



Program Policies

Updated June 2025



**#106, 2020 Sherwood Drive
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Family Orientation Policy

Parents/caregivers are made aware of our open-door policy and are always welcome and encouraged to join our program as they see fit.

- Parents/caregivers are given a tour of the center.
- Parents/caregivers are invited to bring their child (especially infants and toddlers) in for a visit once or twice before their start date. This helps the child with transitioning into the program.
- Educators and management are observant and ready to answer questions, hear concerns and give support and time to each parent/caregiver as needed.
- Parents/caregivers are provided with a copy of the most current Parent Handbook, registration forms and consent forms which must be completed at least 2 weeks prior to the child's start date. These forms include:
 - Child information.
 - Emergency information (contact numbers for parents, AHC numbers, allergy and ongoing medication information, alternate emergency contact person, authorized pick up people and child immunization records).
 - Parent agreement, which is a binding contract between the daycare and parents/caregivers. This agreement explains fees, acceptable methods of payment, hours of operation, termination requirements, etc.
 - Media/photography consent.
 - General field trip permission for authorizing the daycare to take children off site.
 - Alberta Childcare Participant Claims Systems consent.
 - School transportation consent (if applicable).

Attendance Policy

Regular attendance at the centre is extremely important for your child to settle in well as routine provides security and understanding of your child's day. You are welcome to visit your child in the centre at any time. For children who have difficulty settling into the centre's routine, accommodations for gradual attendance can be made. Parents will notify the centre by 9:00am if your child is not coming in. If your child is away unexpectedly and we have not received a phone call, we will make efforts to contact you and/or your emergency contacts.

Research shows that young children benefit from a balanced routine that includes structured activities of playtime and rest. Spending time in daycare allows children to engage in social interactions, learn new skills and enjoy time with their peers. However it is essential to ensure that this time is not overly stressful as children also need time at home with their families to relax and bond. Therefore limiting daycare hours to nine (9) hours per day supports a healthy balance between learning and personal time for young children. Should your schedule require special accommodations, please speak with the Director/Program Supervisor.

Upon arrival:

- Park in designated parking areas. Please avoid speeding to ensure the safety of all children, families, Educators and other users in the area
- All children must be escorted into/out of the centre by an adult (18 years+)
- Sign your child in using the parent communication app
- Ensure your child's belongings are placed in their cubby
- Give all relevant supplies (diapers, wipes, etc.) to an educator
- Make personal contact with an educator to inform them about your child's night and morning
- Take time to settle your child and say goodbye

Upon departure:

- Park in designated parking areas. Please avoid speeding to ensure the safety of all children, families, Educators and other users in the area
- All children must be escorted into/out of the centre by an adult (18 years+)
- Sign your child out using the parent communication app
- Make personal contact with an educator to learn about your child's day
- Collect your child's bags and personal belongings

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For your child's safety, and the safety of all children and Educators, your child will only be released to parents/caregivers listed within their registration form. If you would like to authorize alternate adults (18 years+) to pick up your child from the centre, this information must be filled out within your child's registration form. Please ensure your alternate pickup contact is aware that Educators will ask for picture ID to verify their identity. Your alternate pickup contact should be introduced to Educators in advance (if at all possible) and we ask that Educators are made aware each time any change is made to regular pick up arrangements, even though the person who is picking up your child is specified in the registration package.

If Educators have reason to believe that the designated adult picking the child up from the centre is under the influence of alcohol or drugs, the child will not be released into their care. If the adult under the influence insists on taking the child off the centre's premises, the educator is required to telephone Children's Services and the police.

Part time families should have no expectation that their child care spaces are guaranteed; should another family require a full-time space, part-time families will be given priority to choose full-time care or they may lose their space. Should the part-time family not opt to upgrade to full-time, 30 days notice will be given if part-time spaces are eliminated.

Child Custody Arrangements Policy

Access disputes between parents/caregivers or other family members may be complicated by the fact that legal custody has not yet been decided by the court or formal agreement such as a consent order. If you have any custody and access arrangements by way of consent or court order we request a copy for your child's records. In these circumstances, it is very important to have regular communication with your child's Educator and with the Director/Program Supervisor.

The following guidelines will be applied regarding whether or not to release the child:

- If the child's mother/father/caregiver that is listed on the registration form and/or that we have met comes to pick up their child, we will release that child to that parent/caregiver. This will include anyone listed on the authorized pick up list on your child's registration.
- If you have sole custody and can provide a document that clearly defines the non-custodial parent/caregiver's access we will not release the child.
- Should the situation arise when a non-custodial parent/caregiver comes to pick up a child, we will ask for supporting documentation for access and contact the sole custodial parent/caregiver and the Edmonton Police if necessary.

Clothing and Personal Items Policy

Children should come to the centre in their "work" clothes so that they may concentrate on their projects/activities and not on trying to stay clean. While all of our materials are washable, there may be such times that clothing becomes soiled. Your child should be dressed in clothing that is appropriate for physical activity, the weather and season. We suggest that children wear clothing that is comfortable and easily handled by little fingers. This is important so that we can encourage their self-help skills and help them develop a sense of independence. Also, we ask that shoes have rubber soles and are properly fitted which allows them freedom and safety of movement for full participation in all activities. Children with shoes that do not meet this criteria may be excluded from participating in activities due to safety concerns.

The following is a list of articles a parent needs to bring to the centre. Please make sure that all items are labeled with your child's name and replaced as needed:

- Water bottle or sippy cup
- Bottles and formula (if necessary)
- Complete change of season appropriate clothing
 - Pants, shirt, socks, underwear
 - For children who are potty training, please send 2 sets
- Any necessary diapering items:
 - Bag of diapers
 - Wipes
 - Diaper cream
- Blanket and soft toy (for children who nap)
- Any medications along with a medication form
- Closed-toe shoes suitable for indoor play
- A sweater to keep at daycare
- A print-out of immunization history
- In the summer:
 - Closed-toe shoes suitable for indoor and outdoor play
 - Non-aerosol sunscreen
 - Non-aerosol and DEET-free bug repellent
 - Hat with brim
- In the winter:
 - Coat
 - Snowpants
 - Boots
 - Mittens

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Children regardless of age sometimes have accidents and should have a second full set of seasonal appropriate clothing available at the centre (getting soiled with food, paint/craft materials or wetting themselves). Educators will place soiled clothing in a plastic bag in the child's cubby. Please check their cubbies daily and replace anything that is brought home. Should your child not have a full change of clothing in their box, you will be notified and required to come in with one as we will not borrow clothing from other children. Please label all clothing and other articles clearly with your child's name. If your child has a nap at the centre, blankets and other personal items will be sent home every Friday to be washed and returned the following week. In the event they become soiled, the items will be sent home that day.

Parent Communication and Involvement Policy

The essence of a good relationship between a family and the centre is ongoing communication. It is only by working together that we can provide the best possible care and environment for your child(ren). Upon registration, parents/caregivers provide the centre with information that allows the Educators to get to know the child, including background, personality, habits, interests, likes and dislikes and health conditions. Although a child may feel a little anxious when he/she first joins the centre, Educators and parents/caregivers will work together to help the child make a successful transition. Educators and/or the Director/Program Supervisor are available for discussion about your child and more formal meetings can be set up upon request.

Our open door policy encourages parents/caregivers to participate in the program and provide feedback. Our centre appreciates any contribution to program ideas and materials or parent participation in special program events. A newsletter is prepared once a month that contains information about children's activities, notice of upcoming events in the centre, the community and other information related to child development. Messages may be sent to families through the parent communication app, by phone call, using the Parent Board and individual notices.

It is essential that Educators be able to locate parents/caregivers should an emergency or illness arise during the day. An alternate telephone number must be provided in the event parents/caregivers are not available at their usual number. PLEASE NOTE: Immediately inform the centre of any changes to your address, home or work number or other emergency information. Parents/caregivers should discuss with us any events that occur in the home that may affect the child while attending daycare, such as a death in the family, the impending birth of a child, a marital separation, an extremely frightening experience, a remarkable achievement, etc. At no time in a child's life is a close relationship between home and childcare/school more important than during these early years. We hope that our centre will become an integral part of each child's extended family.

