



Policies and Procedures

Our Discipline Policy

Guiding and disciplining children is for the children's benefit. Discipline is to help children to learn how to control their own emotions and behaviour. To maintain safe environments discipline is an important aspect. At ABC Metawitan we believe in safety and respect for staff, children and the environment.

Staff will be setting simple limits that are clear and consistent, providing boundaries for the children as a group or as individuals according to each situation. Children will be encouraged to express their emotions and feel them but not in a way that disrespects others. Children will instead be guided into finding solutions. Strength-based care is primal in our centre and we seek to encourage children and help them build on their current knowledge. Teachers role model appropriate behaviours and ways of interacting with others, and redirect, distract or guide a child into acceptable options for behaviour. Routines are critical in helping us prevent issues. Here is our routine schedule which is subject to change.

DAILY SCHEDULE

- 7:30-8:30 Free Play
- 8:30-9:00 Breakfast
- 9:00-9:30- Circle time (Calendar, Songs, check ins)
- 9:30-10:00 Free Play outdoor
- 10:00 -10:15 Snack
- 10:15-11:00 Story and Craft
- 11:00-11:45 Lunch
- 11:45-12:15 Story
- 12:15 -2:15 Nap/Quiet time
- 2:15 -2:30 Snack
- 2:30 Free Play
- 2:30-3:30 Adventure time/ Field trip/ Community time
- 4:30-5:30 Outdoor/ Free play

Further guidance strategies include:

- **Natural and Logical Consequences** – allowing the child to experience the result of his or her actions, asking questions that raise awareness of their ambivalence and bringing attention to the results of their action. Also standing beside them to ensure they know they have support and that the caregiver did not cause the issue and is not happy that the results happened.
- **Offering Choices** – empowering children to make decisions by offering appropriate choices, e.g. “Do you want the red tricycle or the blue bike?”
- **Promoting cooperation** – by encouraging children to explore and initiate, being flexible and ignoring inappropriate behaviour when it does not endanger or hurt anyone.

Occasionally a staff may need to intervene and assist or remove a child from a situation. A staff will sit with the child, listen to what the child is requesting but also make it clear what behaviour is acceptable. We will talk through solutions and how we can solve this type of problem better in the future and what we can do to reconcile the damages. This is not a punishment but rather a time when the child may learn to calm, and to be reassured that when ready they can try again.

The staff at Metawitan consider physical punishment (such as slapping, hitting or biting, or restraints), deprivation or degrading treatment as unacceptable methods of dealing with children’s behaviour.

We need to remember that each child is a unique individual and so should our responses to them be. Some “challenging” behaviours may be developmental or some other unmet need or fear. Our job is to discover that need and create safe and healthy environments. If you or your child feel uncomfortable with any procedures or policies please bring it to our attention and we will be happy to discuss it with you.

Off-site Activity and Emergency Evacuation

If an emergency evacuation occurs, parents will be contacted as soon as it is safe to do so.

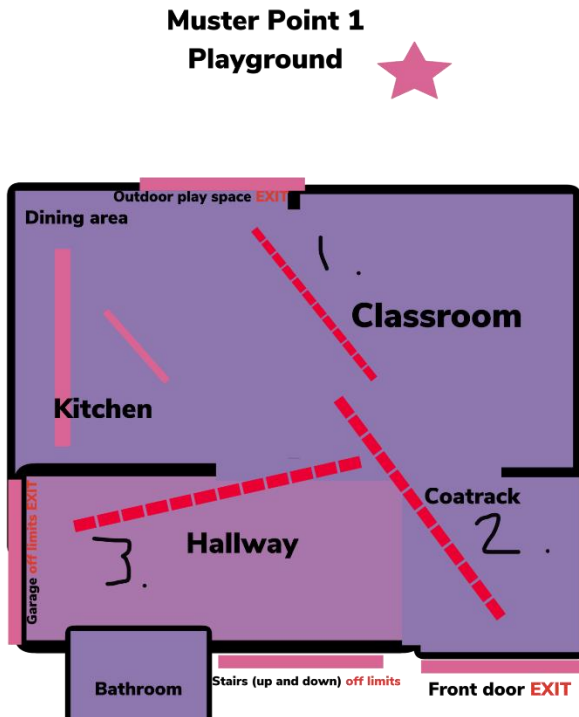
Fire Drills are conducted monthly to desensitize children to the alarm and to ensure evacuation procedure is as smoothly as possible. Staff practice the evacuation procedures, all evacuation routes, and are to meet at the muster point. Staff review the use of fire extinguishers. All staff are reminded on how to activate and deactivate alarms.

Staff will do a head count at the door as well as at the muster point. At the Mustard point a primary staff member for each room will take attendance and wait for instructions. The director will do a sweep of thorough check of the entire facility including the bathrooms. Director will be checking each room and then closing doors after each room has been checked. The director will then double check that counts and staff have been accounted for. The director will gather the emergency information sheets and send notice to parents. In the event of a real emergency the notice for parents to pick up their children will be sent out, for the drill, or false alarm just the notice will be sent and children will line up and return to their rooms.

