Play & Discover Early Learning Centre

Family Handbook

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**Welcome to Play & Discover Early Learning Centre!**

Welcome to Play & Discover Early Learning Centre! We look forward to getting to know you and your children!

Play & Discover Early Learning Centre is a non-profit inclusive centre licensed for 50 children. We have been in operation since 1984 providing child care for Saskatchewan Polytechnic Wascana Campus students and staff. Children between the ages of 18 months and 5 years of age may register from September to June and school age children up to 12 are eligible to attend July and August.

We employ qualified Early Childhood Educators who are committed to providing high quality early learning and care for your children.

Early Learning and Child Care licensing requires that all staff complete a Criminal Record Check prior to working at Play & Discover Early Learning Centre. This also applies to all students and volunteers that may spend time in the centre.

**Our contact information:**

Address: 4500 Wascana Parkway, Regina, SK S4P 3A3
Phone Number: 306-775-7916
Email address: melanie.bacon@saskpolytech.ca

1. **Play & Discover Early Learning Centre (P&D ELC) Philosophy**

Play & Discover Early Learning Centre (P&D ELC) fosters a learning program that is holistic, responsive, and developmentally appropriate. It focuses on the healthy development of the whole child-social, emotional, physical intellectual and spiritual development. Children, family members, and Early Childhood Educators collaborate in enriching children’s learning and growth.

Children at P&D ELC are viewed as competent and capable learners. Early Childhood Educators recognize that children learn best when their ideas are valued, their physical needs are met and they feel psychologically secure.

Early Childhood Educators acknowledge and support children’s various ways of knowing, doing and learning through multiple ways of communicating. They recognize that individual children develop at different rates and within different domains.

P&D ELC recognizes the importance of strong family and community connections. We partner with children, families and community in program planning. We respect the uniqueness of each child in context of the family, culture and society.

P&D ELC promotes children’s learning in an environment that simulates exploration, curiosity and interactions with others. We encourage children’s independence, responsibility and participation in the learning environment.

P&D ELC encourages and supports Early Childhood Educators to continue learning in order to provide the children with high quality care and education. P&D ELC bases its practice on current knowledge and research about child development and learning.

*Source: Ministry of Education. (2008). Play & Exploration: Early Learning and program guide. Regina, SK: Author*

1. **Board of Directors**

P&D ELC is governed by a board of directors comprised of centre parents and Saskatchewan Polytechnic staff. The board is elected for a one-year term at the Annual General Meeting held each November. Parents are encouraged to attend the meeting. The Board of Directors is a Licensee and act as trustees on behalf of the whole organization. The board is responsible for the overall operational concerns of the centre. The board functions as a part of a group, not as individuals. All decisions are made at board meetings in a open and clear fashion and are properly communicated. The board meets monthly with the Executive Director.

1. **Eligibility for Services**

In order to be eligible for child care services at Play & Discover Early Learning Centre you must meet one of the following requirements:

1. You are a Saskatchewan Polytechnic staff or facility member
2. You are a full-time student attending classes on campus
3. You are a full-time distance/on-line student. To be considered full-time, you must be taking a minimum of 4 classes or 16 credit units. For distance/on-line students when given child care space, you are required to use it as if you were here in full-time classes. Your child must be a minimum of 3 days a week to ensure your subsidy hours are fulfilled. If you are not fully utilizing the space will be asked to give up the space for another family in need.

Please note that is eligibility is in question, you may be required to provide proof of full time enrollment or employment.

1. **Registration Process**

Play & Discover Early Learning Centre is licensed in accordance to the regulations established by The Ministry of Education, Early Learning and Child Care.

When a child is registered to attend the Early Learning Centre, the following forms must be completed:

1. Agreement of Child Care Services (contract)
2. Child’s Social Resume
3. Child’s Health Resume
4. Excursion and Transportation Consent
5. Child Care Subsidy Application – if eligible
6. Child Emergency Information Card
7. Parent Handbook Agreement – found on the last page of this booklet. After you have read through this information, sign the last page agreeing to abide by all policies and regulations and return it to the centre.
8. Picture release form – we often take pictures of children doing activities and sometimes they may by published in Sask Polytech or other published articles.
9. A photocopy of custody orders that may be in place

**It is very important that your files are kept up to date at all times. If you move, change phone numbers or need to change your emergency contact information, be sure to let the centre know immediately.**

1. **Child Care Subsidy**

Parents registering children at Play & Discover Early Learning Centre are eligible to apply for a Child Care Subsidy from the Ministry of Social Services, Subsidy Unit. Applications are available in the centre office. Subsidy funding is based on the total family income and is paid directly to the centre on behalf of a parent. Subsidies received are deducted from the monthly fees due with the difference the parent’s responsibility.