Communication with local schools is open and friendly. Kids County Daycare & OSC maintains a file with school phone numbers and names of children attending them and yearly school calendars with closure dates and PD days for reference.

Educators are available daily to listen to and help the children when they have a problem or concern. There are clear expectations of the children and Educators will take the time to explain when a child bends the rules that they could get hurt or hurt others.

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We maintain communication with various local community facilities and agencies to enhance program planning and to help families in building their support system. Local facilities we use for field trips may include the public library, recreation centres, gymnastics clubs, movie theatres, veterinary clinics, and seniors homes.

We welcome volunteers and authorized family members to help with the daycare program in their child's group either at the daycare or off site on field trips.

- The family member/volunteer is to inform any of the Educators or Director/Program Supervisor when they are interested in wanting to join us in the daycare or off site. Educators will then plan to include these volunteers in the programmed activities.
- All volunteers must submit a clear Criminal Record Check with a Vulnerable Sector Search. The copy must be dated within 6 months of the volunteer date.
- Volunteers, whether family members or summer students, may help supervise a group of children but will not be left alone with a group. Family/volunteers will always be accompanied by an authorized Educator from the program.
- All volunteers are expected to use appropriate language and treat all children with respect.
- If their child's attendance interferes with expected volunteer duties, they may not be approved for future volunteering opportunities.
- Volunteers/family members are to be aware that although their child is there, Educators are in charge and children are to follow rules and routines.

Child Involvement Policy

Educators will plan activities and projects with input from the children to enhance their learnings and to hone their special interests and skills.

- We keep children involved through co-operative and competitive games, and through special activities and learning experiences related to chosen topics.
- Educators observe, plan and encourage group participation and co-operation to help build the children's sense of community within the center.
- Field trips and experiences are planned with children's input as much as possible. We strive to expand the children's horizons through recreational opportunities and learning new information about people and places to broaden their knowledge about the world around them.

Administrative Records Policy

All child and educator records are kept up to date and filed in individual files in the office and will remain locked to ensure confidentiality. Any missing information is immediately addressed and updated.

- All child and family registration and information includes, but not limited to:
 - Child's name
 - Birthday
 - Contact information and names for each parent
 - Home address
 - Emergency contacts (including numbers and addresses)
 - Payment information
 - Pick-up authorization
 - Allergies, medications and immunization records
 - Alberta Health Care Number
 - Field trip permission forms
 - Toilet training, siblings, and other relevant questions to further know the child's needs
- A copy of each child's registration form is kept in the relevant room binder for Educators in the event of an emergency or for any information they may need (i.e.- contact parent, pick up info, etc.)
- If any information is to be changed or updated, parents/caregivers are to notify the Director/Program Supervisor and the information is to be updated immediately. If for any reason a child is placed into a different room, Educators are responsible for transferring the child's information.
- Attendance of each child is recorded in the Educators's room binder and the parent communication app. Educators are provided with a monthly check in/out list with the names of full time children and they are to record the time of arrival and departure of each child every day. If a drop-in child arrives, Educators are required to put the child's name on the check in/out list and sign that child in. In the case of a child moving to a different room (if ratio is out, no permission for field trip, etc.), that educator is to sign them OUT and the Educators of the new room are to sign them IN.
- Parents/caregivers are to sign their child in and out using the parent communication app when dropping off and picking up their children. In the event that this is not possible (ie. phone left at home or child taking the bus to school), the room Educators will sign the child in or out.
- Educators are to sign in and out (including breaks) using the parent communication app.

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- Educators are also provided with an AWE sheet, to keep track of hours they are providing childcare. This is to be done when beginning their shift, lunch break, and finishing their shift.
 - Educators' qualifications can be found on our "Educators Wall" outside of each room, which displays the level of certification of each educator as well as their first aid certificates. Educators' certificates, criminal record checks, child intervention checks, and other information relevant to their employment are kept in individual files and will remain locked to ensure confidentiality.
 - The facility's license, food handling permit and licensing reports are displayed in the front entrance.

Portable Records Policy

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An index of emergency contact numbers in case of an emergency are found in each room binder.

- Educators working in each room will have access to important information pertaining to the children in their room binder. This list of items can be found in the Administrative Records Policy.
- Educators are required to use the emergency contact numbers in case of an emergency. This index can be found in the front of each room binder as well as posted in the office.

This index includes:

- Poison Control
- RCMP
- Ambulance
- Fire
- Health Link Alberta
- Strathcona Public Health and Hospital
- Child Abuse Hotline

CCTV (Closed Circuit Television) Policy

CCTV cameras will monitor the inside and outside of the child care facility at #106, 2020 Sherwood Drive to monitor the personal safety of children, staff, and families accessing the building, the safety of the building and its contents, the quality of child care, for training purposes, for emergency purposes, and to reduce the potential for criminal activity in the area.

- Outside of the facility: CCTV cameras are installed above the main entrance and the North corner of the building.
- Inside facility: CCTV cameras are installed in the hallways and each room where child care services are provided within the child care facility. This excludes washrooms, offices, and staff break rooms.

Cameras will record twenty-four (24) hours and seven (7) days per week over areas mentioned above. The use of CCTV cameras will be used in accordance with the Data Protection Act 2017 and the Freedom of Information and Privacy Act 2024. Signage will be placed both inside and outside the building to notify all users of the use of CCTV cameras.

CCTV images will be kept for a maximum of seven (7) days. As such, there will not be a constant viewing of the images. Images will be deleted every seven (7) by the owner of Kids County Daycare & OSC. Any footage that shows a crime will be kept as long as it is needed to undertake criminal proceedings.

Section 31 of the Data Protection Act states that Kids County Daycare & OSC and processors have the duty to implement all appropriate security and organisational measures to prevent any unauthorised access, alteration, disclosure, accidental loss, and destruction of personal data in its control (images captured by CCTV Camera).

- Only authorized personnel will have access to the CCTV footage;
- Use password protection to manage staff access to stored footage;
- All stored footage will be transmitted and stored in encrypted form;
- Regular audits of the system's security will be performed on a routine basis.

Any footage that detects illegal activity and/or a crime will be disclosed to external law enforcement with an active file number to and/or identify a suspected subject. Footage may be released to the corporate insurance provider for internal investigation of liability coverage/assessment of the premises and/or property of Kids County Daycare & OSC and/or Sherwood Park Mall. Footage will not be released on the internet or to the media.

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Subject to section 37 of the Data Protection Act 2017, individuals whose images are recorded have a right to view the CCTV images/footage about themselves and to be provided with a copy to them. If there are other identifiable people in the footage, those individuals' identity will be masked to maintain their privacy. This request must be fulfilled within one (1) month from the date requested.

As per section 37(6), if Kid County Daycare & OSC refuses to take action on the request of a data subject (individual), it shall, within one month of the receipt of the request, inform the data subject in writing of the reason for the refusal and on the possibility of lodging a complaint with the Commissioner. Should an authorized personnel breach this policy, they may be subjected to termination and/or legal charges.

Inclusion and Diversity Policy

Our program is committed to appreciating diversity by providing equality of opportunity for all children, families, and employees. We celebrate the uniqueness of each individual and we find joy in learning about other cultures to include family values and customs in the children's daily experiences. We strive to provide a secure environment in which all children can flourish and in which all contributions are celebrated. We are constantly striving to promote equality and better appreciate diversity in our centre.

