

COLLEGE PARK
CHILDCARE

PARENT HANDBOOK

All You Need to Know

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

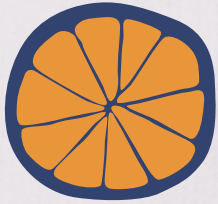
KEY TOPICS

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CPCC GOALS

FOR YOUR TODDLER'S DEVELOPMENT



Separate comfortably from parents at drop off.



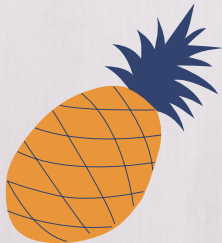
Ability to ask for help, and gain and direct an adult's attention.



Calm self when stressed or anxious.



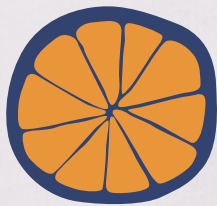
Initiate and maintain interactions with other children.



Engage in pretend and independent play.

CPCC GOALS

FOR YOUR PRESCHOOLER'S DEVELOPMENT



Demonstrate sharing and caring for others.



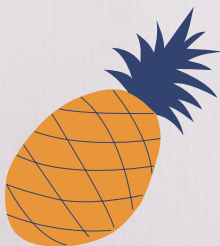
Ability to take care of personal needs (I.e dressing).



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 created in 2015, and incorporated in 2020. We offer responsible & caring child care options for Saskatoon's College Park neighborhood and the surrounding area. We care for children ranging in age from 6 weeks up to 12 years of age. We embrace a learning environment that will prepare your child for the path ahead. We incorporate traditional learning styles, akin to those in kindergarten, as well as hands-on experiences and adventures. We are a proud Métis and woman owned business on Treaty Six Lands.



CHILD CARE FEES

Requirement: A provider must have a written schedule of fees, and give advance notice to parents of any changes to fees. Parents are charged the same fees for the same service (e.g. the infant child care fee is the same for all parents with infants). Refer to the Child Care Licensee's Manual – Part III – Section 18 for further information.

All fees are collected on the last banking day of the month via e-transfer to collegetparkchildcare306@gmail.com

Monthly

Infant (6 weeks - 18 months): \$1281 Parent Portion: \$217.50
Toddler (18 months - 30 months): \$973 Parent Portion: \$217.50
Preschooler (30 months - 6 years) : \$850 Parent Portion: \$217.50
6 years old and over: \$700

Daily

Infant (6 weeks - 18 months): \$85 Parent Portion: \$10
Toddler (18 months - 30 months): \$80 Parent Portion: \$10
Preschooler (30 months - 6 years) : \$75 Parent Portion: \$10

Fees do not fluctuate seasonally or in accordance with school schedules.

All receipts are provided in January of the following year. If services are terminated prior to January for any reason, you will still receive your year-to-date receipt in January. All receipts are provided via email to the address we have on file.

LATE FEE PAYMENT POLICY

Any fees that are not collected on the last banking day of the month prior will be subject to 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 14 days of receiving written notice the parent will receive written notice of termination of services.

PHILOSOPHY

Young minds guide the future, and as such, every child's success is our priority. To support our inclusive community we strive to meet each child's emotional, physiological and social needs. We endeavor to provide safe, affordable, high quality childcare to the families we serve.

Our Values

PERSONAL RESPONSIBILITY AND ACCOUNTABILITY.

When honored through loving, respectful and nurturing relationships, children are encouraged to explore their capacities as friends, problem solvers and critical thinkers and become kind, compassionate members of society.

INCLUSION & RELATIONSHIPS.

Relationships are the foundation on which the CPCC operates. We believe the quality of the care we provide is measured by the quality of the relationships we have with the children, families, and our environment. We are committed to ensuring these relationships are respectful, warm and caring.

HEALTH & SAFETY

We care about the health of our families and understand that optimal well being includes not only the balance of work and family life but also ensuring that mental, physical, emotional, environmental and spiritual health are maintained.

COMMUNICATION

We are committed to conversations that are openly cooperative and collaborative. We give and receive information and feedback in a timely manner. We expect the same from others.

VISION

To strengthen our childrens principles of learning, behaviour and health for strong future success.