Muster point:

1. Public playground behind daycare back exit. (see diagram)
- If 1st Muster point is not safe use the following:
2. Corner of Klarvatten Road and 88 Street

Evacuation route:



If it is safe to do so a sign will be posted to where the children are and the phone number to which we can be contacted at.

Field trips

When partaking in any offsite activities as a group, the staff must take the emergency bags, which have all the children's information as well as medications. No staff member shall leave the building with a group of children alone. When leaving the facility, staff must leave a cell phone number and where they are going with the director or his/her alternate.

All ratios remain the same during the trip. If more staff is needed they will be arranged before going on the trip.

Once a trip is planned, a written permission form will be signed. On this form, it will state how the children will be transported, where they are going, the times that they are leaving, and the cost of the field trip. Children will not be permitted to go on the trip unless the form is returned with the parent's signature.

Incident Reporting Due to Emergency

Any type of incident/accident **will be reported to the licensing staff immediately** and no more than 2 working days.

Some examples that require reporting are: emergency evacuation, program closure due to an emergency, intruder, a child removed from the program without consent, an injury requiring medical attention, a lost child or a child left on the premises after operating hours, error in the administration of medication by staff resulting in child becoming seriously injured or ill, allegation of physical, sexual, emotional abuse or neglect of a child by a program staff member or volunteer.

Accident Policy

If a child has a serious accident, parents will be notified as soon as possible. Staff will do whatever necessary for the child's wellbeing. This may include contacting emergency services at parents expense or partaking in first aid procedures or CPR. All parents will sign in agreement. The parent will be expected to assume all responsibility for any expenses. If parents cannot be reached the emergency contact persons will be contacted. If for any reason parents cannot adhere to these rules, the daycare must have a letter from parents releasing the daycare of any liability.

In the event of an emergency when parents or guardians are not present, an attending physician will proceed with any medical procedures deemed necessary. An incident report will be completed and provided to parents. The report must be signed by the parent and retained in the child's file. The report includes:

- Name of child
- Birth date
- Place of accident/ incident
- Date and time of accident/ incident
- Description of accident/incident
- Action taken by staff
- Further action required
- Time parent was contacted if in case of emergency
- Date
- Staff witness

A report will be made by the director to Day Care Licensing of any incidents that require medical care as a result of an injury at the Centre.

CONTACT NUMBERS:

Daycare	587-501-5383
Directors number	587-501-5383
Licensing Officer	TBA
Child Abuse Hotline	1-800-387-5437
Poison Control	1-800-332-1414
Food Bank	780-425-4190

Accidents happen and they are a normal part of exploring and learning. ABC Metawitan staff will do their best to prevent them by proper supervision and child proofing. But sometimes minor accidents happen. The center will ensure that the child receives medical attention as necessary. All incidents and accidents will be reported to the director both serious and minor.

All staffs are required to have a first aid certificate if the accident is minor we will make sure to attend to your child's needs. Like in small cut, small bruise, scratch, bite. We will apply first aid by washing the wound and applying ice pack or band aid. In case of accident or injury staff must ensure the child receives medical attention as deemed necessary.

If a child gets hurt or another child hurts them while attending the daycare, an accident or incident report will be filled in for both children by the staff member. It will then be signed by the staff, the director and the parent. This form will then go into the child's file. Parents copy can be provided upon request.

Accident/incident reports will be used to tracks and analyze accidents to identify trends or issues and to help in making policies on preventing them to happen again.

Health Risk Towards Those in Care / Communicable Disease Policy

If a staff member notices that a child is suffering is exhibiting the signs or symptoms of illness, like diarrhea, vomiting, fever, rashes, they must report it to the director or his/her alternate as soon as possible. The log sheet provided by the Alberta Health Services will be used for recording. The director will call the child's parent to pick the child immediately. In instances that the parent cannot be reached the emergency contact person will be contacted The child will be removed from the room immediately while waiting for person who will pick her/him up. The child will be given a mat to lie down on and a blanket to cuddle with. A medical report must be presented to the director upon returning to the center stating that the child poses no health risk to other person on the premises. The centre will record and document children who are sick . The document will include the name of the child, date the child illness first observed, action taken,

the name of the staff who identify the child was ill, the parent who was contacted, the name of the staff who contacted the parent.

To reduce cross-contamination of germs or contagious additional precautions are taken in the event of a sick child in the centre. Disinfecting of furnishings, equipment's and play materials and all toys that the child played with will be separated and washed. All mouthed toys will be separated and labeled and washed immediately and air dried before placing them back in the play area.

If two or more staff/ children show the same symptoms, the center's director will report to Alberta Health Services for possible outbreak. We also encourage the staff and children attending the center to get the annual influenza shot and the parents to have their child's immunization up to date.

Under no circumstances will the center administer medication to the child unless the medication has been provided by the parent and it is signed in and in its appropriate container. This includes prescription, herbal or over the counter medication. The prescription label must include: the name of the physician, the patient's name (must be the person for whom the medication is to be administered), date the medication was prescribed and the instructions for dosage. Medication will only be administered according to the labelled directions. Once it is administered, staff will record the name of the medication, time of administration, amount administered, and initials of who administered the medication. If your child requires prescription medication to be administered at the day care, a Medication Administration Form will need to be filled out and signed by the Parent/Guardian.

