



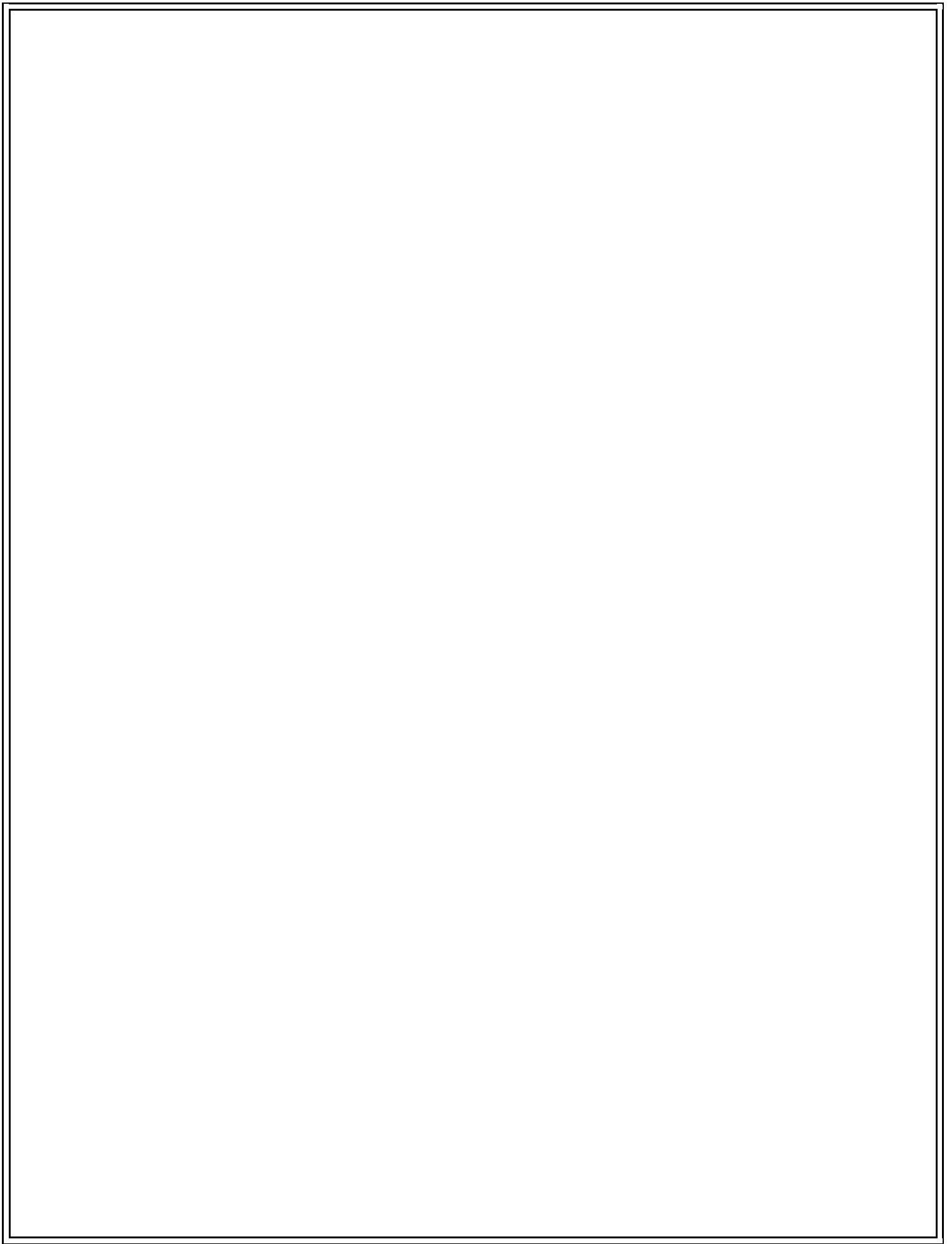
Laugh N Learn

*Before & After School Program
Preschool and Kinder Enhancement*



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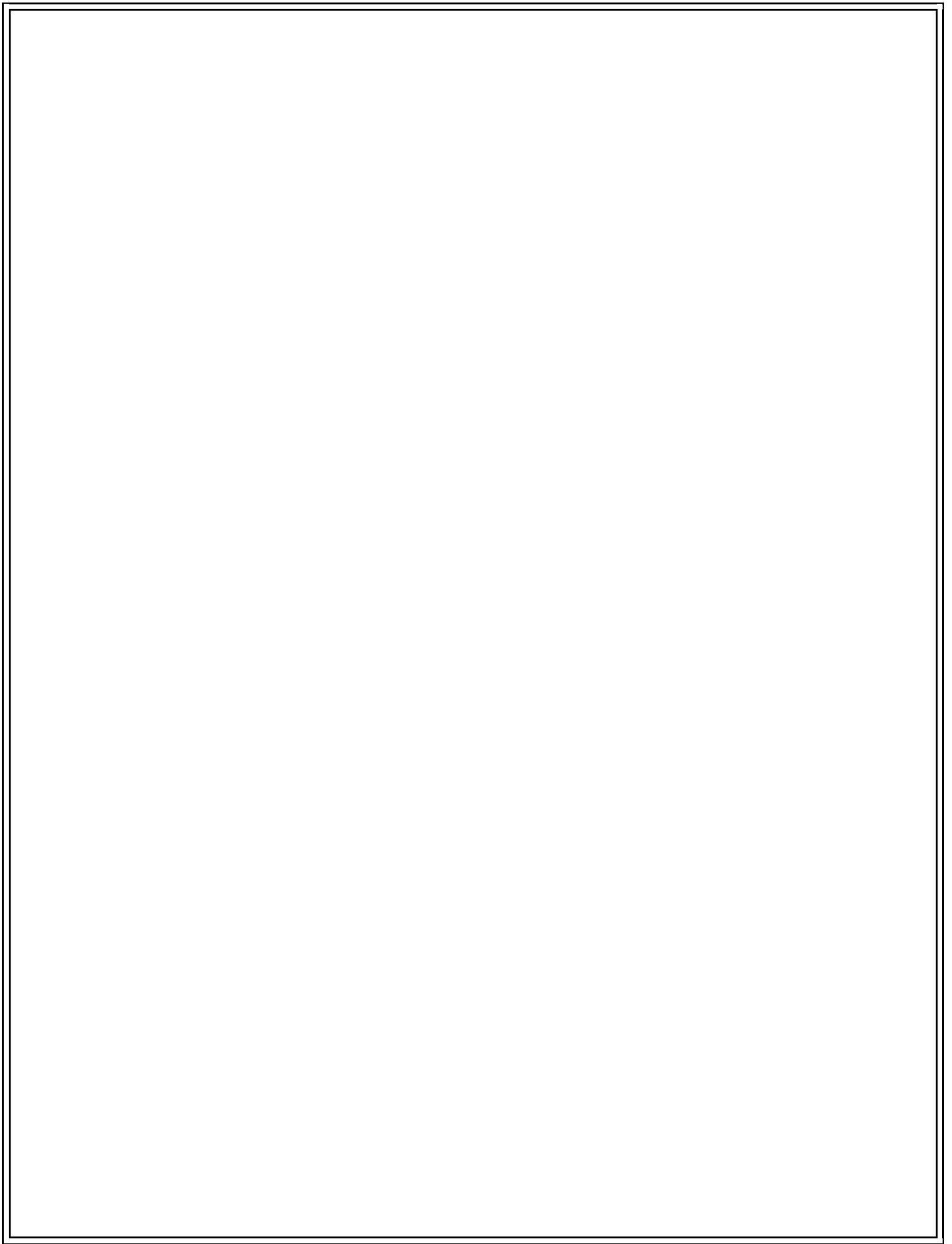


