.

ILLNESS POLICIES

For your information, we have described the most common illnesses and our policies surrounding these specific illnesses. This information has been collected from the **Canadian Medical Association**.

1. Fever

Fever is usually defined as an oral temperature above 37.4°C (99.4°F). In most but not all cases, fever indicates that an illness is present. By itself, a fever is not harmful; in fact, it may help the body fight infections more effectively.

In children, viral infections, such as colds, flu, and chickenpox, can cause high fevers. Flu can cause a high fever for days or longer. Bacterial infections, such as strep throat and ear infections, also cause fevers. Teething does not cause a fever. If a baby is teething and has a fever, other symptoms may be present that need to be evaluated. Body temperature can also rise above normal when an infant is overdressed or in a room that is too warm.

There is no medical evidence that fevers from infection can cause brain damage. The body limits a fever caused by infection from going above 40.6°C (106°F). However, heat from an external source (like sunshine on a parked car) can cause the body temperature to go above 41.4°C (106°F), and brain damage can occur rapidly.

It can be hard to know when to call your doctor when your child has a fever, especially during the cold and flu seasons. The height of a fever may not be related to the seriousness of the illness. The way your child looks and acts is a better guide than the thermometer.

Most children will be less active when they have a fever. If your child is comfortable and alert, eating well, drinking enough fluids, urinating normal amounts, and seems to be improving, home treatment is all that is needed. The staff is not allowed to administer medications to children at any time.

In case of a child with a fever over 38.5°C (104.4°F), parents will be called to pick up the child from ELECT. The child must be fever free/fever reducing medication free for 24 hours before returning to the Centre. Please do not give your child Tylenol or any other type of fever reducing medication in the morning expecting your child to feel fine all day. It is more than likely that fever will return by early afternoon and it does not support the return of your child's good health.

2. Common Cold

The common cold is brought to you by any one of over 200 viruses. The symptoms of a cold include runny nose, red eyes, sneezing, sore throat, dry cough, headache, and general body aches. There is a gradual 1- or 2-day onset. As cold progresses, the nasal mucus may thicken into sputum. This is the stage just before a cold dries up. A cold usually lasts about 1 or 2 weeks.

Sputum is yellow, green, rust-coloured, or bloody, and other symptoms of this kind of cold are fever, productive cough, and fatigue. Sputum that is coughed up from the lungs is more significant than mucus that has drained down the back of the throat (postnasal drip). These colds are generally bacterial based. Sometimes a cold will lead to bacterial infections such as bronchitis or pneumonia. Good home treatment of colds can help prevent complications. A cold in which the nasal discharge changes from clear to coloured (yellow or green) after 5 to 7 days of a cold is viral, and other symptoms (sinus pain, fever) are worse with the change in colour of discharge. If nasal discharge is coloured from the start of a cold, call a doctor if it lasts longer than 7 to 10 days. Colds occur throughout the year but are most common in late winter and early spring. The average child has 6 colds a year; adults have fewer. If a child seems to have a cold all the time, or if cold symptoms last 2 weeks or longer, suspicion of allergies or sinusitis should be considered. **If a child has a common cold, is not contagious (stated by a doctor and approved by the supervisor) and is able to fully participate in the programs at ELECT, it is fine for the child to remain at ELECT and be monitored by the staff.**

3. Diarrhea / Vomiting

Diarrhea and vomiting may be caused by viral stomach flu or by eating unusual kinds or amounts of food.

Stomach flu often starts when vomiting that is followed in a few hours (sometimes 8 to 12 hours or longer) by diarrhea. Sometimes there is in diarrhea.

