

COLLEGE PARK CHILD
CARE CENTER

PARENT HANDBOOK

All You Need to Know

WELCOME

KEY TOPICS

| | |
|-----------------------------------|---------|
| Goals for Preschoolers..... | Page 4 |
| Goals for Toddlers..... | Page 5 |
| General Information..... | Page 6 |
| Parent Responsibilities..... | Page 9 |
| Center Policy and Procedures..... | Page 15 |
| Application Process..... | Page 20 |



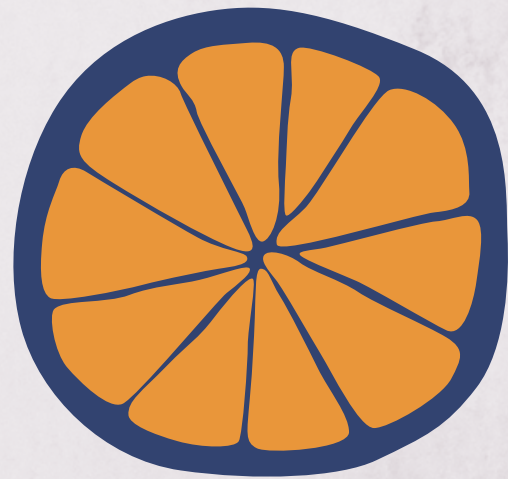
WELCOME

On behalf of College Park Child Care LTD, I would like to thank you for choosing us to meet your childcare needs. This handbook is an outline of our practices and policies.

ASHLY DEAR

THE CPCCC GOALS

FOR YOUR TODDLER'S DEVELOPMENT



Separate comfortably from parents at drop off



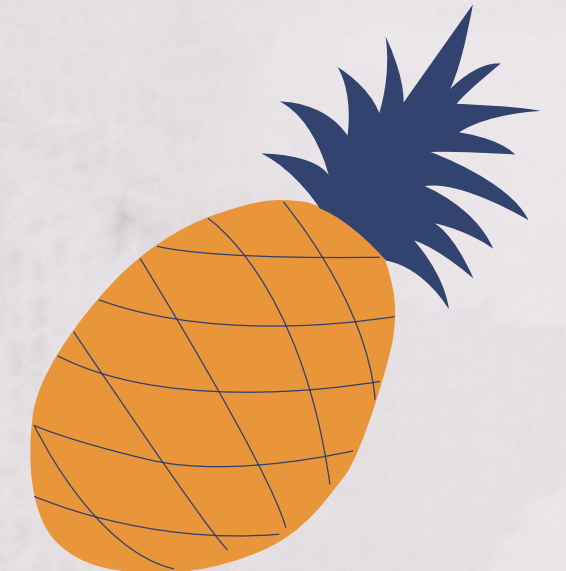
Ability to ask for help, and gain and direct an adult's attention



Calm self when stressed or anxious



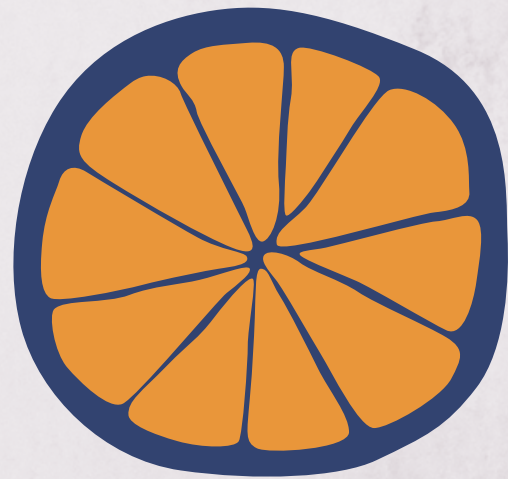
Initiate and maintain interactions with other children