Table of Contents

Welcome to Laugh'N'Learn

Welcome to Laugh 'N' Learn Before and After School or Preschool Program. Our first priority is to partner with families in caring for their children, and to offer a safe environment with high quality care. Our focus is guiding children's development individually while igniting their potential in all aspects of learning and growth.

We believe that a secure, nurturing atmosphere promotes well-being and respectful relationships, and creates the perfect environment for HAVING SOME FUN!

We know our staff is our most important asset at the program. We try our best to be fair and make this an enjoyable place to be for everyone. Our biggest desire is that we can always maintain open communication between staff and management.

Laugh'N'Learn Philosophy

We believe children are individuals with unique talents, capabilities and aspirations. These qualities need to be nurtured in order for children to flourish in their development. Children have a natural sense of curiosity and we hope to facilitate this by providing a stimulating, healthy and caring environment.

We recognize that children experience life at their own level and their own pace. We support this by celebrating each child for their individuality and challenging their interests, talents, and abilities. Each child's personality will be recognized and respected. We feel that when children are valued, they will be confident to develop and reach their own potential. At Laugh 'N' Learn children will be encouraged to face new experiences and to know that it is not success or failure that is important, but all the growth that takes place.

Our beliefs lie in Relationships, Physical Literacy, STEM/STEAM Learning, a sense of Community, and most importantly, FAMILY! You will see all of this in our daily activities and programming. Your values as a staff are very important to us, so we thrive on your input and feedback!

Laugh'N'Learn Goals

For the Child:

- To provide an environment that encourages and motivates the individual child socially, physically, intellectually, creatively, and emotionally.
- To foster a sense of self-worth in each child,
- To recognize the importance of the individuality of each child,
- To treat each child with respect and understanding,
- To promote physical literacy
- To promote a sense of community and citizenship
- To give the child optimum opportunity and support to discover, experiment, and explore their own interests and curiosities.

For the Caregiver

- To provide resources and guidance to parents and caregivers that support the healthy development of their children,
- To mobilize community resources for parents as needed. To develop relationships and partner with parents in the care of their children,

For the Centre:

- To provide a working environment that supports and promotes team-work and open communication with peers,
- To provide resources and materials needed to facilitate a quality child care program,
- To encourage personal growth and accountability amongst the staff.

Hours of the Program

The Before and After School Program is open from 6:00 a.m. to 8:30am and 2:30pm. to 6:00p.m., Monday through Thursday and 6am to 6pm on Fridays. The center will be closed for all statutory holidays.

The Kindergarten Enhancement Program is open during BAS hours(listed above) as well as 10:30am to 2:30pm on the required days according to Elementary School Programs in the community.

The Preschool Program is open Monday and Wednesdays 11:45am to 2:15pm and Fridays 8:45am to 11:15am. The preschool is closed on the school's professional development days, and school holidays. Please note this is subject to change to accommodate the BAS Program Hours.

Emergency Phone Numbers

Emergency numbers are located/posted at the entrance of the Facility to be accessible from the exterior of the building as well as on both the Parent Board and Staff Board of the program.

Terms of Employment

Purpose:

To ensure continuity of hire methods. The development and maintenance of strong staffing teams, the provision of quality learning and care services is so extremely important that all employees shall be required to undergo the same process upon commencement of employment.

- Potential employees shall be required to participate in a scheduled interview conducted by the Program Director/Supervisor
- Potential employees shall be required to provide a minimum of two prior employment references that shall be contacted by the Program Director/Supervisor to verify information and gain additional information prior to the offer of employment,
- Potential employees must provide a Criminal Record Check including a vulnerable sector search, dated no earlier than 6 months prior to the date of commencement with the program and every 3 years after that date.
- All new employees shall be required to meet regulatory requirements as specified by: Alberta Children and Youth Services (ACYS), Child Care Standards.