Infants and children under 4, and especially those younger than 6 months of age, need special attention when they have diarrhea or are vomiting, because they can quickly become dehydrated. Careful observation of the child's appearance and fluid intake can help prevent problems as the child gets better, the stool will become smaller and less frequent. Some types of diarrhea may cause watery stools for 4 to 6 days. Watch for signs of dehydration such as dry or sticky mouth, lack of urine or wet diapers for 6 to 8 hours in an infant (or only a very small amount of dark yellow urine), dry, cool skin,. Lethargy or irritability. You can treat the illness at home as long as the child is taking in enough fluids and nutrients, is urinating normal amounts, and seems to be improving. **If a child has two or more combined incidences of diarrhea and/or vomiting (over the course of the day) at ELECT. The child will be sent home. The child is only accepted back into the centre after 24 hours diarrhea/vomiting free and he/she has had a solid stool at home or with a doctor's note stating the child is not infectious. During an outbreak the child will be excluded until they have been symptom free for 48 hours.**

4. Ping eye

Conjunctivitis, or pink eye, is an inflammation of the delicate membrane (conjunctiva) that lines the inside of the eyelid and the surface of the eye. Bacteria and viruses (which can be very contagious), allergies, pollution, or other irritants can cause pink eye. The symptoms of pink eye are redness in the whites of the eyes, red and swollen eyelids, lots of tears, and a sandy feeling in the eyes. There may be a discharge that causes the eyelids to stick together during sleep.

Do not share towels, handkerchiefs, or washcloths with a person who has pink eye.

Parents of a child with a suspected case of pink eye will be asked to pick the child up from the centre as soon as possible. Children will not be allowed back into ELECT until 24 hours has passed after the first dose of antibiotics and there is a doctor's note.

5. Head Lice

Head Lice are tiny, white, wingless insects that may live on the hair. They feed by biting the scalp and sucking blood. The bites itch and may cause an allergic rash. Lice are spread by close physical contact or contact with the clothing, bedding, brushes, or combs of an infected person.

Recommendations:

- Use non-prescription medications for lice. Follow the manufacturer's directions for use exactly. For head lice, comb the hair well with a fine-toothed comb after treatment to remove all nits.
- On the day you start treatment, wash all dirty clothing, bedding, and towels in hot water to help get rid of lice, nits, and mites. Iron things that cannot be washed.

Ongoing checks for nits will be implemented and new cases of head lice of the children enrolled at the centre will be diagnosed in a positive manner. These children will be sent home until a treatment has been completed and the child's hair is nit and lice free.

6. Strep Throat

Most sore throats are caused by viruses and may occur with a cold or may follow a cold. A mild sore throat may be caused by dry air, air pollution, or yelling. People who have allergies or stuffy noses may breathe through their mouths while sleeping, which can cause a mild sore throat. Strep throat is a sore throat caused by streptococcal bacteria. It is more common in children from 3 to 15 years of age. A person can get strep throat even if his or her tonsils have been removed. *In general, the more cold-like your symptoms are, the less likely it is that you have strep throat. Strep throat causes some or all of these symptoms; severe and sudden sore throat, fever of 38.3°C (101 °F) or higher, swollen lymph nodes in the neck, white or yellow coating on the tonsils.* Strep throat is treated with antibiotics to prevent rheumatic fever. Antibiotics are effective in preventing rheumatic fever if started within 9 days of the onset of the sore throat.

A child who has been diagnosed with strep throat must remain at home until he/she is well enough to fully participate in all activities planned at ELECT and has been taking prescribed medication for the illness for at least 24 hours.

7. Chicken Pox

Chickenpox (varicella) is usually a relatively minor illness. For the first couple of days, your child will feel ill, with cold-like symptoms, cough, fever, and abdominal pain. Then a rash of red, pimple-like spots will appear. A child may have as few as 30 spots, or the rash may cover the child's entire body, including the throat, mouth, ears, groin and scalp. The spots turn into clear blisters that become cloudy, break open, and crust over. The rash itches a lot. Spots continue to appear for 1 to 5 days and subside over 1 to 2 weeks. Chickenpox is very contagious. After exposure to the chickenpox virus, symptoms appear in 11 to 20 days. The contagious period starts from 1 to 2 days before the rash appears and lasts until all the spots have crusted over.

Prevention: The chickenpox vaccine can be given to children age 12 months and older and to teens and adults who have not had the illness. It is especially important to immunize teens and adults who have not had chickenpox, because the disease is more severe in adulthood. Pregnant women who have never had chickenpox and have not been vaccinated should also avoid exposure, since the illness can harm the developing fetus. The vaccine cannot be given during pregnancy.