GENERAL PROGRAM OPERATIONS



We are open Monday - Friday, 7:30 am - 5:00 pm.

We are closed on all statutory holidays, in observance of Truth and Reconciliation Day, and from December 21st - January 8th.

The center is located in it's own building and the children have access to the entire main floor.

We are a subsidized group child care home with 11 spots available.

We do not transport the children, including in emergencies.

We are located walking distance from Cardinal Leger school and busing distance from Ecole College Park. If your child buses we will work with you to determine the correct bus and bus stop where we will pick them up so they arrive safely at the daycare.

We encourage parent engagement in our daycare. Parents can volunteer to provide a special snack, come lead a craft, or attend special events. Donations are also very welcomed. Craft supplies, toilet paper, paper towels, and holiday supplies are always top of the needed list.

REQUIREMENT: A PROVIDER MUST DEVELOP WRITTEN POLICIES AND PROCEDURES FOR THE OPERATION FOR THE FAMILY CHILD CARE HOME (REFER TO THE CHILD CARE LICENSEE'S MANUAL - PART III - SECTION 16 FOR FURTHER INFORMATION).

SAMPLE DAILY PROGRAM SCHEDULE



7:30 - Daycare Opens

Drop off's begin, children are free to play

8:30 - Structured Play

Planned group activity such as crafts or learning opportunities

9:30 - Snack Time

10:00 - Free Play

This could mean art, outside time, sensory exploration or imaginative play

11:30 - Lunch Time

12:00 - Nap/ Quiet Time

Older children are encouraged to do independent activities (puzzles, reading, crafts). Younger children will have supervised naps.

2:30 - Snack Time

2:45 - Outside Time

3:30 - Structured Play

Planned group activity such as crafts or learning opportunities

4:30- Free Play

Art, sensory exploration, imaginative or independent play

5:00- Daycare Closes

REQUIREMENT: A PROVIDER MUST PLAN AND IMPLEMENT A DAILY PROGRAM THAT IS CONSISTENT WITH THE PHILOSOPHY STATEMENT, AND IS DEVELOPMENTALLY APPROPRIATE FOR CHILDREN ATTENDING THE FAMILY CHILD CARE HOME (REFER TO THE CHILD CARE LICENSEE'S MANUAL - PART III - SECTION 14 FOR FURTHER INFORMATION).

SOCIAL ENVIRONMENT & SAFETY

REQUIREMENT: A PROVIDER MUST ENSURE THAT THE SOCIAL ENVIRONMENT PROMOTES THE SAFETY AND WELL-BEING OF CHILDREN (REFER TO THE CHILD CARE LICENSEE'S MANUAL – PART V – SECTION 70 FOR FURTHER INFORMATION).

Only parents, enrolled children, employees, designated pick up or drop off people will be permitted within the daycare or on the property during business hours.

We do not allow drop-in children or visitors, tours, or schedule interviews for potential new families during business hours.

If repairs are necessary, all parents will be advised of the contractors scheduled visit with 24 hours notice. We will do our best to move the children to a different area (ex. outside).

Smoking on the premises is prohibited. If you smoke and enter the daycare smelling of smoke you will be asked to conduct all future pick ups and drop off's outside for the health of the other children in attendance.

We have fish, snails and a bunny at the daycare. The children are not allowed to open the tanks, however they are allowed to feed the fish and watch the care process. The children are allowed supervised play with the bunny (Rhonda). They are required to sanitize their hands before and after.



SUPERVISION



REQUIREMENT: A PROVIDER MUST ENSURE THAT CHILDREN ARE ADEQUATELY SUPERVISED AT ALL TIMES (REFER TO THE CHILD CARE LICENSEE'S MANUAL – PART V – SECTION 68 FOR FURTHER INFORMATION).

CHILD SUPERVISION

Children will be supervised in accordance with the Ministry of Education's regulations. Infants and toddlers will be under direct supervision at all times, and preschool & school age kids will be supervised as developmentally appropriate.

OUTDOORS

All children will be supervised while outdoors. However, we believe in children being allowed to partake in risky play as long as it is being done safely. We will not interfere unless there is an impending safety concern.

This means preschoolers practicing hammering nails into a stump will be allowed to continue, but a toddler running around with a hammer will not.