New Hire Procedure:

- On or before the first day of employment all new hires shall receive an employment package, which shall contain all relevant documents as required by the Centre, and Child Care Licensing Standards. These documents shall be completed in ink, signed by the employee and stored in the employee's file
- Prior to employment, all new employees will be required to read and sign verification of the following Laugh'N'Learn Childcare Centre documents: Staff Handbook, etc.
- Prior to employment, all new employees shall be required to attend an orientation session delivered by the Program Director/Supervisor
- All new employees shall have a 6 month probationary and training period. Should suitability be determined to be unacceptable on or before the 6 month anniversary date of employment, employment shall be terminated

Definitions

Permanent Full -Time Employees:

Are defined as employees that are hired for a full-time position and are employed longer than three months.

Permanent Part -Time Employees:

Employees that work less than full time hours with continual service for one year.

Part – time Employees:

Employees who work less than full time hours for less than a year

Casual Call – In Employees:

Employees who work on a call-in basis to cover staff for sick time, vacation, etc.

Staff Orientation

Staff orientation is an important part of the employer's responsibilities. Well developed and implemented orientation procedures may help to reduce the employer's liability as well as prevent conflict in the workplace.

All new staff members will receive an orientation to:

- The Center,
- its programs
- Facility, children and families served.

Orientation will be provided when new staff are hired and should also be provided when:

- staff move from one program to another within the organization
- staff are promoted
- substitutes, volunteers and/or students begin work at the centre

Probation

The probationary period for all new employees is 6 months; the Director will do an evaluation at this time or sooner, depending on employee's performance. The outcome of the evaluation could result in the employee being confirmed in the position based on prevailing agreements, the probationary period being extended, or the employee being relieved of the position.

Evaluations and Reviews:

Performance reviews will take place annually. The evaluation procedure is one that involves self-reflection and support as you will be encouraged to use your job description and the Employee Self- Evaluation document to rate your own performance and set goals.

These documents once completed will be returned to the Program Director for review. The Program Director will then meet with you individually for a Job review interview. At that time the Program Director will work with you to identify the areas for development, provide

feedback and assist in setting Professional Development goals thereafter, the completed performance review is filed in the individual's personnel files.

Professional Development

Laugh`N`Learn Program is committed to continuous learning and development for employees and volunteers. Laugh`N`Learn Program recognizes and values professional development and training. This will help to motivate and retain staff, helping in the development of high quality, effective Before and After School Programming. We would like to encourage and enhance any experiences that are available for our staff. While we may make suggestions and recommendations to the staff it is ultimately their own responsibility.

Employment Termination Policy

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Laugh`N`Learn strives to comply with all Labor Standards outlined by the Alberta Government in all situations.

Some examples of action resulting in termination:

- within 6 month probationary period if not meeting the program needs
- Absence without a leave authorized by the Director of Laugh`N`Learn Center.
- Failure to report to work or from lunch breaks.
- Failure to return from an approved leave without notifying the Director will be considered a resignation without notice.

When the employee decides to terminate the employment relationship with Laugh`N`Learn Program they need to provide the Director with written notice outlining their intent to leave, a minimum of two (2) weeks before their last day. Laugh`N`Learn Program may waive the notice period and pay for a one (1) week period as per the Alberta Employment Standards Act.

Volunteers

Potential Volunteers shall be required to participate in a scheduled interview conducted by the Program Director/Supervisor using a consistent list of questions. Potential Volunteers must provide a Criminal Record Check including a vulnerable sector search, dated not earlier than 6 months prior to the date of commencement with the program and every 3 years after that date.

Job Descriptions

Child Development Assistant: (Level I)

This person must have a warm and friendly personality, be sensitive to the needs and feelings of others, be able to relate well to children, and be willing to fulfill responsibilities in line with the before and after school program philosophy. The person selected for this position will be responsible for assisting the Director or supervisor in the general supervision and management of a class of school age children.

Responsibilities:

- Assist in planning and implementing the daily program under the direction of the program Director/Supervisor
- Assist in planning and preparing the learning environment, setting up activities and preparing needed materials and supplies
- Organize and lead a variety of recreational and creative activities appropriate for school age children. Activities may include arts and crafts, indoor and outdoor games, enrichment activities, field trips etc.
- Transport children to and from school daily
- Take responsibility for the group for short periods of time, as required
- Maintain a professional attitude at all times
- Treat all children with dignity and respect
- Assist in maintaining accurate program records including but not limited to, individual child observations, incident reports, and attendance records.
- Ensure that the site is kept clean and organized.
- Assist in completing child and program evaluations.
- Maintain their qualifications
- Attend planned staff meetings

Qualifications:

- Minimum age of 18.
- Certifications required within 30 days of hire: Adult and child CPR and First Aid; Criminal Record, and Vulnerable Sector Check; Alberta Childcare Certification

- Ability to lead, plan, organize, and implement program activities.
- Good skills in communication, organization, and human relations.
- Willingness to work as a team in a positive manner

Continued

Work Conditions:

- Must be able to actively participate in youth games/activities which include getting in the water during swimming.
- Ability to travel locally with the children
- Perform all physical aspects of the position, including moving around, bending, reaching, and lifting up to 50 pounds at a time.
- Ability to recognize and react calmly and effectively in hazardous/dangerous situations.
- May be exposed to verbal outbursts, physical actions or bodily fluids as part of the child care environment.

Relationships:

This position reports to the Site Director who reports to the Program Director/Sr. Coordinator. The Child Care Assistant interacts regularly with children, parents, and staff members from diverse backgrounds.

Additional Notes:

This job description represents the major functions of the position but is not intended to be all-inclusive. The Child Care Assistant is also responsible for taking direction from branch/program representatives in completing projects or performing duties deemed necessary for the success of the program.

Child Development Worker: (Level II)

Qualifications:

The person selected for this position must be professionally prepared as a leader of children, especially in the field of early childhood education or development. Must have certification as a child development supervisor or child development worker. A valid childcare first aid/CPR level C certificate must be provided. This person must be a sensitive and mature individual who is able to relate well to both children and adults. The person selected for this position will be responsible for the general supervision and management of a program size of up to 45 children ages 6-12 and 5 staff.