Children can usually return to ELECT and under the Discretion of the Pediatrician and ELECT supervisor at least after the fifth day of the rash as long as any blisters that have not crusted over are covered with clothing.

8. Hand, foot and Mouth

Hand-foot-mouth disease is a viral illness that affects many children under 10 as well as young adults. It usually develops during the summer and fall months. Fever, sore throat or mouth, and loss of appetite are early symptoms. Within 2 days, blisters form in the mouth and on the tongue. In children, a painless, blistering rash often develops on the fingers, palms of the hands, and soles of the feet. Infants may also develop a red rash on the buttocks. There is no treatment for hand-foot-mouth disease other than to give acetaminophen to reduce fever and mouth pain and to make sure the person drinks plenty of fluids. It is recommended to offer soft, bland foods and cool or warm (not hot) beverages. Frozen fruit pops may help relieve soreness. The virus is spread through contact with mouth and nasal fluids and stools, so careful hand washing after blowing a runny nose or changing a diaper is important in the child care environment.

The virus that causes hand-foot-mouth disease is easily spread, so child stays home until they are better stated by the pediatrician and approved by supervisor.

ANAPHYLAXIS AND SEVERE ALLERGERY POLICY

ELECT does not claim to be, nor can it be deemed to be free of foods and non-food items that may lead to an allergic or anaphylactic reaction. That ELECT will make every reasonable effort to reduce

the risk to children with severe allergies or anaphylaxis in accordance with this policy and in light of the physical and cultural circumstances of the ELECT itself.

Anaphylaxis is a serious allergic reaction and can be life threatening. The allergy may be related to food insect stings, medicine, latex, exercise etc. the anaphylaxis policy is intended to help support the needs of a child or staff with a severe allergy and provide information on anaphylaxis and awareness to parents, staff, students and visitors to ELECT.

Awareness and Notification

Parents of children who are known to be allergic or anaphylactic must inform ELECT of the child's condition, and discuss the foods and non-foods substances that trigger a reaction, the symptoms of a reaction and the required treatment PRIOR to the child's admission to ELECT. The parent of the child must review and discuss the information and this policy with ELECT Supervisor before the child is admitted to ELECT. The ELECT Administrator and the parent will discuss the policies of ELECT, the limitations, and ability to accommodate certain conditions. These limitations include the physical condition of the premises, number of children attending ELECT. ELECT may refuse to admit a child where the child care Centre is not comfortable that the level of risk posed by the child's condition can be reasonably accommodated at ELECT. Before the child is admitted to ELECT, the parents will sign a consent form that reflects the conditions under which their child will be admitted. The parent will also be required to fill out an anaphylaxis Emergency Plan (see appendix 2 and 3), specific to their child, which would then be placed into the classroom binder for staff review/information purposes. This will include a medical plan developed in conjunction with the family's physician that specifies the emergency procedures to follow with respect to their child following potential or actual exposure to an allergen. It is the responsibility of the parents to ensure that ELECT is properly informed of their child's condition or any changes on an on-going basis with at least an annual review of the plan. The Individual Plan and Emergency procedure will be reviewed with all staff and reviewed annually. Any float staff assigned to a given classroom will be informed that there is a child(ren) with an Anaphylaxis Emergency Plan in place and the plan and emergency procedures reviewed. Transitions to a new program will be preceded by a review of the child's Individual Plan and Emergency Procedure by the staff in the new program.

Communication

There is clear signage in each program at ELECT providing up to date information on life-threatening allergies, including anaphylaxis allergies. There is a protocol in place in every program around staff roles and responsibilities in the case of an anaphylaxis reaction involving one of the children in their care. Each program has a classroom binder in which a copy of each child's Individual and Emergency plan is kept. As well, in a central location in each room, an up-to-date list of the children in the program and their identified allergen is posted. Families are reminded on a regular basis with letters,

newsletters, and signs posted in each classroom that the Centre is Nut Aware and as such parents are asked to be diligent around not sending lunches or snacks that may contain nuts or traces of nuts.

Treatment

ELECT will follow the *Anaphylaxis Emergency Plan* detailed by the pediatrician and parents. Children with Anaphylaxis are required to have two EpiPens prescribed by a physician with the appropriate administration instructions must immediately be transported to a hospital by ambulance, and the parent will be notified immediately.