- Our Program is open to all members of the community
- We provide an environment that includes pictures, songs, books, stories, activities, materials, and foods which are reflective of other countries and cultures
- We will ensure inclusion is incorporated into all activities throughout our entire program
- We will provide alternative or modified activities to children as necessary
- We will provide positive and non-stereotyping information about gender roles, people with disabilities, and diverse ethnic and cultural groups
- We review and evaluate our practices to ensure we are fully implementing our policy for equality, inclusion, and diversity
- Our program celebrates each child's individuality
- Our program will supplement learning centres with multiculturally diverse materials and equipment
- Educators will develop warm and respectful relationships with each child and family through informal conversations, open discussions, and collecting relevant information about each family's unique context
- Applicants are welcomed from all backgrounds and employment positions are open to all who meet child care standards and qualifications

Health and Safety Policies

Wellness

Our centre has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety, and nutrition. Eating nutritious food is an important part of each child's day. Food provided by the centre will be selected in accordance with Canada's Food Guide requirements. Educators are required to keep the children hydrated, protected from the sun, avoid insect bites, assist the child in hygiene, keep a clean environment, and involve exercise.

Centre Educators will:

- Offer a clean, well-maintained, safe environment with nutritious food for snacks and lunch.
- Provide opportunities for children to learn about how to take care of their bodies and develop self-help skills.
- Opportunities for both rest and exercise with indoor and outdoor activities daily.
- Welcome mothers to breastfeed their child and provide support for breastfeeding. Formula must be provided by the parent/caregiver.
- Provide a comfortable and relaxed environment for the children and parents/caregivers.
- Encourage children to eat a variety of foods but be sensitive to individual food and cultural preferences.
- Post children's allergies in the kitchen (parents/caregivers are responsible for making Educators aware of any food allergies).
- Inform parents/caregivers of any significant changes in the eating habits of their child.
- Model healthy attitudes towards food and mealtimes.
- Model healthy attitudes towards washing hands before and after meals.
- Educators will allow children time to eat and drink at their own pace.
- Tables used for eating are sanitized before/after use.
- The room is swept/vacuumed and mopped daily and/or as required.
- Garbage is emptied daily.
- Children's cubbies, room shelves, audio-video equipment, computer desks, and toy bins are cleaned weekly. Toys are sterilized weekly in the kitchen sterilizer following a set schedule. Toys and materials that are heavily soiled or mouthed will be removed and cleaned immediately.
- Bathrooms are maintained daily.

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We ask that a water bottle is provided for preschoolers, kinders, and school age children and bottles/sippy cups for infants and toddlers. In the event a water bottle is forgotten at home, we maintain a supply of disposable cups that children can access to get a drink of water whenever they are thirsty.

On moderate days, Educators take children outside in the yard or to a nearby park, where they can run and use climbing and other equipment that encourages physical movement and development. On indoor days, Educators include gross motor activities in their planning, as well as several options to meet the children's physical movement needs (for example, freeze dance, musical chairs, yoga, etc.). Many of our field trips require children to walk short distances to reach them. When children are outside or on field trips, Educators will take a jug of water and cups with them. In the event of hot weather, Educators will encourage the children to take a water break every 30-45 minutes to ensure they are staying hydrated and outdoor time will be planned carefully according to the forecast.

Parents/caregivers are required to provide a non-aerosol sunscreen, non-aerosol and DEET-free bug repellent, and a hat for their children in the summer months. For outdoor play in the winter, parents/caregivers are required to ensure their child has a coat, snowpants, boots, mittens and hat/toque to be warm and dry. If a family chooses not to use sunscreen, protection using UV material is sufficient. Babies under 6 months of age are not to wear sunscreen or bug spray.

Each child attending the program must be up to date on their immunizations in order to attend as this ensures the safety of all children in group care. A copy of your child's immunization schedule is required prior to your child's start date.

Nutrition and Meals

Kids County Daycare & OSC serves nutritious hot lunches as well as morning and afternoon snacks, prepared fresh by our in-house chef. Only staff who possess their Food Safety Handling Course are allowed to cook for the centre. These include servings from all the food groups represented in Canada's Food Guide. Children's special dietary needs and allergies are posted in the classrooms and in the food preparation area. If your child(ren) has food restrictions due to allergies, medical conditions, sensitivities or personal observances, please inform the Director/Program Supervisor during the registration process or as soon as an allergy becomes known so that accommodations can be made. Lunch and snack menus are posted in the entrance area of the centre and on the parent communication app. Lunch is based on a six-week rotation schedule and is prepared daily by our in-house chef. Children will be offered food as prepared and will not be forced or coerced in any manner to eat or finish all foods on their plate. Uneaten food will be discarded immediately and will not be reused or saved for later.

Safe Food Handling, Cross Contamination Control and Foods from Home

Hot foods are always served hot. After the food is cooked, it is either served within 30 minutes, or it is kept hot in the oven or on the stove at no less than 150F until it is served. Any uneaten hot food, left over after lunch time, is discarded and will not be served to the children a second day. Foods that require refrigeration are kept in the refrigerator at the safe temperature of 4C. Frozen foods are kept below 0. Thermometers are used in both the refrigerator and the freezer which are checked on a regular basis.

Cross Contamination Control: All surfaces, cutting boards, dishes, and utensils used in food preparation are washed and sanitized after each use. Utensils used in meat preparation are kept separated from other foods and a separate cutting board will be used for meat.

Foods from home: We provide lunch and 2 snacks each day and meals are based on the Canada Food Guide and balanced with items from several food groups. We supplement the meals with milk or water. If your child has special food requirements or does not like what is on the menu, please ensure this is made known to the Director/Program Supervisor. We will offer your child what we are having each day, ensuring they have a full opportunity to have a balanced meal. Children with food restrictions or allergies will receive a healthy alternative. Due to allergies we do not permit children to bring food from home. Any treat intended for the entire class (on a birthday or occasional special day) must be store bought and labelled nut free.

Kitchen staff will maintain up to date Safe Food Handling certification and all Educators are required to take the Alberta Health & Safety for Child Care course.

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Illness

Kids County Daycare & OSC will maintain health and safety protocols and encourage children and Educators to practice proper hand hygiene. In the best interest of all children and Educators, a child should be kept at home when he/she has any of the following symptoms (this policy applies to all Educators and staff members):

- Fever
- Cough
- Shortness of breath
- Runny nose
- Sore throat
- Chills
- Painful swallowing
- Nasal congestion
- Feeling unwell / fatigued
- Nausea / vomiting / diarrhea
- Unexplained loss of appetite
- Loss of sense of taste or smell
- Muscle / joint aches
- Headache
- Conjunctivitis (commonly known as pink eye)

The child should be kept at home until symptom-free for at least a 24-hour period, temperature has been normal for at least a 24-hour period and/or the child has been on prescribed medication for a 24-hour cycle. This means that if a parent/caregiver is picking up their child from the centre with any of the above symptoms, said child may not return the following day. The 24-hour policy is mandated by Alberta Health Services and cannot be overruled by a doctor's note. Kids County Daycare & OSC may ask that your child be kept at home for 48 hours as per Alberta Public Health guidelines, especially in instances of an outbreak. When a child is ill and cannot attend, the centre should be notified by telephone as soon as it is possible. It is also suggested that parents/caregivers prepare and arrange for emergency backup childcare in anticipation of these situations. Fees are payable even though your child is ill. In situations of extended illness, speak to the Director/Program Supervisor. If a child appears unwell, Educators have the right to refuse admittance. Depending on the situation, we will request a medical note and/or request immediate pick-up of a child who is ill or not capable of full participation in the program for any other reason. If a child becomes ill while in attendance, the child will be isolated from the other children until a parent/caregiver arrives. This is mandated by Alberta Health Services for your own child's well being as well as others in the centre. If a parent/caregiver is not available, the emergency contact person will be called.

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HEAD LICE POLICY: Children with lice and/or nits (lice eggs) cannot attend the program. If lice/nits are found, we will contact the parent/caregiver to pick the child up and request that the child has a treatment. There are natural and chemical treatments available and the family is responsible to choose the method that works for them. The child will be able to return to the program when they are lice/nits free. A check will need to be completed with the Director/program Supervisor upon return. PLEASE NOTE~ we fully understand that head lice can be very challenging. Our program aims to be proactive and supportive. Please inquire with our administrative staff to request help, resources, or any other needs. We DO NOT want you to feel discouraged, or upset. We are here to help.