**Providing required information for Child Care Subsidy**

P&D ELC requires that all necessary information be provided to Child Care Subsidy within the first 30 days of starting at the centre. Necessary information would include but is not limited to; pay stubs, PTA verification, letters of enrollment, and initial application. Failure to provide all necessary paper work in the above stated time period will result in the parent being immediately required to pay the full child care fee and will result in termination of the child care space.

**It is the parent’s responsibility to submit applications, re-applications, monthly pay-stubs or other information required by the Subsidy Unit within the appropriate time frames. Any Subsidy no received due to late or non-filing becomes the parents’ responsibility. Parents are required to sign monthly subsidy attendance records.**

1. **Hours of Operation**

P&D ELC is open from 7:30 a.m. to 4:30 p.m.

* 1. If your child is picked up after their **contracted time,** there is a **late fee** of $15.00 **charged for any part of the first fifteen minutes and $1.00 per minute every minute thereafter.** The late fee is to be paid directly to the centre for late pickups before 4:30 and to the staff member detained for pickups after 4:30. The centre is not responsible for overtime wages incurred by a parent.

Any parent who is late three times will be asked to leave the centre effective the third day.

If a parent is late and the centre has not been contacted within a reasonable length of time and if the emergency contact designated on your forms cannot be reached in an emergency situation, **THE MINISTRY OF SOCIAL SERVICES CHILD PROTECTION UNIT WILL BE CALLED TO COME AND ASSUME RESPONSIBILITY FOR YOUR CHILD.**

* 1. **Late arrival-** Parents must notify the centre by 9:00 a.m. if they will be bringing their children between 10:00 a.m. and 2:00 p.m. If the parent does not notify the centre they will be arriving late we may refuse to accept the child for the day.
	2. **Child Absence-** Parents are asked to call the centre to notify us if their child will be absent from the centre.
1. **Holiday and Other Closings**

The centre is closed on all statutory holidays. The centre will also be closed during the Sask Polytech Christmas and Easter breaks. The exact schedule varies from year to year as determined by the Executive Director depending on the Sask Polytech academic calendar.

The centre also closes 2-3 days per year to allow our team to participate in Professional Development. Our commitment to our ongoing education is to ensure that your children are receiving the highest quality of care based on the most current research and best practice. Allowing the entire team to participate in these opportunities ensures continuity and that we are all on the same page as a centre.

1. **P&D ELC Fee and Payment Schedule**

Fees are due on the first of each month.

Fees

**TODDLER FEES:** Children 18 to 30 months of age $615.00
**PRESCHOOL FEES:** Children 31 months to age 5 $585.00
**SCHOOL AGE – JULY AND AUGUST ONLY:** Ages 6 to 12 years $585.00
**DAILY RATE:** If registered for less than a full month $30.00

1. **Fee Deposit**

A deposit is required upon registration for all families. The deposit is half of the child’s first months fees and for any additional children it is a quarter of each child’s monthly fee. The funds are held on account until the last month your child attends the centre. The fee deposit will be returned when eligible Subsidy payments have been received and if the required one month’s notice of leaving is received.

1. **Written Notice**

**A one month written notice is required when leaving the centre.** When your child is going to be leaving the centre, a one month written notice is required. If the appropriate notice is not given, the parent is responsible for that month’s fees including any Child Care Subsidy not paid on our behalf due to non-attendance.

1. **Family Membership Fee**

Each family registered in the centre must purchase a membership for 2.00 which allows one vote per family at General Meetings.

1. **Late Payment Penalty**

Any accounts that have not been paid by the **fifth** of the month will be charged a $20.00 late payment fee. Non-payment fees by the fifteenth of the month indicates that your child will be asked to leave the centre effective the date, and the space will be given to a child on the waiting list.

Outstanding accounts that do not have a payment schedule in place will be charged interest for a period of three months. After three months of non-payment, an account will be charged an administration fee of $50.00 and will be forwarded to a Collection Agency for payment.

Children who have been asked to leave the centre due to non-payment of accounts are not eligible to return to the centre until the account has been paid in full.

1. **NSF Charges**

There will be a $20.00 charge on all cheques that are returned NSF. The money is due at the time of the replacement payment.

1. **Payment Extensions**

A fee payment extension may be granted to the fifteenth of the month, without a late payment penalty if a parent completes a “Payment Extension” form with the Executive Director.