MEDICATION POLICY

Non-Prescription Medication (Cough Syrup, Tempra)

ELECT is not permitted to administer any medication to the children in their care that is not a current prescription. If a child requires a medication that is not a prescription, the “*Non-Prescription Medication*” form must be filled out by a physician.

Prescribed Medication (Penicillin, Amoxicillin, etc.)

The bottle of medication must be in its original container and clearly marked with:

- The child’s name.
- The name of the medication.
- Date prescribed.
- Dosage amount, times and duration.

The “*Prescribed Medication Form*” must be completed by the parent and signed prior to administration. The prescribed medication must be given to either the teacher in the classroom who will place it in locked container either in the classroom or in the kitchen fridge. A message must then be also written in the daily communication book in the classroom to ensure all staff is aware of the child’s prescription. Each room has a delegated teacher to administer medications, as well as a backup person should the delegated teacher being absent from the ELECT.

ELECT does not administer holistic or homeopathic remedies under any circumstances, only prescribed medications.

Emergency Medication (Epi-pens, Benadryl, etc.)

There are children with severe allergies that require emergency medication to be present with them at all times. While it is the responsibility of parents to administer medication to their child.

ELECT is prepared to agree to undertake this responsibility on the following conditions:

1. The use of medication is prescribed by a physician

2. It is necessary that the medication must be taken during ELECT hours; and
3. The child's parent is not reasonably able to administer the medication.

The "Administration of Medication Form" must be fully completed by before the medication can be administered at ELECT. The instructions from the physician must be very clearly stated and a copy of the form will be given to the appropriate teacher in the classroom along with the emergency medication. The administration of the emergency medication will be done by a teacher who is usually not medically trained. The storage of the child's emergency medication will always be in a pack along with a copy of the "Administration of Medication Form" unless otherwise indicated as per the storage requirements. The medication must be in the original prescription container, clearly labeled with your child's name, name of the medication, dosage/frequency, and physician's name. The safekeeping requirements, possible side effects, the storage requirements must also be indicated. The medication must be current and not expired. It is the responsibility of the parent/guardian to ensure that the medication is current and that all medical information about the child, and where the staff at ELECT may reach the parent is up-to-date. A child using self-administered emergency medication (i.e. asthma puffers) must be supervised by the teacher in the classroom when using the medication. The completion of "Administration of Medication Form" is still required for this type of emergency medication. It should be noted that ELECT staff will be absolved from any legal liability related to the administration of this medication and will not be held responsible for any illness or injury to your child relating to or resulting from the administration of the medication.

EMERGENCY POLICIES

ELECT Director, Supervisor and staff will follow guidelines below in the event of an emergency

- Attend to the sick or injured person
- Protect the victim from further discomfort or injury
- Call 911
- Document calls related to the incident once all risks are over, medical assistance has arrived, or child has been taken for treatment
- Contact the Director. If the Director is unavailable, Supervisor or designate will be contacted
- All information will be communicated to the Director at the first opportunity

EMERGENCY CONTACTS

The parent must provide a list of emergency contacts, including name, addresses, and telephone numbers. Emergency contact person must be informed that he/she is the contact person and may be asked to pick up the child in the event of an emergency, accident or illness when the parents cannot be reached. A contact person must be available during the hours that the child is in ELECT. It is the responsibility of the parents to update the contact person(s) and their information as required.

GENERAL EMERGENCY PRACICES

1. Parents will be contacted immediately by ELECT Director or Supervisor
2. Times, events, and telephone calls will also be recorded chronologically
3. Costs incurred for emergency treatment of a child will be the responsibility of the parent

FIRE ALARM PROCEDURE

When the fire alarm sounds, everyone must evacuate the building. Children will always be supervised/accompanied outside of the school building by their teachers. Children and adults will walk outside to their designated areas. The Fire Chief/Firefighters will inspect the premises upon arrival, and will inform ELECT Director of when it is safe to re-enter the school building. ELECT Director will then give the staff approval to re-enter the school building. The Day Care Director will take the emergency card file, and the two-way radio outside the school building. The Assistant to the Director will assume this responsibility in the absence of the Day Care Director. Fire drills are done on a monthly basis. Each room staff member is responsible for their own children. Attendance shall be taken prior to leaving ELECT and going back.