EXCURSIONS

We currently do not do excursions, if that changes we will consult families individually.

PARENT RESPONSIBILITIES



ABSENCE

If your child will be absent it is required that you contact us as soon as possible to notify of the absence via Himama.

ATTENDANCE RECORDS

All children are required to be signed into and out of the facility every day by the parent or guardian who brings them or drops them off. Additionally, parents are required to sign monthly attendance forms.

CLOTHING

You must provide appropriate indoor and outdoor clothing based upon current weather conditions, and seasonal conditions, in addition to a change of clothing in case of accidents. Sunscreen and insect repellent will be supplied by CPCC, unless alternate brands are required.

DIAPERING

If your child requires diapers or pull-ups you must supply them. We require a minimum of a flat of diapers and two containers of wipes to stay in their bin at the daycare.

PARENT RESPONSIBILITIES



DIETARY NEEDS

REQUIREMENT: A PROVIDER MUST SERVE MEALS AND SNACKS TO CHILDREN WHO ARE SIX MONTHS AGE OR OLDER THAT MEET THEIR NUTRITIONAL NEEDS, AND ENSURE CHILDREN ARE FED APPROPRIATELY ACCORDING TO THEIR AGES AND DEVELOPMENTAL LEVEL. PROVIDERS ARE NOT REQUIRED TO SUPPLY INFANT FORMULA OR BABY FOOD. CHILDREN MUST BE SERVED A MEAL OR SNACK AT A MINIMUM OF THREE HOUR INTERVALS. MENUS FOLLOW CANADA'S FOOD GUIDE AND ARE POSTED FOR PARENTS REFER TO THE CHILD CARE LICENSEE'S MANUAL – PART III – SECTION 24 FOR FURTHER INFORMATION)

You must inform us 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. We will not restrict food intake due to sensitivities. If your child has a dietary sensitivity you must send an alternate meal or snack.

Our menu will be uploaded to our himama app and posted on our parent board.

PARENT RESPONSIBILITIES



MEDICATION

Requirement: (1) Written Authorization: If a provider agrees to administer medication, written authorization on a form supplied by the department must be obtained. On the same form, a written record of each dose of medication must be made. All non-emergency medications must be stored in a locked enclosure (refer to the Child Care Licensee's Manual – Part III – Section 26 for further information). (2) Oral Authorization: In exceptional circumstances, a provider may administer non-prescription medication on the oral authorization of the parent of the child. Written authorization must be obtained as soon as possible in these circumstances (refer to the Child Care Licensee's Manual – Part III – Section 27 for further information).

If your child requires medication you must inform the staff and fill out a medication form prior to arrival.

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 medicine home. The child must have received 4 doses or 2 days worth of medication prior to staff administering it.

PARENT RESPONSIBILITIES



INFORMAL COMMUNICATION

Please feel free to also request any specific information at drop off's and pick up's from your child's leader over and above a daily recap

FORMAL COMMUNICATION

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

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 do not toilet train prior to 2 years of age. You must supply a minimum of 3 sets of clothing during the potty training process.

Our Leaders

REQUIREMENT: AN ALTERNATE CHILD CARE PROVIDER WHO IS AT LEAST 18 YEARS OLD MUST BE MADE AVAILABLE BY THE FAMILY CHILD CARE HOME PROVIDER IN THE PROVIDER'S ABSENCE TO ENSURE CONTINUOUS, RELIABLE CARE FOR CHILDREN ATTENDING THE HOME. THE PROVIDER MAY USE AN ALTERNATE FOR A MAXIMUM OF 10% OF OPERATIONAL HOURS MONTHLY, AND FOR UP TO FOUR WEEKS OF VACATION TIME PER YEAR (REFER TO THE CHILD CARE LICENSEE'S MANUAL - PART V - SECTION 62).

PROFESSIONALS

CPCC hires primarily Early Childhood Educators. All leaders obtain and hold First AID / CPR, Criminal Record Checks with Vulnerable Sector in addition to experience based learning and outstanding references

EXPERTS

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

SOCIAL LEADERS

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

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 Ashly and placed in the child's file.

FOR MAJOR INJURIES

First aid will be given to the best of the staff's ability, Ashly 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 Early Year's Branch Community Consultants. All ambulatory and medical costs are to be covered by the parents.

