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Play & Discover Early Learning Centre

Family Handbook

**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 childcare 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](mailto:melanie.bacon@saskpolytech.ca)

Website: playdiscoverelc.com

**Social Media**

Instagram: @playdiscover

YouTube Channel: Play & Discover Early Learning Centre

Facebook: Play and Discover Early Learning Centre

**Link to The Ministry of Educations Childcare Licensee Manual:**

[Childcare Licensee Manual](https://publications.saskatchewan.ca/#/products/100929)

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 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 an open and clear fashion and are properly communicated. The board meets monthly with the Executive Director.

1. **Eligibility for Services**

To be eligible for childcare 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.
   1. 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 childcare 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.
4. During the Covid-19 pandemic, we are making spaces open to the public. Once the pandemic is over, we will return to being exclusive to the Sask. Polytechnic community.

Please note that if 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 with the regulations established by The Ministry of Education, Early Learning and Child Care.

When a child is registered to attend the 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.
8. Picture release form –
9. A photocopy of custody orders that may be in place.

**Your files must be kept up to date.** 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 and Attendance Records**

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’s 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 paperwork in the above stated period will result in the parent being immediately required to pay the full childcare fee and will result in termination of the childcare space.

It is the parent’s responsibility to submit applications, re-applications, monthly paystubs, or other information required by the Subsidy Unit within the appropriate time frames. Any Subsidy not received due to late or non-filing becomes the parents’ responsibility. Parents are required to sign monthly subsidy attendance records.

**Attendance Records**

Families who do not receive subsidy are also required to sign monthly attendance records. If a family fails to sign monthly attendance records, they could be asked to keep their child home until they complete the task. Parent/guardian signatures on monthly attendance records is required under the Childcare Regulations.

1. **Hours of Operation**

P&D ELC is open from 7:30 a.m. to 5:00 p.m.

1. If your child is picked up after their **contracted time, you will be charged** a **late fee** as outlined in section c below.
2. Families are required to have exited the centre by 5:00 PM. And are therefore asked to be at the centre by 4:50 to ensure this. A late penalty is enforced for anyone remaining in the centre after 5:00 PM, as displayed on the boot-room clock.
3. The penalties are as follows:

* First Offence - $25 for any part of the first 10 minutes, and $1 for each additional minute. **This fee is paid to the centre to cover overtime wages paid to the staff detained.**
* Second Offence - $35 for any part of the first 10 minutes, and $2 for each additional minute. **This fee is paid to the centre to cover overtime wages paid to the staff detained.**
* Third Offence - $50 any part of the first 10 minutes, and $2 for each additional minute, **AND immediate termination of their contracted childcare spot at P&D ELC.** **This fee is paid to the centre to cover overtime wages paid to the staff detained.** The fee will be deducted from the fee deposit before it is returned to the family.

1. **Late pick up fees will be due with the next childcare fee payment. Unpaid late pick-up fees will be subject a 5% interest per month fee beginning on the 5th day of the following month.**
2. **Late pick-up offence records** will be expunged after 12 months from the date of occurrence, provided a family has not reached the final offence where termination is required.

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, **THE MINISTRY OF SOCIAL SERVICES CHILD PROTECTION UNIT WILL BE CALLED TO COME AND ASSUME RESPONSIBILITY FOR YOUR CHILD.**

* 1. **Access to services-** Contracts for services are based on the family’s work/class schedule. Students are required to provide a written class schedule to determine contract hours. In their contract families are allotted 30 minutes before class/work and 30 minutes after class/work for drop off and pick up of their children. Any changes to contracted hours must be submitted a minimum of one month prior to the change.
  2. **Late arrival-** Parents must notify the centre by 9:00 a.m. if they will be bringing their children after 10:00 a.m. If the parent does not notify the centre, they will be arriving late we may refuse to accept the child for the day.
  3. **Child Absence-** Parents are asked to call the centre to notify us if their child will be absent from the centre.You can also send a message on Storypark.

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. For monthly payment of fees P&D ELC accepts e-transfers to the centre’s main email address: [melanie.bacon@saskpolytech.ca](mailto:melanie.bacon@saskpolytech.ca)

**Fees with Government Fee Reduction**

**\*Effective September 1st, 2023**

|  |  |  |
| --- | --- | --- |
| **Play & Discover ELC** | | |
| **Fee Schedule April 2023** | | |
|  |  |  |
| **Toddler** | **Current Fee** | **New Fee** |
| Full time | $686.75 | $217.50 |
| Daily | $48.07 | $10.00 |
|  |  |  |
| **Preschool** | **Current Fee** | **New Fee** |
| Full time | $645.75 | $217.50 |
| Daily | $45.20 | $10.00 |
|  |  |  |
| **Kinder** | **Current Fee** | **New Fee** |
| Under 6 yrs | $645.75 | $217.50 |
| 6 yrs | $585.00 | $585.00 |

**SCHOOL AGE – JULY AND AUGUST ONLY:** Ages 6 to 12 years $585.00  
**NOTE:** Daily rate is only applicable if starting part way through the month.