LOCKDOWN TERMINOLOGY

SHELTER IN PLACE:

Definition:

A Shelter in Place is initiated in Heightened Risk Situations. Heightened Risk is defined as an external threat in the area of ELECT.

Examples could include (but not limited to):

- A chemical spill or gas leak in the neighborhood
- The presence of smoke or fire in the vicinity
- Extreme weather conditions

Action:

Requires that people enter and remain in a building with the doors and windows closed due to an external environmental threat. Fans, including heating and air conditioning units, should be turned off to prevent air from outside entering the building. Normal operations may continue within the building.

HOLD AND SECURE

Definition:

A Hold and Secure response is initiated when the threat is proximate to, but not inside the building, It poses no immediate danger to students or staff unless they leave the building.

Examples could include (but not limited to):



- Police searching for an offender in the neighborhood

Action:

Means that all movement in and out of the school is restricted and external doors locked, however, movement within the school is not restricted as the external danger near the school poses no immediate threat to the students or staff unless they leave the building.

LOCKDOWN

Definition:

A Lockdown response is initiated when imminent danger is present on the school site and the safety of the students and staff is threatened.

Examples could include (but not limited to):

- An active attacker is in the building or on school (facility) property/grounds

Action:

Means that all movement in and out of the school and within the school is restricted as the danger is inside the school or is on school property and poses an immediate threat to the students and staff.

FIELD TRIP POLICY

ELECT recognizes that children learn through hands-on experiences and play. Field trips and community outings are used to extend the curriculum of the program and complement the hands-on learning philosophy. Trips and outings are just one small piece of an overall program plan for the group, and are planned to complement and expand the learning goals and objectives of the program.

Parents will be notified of a field trip for their children at least one week in advance of the trip. This notification will be given both through speaking directly to the parents at drop off and pick up times, as well as through the distribution of field trip permission forms. The signed permission forms are to be collected by the staff prior to the onset of the trip and kept in each child's file after the trip for at least two years in the office. If a permission form is not signed, the child will not be able to attend the trip. The parents will be called to either verbally authorize the child's attendance on the trip to the Director or pick up the child from ELECT immediately before the field trip leaves the Centre.

- If your child is not attending a trip, ELECT **cannot** provide care for the child. We are not able to age mix or go over staff to child ratios.
- Your child **cannot** be dropped off or picked up at the field trip site.

On each field trip requiring transportation by a school bus, ELECT will make every effort to arrange for extra staffing. Parents are always encouraged to volunteer and chaperone on all field trips, however, parents are only allowed to supervise their own child. Prior to leaving on any trip, the staff fills out an excursion form that is to be left at ELECT. The excursion form includes information regarding the

number of children on the trip and the number of staff and parent is going, how they are getting there, how long they will be gone and cell phone number for a staff member on the trip. The staff are also required to leave a copy of their daily attendance form indicating which children have gone on the trip. The staff in attendance on the trip will count the total number of children in their care regularly to ensure that the group is still entirely together. Each child attending the trip will wear a t-shirt which includes the name, address and telephone number of ELECT. On trips, ELECT teachers are the only staff permitted to escort children to and from the washroom facilities; volunteer parents are only able to escort their own children. Your child **cannot** travel with you to or from the trip; you must drop your child off at ELECT by required time and meet them back at ELECT. Community walks and visits are often planned in advance but at times may be spontaneous or in lieu of gross motor activity on the playground due to weather conditions. In the registration package your signature is required to permit your child to partake in the community walks. A community walk may include a trip to the local library or Farmer's market. The staff will always carry a backpack with your child's emergency information, first aid kit and cell phone. **TODDLERS WILL ONLY TRAVEL LOCALLY BY STROLLERS**

GENERAL POLICIES

NO SMOKING POLICY

No person shall smoke or hold a lighted cigarette anywhere in ELECT, including the playground or anywhere on the property, whether children are present or not.