Responsibilities:

- Assist in planning and implementing the daily program under the direction of the program Director/Supervisor
- Assist in planning and preparing the learning environment, setting up activities and preparing needed materials and supplies
- Organize and lead a variety of recreational and creative activities appropriate for school age children. Activities may include arts and crafts, indoor and outdoor games, enrichment activities, field trips etc.
- Transport children to and from school daily
- Take responsibility for the group for short periods of time, as required
- Maintain a professional attitude at all times
- Treat all children with dignity and respect
- Assist in maintaining accurate program records including but not limited to, individual child observations, incident reports, and attendance records.
- Ensure that the site is kept clean and organized.
- Assist in completing child and program evaluations.
- Maintain their qualifications
- Attend planned staff meetings
- Assist the Supervisor or Program Director as needed
- Be prepared to fill in for the Supervisor for short periods of time

Qualifications:

- Minimum age of 18.
- Certifications required within 30 days of hire: Adult and child CPR and First Aid; Criminal Record, and Vulnerable Sector Check; Alberta Childcare Certification

- Ability to lead, plan, organize, and implement program activities.
- Good skills in communication, organization, and human relations.
- Willingness to work as a team in a positive manner
- Have a minimum of 2 years experience in the industry

Continued

Work Conditions:

- Must be able to actively participate in youth games/activities which include getting in the water during swimming.
- Ability to travel locally with the children
- Perform all physical aspects of the position, including moving around, bending, reaching, and lifting up to 50 pounds at a time.
- Ability to recognize and react calmly and effectively in hazardous/dangerous situations.
- May be exposed to verbal outbursts, physical actions or bodily fluids as part of the child care environment.

Relationships:

This position reports to the Site Director who reports to the Program Director/Sr. Coordinator. The Child Care Worker interacts regularly with children, parents, and staff members from diverse backgrounds.

Additional Notes:

This job description represents the major functions of the position but is not intended to be all-inclusive. The Child Care Assistant is also responsible for taking direction from branch/program representatives in completing projects or performing duties deemed necessary for the success of the program.

Child Development Supervisor: (Level III)

The person selected for this position must be a certified child development supervisor or withhold an exemption request that has been completed and approved to obtain their level III. They should be experienced and knowledgeable in the field of early childhood education. The person in this position would be expected to conduct himself or herself in a professional manner. They must be a sensitive and mature individual who is able to relate well to both children and adults. This person must have the ability to provide leadership and stability to the program continuity.

Responsibilities:

- Demonstrate a high degree of professional competence in planning, supervising and implementing the program in accordance with the policies and philosophy of the before and after school program,
- Maintain a professional regard for the importance and dignity of their work as evidenced by their conduct, attitude and appearance
- Is responsible to ensure the licensing standards and best practices in childcare are implemented, as laid out by Alberta Children's Services.
- Supervises all aspects of the program including daily schedules, implementation of curriculum, delegations of jobs to staff
- Evaluates staff members
- Facilitates a close, cooperative relationship between the parents and the staff by being available to answer questions on the phone or in person during program time
- Handles registration and collection of all money and provides class lists, name tags, & Orientation packages. Performs both onboarding and exiting interviews.
- Establishes and maintains all student records, reports, and files
- Responds to Social Services requests for information and observation
- Keeps an adequate supply of all required forms on file
- Maintains or supervises the maintenance of all social media and advertising
- Orders or purchases supplies
- Participates in and helps organize special events such as Orientation, Christmas Program, Mother's Day Teas, and Graduation etc.
- Attends/Facilitates after hours functions on behalf of the program
- Schedules and plans all staff meetings,
- Consults with teacher regarding any perceived special needs children and takes necessary steps
- Prepares yearly calendar and parent newsletters
- Follows the budget laid out by the owner/operators
- Encourages staff development by providing opportunities for continued growth on the job,

- Attends appropriate professional development opportunities
- Give tours of facility to prospective parents and families
- Maintains Qualifications
- Is able to perform any function and responsibility of a Child Care Worker and Child Care Assistant
- Adheres strictly to confidentiality policies at all times
- Maintains communication and acts as liaison between program and owner/operators

Continued

Qualifications:

- Minimum age of 18.
- Certifications required within 30 days of hire: Adult and child CPR and First Aid; Criminal Record, and Vulnerable Sector Check; Alberta Childcare Certification
- Ability to lead, plan, organize, and implement program activities.
- Good skills in communication, organization, and human relations.
- Willingness to work as a team in a positive manner
- Minimum 3 years experience in Before and After School programming.

Work Conditions:

- Must be able to actively participate in youth games/activities which include getting in the water during swimming.
- Ability to travel locally with the children
- Perform all physical aspects of the position, including moving around, bending, reaching, and lifting up to 50 pounds at a time.
- Ability to recognize and react calmly and effectively in hazardous/dangerous situations.
- May be exposed to verbal outbursts, physical actions or bodily fluids as part of the child care environment.

Relationships:

This position reports to the Owner/Operators. The Child Care Supervisor interacts regularly with children, parents, and staff members from diverse backgrounds. They are considered liaisons between our program and the Child Care community, as well as the community at large.

Additional Notes:

This job description represents the major functions of the position but is not intended to be all-inclusive. The Child Care Supervisor is also responsible for taking direction from

branch/program representatives in completing projects or performing duties deemed necessary for the success of the program.