Engage in pretend and independent play

THE CPCCC GOALS

FOR YOUR PRESCHOOLER'S DEVELOPMENT



Demonstrate sharing and caring for others



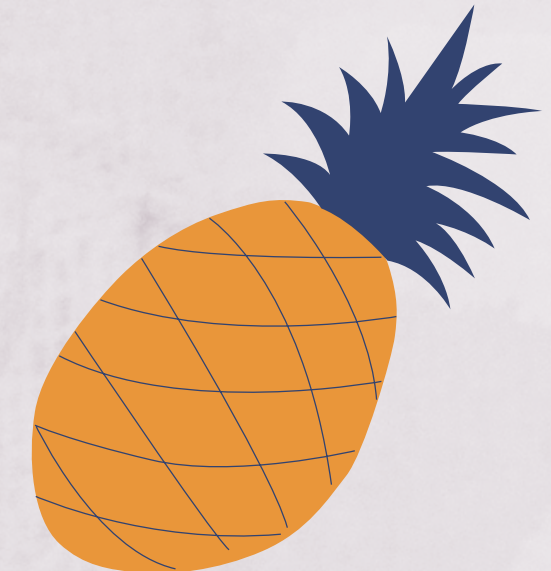
Ability to take care of personal needs (i.e. dressing)



Self-regulation of attention and behaviour



Improved memorization (i.e. mom and dad's full names)