HEAT ALERT AND WIND CHILL

ELECT is committed to the safety and wellbeing of the children enrolled at the centre during indoor and outdoor play periods.

A heat alert is called when the combination of heat, humidity and other weather conditions can be very dangerous. Generally, heat alerts occur when the temperature is above 30 degrees Celsius.

During the Winter, wind chill warnings or extreme weather warning for outdoor activity are also issued, generally when there is a temperature of - 5 degree Celsius or during blizzards of ice storms.

On days that these alerts have been issued, the children enrolled at ELECT will either have a reduced outdoor play period or remain indoors to participate in other gross motor activities in the classroom. The staff will assess the appropriate amount of outdoor time with the approval of the Director on these days and water will always be made available to the children during these outdoor play periods.

These alerts may also result in the cancellation or rescheduling of some field trips.

SUN SAFETY POLICY

Guideline:

The staff at ELECT will implement the following Sun Safety Policy to protect the children at the facility from the harmful rays of the sun.

Rationale:

One severe sunburn during childhood doubles the risk of developing skin cancer later in life (Canadian Dermatology Association).

Procedure:

1. Staff will role model sun safe behaviours.
2. Children under one year of age will be protected from direct sunlight by the use of shade, stroller bonnets, awning's, canopies or umbrellas.
3. Outdoor activities, whenever possible, will be held before 11 a.m. and after 4 p.m., especially from the beginning of April until the end of September.
4. Outdoor activities whenever possible will occur in areas shaded by trees, umbrellas, awning's, or buildings.
5. Parents will be asked to provide the following items for their children attending the child care facility:
 - a) A wide brimmed hat or a ball cap with a back flap
 - b) Comfortable loose fitting long sleeved shirt and long pants (or at least knee length shorts) made from fabrics that are tightly woven
 - c) Sunglasses with 100% UVA / UVB protection (if desired)
 - d) Sunscreen with a SPF of 30 or higher that offers UVA or UVB protection (which parents have already tested on the child's skin for adverse reaction)
 - e) Item c) and d) will be requested for winter use as well
6. Staff will ensure that children use the above items in a consistent and proper manner. Sunscreen will be applied at least 30 minutes before going outside and hats and sunglasses will be worn during outside activities.

SUNSCREEN/SUN HATS

Throughout the summer months the majority of ELECT time is spent outdoors, whether it is in the playground, or on an excursion. This much exposure to the sun can take its toll on everyone if proper precautions are not taken.

ELECT asks that parents ensure their child comes to day care with a labeled sun hat, and supply the sunscreen to the centre. Staff will ensure that the sunscreen is applied, or have those who are old enough do this themselves before going outside. It is recommended that parents apply sunscreen to their children daily before their arrival at day care.

Harassment Policy

1. Mission Statement

At ELECT we are all responsible for providing an environment free of all forms of bias and harassment. This policy ensures parents, children and staff are treated with equality, dignity and respect.

We are committed to dealing with harassment in an efficient, objective and confidential manner.

2. Definition

Harassment is any unwelcomed or unwanted verbal or physical behaviour that makes an individual feel uncomfortable or insulted.

An individual who knowingly disparages another individual based on sex, race, religion, age, ability, job status, marital status or physical appearance can be considered to be indulging in harassing behaviour.

The forms of this behaviour include yelling at staff, jokes, comments, inappropriate touching, unfair treatment, insults and putdowns, or inappropriate comments.

3. Confidentiality

Complaints involving allegations of harassment will be handled with all possible confidentiality throughout the process.

4. Roles and Responsibilities of Staff, Management, and Parents

A harassment-free environment is the responsibility of all persons connected with ELECT whether one is a parent, staff, or director.

Management provides a workplace free from harassment

- Have an open door policy, allowing someone to come forward with a problem
- Have the knowledge to deal with complaints and ability to provide training for staff.
- Follow up on any report of harassment (even if it seems trivial or ridiculous) until the situation is resolved
- Ensure that all complaints will be handled with the utmost confidentiality and without bias
- Co-operate fully in an investigation.