Physical Environment Design Policy

Kids County Daycare & OSC provides numerous opportunities for physical activity both indoors and outdoors to support each child's growth and development. We ensure that the daycare is a safe place in all aspects.

The room arrangement of each program room is the responsibility of the program Educator. Space should be organized according to the Environment Rating Scales (ERS). Centres are required to include blocks, dramatic play, art materials that are accessible at all times, areas for large and small motor activities, and books. These areas should be clearly defined, with obvious boundaries. Quiet areas should be set up as far away from noisy activities (blocks, cars, etc.) as possible. The room décor should consist mostly of child artwork and photographs of animals, people, food, and the children themselves at the child's eye level.

Room arrangement should take into consideration that Educators must be able to always see every child and eliminate any blind spots. Explorers 3 and 4, Pathfinders 2, and Challengers 1 rooms are equipped with safety mirrors to provide line of sight throughout the room.

The Director/Program Supervisor will have the final approval on any changes to the physical environment, including room arrangement. The following guidelines will be observed:

- Educators are required to include gross motor activities in their planning for indoors. This may include games such as yoga, freeze dance, red light green light, etc.
- Educators provide many opportunities for physical activity outside, including providing space to run and play, basketball, soccer, etc. Children may be transported on foot or by bus to local parks to enhance their physical skills and development
- Educators may organize physical games for the children while they are outside such as tag, what time is it Mr. Wolf, etc.
- Aerosols are not used when children are present, between 6:30am and 6:00pm

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- Pesticides are never used outdoors or indoors when children are present, between 6:30am and 7:00pm. If it is necessary to use them after hours, children are kept away from the area for the recommended time, specified by local health authorities.
 - Only non-toxic and washable supplies and materials are used for arts and crafts.
 - Water play is provided as a sensory activity for all children. Children are supervised at all times and containers are immediately emptied pools and stored them up-ended or in a shed.
 - Outdoor spaces are inspected for any plants that are determined as possibly being of a poisonous nature. Educators will use disposable gloves to remove the plant and place it in a covered garbage can.

Medication Policy

Educators must ensure that when a child is prescribed medication parents/caregivers are to fill out a medication sheet. Educators are required to fill out the administration section which includes the name of the medicine, the amount, the date & time it was administered, and the Educator's signature. Educators are to follow the proper steps when administering medications. Medications are always to be stored in the proper areas except when being administered.

- Educators must ensure that when a child has medication, parents/caregivers are to fill out a medication sheet. A medication sheet includes:
 - The child's name
 - Time to be administered
 - Name of medication
 - Amount of medication
- Educators are required to fill out the administration section which includes the name of the medicine, the amount, the time, and the Educator's signature.

We will not administer medication that:

- Is not prescribed/recommended by a doctor
- Has not been authorized by a parent/caregiver
- Is not in its original container
- Is prescribed to another child
- Has not been labeled with proper information (non-prescription)
- Is expired

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Emergency medications are to be kept in the child's room in the emergency medication box. This box is to be kept out of children's reach. If the child goes offsite, the emergency medications are to be kept with the Educator in the off-site backpack. Educators are to ensure they are aware of how to properly administer medication. Parents/caregivers are responsible for explaining this to Educators.

Other medications will be kept in the lockbox with the cook in the kitchen cupboard and refrigerated medications are kept in the fridge lockbox. When it is time to administer medication, an available Educator or the cook will administer the medication to the child.

- When administering medication Educators are required to first confirm the 4 Rs:
 - RIGHT child
 - RIGHT time
 - RIGHT medication
 - RIGHT amount

Allergies, Anaphylaxis, and Medical Needs Policy

It is important that parents/caregivers inform Educators and the Director/Program Supervisor of any allergies that their child may have and what reactions to expect. Food allergies and/or sensitivities need to be specifically detailed for snack and lunch purposes. If your child has food allergies please ensure the foods and any reactions are listed on your child's registration form. A list of children's allergies are posted in each room and the kitchen to ensure their safety. Any medication recommended by a doctor (i.e. epipen, benadryl, etc.) must remain on the centre's premises at all times (cannot be taken home and returned each day) or your child cannot and will not be admitted. A Non-Prescription Medication Form must be completed and signed by the child's doctor and kept on file for any seasonal/annual allergy control products.

Anaphylaxis is a serious allergic reaction and can be life-threatening. The allergy may be related to food, insect stings, medicine, latex, etc. The anaphylaxis policy is intended to help support the needs of a child with a severe allergy and provide information on anaphylaxis and ensure parents/caregivers, Educators, students and visitors to the centre are aware of existing allergies and plans. Our centre's anaphylaxis plan/individualized plan for a child with medical needs is designed to:

- Ensure that children at risk are identified
- Ensure strategies are in place to minimize the potential for accidental exposure
- Ensure Educators, students and volunteers are trained to respond in an emergency situation

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During the registration process, the Director/Program Supervisor will meet with parents/caregivers and enquire whether their child has an anaphylactic or life-threatening allergy and/or medical needs. At this time, we will also make note of any other existing allergies and whether or not the child also suffers from asthma, which could cause an anaphylactic reaction to become more severe. If the child does have an anaphylactic allergy and/or medical needs, the Director/Program Supervisor will review the centre's policies with the parent/caregiver and develop an individual plan with emergency procedures prior to the child beginning the program. An epipen must be kept at the centre at all times and will be transported with the child on excursions. The centre will require the parent/caregiver's consent that allows the Educators to administer the allergy medication in the event their child has an anaphylactic reaction.

Children requiring individualized medical care due to allergies and/or medical conditions will require a signed Anaphylaxis Emergency Plan and/or Individualized Medical Plan to be completed and remain on the child's file. Examples of this need are as follows:

- Emergency medication is required to be administered at the centre
- Seizures
- Monitoring of diabetic equipment
- Feeding tubes
- Accommodations required due to physical limitations
- Or other as deemed necessary

There may be instances where a child's medical needs cannot be safely met in our setting due to staff scope of practice or ratios. This will be determined along with the family or as needed after enrollment.

Plans will include:

- Steps to reduce the risk of the child being exposed to any triggers/situations that could make a medical condition worse or cause an allergic reaction or another medical emergency
- A description of any medical devices the child needs and instructions on how to use it
- A description of procedures to follow in case of an allergic reaction/medical emergency
- A description of the supports a child needs
- Any additional procedures to follow when a child with medical needs is evacuated or off-site It is the responsibility of the parent/guardian to:
- Inform the centre of their child's allergy (anaphylactic, asthma) and/or medical need

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- Complete medical forms and meet with the Director/Program Supervisor and Educators to complete the Anaphylaxis Emergency Plan or Individualized Medical Plan in a timely manner
 - Advise the centre if their child has outgrown an allergy, no longer needs an epipen or medical needs no longer exist
 - Have the child wear a medical identification bracelet, if applicable
 - Replace epipens as they expire (and/or before they expire), replace medical devices as needed

Parents/caregivers are asked to consult with Educators before sending food to the centre. Home baked goods may not be brought into the childcare centre. Any store bought food brought into the centre must be sealed and labeled nut free and include a label with all the ingredients. Parents/caregivers will also be notified by newsletter of potentially life-threatening allergies, foods and/or agents that should not be brought into the centre.

Attempt to Meet a Nut Free Environment: We will endeavor to avoid peanut/nut products on the menu. If you have any concerns regarding your child's allergies and/or diet, please contact the Director/Program Supervisor as we want to ensure that all children are protected against food allergies. Please do not bring snacks to the centre or allow your child to finish their breakfast at the centre.

Birthday/Event Celebrations: Children's birthdays will be celebrated in a simple yet joyful manner. Parents/caregivers may provide a cake or snack (not homemade) for this occasion. Food items brought into the centre must be nut free and in their original container with a full list of ingredients on the label. A small celebration will be held at snack time on the day of or close to the birthday. It is mandatory that parents/caregivers follow policies regarding food allergies to ensure the safety of all children.