Salary/Vacation/Sick Benefits

The Program

The daily schedule includes time for active and quiet play, indoor and outdoor play (intense physical play,)group and individual play, we have created a quiet space for children to work on homework and academics, however there is not a required amount of time to be spent in this area. Parents are welcome to request that children are reminded and encouraged to complete homework while at the program and our staff will do their very best to accommodate this. Our staff spend a significant amount of time on creating daily activities that provide appropriate stimulation for each child, according to their interests and their specific needs. The daily activities include:

- Gross motor (physical) activities either indoors or outdoors, to exercise large muscles
- Fine motor (physical) activities such as lacing cards, beading, cutting, puzzles or play dough.
- Creative art such as collage, painting, cutting and pasting, chalk & chalk boards, printing, texture rubbing etc.
- Sensory activities such as sand and water play, texture boards, science experiments.
- Daily living skills such as caring for others, hygiene, cooking, self-help skills (dishing up own food), dusting, helping to care for babies, washing hands & face, yard raking. Dramatic play such as housekeeping area, puppets, dress up clothes, dolls, masks.
- Construction & cognitive play, STEM and STEAM activities
- Quiet activities such as books, puzzles, flannel board activities, board games, music
- Language activities such as story tapes, reading books, repetitive songs and rhymes, writing center
- Science and math activities such as sorting and categorizing, counting objects, cause and effect, learning games and exploring the environment.
- Music activities that encourage dancing, exploring instruments and sounds and observing the rhythm and movement of music.

Daily schedules and program planning are located in the entrance on the large white board. Parents are encouraged to review program planning and contribute with adding their child's special interests and needs by writing it on the board, there should always be markers available.

Curriculum and Programming

Your curriculum is your guide on how you nurture children's development. It allows you to offer experiences that help children learn about themselves and the world around them.

Your curriculum needs to include:

- Planned and prepared activities
- Materials and equipment
- Interactions between children and educators, and amongst all children

Our curriculum should focus on all areas of child development with an emphasis on Social and Physical for our program

- Social - cooperation, positive social relationships, respect for others, knowledge about families and communities
- Physical - gross motor skills, fine motor skills, active play and health and safety
- Cognitive/intellectual - numbers and shapes, counting, patterns and measurement, sense of space, knowledge and experience with the world, art, movement and dramatic play
- Language/literacy - communication (listening, understanding and speaking), knowing about letters and word sounds and patterns, knowing about print and books
- Emotional - self-control and knowledge about feelings
- Cultural - awareness and appreciation of their own and others' cultures
- Approaches to learning - initiative and curiosity, engagement and persistence and reasoning and problem solving

Our curriculum is based on your observations of the needs, strengths and interests of the individual children in care. It builds new experiences and expectations based on children's previously learned knowledge and skills. Educators need to be intentional in the methods used to support children's learning.

Our curriculum should support children with disabilities and children whose home language is not English, if they are involved in the program. Keeping in mind that all children develop at

different levels which can cause different learning styles and speed while completing an activity.

Child Involvement Policy

Our program is based on prioritizing the child and family, therefore all of our programming is emergent and dynamic. Our children's involvement is encouraged through monthly meetings where children are asked directly what activities they want to see on our calendar, it is recorded at that meeting and incorporated into the monthly programming and calendar. Our calendar is displayed and available to them, and their families on a daily basis where they are encouraged to add their impromptu ideas and suggestions, to take place on a specific date. Our staff are all trained in house to observe, record, and implement observations. Immediate interests to be included in our daily programming process. The child's participation is encouraged in all activities, but not mandatory. Options are always available.

Parent Involvement Policy

We believe that parents and staff working together as a team to provide the best experiences for childrens' ongoing development is a very valuable aspect of our program. Our Staff at Laugh'N'Learn must encourage all parents to become involved in our community in which their child is a part of on their own merit. The children become proud citizens here and they are always eager to "show off" their family. Parents are always welcome to come and help with a project or introduce a talent they may want to share, or talk about a trip to somewhere unknown by the others. There are a number of ways for you, as parents, to get involved in the program. We will do our best to accommodate the family's schedule.

Children's Rights

It is our belief that children must have a safe, healthy, and comfortable environment. They must not be subjected to corporal or unusual punishment, humiliation, mental abuse or punitive interference connected with the daily functions of being in the program or at home.

Our center is morally and legally bound to report all suspected cases of child abuse and/or disclose violations of these rights to the Ministry for Child and Family Services.

It is our job to provide much more than these basic requirements and rights!

Child Guidance Policy

Laugh 'N' Learn Langdon is committed to helping children grow and develop to their fullest potential in a safe, caring and nurturing environment. The health and well-being of each child is the primary focus and child guidance strategies will be tailored to meet individual needs. Parents will be advised via Parent handbook upon registration and it will be discussed at this time to ensure there is complete understanding between the center and the parents. Monthly staff meetings will ensure staff are up to date on all policies and procedures.

- Caregivers will:
 - model appropriate behavior and problem solving techniques
 - guide children in a positive and constructive way
 - try to calm and redirect a child who is having trouble maintaining control
 - provide children with the information and encouragement they need to develop self- control
 - approach the children at their eye level when speaking to them
 - provide time for children to work out problems with their peers verbally before intervening
 - be consistent in their guidance techniques
 - adjust guidance techniques to best suit the age and development of each child within the program
 - individual differences for each child will be considered when determining the level of responsibility a child has for his/her actions
 - use the child guidance techniques most effective for the child and the situation
 - will include a child's level of involvement in problem solving as well as opportunities for growth and development
 - ensure all disciplinary action taken is reasonable for the circumstances

- keep parents/guardians up-to-date regarding their child's behavior and experiences in the program and how each situation will be handled
- Caregivers WILL NOT:
 - inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation
 - deny or threaten to deny any basic necessity
 - use or permit the use of any form of physical restraint, confinement or isolation

Parents/guardians are encouraged to provide verbal or written feedback regarding guidance techniques used at home in order to maintain consistency between Laugh 'N' Learn Langdon and the home environment

Staff members will discuss behavior expectations with children as a group, where developmentally appropriate, when they are first enrolled in Laugh'N'Learn and throughout the child's time in the program. As new situations arise and as opportunities for growth and development occur Children will be reminded of the guidelines. If any issues arise, it may be necessary for a staff member to speak with a child privately and in a respectable manner, reminding them of the program expectations.

The program will communicate with parents if there is a minor behavioral issue, if the behavior becomes consistent, the parent will be called and an appointment will be made to discuss strategies to assist child and parent in the center and at home. This will be documented and maintained in the child's file.