CHILD ABUSE POLICY

In accordance with ***Saskatchewan Child Abuse Protocol 2014***, if physical, emotional, or psychological abuse is suspected or disclosed CPCC will report it to the Department Social Services - Child Protection.

CHILD ABUSE PROCEDURE

Determine that reasonable grounds a child needs protection. Report the suspicion or disclosure of abuse to Social Service.

It is the law to report any suspicion or disclosure of child abuse.



CONFIDENTIALITY

Requirement: A provider must maintain the confidentiality of personal information of children attending the home, including files, documents, or any other records. Confidential information must not be disclosed without a parent's written permission, except as required for the health and safety of children, or as required by law (refer to the Child Care Licensee's Manual – Part III– Section 40 for further information).

We will maintain the confidentiality of personal information of children attending the home, including files and other records. Confidential information will not be disclosed without a parent's written permission, except as required for the health and safety of children or as required by law.

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 will take the following actions:

1. Make a suggestion to have someone else pick up the child, the option to call a taxi or take the bus will be offered.
2. If the parent or designate does not comply with suggestions, staff will photograph the license plate of the vehicle and immediately notify the Saskatoon Police Service



Discipline and Guidance Policy

Requirement: A provider must implement child management practices with that support children's appropriate behaviour. The following practices are not permitted forms of child management: corporal punishment, physical, emotional, or verbal abuse, denial of necessities, isolation, inappropriate physical or mechanical restraint (refer to the Child Care Licensee's Manual – Part III – Section 15 for further information).

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. Respect and learning are the basis for all child management practices. Children are guided with respect and taught about appropriate behavior in a way that protects their self esteem. Caregivers model problem solving and understanding of others as well as other behaviors expected of the children. Caregivers share practices and knowledge with parents to help develop consistency between home and child care facility.

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).

Behaviors that are severely disruptive or harmful to one's self, other children, staff or equipment are not acceptable. This includes hitting, punching, slapping, biting, kicking. Should this behavior occur the following actions will be taken:

1. The daycare 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 into the child's file.

Repetitive aggressive behaviors will result in a meeting between Ashly 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 or occupational therapist will 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 to the lawn next door at 129 Acadia Court. 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 next door at 129 Acadia Court. Parents or emergency contact will be notified immediately.

ILLNESS/ COMMUNICABLE DISEASES POLICY

There is zero tolerance for sick children in the center.

ILLNESS/COMMUNICABLE DISEASE PROCEDURE:

Requirement: If a provider suspects a child has a Category I or II communicable disease, the provider must inform a designated public health officer, and follow any recommendations to ensure the health and well-being of children attending the home (refer to the Child Care Licensee's Manual – Part III – Section 26 for further information).

Staff monitors each child's health on a daily basis. 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. Please keep them home if they show signs of:

SORE THROAT

VOMITTING

COUGH

DIARRHEA

CONGESTION

RASH

RUNNY NOSE

FEVER

PINK EYE

*****THEY MUST BE OFF MEDICATION AND CLEAR OF SYMPTOMS FOR 24 HOURS PRIOR TO RETURNING TO DAYCARE***** If your child

becomes ill with a communicable disease (capable of spreading person to person) you are required to contact the daycare and inform us of the illness. Your child will need to remain home for the duration of the illness. A sign will be posted if any Category I or II communicable disease has been reported to the center.

LATE PICK UP POLICY

Children and parents must be gone by 5:00pm. If you are aware you will be late you are required to message via Himama 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 5:00pm 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 5:30pm the Mobile Crisis Unit in the Department of Social Services will be called. A note will be posted on the door indicating where your child is. Parents are responsible for picking up their child and any transportation cost incurred in addition to late charges.

Parents are encouraged to arrive no later than 4:45 pm so that they can collect their child & belongings and have left the building by 5:00 pm.

LATE PICK UP CHARGES

If your child is not picked up or you have not left the center by 5:00pm the following charges apply: From 5:00pm – 5:15pm a \$25.00 charge results. From 5:15pm – 5:30pm – an additional \$50.00 charge results.