1. **Fee Deposit**

A deposit is required upon registration for all families. The deposit is a full month’s fee per child and is refundable once the family leaves the centre, provided there is no money owing and proper notice is giving.

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 on the first of the month 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. **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. **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 childcare services. If a parent loses the original receipt or requires duplicates there will be a $10.00 charge.

1. **Conduct Policy**

Play & Discover ELC respects all individuals associated with the centre. All individuals including, but not limited to, parents, staff, board members, and guests on the premises of the centre are expected to conduct themselves in a professional and respectful manner. Examples of behaviour not tolerated are all forms of harassment, including but not limited to, profanity, intimidation, derogatory language, threats, sarcasm, verbal, and physical abuse (yelling, insulting, or rude remarks towards staff included). Failure to comply with the above may result in losing your childcare spot at the centre immediately.

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 behaviour through the process of observing children to allow educators to see beyond children’s manifested behaviour to focus on their motivations, needs, and interests.

* Being proactive instead of reactive when observing children’s behaviour
* Redirect child to an alternate activity or space when needed.
* Engaging 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 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. Additional tools the centre will use to track behaviours and communicate with parents are:

* Communication book to be filled out by the child’s educator and parents each day. This can also be done via our Storypark communication app.
* Observation forms- 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.

**Behaviours deemed unsafe are:**

* Aggressive behaviour- hurting themselves, other children, or Educators, such a biting, hitting, spitting, kicking, and pulling hair.
* Abusive or inappropriate language or behaviour
* Excessive throwing of toys, rocks, etc.
* Leaving the group without an Educator
* Destruction of the Centre’s furnishings, materials, or building
* Other behaviours determined to be unsafe by the team and director.

**Steps for addressing challenging behaviours**:

1. A behaviour report will be filled out detailing the occurrence and shared with the parents- copy will be kept in the child’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, and the parent/guardian.
4. If behaviour continues, one month’s notice will be given to the family regarding Termination of Services. This is a last resort and only be given after every effort has been made by the Centre, the child displaying behaviour and their parent/guardian. This is considered a drastic measure and would only be used if a child’s behaviour significantly and directly threatens the physical or mental health, safety, or well-being of one or more of the other children or Educators and, that threat cannot be eliminated or resolved.
5. Parental involvement and cooperation in all aspects of behavioural guidance is expected. Failure to comply will warrant Termination.
6. We reserve the right to discontinue working with any child/parent whose needs we cannot meet.

If at anytime a behaviour is harmful to a child, their group, Educator or destructive to the Centre and the child refuses to stop after every effort has been made, the parent/guardian will be notified, and the child will be removed from the Centre for the rest of the day. This decision is at the discretion of the Centre Director. No discount on fees will be given due to missed days caused by negative behaviours.

A major factor of effective guidance is consistency, and we try to be as consistent as possible in all areas.

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 offers care and education to children of all abilities. Every child is treated as a unique individual and receives the programming they require to be successful. At Play & Discover Early Learning Centre we follow Emergent Curriculum. This means that all programming, experiences, environment set-ups are based on the interests of the children and are developmentally appropriate. The educators work along side of the children as co-learners to support their inquires and exploration of the topic of interest. The children are offered hands-on experiences to investigate their theories, thoughts and questions. The program is holistic to ensure children are being developed in all areas (cognitive, social/emotional, physical and spiritual). We do place focus on social skills as we know that these skills are essential for children to be successful in school and beyond. Here at Play & Discover Early Learning Centre school readiness consists of the ability to problem solve, communicate, collaborate, negotiate, and be a positive member of their school community rather than typical school academics such as reading and writing. These are skills we start building as early as their toddler years and continue to develop during their time here. As well, due to our firm belief that children are capable and competent, a large part of the program focuses on building independence and self-help skills. Our program’s goal is to build lifelong curiosity and a love of learning.

1. **Pick up/Drop off**

In the morning an adult must bring your child into the centre locker area and assist them putting his coat and other belongings into the appropriate locker. If he is wearing boots, put on shoes to wear for the day. At pick up time only adults listed on the pickup list will be able to remove the child.