In the event a child is consistently struggling to exhibit appropriate behavior while in the childcare setting, Laugh 'N' Learn staff members will work with the child and his/her parent/guardian in an effort to modify the child's behavior. In the event that a child's behavior is unable to be modified to an acceptable level, further action may be required such as a parent meeting with the child, staff member and director. The Director and family will determine if outside resources will benefit the child and in the event that the child's behavior cannot be corrected the child may be suspended from the child care center.

Supervision Policy

Alberta Provincial standards for child care programs require that children are, at all times, under supervision that is effective in ensuring their safety, well-being, and development.

Effective supervision reduces the risk of harm to children by preventing injuries and accidents. It also promotes positive, responsive, and intentional learning environments for children and child care providers. Effective supervision requires staff to be involved and familiar with the children in their care. Staff are held responsible to assess their supervision practices on a regular basis to ensure that they continue to promote safety and meet the needs of the children in the program.

Staff of the Laugh 'N' Learn Program are expected to always be aware of the numbers and behaviors of all children in the program as well as having an awareness of the physical environment both indoors and outdoors by regularly observing, recording, and communicating with each other.

As a team it is our goal to accomplish the best supervision possible through assigned responsibilities such as but not limited to the following:

- Conduct regular safety checks daily, weekly, or monthly as prescribed, of the premises and equipment in order to remove hazards
- Positioning equipment and arranging the environment so you can effectively see the children's play, rest and toilet areas, and who is coming into and leaving the building
- Familiarizing themselves with the provided information regarding each child's arrival and departure routine and the recording of each
- Knowing and keeping the location of emergency medications, first aid kits and emergency contact numbers organized and easily accessible

- Recognizing any changes

Effective Supervision means that staff are observing children's play and behavior by:

- Directing and closely monitoring children when carrying out activities that may involve some risk, such as playing near water, near doorways, or during transition times when children may gather in larger groups.
- Observing play and anticipating what may happen next to assist children and intervene in the event of potential danger
- Listen closely to the children, even those who are not in the caregiver's direct line of sight (such as those in outdoor play spaces or areas where children rest.)
- Position yourself to allow for the supervision of the entire group of children (make sure you can see everyone)
- Monitor children's health to identify early signs of fever, illness or unusual behavior.
- Watch and participate in children's play to ensure that children are playing in a safe manner.

Staff are expected to avoid carrying out activities that may draw their attention away from active supervision while in ratio. This would include activities such as administrative tasks, cleaning, texting, reading or using the phone unnecessarily.

Illness Policy

Our staff are expected to follow the same illness policy as the children at our program whereby they will not attend their regular schedule when any of the following symptoms or illnesses are applicable.

A staff member cannot attend the program if he/she is exhibiting any of the following signs or symptoms;

- fever of 100 degrees (38.8 C)
- consecutive bouts of diarrhea
- undiagnosed rash
- untreated infestation (i.e. scabies, head lice, etc.)
- conjunctivitis (pink eye)
- any communicable disease

We require a doctor's note when you return to the program after having a contagious disease. If in doubt, please contact the program manager/staff to determine whether or not you require a note after an illness.

Medication Policy

Medication of any kind will be stored under Lock and Key in the refrigerator or in the cupboard. Emergency medication such as epipens and inhalers will be made inaccessible to children but accessible to staff in the event of an emergency.

Accident/Incident/Serious Illness Policy

Laugh 'N' Learn will have a first aid kit containing supplies as recommended by Calgary Health Services, on the premises at all times.

First aid supplies shall be stored together in one container, and an alternate kit shall be made for all off-site activities. When transporting children to and from school all staff/vehicles shall have a complete first aid kit.

Accidents, incidents and serious illness are documented on an accident/incident/illness report form.

Documents of an accident/incident/serious illness include details of any corrective action taken by the staff.

Documents of an accident/incident/illness must include a place for a signature.

Laugh 'N' Learn will keep a record of the document in your personnel file.

Emergency Procedures

Diagrams for evacuation are posted at each exit and drills will be practiced on a monthly basis to ensure everyone is comfortable and aware of what they need to do in the event of an emergency.

Staff Records

For program purposes ONLY, each staff will have a paper file containing all of their information necessary for licensing on site. These files are kept in our storage cages, which are kept locked at all times unless we are in the building. Laugh'N'Learn also uses software called TimeSavr to maintain records necessary for licensing. We have researched and are confident that this software maintains a high standard of digital privacy in accordance with all laws and FOIP

Staff records will include:

- Resume or CV
- Forms and documents/signatures used and collected at the time of employment
- Yearly Evaluations
- Staff Hours

The staff members records are available to them for inspection at any reasonable time.

Information Updates

It is very important that all personal contact information be kept up to date as well as an emergency contact for each staff member. This is the responsibility of the staff member and will be stored in TimeSavr as well as the personnel file on site.

Confidentiality Policy

The Laugh 'N' Learn program is very sensitive to the fact that your information is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. The center will not disclose information except as required by law or when there is a threat to the health and safety of the individuals and families we serve. Due to the sensitive nature of information that you will know or learn as a staff member of our center, it is imperative that you keep sensitive information confidential. Any information about children in the center or their families must be shared on a "Need to Know" basis only. Thus, be very sensitive about discussing children's developmental needs and family information in public places such as lounge or hallway. This does not exclude off premise discussions and/or conversations. Follow the Code of Ethical Conduct and questions of major concerns should be forwarded to the Director. Protection of the interests of each child and family is vital in maintaining a standard of professionalism and privacy. Also strive to be supportive of center efforts by avoiding negative or malicious discussions about families or other team members, if there is a concern please bring it to the director immediately so appropriate action can be taken in a professional

manor. Together we can achieve great child care experiences and education for our families and staff members alike. Stay positive and focus on the needs of the children.

Confidentiality. During your term with the center and thereon after, you agree to not defame or disclose any information regarding the center or the children/families/staff attending/attended. If you choose to neglect the confidentiality agreement, legal action can and will be taken against you.