Serious Occurrences/Critical Incidents Policy

The safety and well-being of children is our first priority. Educators do their utmost to provide a safe and nurturing environment for every child. In spite of this, serious occurrences/critical incidents can sometimes take place. The Alberta government requires licensed child care centres to post information about serious occurrences/critical incidents that occur at the centre. This form, outlining information on the serious occurrence/critical incidents, will be posted on the Parent Board. Please respect that for confidentiality reasons, there will be no “identifiers” on the posting such as names of children or Educators, age group, room, etc. This posting will only give parents/caregivers information about the incident and outline follow-up actions and outcomes. Should you require more information on this policy, or on what constitutes a serious occurrence/critical incident, please speak with the Director/Program Supervisor.

An incident regarding a child attending Kids County Daycare & OSC will be reported and documented using an Incident Report form. An incident of serious matter regarding the child or the childcare facility will be reported immediately to the regional childcare office. In case of an incident where first aid is needed, first aid kits are available in every room and in each room’s emergency backpack that are to be taken any time the group is off site.

If a child injures themselves, Educators will perform the following:

- Educators are required to fill out an incident report to describe the incident/injury. This will include the following:
 - The child’s name
 - Date and time of incident
 - Details about the incident and events leading up to
 - Details about the injury, specific to where the child was injured while participating in the program
 - Steps taken to provide care and comfort to the child, including any first aid administration
 - Follow up, if required
 - Signed by the Educator, Director/Program Supervisor and the parent/caregiver
- In the case of an emergency evacuation, Educators are to follow the Emergency Evacuation Plan. Any emergency evacuation will be reported to the regional childcare office.
- In the event of an unexpected program closure, Educators are to notify parents/caregivers and Director/Program Supervisor, and arrange prompt pickup for children. Any unexpected program closure will be reported to the regional childcare office.

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- In the event of an intruder on the premises, Educators are to proceed with a lockdown:
 - Ensure the main doors are locked, the front entrance door is closed, and the back door is locked. Educators and staff are to keep the children safe and remain calm. The Educators and/or Director/Program Supervisor are to then notify the RCMP and call parents/caregivers to inform them of the situation. Any intruder event will be reported to the regional childcare office.
 - If a child has a serious injury, Educators are required to call emergency services. After emergency services are called Educators are to immediately call the parent/caregiver and inform them of the situation. If the parent/caregiver cannot be reached, Educators are to call the child's emergency contacts. Any serious injuries will be reported to the regional childcare office.
 - If a child is to remain in the hospital overnight due to injury, illness, or error the Director/Program Supervisor is to report to the regional childcare office.
 - If an Educator makes an error in administering medication to a child resulting in the child becoming ill, injured, requiring first aid, emergency services being called, or remaining in the hospital overnight a report is to be made about the incident and will be reported to the regional child care office. Educators must follow the Medication Administration Policy.
 - In the event of a fatality of a child while in the care of the program, 911 will be called immediately. Following this a report is to be provided to the Director/Program Supervisor which includes date, time, name, first aid given, and events leading up to the incident. The incident will be reported to the regional childcare office.
 - Educators are to follow the pick up authorization list on each child's registration form located in each room's emergency contact information binder. To ensure the child's safety, Educators are required to ask said pick up person for picture identification to confirm he/she is authorized to pick up the child. If a child is removed from the program by a non-custodial parent or caregiver, Educators are to call RCMP and report to the regional childcare office.
 - In the event a child is not picked up by their parent/caregiver once operating hours are over, Educators are required to call the parent/caregiver. If the parent/caregiver cannot be reached the Educator will call the child's emergency contacts and will continue to try to reach them. If after 7:00pm the parent/caregiver and/or emergency contacts cannot be reached, Educators will contact Children's Services, RCMP and the Director/Program Supervisor of the program. The incident will be reported to the regional child care office.

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Reporting Abuse

Anyone who has a reason to believe that a child has been or is likely to be physically abused, sexually abused, emotionally abused, and/or neglected is legally responsible to report the matter to a Child Intervention Caseworker under the Alberta Child, Youth and Family Enhancement Act. A Caseworker can be reached 24/7 at The Child Abuse Hotline at 1-800-638-0715. An allegation of physical, emotional, sexual abuse and/or neglect by an Educator/volunteer will be followed by an evaluation of that Educator/volunteer and an investigation involving the regional child care office. That Educator/volunteer will not be allowed to be unsupervised with the children throughout the investigation. In the event an investigation has resulted in finding that said Educator/volunteer has been found guilty of the allegation, the Educator/volunteer will be immediately dismissed from the program. Any allegation or signs of abuse will be reported to the regional childcare office.

Missing/Lost Child Procedure: Child is Missing/Lost At the Program

In the event of an unexpected absence of a child from the program, such as a missing/lost child, it is essential to act quickly and calmly in efforts to locate the child. Educators will follow the following procedure:

- A lead Educator will be instructed to bring the group of children together and perform a head count. They will determine where the child was last seen and are to notify the Director/Program Supervisor as soon as possible.
- The Educator responsible for that child will retrace their steps and conduct a search of the immediate area.
- Educators not engaged in the search shall ensure that the children remain calm and engaged inactivity while the search continues.
- If the missing/lost child is not located within two minutes, the search of the area will be expanded and additional support staff will be tasked to become involved in the search.
- Should the Educator fail to find the missing child within ten minutes, the RCMP shall be contacted immediately by the lead Educator and pertinent information will be given
- Parents/caregivers shall also be contacted and informed of the actions taking place and will be phoned back every 10 minutes with updates.
- When the child has been found, the lead Educator will inform all parties involved in the search. The child's parents/caregivers will be notified immediately.
- A debriefing will be held between the Director/Program Supervisor and all parties involved as soon as possible.
- An incident report is to be completed and will be reported to the regional child care office.

Emergency Evacuation and Fire Drill Policy

Kids County Daycare & OSC practices monthly fire drill procedures with the children to help them prepare for possible emergency situations. The monthly fire drill report can be found on the Parent Board in the front entrance. In case of a real fire situation, our muster point is located at the light pole SE of the front entrance of the facility. The emergency shelter is located at Goodlife Fitness, unit #300, North of the Kids County Daycare & OSC facility.

The Director/Program Supervisor will have the emergency binder with each child's emergency contact information on hand and will contact every parent/caregiver regarding the situation. Children who nap will be required to keep their shoes on during their nap so they are prepared should Educators need to get them up and out of the centre for an emergency, whether it is a planned practice or a real emergency.

- Infants 1 and 2 (Sprouts) will proceed to the front entrance. Up to 6 infants will be transported in an evacuation crib to the lift at the front entrance. The kitchen staff will assist the Sprouts groups.
- Toddlers 1 and 2 (Explorers), Preschool 1 (Pathfinders), Kinder 1 & 2 (Innovators) will proceed to the front entrance.
- Toddlers 3 and 4 (Explorers), Preschool 2 and 3 (Pathfinders), Kinder 3 (Innovators) and Out of School Care 1 and 2 (Challengers) will proceed to the rear fire door facing N.

Procedure:

- Upon the sound of the alarm, a primary Educator will lead the children out of the room in a calm manner. A secondary Educator will make a visual sweep of the room for any child left behind and will be responsible for bringing the emergency contact information binder with them. Each door will be closed upon departure.
- Once outside, Educators will perform a headcount based on their attendance sheets to ensure every child is accounted for.
- The Director/Program Supervisor will perform a clean sweep of the entire daycare for any children left behind as children may be hiding. This will include in, around, under, and behind all furniture and in bathrooms.
- In the event of a real evacuation everyone will proceed to Goodlife Fitness, unit #300, North of the Kids County Daycare & OSC facility. Parents/caregivers will be called to inform them of the situation.

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Smoking Policy

Smoking and the use of smokeless tobacco and/or marijuana and/or cannabis products is prohibited on Kids County Daycare & OSC property, in company or chartered vehicles for the purpose of transporting children, and while on off-site excursions. Anyone wishing to smoke tobacco products must do so outside of Kids County Daycare & OSC property.

No smoking and vaping signs are posted at the front of the building to enforce this policy.