If your child is prescribed with an antibiotic the child must not come to the centre until has been on the medication for a full 24 hours.

Parents/Guardians must inform the Staff of allergies. The information will be recorded in the child's file. A letter from the child's physician with information pertaining to the allergy is advisable. The medication must be in the original container with the child's name on it. The Parent/Guardian will also need to fill out and sign an Medication Administration Form. All medication must be given to the Staff in the morning if the medication is not left at the Center, including asthma inhalers. Medication cannot be left in the child's cubbie or back pack.

There is a locked Medication Box that is kept in the refrigerator in the kitchen and another in the kitchen.

Staff with a First Aid Certificate will then ensure the child's medication is administered according to the labelled directions. The Staff will then fill in the chart on the medication form and sign it. Staff will then observe the child carefully for allergic reactions that may occur.

Special Health Care In the event that a child requires special health care, the center will work together with families to ensure that the child receives necessary care in the best way possible. In the event that your child requires special health procedures or medications a special Health Care

Procedure Form will be completed and a copy will be in your child's file and the room staff personal files. Emergency medication, i.e. epipens, puffers etc. are in the room with the child, for easier access in case of emergency. These will be available in the emergency bag/backpack. Training will be documented in the staff's and child's file.

Staffing

If there are any changes to this schedule please inform the director as soon as possible. Please call and let us know if your child will be late or absent.

We follow the following ratio:

Children's Age	Number of Children	Number of Staff
0 – 12 months	3	1
13 – 18 months	4	1
19 – 35 months	6	1
3 years old – 4.5 years old	8	1
4.5 years old – 6 years old	10	1

Smoking

No smoking shall be done on the premises or where child care is taken place. If a staff chooses to smoking during their break time they are required to wash their hands immediately after arrival and have a designated smoking jacket even in warmer months. This jacket must also be removed before providing care.

Nutrition:

Promoting children's health is an important aspect of quality childcare. Metawitan provides children's snacks and lunch but if the menu does not suit your needs you are more then welcome to bring your own. We understand the impact nutrition has on children's learning. Metawitan also recognizes that the sharing of food is a fundamental way to celebrate and learn about our children's diversity.

Breastfeeding

Wetawitan actively supports a family's right to breastfeed their children while in our care. We will properly handling and storage of bottled breast milk and we will provide a comfortable and discreet space for mothers to breastfeed their children.

No nuts or products containing nuts will be served at Wetawitan.

When children with food allergies register at Metawitan, parents will be provided with the Food Allergy Action Plan to be filled out by the child's parent/guardian. Prevention, Recognizing the symptoms of reaction and knowledge of how to Treat an allergic reaction will be incorporated.

Metawitan follows the Canada Food Guide when planning monthly menus. ABC Metawitan choses to incorporate a plant based diet into the program. Many of the meals will be vegetarian, if you like you can send your own meat portion with your child. Proteins are provided at every meal. Menus will be posted and approximate times are as follows.

Breakfast 8:00

Snack 10:00

Lunch: 11:00

Snack 3:00

All children are to remain seated while eating. Children will be brought food to their table and will dish themselves while encouraged to eat healthy portions and to practice manners. No babies will be given bottles during naptime.

Children's records

Accurate records will be kept this ensures that in emergencies all children are accounted for. Files are kept in the filing cabinets in the office for confidentiality purposes. Attendance records safeguard that a child's participation in the program is correctly recorded for legal purposes. All attendance records kept for a minimum of two years, are signed in ink and signed by the guardian.

The records must include: enrollment form: including the Child's name, date of birth, health care registration number and current home address, The name, current home address and telephone number of the child's parents, The address and telephone number of additional preapproved family members can be reached in case of an emergency, The name and telephone number of the child's physician, Written confirmation of the child's immunization and other health information, child's daily attendance, including arrival and departure times. Particulars of the administration of any medication, including the kind of medication, the time of administration, the amount administered, the initials of the person administering and written consent of the parent. Any other Particulars of any health care that needs to be provided will be in the file. These records are updated every six months or as any changes occur.

Supervision policy:

Staff must provide effective and proactive supervision at all time to preventing injuries and accidents. Caregivers must be aware of their environment and , conduct regular safety checks of the program premises and equipment to remove hazards included is a sample daily checklist. Equipment is positioned to allow a clear view of the children's play and rest areas. Staff know who is authorized to pick-up a child from the program in place of a parent and are aware when children arrive and leave the center and time recorded. Staff consistently due head-counts during all transitions even from the play area to the classroom. Staff have a current list of children in their care ensuring all are accounted for. Staff know where emergency supplies and phone numbers are kept. Staff consistently observe children's play and behavior monitoring children's health to identify early signs of fever, illness, or unusual behavior. All Staff must avoid activities that may distract their attention away from active supervision.