1. **Duplicate Receipts**

Pay & Discovery Early Learning Centre provided receipts for paid child care services. In the event that a parent loses the original receipt or requires duplicates there will be a $10.00 charge.

1. **Child Guidance Policy**

Play & Discover Early Learning Centre believes that children should be treated with kindness and compassion as they learn and grow. Strong positive relationships respect the dignity, worth and uniqueness of children in the context of family, culture and society. We endeavour to work together with families and community supports in program planning. At P&D ELC we guide process of observing children, educators will see beyond children’s manifest behaviour to focus on their motivations, needs, and interests:

* Being proactive instead of reactive when observing children’s behaviour
* Redirect the child to an alternate activity or space when needed
* Engaging the child in a calm conversation about the inappropriate behaviour
* Assist children with appropriate words for their feelings

 We ensure that all guidance techniques meet current Saskatchewan Child Care Regulations.

1. **(1) Children with challenging behaviours**

If a child exhibits behaviours that endanger the safety and security of the other children, staff or volunteers we will follow the steps below in order to correct the behaviours along with parental support and cooperation. Each situation will be evaluated on a case by case basis to determine a course of action.

Behaviours deemed unsafe are:

* Aggressive behaviour- hurting themselves or others, such a biting, hitting, spitting, kicking and pulling hair
* Abusive or inappropriate language
* Excessive throwing of toys, rocks, etc.
* Leaving the group without an educator
* Other behaviours determined to be unsafe by the team and director

Steps for addressing challenging behaviours:

1. Behaviour report to be filled out detailing the occurrence and shared with the parents- one copy will be kept in the children’s file
2. The educator and parent will discuss and document strategies that can be used at home and at the centre to guide the child’s challenging behaviour.
3. If three behaviour reports have been issued there will be a behaviour intervention meeting scheduled with the director, educator, parents and our supporting professional from Child and Youth to develop a behaviour management plan/contract.
4. If behaviour continues without parent support the child’s spot at the centre will be terminated.
5. If parent support has been provided and three more behaviour reports are issued the child’s spot at the centre will be terminated.

In addition, the centre will use observation tools to track behaviours and communicate with parents.

* Communication book to be filled out by the children’s educator and parents each day
* Observation form- centre documentation of observed inappropriate or challenging behaviour. These can be filled out by any teacher throughout the day and are used to track behaviour patterns.

Play & Discover Early Learning Centre expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue services with any child/parent whose needs cannot be met by the centre.

1. **Suspected Child Abuse**

**We are REQUIRED BY LAW** to report any suspected or disclosed child abuse. Failure to report suspected abuse may result in our prosecution under the Family Service Act.

Reporting procedures are designed to protect the child. Our responsibility is to report suspicions/disclosures, **NOT** determined if abuse has occurred. It is up to the Ministry of Social Services Children’s Justice Department to investigate and determine if abuse has occurred. Our main concern is the personal safety and wellbeing of the child.

1. **Children’s Programs**

Play & Discover Early Learning Centre is an inclusive centre that provides individualized programming for children with a variety of needs. We have been fortunate to have a partnership with Child and Youth Services since 1989 where we receive services from their Speech and Language Pathologist on a weekly basis and a Social Worker on a monthly basis.

Play & Discover Early Learning Centre serves all children. Our program demonstrates an understanding and responsiveness to children’s wide range of strength, cultures and linguistic capabilities. Play offers multiple opportunities for children to come together as learners in a stimulating and inclusive setting.

During the early years, children greatly expand their knowledge, understandings and abilities. They actively explore and discover their world through experiences using their sense of touch, understand and facilitate holistic learning.

1. **Sign In / Out Book**

In the morning bring your child into the centre locker area and assist him putting his coat and other belongings into the appropriate locker. If he is wearing boots, put on shoes to wear for the day.

Sign your child in for the day in the attendance book on the table at the front entrance. When you leave the child must be signed out. This is the book that we take outside in the event of an emergency where we would have to evaluate (fire drills). If your child is not signed in, we may not know to look for them. This is also the record that we refer to when recording subsidy hours. If your child is not signed in and out, you will not get credit for the hours and it could cost you your subsidy portion. If that should happen, you are required to pay the full fee for the month immediately.

Notify the staff if an alternate person will be picking up your children. We will not release you child to anyone who is not listed on your child’s Health Resume. **A SIGNED CONSENT FORM MUST BE GIVEN TO THE CENTRE BEFORE WE WILL RELEASE YOUR CHILD TO ANY OTHER PERSON. Only in extreme emergencies will a phone call from you be acceptable. THIS IS FOR YOUR CHILD’S PROTECTION**

1. **Monthly Newsletters**

Around the first of each month, you will find a newsletter posted on the HiMama app. It will keep you informed of special events taking place in the centre and any scheduled outings.