Supervision Policy

The safety of all children attending Kids County Daycare & OSC is the primary goal. Children are to always be in line of sight and accounted for, and Educators are required to know the numbers of the children in their care at all times.

The Centre will ensure:

- Children are always under supervision to ensure their safety and well being. If a child puts themselves or others in harm's way or showing signs of misbehaviour, Educators are required to follow the Child Guidance Policy.
- Educators are to keep track of the children's daily attendance by recording their arrival and departure times in the binders and within the parent communication app. Educators must know the number of children in their care and understand age ratios at all times.
- Head counts are taken and recorded on a tracking sheet each hour on a daily basis to account for all children in attendance.
- When transitioning to a new location on/off site, Educators are to perform a head count before leaving, during the time of travel, and upon arrival to their destination.
- Educators will develop a plan of supervision with co-workers to position themselves strategically and avoid congregating together to ensure there is sufficient supervision coverage throughout the play areas and children are not hidden in blind spots. This procedure will be used within the program rooms, while utilizing the playground, on community walks, and during off-site excursions.
- Educators are to focus on the positive rather than the negative while supervising children. Establish clean and simple safety rules that young children can understand and use redirection when undesirable behaviour is observed.
- Strong, positive relationships are the foundation for creating a positive environment where children and Educators develop trust and respect for each other.
- Creating a "yes" environment will reduce stress for the children and Educators and will support children's development.
- Educators are required to perform regular visual checks to ensure the play environments are safe. Toys, materials, or equipment showing wear or damage will be removed from the space immediately until it can be repaired or replaced. The Director/Program Supervisor must be notified within 24 hours of removal.

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- When utilizing the playground and travelling off-site, Educators are to check the area in which the children will be entering to ensure it is safe for the children. This includes a thorough walk around of the area and unsafe/harmful items are to be removed and disposed of properly. A checklist will be used to ensure all potential hazards are identified, remediated, and to ensure the space is safe and nothing is in the area that could harm the children.
 - The playground is fenced and the gate will remain closed at all times while children are at play.
 - Educators are given “Nippissing” sheets to keep track of the child’s development. This will help the Educators encourage and assist the child in anything he/she may be struggling with. Educators arrange their planning according to the developmental age, ability, and interests of the children.
 - Opening/Closing shifts are to check all rooms and outdoor spaces before/after closing to ensure all toys, materials and equipment are organized and the areas are clean and safe for the children’s use. See Opening/Closing Procedures for more information.
 - Educators will keep the Director/Program Supervisor informed of any concerns that may arise while supervising children.
 - For bus or walking transportation to school or for a field trip, See the Off-Site Excursion and School Transportation Policies for more information.

Safe Sleep and Supervision Policy

During scheduled nap time (approximately 12:00 pm - 2:00 pm), ratios become relaxed which allows for Educators to take their lunch breaks. Educators will communicate with parents/caregivers daily regarding children’s rest period and the information for each child will be logged into the parent communication app. Children are encouraged to but will not be required to nap and this expectation will be shared with families.

Daycare programs during rest periods
 Staff-to-child ratios

Group Name	Age of child	Primary staff-to-child ratio
Sprouts	Infants less than 12 months	1:6
Sprouts	Infants 12 months to less than 19 months	1:8
Explorers	19 months to less than 3 years	1:12
Pathfinders	3 years to less than 4 years	1:16

*Rest period means any period when a child is lying down, including on or in a cot, bed, crib, cradle or bassinet, for the purpose of sleeping or resting. If children are awake and not interested in resting or engaging in a quiet activity, the Director or Program Supervisor or another Educator must be notified and to provide support (either leaving the room with the child(ren) or engaging in a quiet activity with the child). Children are encouraged to, at the family’s request, but will not be required to nap. The Director/ Program Supervisor must be notified immediately if children are not interested in resting or are exhibiting behaviours that does not allow an Educator to provide supervision to the larger group size to ensure the children’s safety, well-being and development. Educators may not go on their break until relaxed ratios apply or must require the Director/Program Supervisor or another Educator to join the group or their break will take place before or after nap time.

- Children are, at all times, under supervision that is adequate to ensure their safety, well-being and development
- Children will eat lunch (if hungry) prior to rest/nap time
- Prior to all children being done eating, cots are placed out by the Educators
- Children may have a comfort item from home

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- No beverages or bottles are provided to children while they are napping
 - Children may be asked to use the bathroom prior to rest/nap time
 - Children are asked to lay on their bed or do a quiet activity or to relocate to another group
 - Quiet activities include playing with quiet toys on their bed or at a table covered with a towel to minimize noise in a dimly lit area
 - Lights will be dimmed and soothing music played
 - Educators will walk through the room every 15 minutes to do head counts and ensure children are safe and comfortable. Physical bed-side checks will be conducted, including visual inspection of the child's:
 - sleeping position
 - skin and lip colour
 - breathing
 - body temperature
 - head position
 - airway, and
 - head and face, to ensure they remain uncovered
 - The safest position for infants to sleep is on their backs in a crib
 - Older infants who are preparing to transition to the toddler room at 19 months of age will begin sleeping on a cot to ensure a smooth progression
 - Families will be consulted prior to implementing this change and the child must be able to adequately control their bodies to avoid rolling off the cot
 - Educators may use strategies to comfort or soothe a child on their cot, as the child wishes and may use physical contact to calm children when required:
 - rub a child's backs, tummy, or face if soothing for the child
 - give hugs
 - sing or read a story
 - Educators may not:
 - use or permit the use of any form of physical restraint, such as holding a child in their crib or on their cot
 - use their size or authority to intimidate, such as positioning their body (for example, sitting or laying) in such a way the child cannot move from their cot or using ultimatums (for example, I will move once you once you are quiet)
 - Educators may work on documentation only if the children are under supervision that is adequate to ensure their safety, well-being and development
 - Educators may not lay beside children, they must sit to adequately supervise and avoid falling asleep
 - As children wake from nap:

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- They may participate in quiet activities, including playing with quiet toys on their bed or at a table covered with a towel to minimize noise in a dimly lit area
 - If children are awake and not interested in resting or engaging in a quiet activity, the Director/Program Supervisor or another Educator must be notified immediately and must leave the room with the child(ren) or the help relocate the child(ren) temporarily to another group

Off-Site Excursion Policy

When children play outside, there are numerous safety risks that must be carefully considered and mitigated to ensure their wellbeing. Safety risks may include emergencies occurring while the group is off-site, crossing across traffic in the parking lot, children wandering away from the group while walking to and playing within the unfenced spaces, children falling on the pavement and which may result in cuts and/or bruises, access to bodies of water along the way present a drowning risk, the temporary outdoor play space itself may contain hazards like broken glass, garbage, or other dangerous items left behind by members of the public, interactions with unsafe members of the community, and environmental exposure.

To mitigate these increased risks, Kids County Daycare & OSC will ensure the following:

- All Educators will carry walkie talkies for their assigned group to use for communication to the daycare and between team members while off-site. A charged cell phone will accompany each group to access 911 in emergencies.
- If at any time during the excursion a serious emergency occurs, Educators are expected to contact emergency services first and then the Director/Program Supervisor.
- Off-site times of departure and arrival will be decided with the Director/Program Supervisor and communicated to families through the Parent Board and parent communication app.
- Educators prepare children for the field trip by explaining where they are going, what they will see and who they will need to listen to.
- Educators discuss with the children about any safety rules pertaining to the specific trip as well as any volunteers accompanying the group.
- Educators must know the number of children in their care, who they are, and where they are at all times at all times.
- Before departure Educators must make a list of the children and Educators/volunteers going and contact phone numbers. This is posted on the front entrance wall Parent Board.
- Class attendance lists, first aid kits, and emergency contact information for staff, children, and emergency services will be carried at all times in a portable backpack. Hand sanitizer will be used to clean hands after administering any necessary first aid measures.
- When transitioning to a new location on or off-site, Educators are to perform a head count before leaving, during the time of travel, and upon arrival to their destination. Head counts are recorded on a tracking sheet each hour on a daily basis to account for all children in attendance.