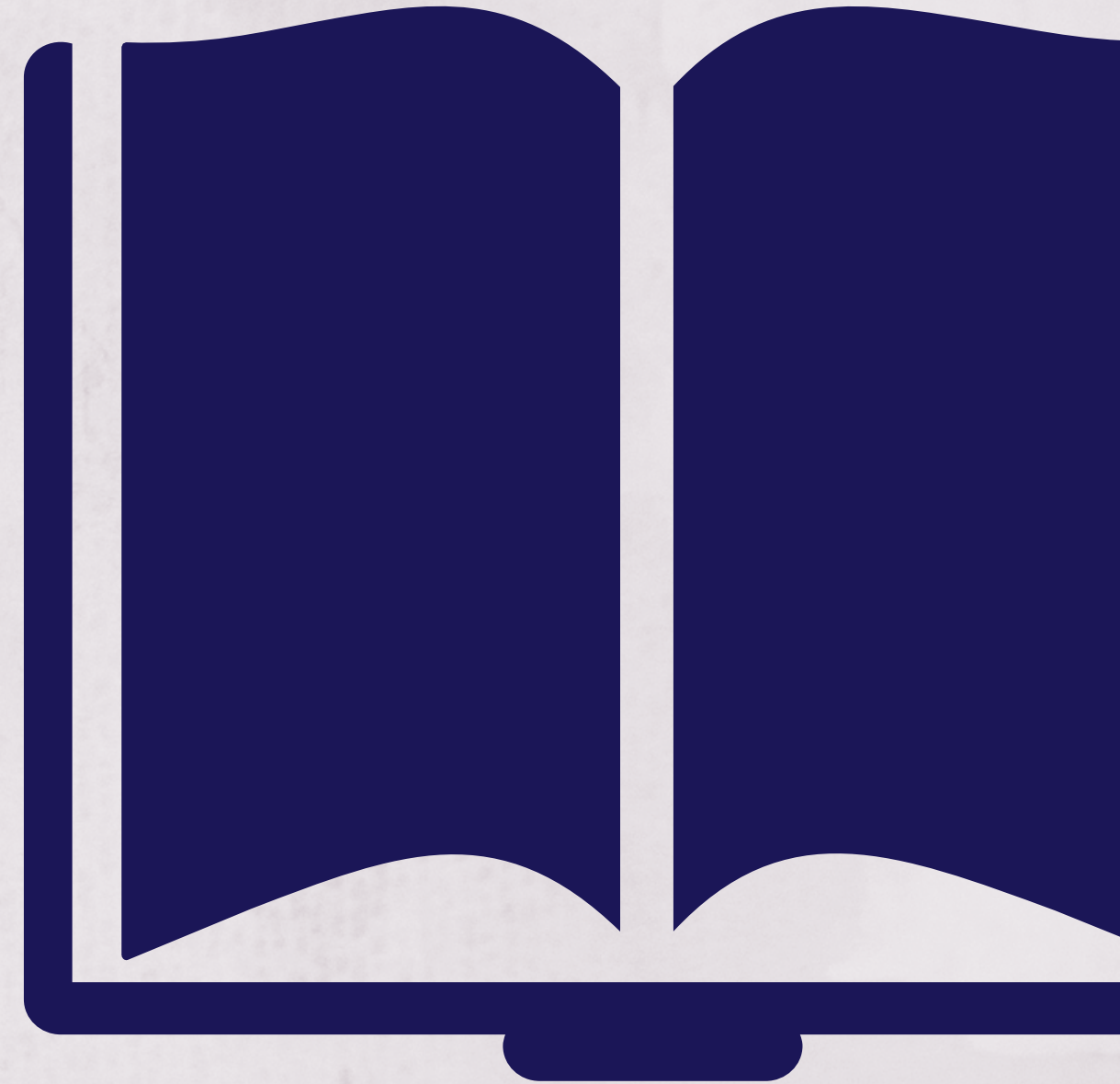


Learning how to writing their first name

GENERAL INFORMATION

ABOUT US

College Park Child Care was incorporated in 2020 and offers affordable and responsible child care options for Saskatoon's College Park neighborhood and the surrounding area. Our center cares for children ranging in age from 18 months up to and including kindergarten. We embrace a learning environment that will prepare your child for the path ahead. Our classes incorporate traditional learning styles, akin to those in kindergarten, as well as hands-on experiences and adventures.





CHILD CARE FEES

College Park Childcare collects fees on the last banking day of the month

Toddler: \$750/ month

Preschooler: \$725/ month



HOURS

We operate Monday - Friday 7 am until 6 pm

PARENT RESPONSIBILITIES



ABSENCE

If your child will be absent from the center it is required that you contact us to notify of the absence.

CLOTHING

You must provide appropriate indoor and outdoor clothing based upon current weather conditions, in addition to a change of clothing in case of accidents.

COMMUNICABLE ILLNESS

If your child becomes ill with a communicable disease (capable of spreading person to person) you are required to contact the center and inform us of the illness. Your child will need to remain home for the duration of the illness

PARENT RESPONSIBILITIES



COMMUNICATION

We offer two types of communication, informal and formal.

INFORMAL COMMUNICATION

We use an app to communicate your child's daily activities and send pictures if requested. However, please feel free to also request a personal review of your child's day from their leader.

FORMAL COMMUNICATION

Is used when you have a concern that has not been addressed satisfactorily with a leader. In this instance you speak to the director.

PARENT RESPONSIBILITIES



DIAPERING

If your child requires diapers or pull-ups you must supply the center with a minimum of 3 days worth of diapers, wipes, and creams.

DIETARY NEEDS

You must inform the director and leaders of any dietary restrictions and allergies. If your child requires a special diet for any reason you will be required to provide alternate food for your child.

Our menu is available online at the beginning of each month at www.collegeparkchildcare.ca.

FEE PAYMENT

Your childcare fees are collected monthly by pre-authorized withdrawal on the last banking day of the month. (Ex. If July 1st is a Monday, fees will be withdrawn on the last Friday of June provided it is not a statutory holiday).

PARENT RESPONSIBILITIES



MEDICATIONS

If your child requires medication you must inform the staff and fill out a medication form prior to arrival at the center. Medication needs to be in the original container and labeled with your child's name. Upon completion of the medication you must sign off on the medication form and take any unused medication home. The child must have received 4 doses or 2 days worth of medication prior to center staff administering it.

TOILET TRAINING

We work with you to make a schedule for potty training. Please talk with your child's leaders and inform them of when you are ready to begin toilet training your child. We strongly encourage waiting until 2 years of age prior to beginning. You must supply a minimum of 3 sets of clothing during the potty training process.