This policy should be taken extremely seriously; there will be no tolerance in regards to gossip of children of the center, parents of the center or staff of the center. Failure to comply with this policy could result in legal action taken against you as this is F.O.I.P. The terms of F.O.I.P will be defined again below to avoid confusion.

Freedom of Information and Privacy Act (FOIP)

All information collected, stored and/or disseminated by Laugh "N" Learn Before and After School Program and Preschool Program is subject to the above Act commonly referred to as FOIP.

When collecting and storing information relating to individuals, the FOIP act and its application must be considered. The maintenance of personal data banks and the use and dissemination of the information contained therefor is strictly controlled under this legislation.

Laugh "N" Learn may also be the recipient of a FOIP request from an individual, organization, or entity that requires the release of specific and/or general information relating to the request. It is prudent to discuss any request for information using FOIP with the Program Director/Supervisor, unless the information requested is already in the public domain.

Communication Policy

Educator to Child Communication:

Our educators are all certified by the Alberta Gov't with a minimum of a Childcare Development Assistant. Our expectation is that any and all communication between our educators and our children is developmentally appropriate, respectful, and honest. Confidentiality is very important during any communication.

Educator to Educator and any Adults within the program:

All communication must be respectful and professional, being mindful of the presence of children and parents. Communication is encouraged in every way and is a model for our attending children. We encourage positive relationships among our staff and families and consider communication to be a key to successful relationships.

Open Door Policy

Parents of enrolled children are always welcome at Laugh "N" Learn Program to visit and observe, or to stay and play, unless restricted by a court order. If there is a court order restricting anyone, a copy of the order needs to be submitted to the center and kept in the child's file at all times.

Our staff is responsible to encourage the participation of parents and families by reminding them of this policy, and extending invitations to the family for special events and activities.

Social Media Policy

The Laugh`N`Learn Langdon Program recognizes that social media is a term which encompasses the various activities that integrate technology and social interaction, using the range of words, images, videos and audio. For many, participation in social media technologies is an integral aspect of their professional and social lives which may lead to a blurring of their public and private identities.

Our aim is to:

- To provide a platform for educators to promote their service.
- To provide families with opportunities for increased communication with the educators service.
- To help families feel more connected with their child(ren)s experiences in care.
- To protect the welfare and privacy of children in care, and their families.
- To assist in forming collaborative partnerships with families and communities.

The use of social media by educators, either in a professional or personal capacity, has the ability to compromise the privacy, security and reputations of families, other educators, staff and/or the service as a whole. Therefore, individual educators are obliged to:

- Consider the rights of each child and family;
- Take responsibility for what they write;
- Try to add value to what you are doing and saying;
- Respect their audience, both visible and invisible; and
- Respect copyright.

It is mandatory to:

- Not engage in any form of social networking while supervising children.

- Obtain written authorization from the parent/guardian of each child in care prior to including any information regarding their child/ren on any social media site. The authorization should include any restrictions the child's parent/guardian wishes to make and be updated annually.

Laugh`N`Learn Social Media Policy outlines appropriate participation in social media communication, examples of social media technology, and situations that may be considered misuse.

This policy includes, but is not limited to, the following specific technologies:

Facebook

YouTube

Twitter

MySpace

Personal Blogs

Personal Websites

Group email and SMS messages

Community Engagement

We believe it is part of our responsibility as educators to instill the value of citizenship in our program children. We will bring the community into the program as much as possible and encourage our children to be out in the community. Example: Guest speakers from the community can provide new information and experiences to students and link the program to the world outside. We will also take the children out into the community. Field trips to our local businesses; bakery, grocery store, fire department, car wash and farms will be arranged according to the children's' interests. We can partner with the Parent Link Centre to bring in resources for children and parents. Our goal is to help the children learn the benefits and advantages to be a participating citizen within their community as a program, the community they live in, and any larger community they are a part of.

Complaint Policy and Grievance Procedure

We hope that you will have an enjoyable association with us throughout your tenure. Nevertheless, we know that everyone, from time to time, will experience the frustrations and growing pains that accompany any relationship. There may be times when you feel you are not being given the attention or feedback you deserve or, occasions may arise when you feel your workload is too heavy or is not balanced enough. Whatever the concern, we encourage you to speak with us to get the matter resolved as quickly as possible. Most problems can be resolved simply and fairly, or avoided entirely, if we learn of them promptly. If you want a prompt resolution to your problem, please discuss it when it happens. Feel free to speak with your Program Supervisor/Director or the Assistant Director and when necessary, the owners will step in.

The Laugn'N'Learn Program recognizes and respects the right of all employees to:

- Work in an environment free from harassment and violence,
- Be aware of potential workplace risks,
- Confidential handling of any incident,
- Receive and investigate all incidents reported in a timely manner and initiate corrective action to eliminate or minimize future performance,
- Have policies and procedures in place which guide performance.

It is the recommendation of Laugn'N'Learn Program that the employees use the following guidelines to report any grievances specific to their employment and or work environment.

- 1) Co-worker – Co-workers are encouraged to keep the lines of communication open. If problems or concerns arise between staff members, those involved should feel comfortable bringing these concerns to the attention of their co-workers so that a possible solution can be found.
- 2) Program Director / Supervisor – In the event that employee has addressed a concern or situation with their co-worker and no solution was found they are encouraged to speak directly to the Program Director. The program Director is always available to employees. Laugn'N'Learn Program has an open door policy; therefore an appointment is not necessary.

Smoking

There is NO smoking permitted on the premises of the program. Staff and parents must be off site to smoke. No staff member shall smoke at any time or place where child care is being provided.