NUTRITION POLICY

Requirement: A provider must serve meals and snacks to children who are six months age or older that meet their nutritional needs, and ensure children are fed appropriately according to their ages and developmental level. Providers are not required to supply infant formula or baby food. Children must be served a meal or snack at a minimum of three hour intervals. Menus follow Canada's Food Guide and are posted for parents (refer to the Child Care Licensee's Manual – Part III – Section 24 for further information)

Lunch and 2 snacks are provided daily in accordance with the Canada Food Guide. All children will be encouraged to participate in mealtimes and to use age appropriate behaviors during this time. Menus are to be posted at the daycare for parents to review in addition to uploaded to our himama app.

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.

Parents must notify staff in writing of all allergies. Staff will post a picture of the child with information about the allergy in the kitchen where food is prepared.

OUTDOOR PLAY POLICY

All children shall have a minimum of 1 hour of outside play per day. It is your responsibility to provide weather appropriate clothing everyday.

When a child does not have weather appropriate clothing, other children miss out on outdoors time. A message will be sent to the caregiver and recorded in the child's file. Multiple occurrences can result in termination of services.

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





PARENT CONCERN PROCEDURE

Questions or concerns are most often best addressed with the Leader that works with your child on a daily basis.

To share a concern or a question that is classroom-based, a parent or guardian should first speak with their child's Leader.

If a resolution is not reached at that time, then contact the Ashly To share a concern or a question that is of a different nature, a parent or guardian should first speak with Ashly

VACATION TIME

College Park Child Care believes in family time in both the families we serve and our own. We are closed for vacation time from December 21st 2023 to January 8th 2024. Payments for these months will be drawn as normal.

TERMINATION OF SERVICES

Requirement: A provider must enter into a written agreement with a parent for the provision of child care services (refer to the Child Care Licensee's Manual – Part III – Section 17 for further information).

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.

CHANGES TO CHILD CARE SERVICES

Requirement: A provider must enter into a written agreement with a parent for the provision of child care services. Agreements are updated as changes occur (e.g. change in fees or hours of care). Refer to the Child Care Licensee's Manual – Part III – Section 17 for further information).

All changes to service must occur in writing over email to collegetparkchildcare306@gmail.com

MINISTRY OF EDUCATION

CONSULTANT

COMANY YOKHANNA (SHE/HER)

GOVERNMENT OF SASKATCHEWAN

EARLY LEARNING AND CHILD CARE CONSULTANT

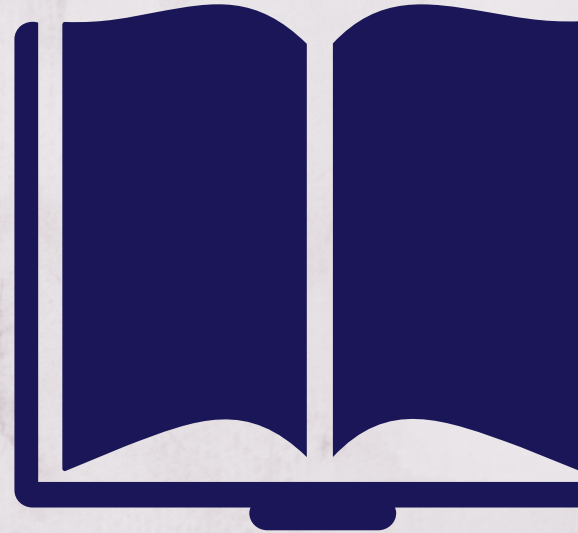
EARLY YEARS BRANCH, MINISTRY OF EDUCATION

880-122 3RD AVENUE NORTH

SASKATOON, SK CANADA S7K 2H6

TEL: (306) 933- 6041

COMANY.YOKHANNA@GOV.SK.CA



The primary responsibility of Early Learning and Child Care Program Consultants is to enforce the ***Child Care Act, 2014*** and ***The Child Care Regulations, 2015*** and to promote the high quality care of children. The role of the Community Consultant includes:

- Licensing child care facilities
- Monitoring child care facilities
- Supporting parents and caregivers
- Responding to reports of over-enrolment in unlicensed child care facilities
- Assisting community groups and individuals to meet their child care needs
- Making information about child care available to the public
- Coordinating the delivery of child care services with other services in the community

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.
We look forward to meeting you!**