Sign your child in for the day in the attendance sheet on the table at the front entrance. When you leave the child must be signed out. This is the information 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 Pick up Permission form. **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.** Anyone that is not recognized by sight must show picture ID or they will not be allowed to remove the child. Be sure anyone picking up your child has ID each time they come.

1. **Monthly Newsletters**

Around the first of each month, you will receive a newsletter for the month. It will keep you informed of important information, special events taking place in the centre and any scheduled outings. The newsletter is distributed via Storypark.

1. **Clothing**

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

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

* Change of clothes
* Indoor shoes (running shoes, not slippers, flip flops, etc.)
* 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**

Good 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 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.

A guardian will be contacted immediately if medical treatment will be required. If 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 always kept up to date.

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 prescription labeled bottle. It will only be administered to the prescribed patient.   
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 prescription label on it.

1. **Outside Play**

The children will go outdoors everyday. The only days they don’t go outside are in the cases of extreme weather such as colder than -28 C or hotter than +28 C, blizzard, extreme wind, heat warning, etc. Be sure you bring the appropriate clothing for the weather each day.

**Winter -** warm boots, ski pants, hats, and mittens.   
**Spring/Fall -** rain boots, splash pants, extra clothing, socks and sometimes a hat and mittens.   
**Summer -** hat, running shoes (not flip flops as they aren’t safe for the play the children do outdoors), sweater for cooler mornings.

**Please ensure all items are well labeled.**

**If your child is too sick to go outside, they are too sick to be at the centre. We will not keep your child inside during outdoor play.**

1. **Smoking Restrictions**

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

1. **Suspected Intoxication**

If staff suspect that a parent is intoxicated (alcohol, cannabis or any other impairment inducing substance) when they pick 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 regarding 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.
4. s 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.
5. **Sick Children Policy**

A child’s experience at Play & Discover Early Learning Centre must be one that is safe and healthy. Which means there are times when children should not come to the centre like when they are experiencing illness.

Listed below are the guidelines that the centre will follow to promote the good health of all children. If your child becomes ill while at the centre, we will contact you to come and pick them up. To decrease other children and staff exposure to illness, parents have 30 minutes from the time we call to pick their sick child up.

**Your child should stay home if they have any one of the following:**

* A fever
* Vomiting or Diarrhea
* Has started medication for infection.
* Pink eye

**Your child should also stay home if they have any two or more symptoms of illness:**

* Runny nose
* Cough
* Congestion
* Lethargic/Fatigued
* Sore throat
* Rash
* Headache
* Body aches
* Shortness of breath or difficulty breathing

At the discretion of the staff, when a child is experiencing any of the symptoms which requires a homestay, parents will be contacted to come pick up their child from the center. **Families are required to pick up the child within 30 minutes of being contacted.**

Below you will find additional information on these illnesses and ones that fall under different categories but need the same attention and how long your child needs to stay home.

**Fever -** the following chart outlines normal temperature ranges for children. If your child has a 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 them to 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 will return and we will have to send the child home.

|  |  |  |  |
| --- | --- | --- | --- |
| Children | Normal | Fever | High Fever- call a doctor |
| Range | 97 – 100.4 F (36.1- 38 C) | 100.4 – 103 F (38.1- 39.4 C) | Above 103 F (39.5-40 C) |

**Covid-19 -** If your child shows any of the symptoms of Covid-19 please keep them at home and do a rapid test (if you have access).  If you don’t have access, we would strongly suggest you see your family doctor before bringing your child.  P&D ELC does require families to inform us of suspected or confirmed cases of Covid-19. If your child tests positive for Covid-19, we do require them to stay home for 5 days to limit contact with other children, staff, and families. Note: P&D ELC follows provincial guidelines and will update sick policy re: Covid-19 as required.

**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 48-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.

**Lethargic/Fatigued/Activity level -** If your child has been ill and they come to the 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 home if they have a condition that is contagious. For example, persistent runny nose, green/yellow mucus (snot), consistent coughing/sneezing, head lice, undiagnosed rash, Chicken Pox, Whooping Cough, Impetigo, Measles, Mumps, Pink Eye (eye infection), Ringworm, Scabies, Strep Throat, Rubella, Active diarrhea, vomiting, or a fever of 101.0F or greater.

**Head Lice -** are unfortunately a part of life. The centre does REGULAR checks on all 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 northeast 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 practicums 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 30 minutes, 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 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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Centre Management

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date