Our Leaders

PROFESSIONALS

CPCCC hires only Early Childhood Educators as designated by the Saskatchewan Ministry of Education. All leaders obtain and hold First AID / CPR, Criminal Record Checks with Vulnerable Sector in addition to experience based learning and outstanding references

SOCIAL LEADERS

All our Leaders encourage children to use respect and manners in navigating conflicts. They demonstrate proper behaviours and model positivity and enthusiasm.

EXPERTS

Each leader in our facility has shown a dedication to improving the lives of children and a well-rounded awareness of child development.

SECOND HOME

Our leaders are caring and compassionate individuals who are invested in your child's happiness, safety and success.

POLICIES AND PROCEDURES

ACCIDENT POLICY

All staff are required to obtain and maintain current First Aid/ CPR Certification. Documentation for both minor and major injuries will be completed and addressed with families in accordance with the current Child Care Regulations Act.

ACCIDENT PROCEDURE FOR MINOR INJURIES

First aid and comfort will be given to the child. An accident form will be filled out by witnessing staff, read and signed by parent, signed by director and placed in the child's file.



FOR MAJOR INJURIES WHERE THE CHILD IS MOBILE

First aid will be given to the best of the staff's ability, family will be notified in order of the emergency list, director or designate will transport child in personal vehicle to an emergency room with the emergency card from daycare. An unusual occurrence form will be filled out by all the parties involved and submitted to daycare consultant.

FOR MAJOR INJURIES WHERE THE CHILD IS IMMOBILE

First aid will be given to the best of the staffs ability, director or designate will call ambulance and accompany child in the ambulance to the hospital. Family will be notified in sequence of the emergency contact list. An unusual occurrence form will be filled out by all parties involved and submitted to the daycare consultant.

DRIVING UNDER THE INFLUENCE POLICY

A parent or designate coming to pick up a child while under the influence of drugs or alcohol will not be tolerated under any circumstances.

DRIVING WHILE UNDER THE INFLUENCE PROCEDURE:

- In the event that a parent or designate is suspected of driving while under the influence of drugs or alcohol
- ▲ staff and/or director will take the following actions:
 1. Make a suggestion to have someone else pick up the child, option to call a taxi or take the bus will be offered.
 2. If parent or designate does not comply with suggestions the child will not be released.
 3. If parent or designate leaves the center, staff will report the driver as impaired to the Saskatoon City Police.

Discipline and Guidance Policy

All discipline and guidance measures will be developmentally appropriate. The children are encouraged to be responsible for their actions and to learn skills to positively resolve conflicts. No staff will use corporal punishment or punitive actions to discipline a child.

Discipline and Guidance Procedure

Staff will handle all disciplinary action in respectful and positive way. When discipline is required some or all of the following methods will be used: - Positive language and verbal reminders, natural and logical consequences, distraction and/or redirection, removal for a brief time from the situation (cooling down period).

Behaviours that are severely disruptive or harmful to one's self, other children, staff or equipment is not acceptable. This includes hitting, punching, slapping, biting, kicking.

Should this behaviour occur the following actions will be taken:

Discipline and Guidance Procedures (Continued)

1. The center will request the parent to pick up the child immediate for the rest of the day.
2. If necessary, to prevent further injury a child's hands may be held gently until the aggressive behavior stops.
3. If either of these strategies are used a written incident report will be completed by staff involved and submitted to the parent that day for notification and signature. The report will be reviewed and filed by Director.

Repetitive aggressive behaviors will result in a meeting with the Director and parents regarding the behaviors and involving a discussion to manage the behaviors. An individual program plan for the child will be made and consultation with a behavior specialist may occur if deemed necessary. If the situation does not improve as set out in goals and program plan, College Park Childcare reserves the right to terminate services as necessary.

FIRE DRILL POLICY

It is required that each facility practice and record fire drills once per month.

FIRE DRILL PROCEDURE

A fire alarm will be simulated and children will be evacuated from the building. All rooms will be checked and attendance will be taken outside the facility.

FIRE EMERGENCY

In the event there is a real fire, children will be evacuated out of the building to the lawn across the street from the center. Parents or emergency contact will be notified immediately.