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- Children walking will be organized in pairs to establish a safe buddy system. Educators will lead the group from the front, while additional Educators will supervise from the rear to ensure visibility of all children at all times.
 - The group will pause prior to crossing any roadways to ensure the area is clear of vehicles and the group crosses safely together. Only marked crossings will be used to cross safely.
 - Children will not be permitted to approach or play near bodies of water while traveling.
 - Educators will observe weather conditions prior to leaving the building and during the time off-site
 - All children and Educators will be adequately dressed according to the forecast.
 - Drinking water and cups and/or water bottles will be carried to ensure children have access to hydration.
 - Children will be offered break times to sit in the shade to prevent over-exposure during warmer temperatures. In the event children or Educators are feeling exposure from the elements, the lead Educator will notify the Director/Program Supervisor immediately, and the group will travel back to the daycare centre together safely.
 - If travelling by vehicle, children requiring car seats will be provided by the parent/caregiver.
 - Educators will keep the Director/Program Supervisor informed of any concerns that may arise when transporting children.

All parents/caregivers will sign a form for each field trip which will include:

- The date of the excursion
- Excursion location/name
- Departure time and return time
- Method of transportation
- Supervision ratio
- Special items to bring

Each room has an emergency backpack which Educators are required to take on every off-site trip. Backpacks have a required list of items that must be taken:

- First Aid Kit
- Any medications needed during the excursion
- Wet wipes (for cleaning hands before eating)
- Hand sanitizer
- Kleenex for noses
- Plastic bag to dispose of garbage

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- Emergency Binder containing emergency contact numbers for children, staff, and emergency services
 - Diapers, wipes, plastic bags for diaper disposal and a change of clothes for children who are not potty trained
 - Cell Phone
 - Drinking water and cups

Kids County Daycare & OSC requires a signed field trip permission form for all off-site excursions throughout the year. For safety, Educator to child ratios will be smaller to maintain extra supervision. This is achieved partly through parent/caregiver/volunteer involvement. All volunteers must submit a clear Criminal Record Check with a Vulnerable Sector Search. The copy must be dated within 6 months of the volunteer date.

School Transportation Policy for Kindergarten and School-Aged Children

Kids County Daycare & OSC has a policy in place for safely transporting children to and from nearby schools. A transportation agreement form outlining the specific arrangements must be completed and signed by the child's parents/caregivers or legal guardians before transportation can begin. This form will be kept on file and the agreement will be renewed each school year. Under no circumstances will children be transported in private vehicles.

There are no extra charges or fees for transportation service for students between our centre and their school.

The daycare establishes close communication with the schools they serve, providing lists of the children in their care and coordinating supervision if Educators are ever delayed. Safety is the top priority during transportation, with children continuously supervised, safety rules mutually established, and any behavioral issues addressed with parents/caregivers. Educators bring along children's emergency contact information, first aid kits, walkie-talkies, and a charged cell phone during transport and maintain a ratio of at least 1:15 for school-age children and 1:10 for kindergarteners. In cases of severe weather, Kids County Daycare & OSC strives to remain open and transport children whenever feasible, keeping them at the centre if necessary and notifying parents/caregivers and the school. Through diligent oversight and unwavering commitment to safety, Kids County Daycare & OSC ensures children travel to and from school under responsible, attentive care each and every day.

Children transported to and from school by walking

Applies to Ecole Pere Kenneth Kearns Catholic Elementary, Wes Hosford Elementary & St. Theresa Catholic schools only

Kids County Daycare & OSC takes responsibility for the safe transportation of children to and from school each day. Before school, Educators carefully supervise the children from the time they are signed in at the centre until they are dropped off at their school. Educators escort the children to the school entrance and remain with them until they enter the building, at which point the school assumes responsibility for the children, and inform the school supervisors that the children have arrived before departing.

After school, Educators will meet the children at a pre-arranged location and are responsible for them from that point until they are signed out by a parent or caregiver back at the centre.

Children transported to and from school by school bus

For children who take the school bus, Educators walk them to the designated spot to meet the bus in the morning and assume responsibility until the children board the bus. In the afternoon, Educators meet the children at the designated bus stop and escort them back to the centre, maintaining responsibility until sign-out. Safety is the priority for all children and Educators will walk with the group

Parent/Caregiver Responsibilities

- Parents/caregivers are responsible to inform their child's school of the transportation arrangement so the school is aware and can release the child to the care of Kids County Daycare & OSC.
- Parents/caregivers are to register and arrange bus transportation with their child's school and confirm the centre's designated pick up/drop off location with their school bus driver before transportation begins.
- It is critical that parents/caregivers inform us if their child will be absent before or after school.
- Parents/caregivers must provide Kids County Daycare & OSC with all the details of their child's transportation arrangements using the Transportation Agreement form and sign the form at least one week before the date transportation is required. A new Transportation Agreement is required annually or whenever transportation requirements change.
- Before school, parents/caregivers are required to have their child at the center at least 15 minutes prior to departure times. If parents/caregivers are unable to have their child at the center by this time, parents/caregivers are responsible for transporting their child to the school.
- Parents/caregivers are required to notify the center of absences in advance. Written notification is required whenever possible. This can be done with a phone call and followed up with a written note, text or email to the Director/Program Supervisor. This is especially important after school.
- Parents/caregivers must ensure children have the appropriate clothing for prevailing weather conditions.

Director/Program Supervisor Responsibilities

- Provide parents/caregivers with a copy of the Transportation Policy and review their responsibilities with them.
- Ensure each child has a current Transportation Agreement form on file that has been signed by parents/caregivers.

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- Before school starts each fall, the Director/Program Supervisor will ensure that each child that goes to school has a new Transportation Agreement on file. All relevant lists and attendance sheets will be updated prior to the first day children are transported.
 - Up to date transportation lists for each school will be prepared and posted in the office and in the Kindergarten and OSC rooms. The lists will include the names of the children, schools the children attend, school dismissal times, pick-up/drop-off locations and the departure times for kindergarten and OSC pick up.
 - Monthly attendance sheets will be prepared for each specific drop-off and pick-up time and site (i.e. before school, after kindergarten, after school). The drop-off and pick up locations will be recorded on the attendance sheets.
 - Prior to the first day of school each fall, a meeting will be arranged with each school's administration to review the transportation arrangements between the school and Kids County Daycare & OSC. A copy of the Transportation Policy will be provided to the school.
 - An appropriate pick-up spot will be determined and an up to date list of children attending the center will be provided to the school.
 - Staff who are familiar with the children will be scheduled to drop off and pick up children at each school.
 - Staff to child ratios based on Licensing requirements are maintained during transportation of children: 1:10 for kindergarten children and 1:15 for school age children.
 - The Director/Program Supervisor will train the staff in the transportation procedures.
 - A back pack containing a first aid kit and the children's portable emergency contact information is taken along whenever children are walking back and forth to school.
 - Educators will carry walkie talkies for their assigned group to use for communication to the daycare and between team members while off-site. A charged cell phone will accompany the group to access 911 in emergencies.
 - The Director/Program Supervisor will record the first and last names of all children that are reported absent and the reason for the absence, if provided, and will record the absence on the attendance form and within the parent communication app.
 - The Director/Program Supervisor will follow the Missing/Lost Child Procedure: Child Does Not Arrive as Expected after School (below) if a child does arrive on the bus after school when expected.

Educator Responsibilities

Educators responsible for the transportation of children will participate in training on the Transportation Policy and procedures.

- All staff are required to maintain current first aid and CPR certification.