5. Preventing Harassment

The Center should:

- Require a diverse management team
- Prescreen for prejudice
- Zero tolerance policy
- Provide training/workshops for staff
- Ensure professionalism in our interactions

- Take disciplinary action

CURRICULUM

At ELECT, through our programming, provide the children with a non-discriminatory, racially sensitive and culturally appropriate child care program. We will ensure that the rights of a child are not compromised and that each child is treated with respect, dignity, acceptance and understanding.

ELECT does not permit:

- Corporal punishment of a child
- Deliberate hard or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect
- Deprivation of a child's basic needs including food, shelter, clothing or bedding
- Exits to be locked nor permitted to be locked for the purpose of confining a child
- The use of a locked or lockable roomer structure to confine a child who has been withdrawn from other children

At ELECT Supervisor will ensure that:

1. Evaluations of all staff about their skills of supervising children and behaviour management techniques occur annually. These evaluations are signed and dated by both the individual staff members and the Director and retained in the staff member's file
2. Staff performance appraisals include a specific section related to behavioural management/ child guidance practices to ensure that staff has the full understanding of practices appropriate for certain age groups. These appraisals are signed and dated by both the individual staff members and the Director and retained in the staff members file.

INCLUSION

ELECT supports the inclusion of all children in all aspects of the program regardless of abilities, race or religion. The staff at ELECT has an understanding of early childhood development and positive social interactions foster growth within each classroom. Each classroom program provides experiences each child needs to grow to his/ her fullest potential and it is recognized that success becomes differently for each child. If there are any developmental and/or behavioral concerns identified by the staff about a child, there are intensive support systems in place that could provide further assistance to the child's development with parental consent. All meetings with the parents will be documented and placed in the child's file. If the uncontrolled harmful behavior continues and all possible methods have been put in place effectively to support the child, ELECT reserves the right to ask the child to leave the centre with two weeks' notice. This will only take place with the agreement of the staff and Director that a child no longer derives benefit from the program. A debriefing meeting to determine what did/

did not work and what needs to be in place for future successes will also take place between the staff and the Director. Children are considered for graduation to the older classrooms based on eligibility of his/ her specific birthdays. ELECT encourages children to be enrolled with the same age children, regardless of any delays or special needs.

PARENT INVOLVEMENT

ELECT invites parents to participate in our program in a variety of different ways. A parent's involvement can positively enhance a child's experience.

1. Parent Workshops

Workshops for parents can be planned and implemented to facilitate potential interests. Please share your suggestions with ELECT Director/Supervisor.

2. Volunteer

During the summer months, breaks or on the scheduled trip days, we encourage our parents to volunteer their time and efforts by joining us on field trips. This gives you the opportunity to share in the many positive learning experiences that the children gain while on field trips.

3. Special Events

We will help your child celebrate any day that is special to him/her. We celebrate some days such as Valentine's Day with a group party. Please let the staff know if you are going to bring in any special treats (Reminder: We are a nut-free center).

4. Special Skills

Parents: If you would like to perform/ have any special skills to share with us: e.g. play a musical instrument, story-telling, creative dance, sew, sculpt, woodworking, magic tricks etc., please inform your child's teacher/s or the administration office. The children would enjoy experiencing your talents.

CHILD GUIDANCE POLICY

Introduction

ELECT programs are planned in order to:

- Allow children to select, plan and organize their own learning activities
- Recognize and accept each child's individuality and developmental level
- Establish a feeling of security and trust
- Encourage positive social interaction
- Minimize problematic situations in the environment
- Enhance feelings of care, respect and acceptance between children and adults

It is the responsibility of the Director/ Supervisor to ensure that each staff member, who is involved with the children, has read the Child Guidance Policy prior to working with the children. This also includes temporary/supply staff.

CHILD GUIDANCE PRINCIPLES

The Child Guidance Principles stated in this policy are to foster desired behaviour rather than focus on less desirable behaviour.

Therefore, it is the responsibility of the staff in each individual program to recognize the age group that they are interacting with and to provide age appropriate strategies and guidance techniques.