LATE FEE PAYMENT POLICY

Any fees that are not collected on the last banking day of the month will be subject to banking charges and a late payment fine.

LATE FEE PAYMENT PROCEDURE

A written notice of the overdue account will be issued to the parent and a late payment fine is \$10.00/day will be applied to the account. If payment is not received in full within 20 days of receiving written notice the parent will receive written notice of termination of services. Banking fees that will be collected are at \$40.00/item for NSF items.

ILLNESS/ COMMUNICABLE DISEASES POLICY

There is zero tolerance for sick children in the center.

ILLNESS/COMMUNICABLE DISEASE PROCEDURE:

Staff monitors each child's health on a daily basis. We will be taking every child's temperature daily upon arrival with an infrared-forehead thermometer. If a child becomes ill while in attendance at the center the child will be removed from other children and parents or alternates will be contacted to come pick up the child immediately. The child will continue to be isolated from others until picked up. A sign will be posted if any communicable disease has been reported to the center.



LATE PICK UP POLICY

Children and parents must be gone from the centre by 6:00pm. If you are aware you will be late you are required to phone the center to indicate that you will be late. If possible, the parent should arrange for an alternate pick up person. Late pick up charges will apply.

LATE PICK UP PROCEDURE

In the event a child is not picked up by 6:00pm staff will attempt to contact parents and/or alternative contacts to have child picked up. If the child is picked up by an alternate contact and staff is unable to reach parents a note will be left on the outside of the facility indicating who the child was picked up by. If staff are unable to contact a parent and/or alternative and the child is not picked up by 6:30pm the Mobile Crisis Unit in the Department of Social Services will be called. A note will be posted at the center indicating where your child is. Parents are responsible for picking up their child and any transportation cost incurred in addition to late charges

LATE PICK UP CHARGES

If your child is not picked up or have not left the centre by 6:00pm the following charges apply: From 6:00pm – 6:15pm a \$25.00 charge results; From 6:15pm – 6:30pm – an additional \$25.00 charge results.

NUTRITION POLICY

Lunch and 2 snacks are provided daily by the center in accordance with the Canada Food Guide. All children will be encouraged to participate in mealtimes and to use age appropriate behaviours during this time. Menus are to be posted at the centre for parents to review in addition to our website

NUTRITION PROCEDURE

At snacks and lunchtime children are encouraged to serve themselves and to try all of the various foods offered. Table manners are encouraged.

Children that have allergies or dietary restrictions must absolutely be made aware of to all staff members at the center. Children's allergies and dietary restrictions will be posted in the main eating areas at the center. Our center is nut aware; however, parents are asked to refrain from bringing foods that contain or may contain nuts.





OUTDOOR PLAY POLICY

All children shall have a minimum of 45 minutes of outside play per day. It is your responsibility to provide weather appropriate clothing everyday.

Exceptions: If outdoor temperatures are in excess of +30 C including humidity or below -20 C including wind chill

TERMINATION OF SERVICES

College Park Child Care LTD. reserves the right to terminate childcare service with a one month written notice to the parent or signee of the Child Care Agreement

A parent or signee of the Child Care Agreement reserves the right to terminate their contract with a one month written notice to College Park Child Care LTD.

APPLICATION PROCESS

TIME WELL-SPENT

READ OUR WEBSITE

Review our website and photo's to establish an interest in our facility

READ OUR HANDBOOK

Our hand book is designed for an easy and in-depth look at our policies and procedures

SUBMIT APPLICATION

Applications can be submitted online at the bottom of our enrollment page

TOUR FACILITY

Once a spot opens up for your child we will notify you and schedule a tour of our facility and offer an opportunity to meet a few of our Leaders!

ENROLLMENT

Our enrollment process involves putting down the spot deposit, filling out a paperwork package and receiving the list of things to send with your child on their first day in addition to a suggestion sheet designed to help ease the transition.

**Thank you for taking the time to read and understand
our policies and procedures.**