1. **Clothing**

Children often play on the floor, paint, play with play dough or play outdoors so comfortable and practical clothing is recommended. Please have an extra change of clothing at the centre at all times. These items should be labeled with the child’s name. Please label all outdoor clothing also. The children need to have **indoor shoes** at the centre at all times.

Please ensure that children have the following items at the centre on a daily basis:

* Change of clothes
* Indoor shoes
* Diapers (if needed)
* Comfort item (if needed)
1. **Toys from Home**

**PLEASE DO NOT ALLOW YOUR CHILD TO BRING TOYS FROM HOME.** We are not responsible for any lost or broken toys from home.

1. **Nutrition**

Nutrition plays an important part in the health of our children. We have a full time cook on staff who prepares a nutritious breakfast, lunch and afternoon snack.

Breakfast is served at 9:00a.m, lunch is at 11:30a.m. and the afternoon snack is at 2:30 p.m.

If your r child has any food allergies or dietary restrictions be sure to indicate this on the Health Resume. Also, bring this information to the attention of the staff the day your child starts. The centre does not provide special dietary needs; however, a reasonable effort will be made to provide an alternate meal for children with allergies. If your child has any specific needs such as non-dairy milk etc, parents are required to provide it.

**DO NOT BRING FOOD INTO THE CENTRE** without first checking with centre staff. We have children in the centre with **severe allergies** and we need to ensure they don’t eat anything that will cause a deadly reaction.

1. **Accidents**

In the event of a minor accident at the centre, first aid will be administered. All P&D ELC staff have a valid Emergency First Aid and C.P.R Certificate.

You will be contacted immediately if it appears medical treatment will be required. In the event that we cannot reach you, the designated alternate on your child’s Health Resume will be called. Please ensure that the phone numbers in your child’s file are kept up to date at all times.

If your child sustains an injury of any kind, an accident form will be completed and you will be asked to sign it when your child is picked up.

1. **Medication**

If your child has any health conditions that require regular medication, be sure to indicate that information on your child’s Health Resume.

When possible, it is best that your child receives prescribed medication at home. If this is not possible due to the time of day it is required, medication will be administered for you. A **Medication Form** will need to be completed if you leave medicine at the centre. Medication needs to be in its original labeled bottle. It will not be administered to anyone other than the proper name on the bottle. The centre is not permitted to give over the counter medication to children unless it is prescribed by the doctor and the bottle has a label on it.

1. **Outside Play**

The children for outdoors on a daily basis, weather permitting. Be sure you bring the appropriate clothing for cold and winter days. This includes boots, hats and mittens.

1. **Smoking Restrictions**

Smoking in or around the child care centre is not permitted. We ask that you use Sask. Polytech designated outdoor smoking area.

1. **Suspected Intoxication**

If the staff suspect that a parent is intoxicated (alcohol, cannabis or any other impairment inducing substance) when he/she picks up a child, we cannot withhold the child, but we are obligated to report to the police if the parent is driving or if we feel that the child is not safe.

1. **Parent Concern Procedure**

We do understand that at times parents may have a concern regarding the centre. We ask that parents follow this procedure to resolve any issue/concern they may have.

1. If the situation is in regard to the child’s specific group or teacher, speak with your child’s teacher about the situation.
2. After you have addressed the situation with the child’s teacher but are unsatisfied with the outcome, or if the issue isn’t directly related to the group or teacher, speak to the Director.
3. If you have spoken with the Director and still have concerns, speak with the Parent Representative on the Board of Directors. She will address your concerns at the next scheduled board meeting. Parent Representatives are listed in the newsletter following the Annual General Meeting. The Director an also provide you with the name of the Parent Representative.
4. **Sick Children Policy**

The children’s experience at Play & Discover Early Learning Centre must be one that is safe and healthy. Although we welcome children at all times, there are times when children should not come to the centre. Times when children should remain at home with their parents are when they are experiencing illness. Listed below are the guidelines that this centre will follow to promote the health of all children.