We are very happy and excited that you have chosen to become part of our Laugh'N'Learn Family. We are a small operation and it allows us to be flexible and make accommodations for our families, children and staff. We are fully dedicated to providing a quality and

*caring program in this community. It is truly our
pleasure to have you on board!!*

Again, WELCOME to our Laugh'N'Learn family ☺

Laugh'N'Learn Covid19 Policy Enhancement Package June 2020

Upon reopening of our childcare program following the Corona Virus Pandemic we will have implemented several new policies and procedures, as required by the new public health regulations, as well as our licensing board, and Alberta Public Health and Safety. We would like to assure everyone that our staff are committed to following all of the new policies and procedures as we all very much desire to help in the process of keeping the Laugh'N'Learn children and families happy and healthy. Please bear with us as the following policies are subject to change as information regarding this virus is gathered.

Our plan for relaunch is to follow ALL of the guidelines laid out for all childcare programs as well as the general public. These guidelines, as well as much more information will be readily available and displayed in the entryway of the program. We will begin our process by communicating all of the changes we are making to our families and team members. We will have posters and information on the walls to help aid and remind the everyone of our new procedures. It may be a big transition but we will eventually get there together!

All of these new policies will be in place until we are otherwise notified by Public Health, or they may be permanent, only time will tell😊

If you have any questions or concerns regarding our 'new normal' please feel free to discuss it with the staff, Sue, or Kathleen. Our contact information is available at the program.

Laugh'N'Learn Covid19 Policy Enhancement Package June 2020

Arrival and Departure Policy

Due to the lack of need at this time, we will be **opening the program at 7am** instead of the usual 6am. Please feel free to discuss this with the staff and when the need arises once again we will consider starting at the earlier hour.

Laugh 'N' Learn has developed procedures for drop off and pick that support physical distancing and allow for minimum bodies in our entrance way.

- Each family should have a designated parent or guardian for pick up and drop off.

- We will allow one family in at a time to drop off or pick up, all other parents must wait outside the doors until they are asked to come in.
- Staff will have each family complete a daily health sheet
- Staff members will have the parent and child use the hand sanitizer station upon arrival or dismissal.
- Staff member will sign child in or out
- Staff members will check children's temperature upon arrival.

Staff members, parents, guardians, and children will not be permitted to enter the program if they are sick, even if symptoms resemble a mild cold. Symptoms to look for include, fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache and general feeling of not well. While we sympathize with those who may have allergies or asthma, we have been advised by our licensing board to recommend a Covid19 test (results are coming back fairly quick), and the child/family will be welcomed with a negative test result.

Laugh'N'Learn Covid19 Policy Enhancement Package June 2020

Hand Hygiene and Respiratory Etiquette Policy

Hand Washing with plain hand soap and warm water to remove all visible soil as well as microbes. We will follow Alberta Health Services Recommendations for handwashing procedures and monitor the children closely.

Hand Sanitizers supervised use of all alcohol-based hand sanitizers containing at least 60%, as recommended by Alberta Health Services. If hands are visibly soiled, alcohol based hand sanitizers may not be effective at eliminating respiratory viruses.

Children/Teachers in the child care setting must clean their hands:

- Before leaving home and arrival at the program
- After using the toilet
- After breaks and sporting activities
- Before food preparation
- Before eating any food, including snacks
- After contact with saliva or nasal secretions
- Before using shared material such as art and craft supplies
- Before leaving the program and arriving home.

Respiratory Etiquette includes covering the mouth and nose during coughing or sneezing with the tissue or a flexed elbow and disposing of used tissues in a plastic lined waste container, followed by hand hygiene.

There will be a hand sanitizer station stationed in our hallway to the program. The staff will be responsible for monitoring the hand washing, sanitizing, and refilling of supplies as necessary. Laugh'N'Learn will ensure we have sufficient supplies and no-touch, plastic-lined waste receptacles to support respiratory etiquette.

Masks will be worn by any staff member that is moving between groups within the program. This will not be necessary until the second phase of our relaunch as we will only have one group under the maximum size that is allowed.

Laugh'N'Learn

Covid19 Policy Enhancement Package

June 2020

Cleaning and Disinfecting Policy

Frequent cleaning and disinfecting of objects and high touched areas such as door handles, toys, table tops, and push buttons will take place to help spread the transmissions of viruses. We will be using the recommended cleaners and sanitizing solution to do so.

Completion of a daily checklist for cleaning and disinfecting of toys, equipment, and high touch surfaces, requiring the initials of the staff member who completed the task, will be utilized for record keeping of these practices.

Recommended by the Alberta Health Services Department, Laugh “N” Learn will use Chlorine: Unscented household bleach–sodium hypochlorite (5.25%) at 200ppm in a spray form for surfaces, dipped for toys, both to be air dried.

Food and Container Sharing Policy

Laugh ‘N’ Learn will enforce a “No Food Sharing” policy in our program to reduce potential exposures to allergens. The practice of not sharing food will support the efforts of reducing virus transmission between children. Children will also not be sharing utensils, dishes, and or water bottles/ drink containers, these will be provided by families included with child's lunch/snacks on a daily basis.

**Please also note that all programming that includes food will be discontinued until it is once again deemed safe to do so.

Employee Acknowledgement and Contract

- I have read Laugh ‘N’ Learn Staff Handbook, I acknowledge them fully and agree to comply with all policies and procedures.
- I understand that in addition to these policies, the following is also expected:
 - To arrive ready to work at my scheduled time and be prepared to stay until my shift is over.
 - Assist with clean up duties and proper sanitation.
 - Assist with field trips (i.e. library, school playground, neighborhood walks).
 - Assist with preparation of daily crafts and activities and supervise these times as directed.

- o Keep all client information confidential.
 - o Wear child friendly clothing and accessories.
 - o Personal communication needs to be done before/after work when possible.
 - o Any reporting of accidents/incidents to parents needs to be communicated to Director and documented appropriately.
 - o If you are a full time staff, your wage will be paid via monthly salary.
 - o Quality enhancement will not be included in your salary.
- Your starting wage will be \$_____/hour, Your Top Up from government _____ at a level ____ certification. ``
 - If you don't have your Level One I child care certification you will be required to complete this training within four months of your start date.

Employee Signature

Date

Executive Director Signature

Date