All ELECT staff should:

1. Plan for Positive Outcomes:
Plan for the children's needs, their developmental level and personality. Arrange the environment to meet these needs. Be aware of the emotional environment and intervene before play deteriorates.
2. Recognize Positive Behaviour:
Praise children when they are engaged in positive activity.
3. Project a Cheerful Attitude:
Be enthusiastic and use your sense of humour, children appreciate this side of things.
4. Offer Choices:
Choices should be stated so that the children clearly understand them and they are acceptable to you.
5. Give Praise or Compliments:
Praise is given for what children do or accomplish. Non-verbal or indirect praise can reinforce children's good feelings about themselves. Non-verbal praise includes smiling, nodding or a pat on the shoulder.
6. Encourage Children:
Encouragement indicates that we appreciate the child's effort and provides them with the impulse to explore and initiate.
7. Relate Clear Messages:
Make your requests clear and keeping in mind the child's developmental level. Say what you want to happen.

8. Do Not Reinforce Inappropriate Behaviour:

If using this method, all staff must work together so that one person does not reinforce the inappropriate behaviour others are ignoring. The child may need to be removed from the situation or the situation from the child.

9. Be Flexible:

Rules can change if it's sensible and appropriate to change them. You can change your mind.

10. Point Out Natural or Logical Consequences:

Clarify logical consequences to help develop understanding and self-discipline.

11. Provide Time Alone:

If inappropriate behaviour is expressed allow the child time to be alone to regenerate and cool off. Renewal time is not punishment or time out, it is time to adjust mixed feelings or regain composure.

12. Show You Care:

Children sometimes feel that the only way to get attention is to act inappropriately; reinforce the positive. A hug is very special to a child.

13. Promote Discussion:

Encourage children to talk and listen to each other.

14. Recognize Our Anger:

Learn to derecognize the first feeling of your own anger, figure out why you feel angry and express it rationally and appropriately.

PROHIBITED PRACTICES

Any negative controlled technique is not acceptable at

ELECT. Negative techniques include:

1. Harsh discipline of any kind
 - Spanking or other physical abuse
 - Deprivation of food or activity
 - Isolation in a small dark or other inappropriate area
 - Exits are not locked to confine child
 - Rooms are not locked to confine a child who has been withdrawn from program

2. Verbal abuse

- Humiliation
- Threatening
- Swearing
- Harassment
- Yelling
- Sarcastic remarks
- Discussion of a child around a child

3. Lack of supervision

- Leaving children unsupervised
- Diverted attention for frequent or extended periods

ACKNOWLEDGING PROHIBITED PRACTICES

Anyone observing or hearing a prohibited practice must report what they saw or heard to the Director / Supervisor. The Director / Supervisor will investigate the reporting which may involve observation and private discussion with the staff involved and in some cases other staff members. The Director will make all final decisions regarding action to be taken including suspension. If a prohibited practice has been used by a staff member, an interview with the staff and the Director / Supervisor will be conducted. The employee will be encouraged to provide positive practices through self-development and training. The employee will be notified, at the time of the interview, that such practices shall not be used. All information will be kept on file. If a second incident is substantiated, for any employee, the employee will be dismissed. The reason for dismissal will be documented in the employees personnel file.

CHILD GUIDANCE MONITORING PROCEDURE

The Director will ensure that:

- As part of the interview process for staff, a comprehensive discussion of the center's child guidance policy is carried out to ensure compatibility with agency philosophy and legislative requirements.
- Staff / temporary staff / supply staff are required to review the Child Guidance Policy prior to having contract with the children. All staff will have knowledge of the consequence of any violation of the policy.
- The policy will be read and implemented by every staff.

- Staff performance appraisal will include a specific section related to behaviour management/ child guidance practices to ensure that staff have a full understanding of practices appropriate for certain age groups.
- It is a staff / temporary staff/ supply staff responsibility to report any incident to their Supervisor. This will be discussed, documented and kept on file.
- If / when unusual disciplinary problems arise, this will be discussed at the full staff meeting to ensure everyone has knowledge of the behaviour management plan for that child.
- Director/Supervisor will ensure that regular monitoring is carried out and a tracking process is in place.

Late pick-up

Please note that during the winter months we do take into consideration that there are weather factors that affect travel time. If you are going to be late please try to call the center to let the staff know when you will arrive.