If your child is experiencing the following symptoms they should remain at home to prevent the spread of infection to others:

Fever- the following chart outlines normal temperature ranges for children. If your child has temperature higher than the normal range they should remain at home. If they are at the centre and develop a temperature higher than 101.0F they will be asked to go home. We ask they stay at home until they remain at a normal temperature for 24 hours. Do not give the child a fever reducer such as Tylenol, Advil, etc. and bring them to the centre as the fever may return and we will have to send the child home.

|  |  |
| --- | --- |
| Measurement method | Normal temperature range |
| Rectum | 36.6C to 38C (97.9F to 100.4F) |
| Mouth | 35.5C to 37.5C (95.9F to 99.5F) |
| Armpit | 34.7C to 37.3C (94.5F to 99.1F) |
| Ear | 35.8C to 38C (96.4F to 100.4F) |

Vomiting and/or Diarrhea- If your child is at centre and develops diarrhea (has three bowel movements that are diarrhea) or begins vomiting they will be asked to go home and remain at home until they are symptom free for a 24-hour period. If your child has been vomiting or had diarrhea at home, they will need to remain at home until they have not vomited or had diarrhea for a 48-hour period.

Bacterial/ Viral Infections- These are a common part of childhood illness. However, if your child has any of the symptoms indicated in this policy they will be asked to remain at home. If your child is placed on antibiotics by your physician, they will need to remain at home for 24 hours after they start the medication.

Activity level- If your child has been ill and they come to centre and aren’t able to participate at their normal activity level or are lethargic the parent may be contacted and be asked to take the child home for much needed rest.

Contagious Diseases- Please keep your child at hoe if that have a condition that is contagious. For example, persistent runny nose, consistent coughing/sneezing, head lice, undiagnosed rash, Chicken Pox, Whooping Cough, Impetigo, Measles, Mumps, Pink Eye (eye infection), Ring Worm, Scabies, Strep Throat Rubella, Active diarrhea, vomiting, or a fever of 101.0F or greater.

**Head Lice** are unfortunately apart of life. The centre does REGULAR checks on all of the children’s hair. If a child is found to have NITS (lice eggs), the parent will be called to pick up the child and take them home. Children are allowed to return when their hair has been treated and **ALL OF THE NITS HAVE BEEN REMOVED.** A P&D ELC staff member needs to check your child’s hair before they will be permitted to stay for the day.
If you discover nits in your children’s hair at home, please let the centre know. This way we can check the rest of the children to see if any other child is infected. The more preventative steps we all take, the less likely we are to have a problem arise.

1. **Emergency/Fire Drill Procedures**

The school has regular fire / emergency evacuation drills throughout the year. P&D ELC children evacuate through our back (north) parking lot doors and proceed down the road to the end of our road entrance. Staff and children will remain there until the ALL CLEAR is given by the fire warden. In the event it is deemed unsafe to re-enter the building, parents are asked to pick up their children up immediately**. If we are unable to re-enter the building during the winter, children will be taken to the Parkway location** just north east of this building, and parents should come there to pick up their children.

If you are going to be out of the building for work experience, student practicum’s or meetings, be sure to let the centre know what your emergency contact phone number will be for the day.

If a parent does not come to pick up their child within a reasonable period of time, the emergency contact designated on the child’s Health Resume will be contacted. If the designated alternate is unable to come and assume responsibility for the child, Child Protection Services will be contacted to pick up the child.

When centre children are evacuated, the sign in book is used to do the head count. **IF YOUR CHILD IS NOT SIGNED IN – WE MAY NOT BE LOOKING FOR THEM WHEN WE GET OUTSIDE – BE SURE TO SIGN IN AND OUT ON A DAILY BASIS.**

Parents are to follow evacuation instructions for their designated classroom before coming to pick up children. Be sure to let your instructor or supervisor know you are safely out of the building before leaving the area.

1. **Snow Day/Winter Storm Closing**

Regina Campus has had to close during the day because of severe blizzards. If a storm blows in during the day, Saskatchewan Polytechnic will determine if the building will be closed based on the information they receive from Environment Canada.

In the event of school closure, parents are to pick up their children **up as soon as classes have been cancelled**. P&D ELC staff will not remain in the building with a child for an extended period of time if it has been closed. If you are not in the building and we do not have an emergency contact number for you, your designated alternate will be contacted and if they are unable to pick up your child, Child Protection Services will be called to assume responsibility for your child.

Saskatchewan Polytechnic Regina Campus management team will close the building due to severe weather/power outage/heating and cooling issues/etc.

**After reading through the Parent Handbook sign the last page, agreeing to the policies and procedures as outlined and return it to the day care.**

If you have any questions about any of the information, please contact the centre’s director for clarification.

When you are finished reading the Parent Handbook, please sign the following form and return it to the centre.

If you have any questions about any of the information, please discuss them with the centre’s director.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read the Parent handbook. I agree to follow the policies and procedures of Play & Discover Early Learning Centre as outlined.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature

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Date

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Centre Management

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Date