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- Safety rules will be developed together with the children and reviewed at the beginning of the school year and on a weekly basis. Safety rules will be posted in the Kindergarten and OSC rooms.
 - Educators prepare children for the field trip by explaining where they are going, what they will see and who they will need to listen to.
 - All Educators will carry walkie talkies for their assigned group to use for communication to the daycare and between team members while off-site. A charged cell phone will accompany each group to access 911 in emergencies.
 - If at any time during the excursion a serious emergency occurs, staff are expected to contact emergency services first and then the Director/Program Supervisor.
 - Off-site times of departure and arrival will be decided with the Program Supervisor/ Director/Program Supervisor and communicated to families through the Parent Board and parent communication app.
 - Educators must know the number of children in their care, who they are, and where they are at all times at all times.
 - Before departure Educators must make a list of the children and Educators/volunteers going and contact phone numbers. This is posted on the front entrance wall Parent Board.
 - Class attendance lists, first aid kits, and emergency contact information for staff and children will be carried at all times in a portable backpack. Hand sanitizer will be used to clean hands after administering any necessary first aid measures.
 - When transitioning to a new location on or off-site, Educators are to perform a head count before leaving, during the time of travel, and upon arrival to their destination. Head counts recorded on a tracking sheet each hour on a daily basis to account for all children in attendance.
 - Children walking will be organized in pairs to establish a safe buddy system. Educators will lead the group from the front, while additional Educators will supervise from the rear to ensure visibility of all children at all times.
 - The group will pause prior to crossing any roadways to ensure the area is clear of vehicles and the group crosses safely together. Only marked crossings will be used to cross safely.
 - Children will not be permitted to approach or play near bodies of water while traveling.
 - Educators will observe weather conditions prior to leaving the building and during the time off-site.
 - All children and staff members will be adequately dressed according to the forecast.
 - Drinking water and cups and/or water bottles will be carried to ensure children have access to hydration.

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- Children will be offered break times to sit in the shade to prevent over-exposure during warmer temperatures. In the event children or staff are feeling exposure from the elements, the lead Educator will notify the Director/Program Supervisor immediately, and the group will travel back to the daycare centre together safely.
 - Educators will keep the Director/Program Supervisor informed of any concerns that may arise when transporting children.
 - If travelling by vehicle, children requiring car seats will be provided by the parent/caregiver.
 - All parents/caregivers will sign a form for each field trip which will include:
 - The date of the excursion
 - Excursion location/name
 - Departure time and return time
 - Method of transportation
 - Supervision ratio
 - Special items to bring

Each room has an emergency backpack which staff take on every off-site trip. Backpacks have a required list of items that must be taken:

- First Aid Kit
- Any medications needed during the excursion
- Wet wipes (for cleaning hands before eating)
- Hand sanitizer
- Kleenex for noses
- Plastic bag to dispose of garbage
- Emergency Binder containing emergency contact numbers for children, staff, and emergency services
- Diapers, wipes, plastic bags for diaper disposal and a change of clothes for children who are not potty trained
- Cell Phone
- Drinking water and cups

Morning Transportation Procedures

- The staff will ensure children are ready on time for their departure from the centre.
- The staff member walking with the children will do a roll call using the appropriate transportation attendance form before departing from the centre. All children who are absent must be recorded as absent on the attendance sheet.
- When children arrive at the school, the staff do a head count to ensure all children have arrived safely.

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Afternoon Transportation Procedures

- The staff will inform children that they must wait inside in the school office in advance if they can't find the Kids County Daycare & OSC staff.
- When parents/caregivers phone in absences, it will be recorded in the Communication Book and on the attendance form. Written notice from parents/caregivers is encouraged (i.e. e-mail or written notes).
- The staff will double check for absences and update the attendance sheet prior to departing from the center to pick up children from school.
- The staff will be at the designated meeting spot at the schools prior to dismissal times.
- Staff will record attendance as children arrive at the meeting spot. If all children are accounted for, roll call will be done and we will depart for the centre.
- When inside the centre, staff will do attendance using the on-site attendance form to record accurate attendance times for each child.
- The Missing/Lost Child Procedure: Child Does Not Arrive as Expected after School will be followed if a child does not arrive after school when expected. Any incidents of a displaced or missing child will be reported to the Director/Program Supervisor immediately. A child will be considered missing if he/she has not arrived at the meeting spot at the school when expected and the parents/caregivers cannot explain the child's absence.

Missing/Lost Child Procedure: Child Does Not Arrive as Expected after School

If a child does not show up after school when expected, Kids County Daycare & OSC staff will attempt to locate the child. The following procedure will be followed.

- The staff picking up the child will inquire with the school as to the whereabouts of the missing child. If the child's absence is verified, the staff leave the school. If the absence is not verified, the staff will call the parent/caregiver. If the parent cannot verify the absence, the staff will inform the Director/Program Supervisor and the staff and children will proceed to the centre.
- The Director/Program Supervisor will call the parent/caregiver. The parent will be asked to go to the school. If the parent/caregiver cannot be reached, emergency contacts will be contacted.
- The Director/Program Supervisor will go to the school and work together with the school and parents/caregivers in an attempt to locate the child.
- If a child cannot be located and there is no explanation for his/her absence, the RCMP will be notified. Licensing will be contacted immediately, and a critical incident report will be filed using the prescribed form as per the Incident Reporting Policy.

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Technology Policy

In the centre, we have televisions which are used for periodic movie days and to access child-friendly music. Television will not be used as a means to occupy children's time while in attendance in the program.

Child Guidance Policy

Children have the right to quality care that is safe, healthy and provides learning opportunities to promote their growth and development. Educators will employ “time in” on a daily basis to focus on positive reinforcement and connection rather than punishment. Our strategies are based on a child’s age and level of development and encourage self-regulation, and we strive to help the children in our care achieve a sense of self-discipline and inner control by talking about inappropriate behavior and understanding the consequences of their actions. An Educator’s job is not to control the child, but to teach the child creative ways of controlling him or herself to achieve self-regulation. This development occurs differently for each child as they develop these skills. Educators will support a child’s sense of self-worth while providing opportunities for the child to learn appropriate ways to interact with others. Our hope is that the children in our care will grow to have a greater understanding of concepts such as health, safety, and respect for others and property.

When situations arise, Educators will use redirection as a means of correcting inappropriate behaviour and “time away” may be used as a last resort as an opportunity to sit with the child and talk about the behaviour in question (once the situation has been de-escalated) and how we can help the child to change the behaviour. In the case of infants and toddlers, where redirection is not working, Educators will remain close to him/her so that they may intervene when necessary.

Children will be encouraged to verbalize their feelings and to listen to the other children involved. The Educator then helps the child find a solution to his/her problem through sharing, taking turns, redirection or alternatives to the undesired behaviour. In ongoing situations, removal from play/activity may be used to allow the child to engage in healthy discussions with Educators and to reflect on his/her actions. We hope to teach children positive ways of solving problems and the ability to understand logical consequences to their behaviour. All children are addressed and approached in a positive way and at an age appropriate level. We try to prevent and/or anticipate problems, conflicts and accidents and work together to create a happy and safe environment. Please realize though that accidents and injuries sometimes do occur since not all situations are avoidable.

We work closely with parents/caregivers when necessary to help children develop self control and their own behaviour management skills. This may include inviting parents into the center to discuss and brainstorm strategies specific to their child.

Principles of Creative Discipline

- Infants and toddlers will be taught about soft touches by taking their hand and showing them what a soft touch feels like.
- An older child may misbehave when he/she doesn't feel good about him/herself. We try to identify the cause of the child's unhappiness and help him/her feel more positive.
- Proper planning can circumvent behaviour problems. We set up and plan interesting child-oriented areas in the centre and children are given choices of which activities to engage in. Creating a "yes" environment will reduce stress for the children and Educators and will support children's development.
- We provide opportunities for children to feel worthwhile and useful. They need to be given responsibility in order to become responsible, such as tidying up, classroom helper, etc.
- Timing is important in helping children learn. Discussing behaviour when we (children or ourselves) are upset is usually not productive. When using creative ways to deal with negative behaviours, Educators point out the inappropriate action rather than making the child feel that he/she has been "bad." For example, "Jill, I do not like the way you are playing with Jack. It is not nice to grab toys from our friends. Can you tell/show me a better way to play?"
- Create clear, consistent and simple positive limits and provide explanations for them. Limits are statements of what behaviors are expected and ensure that limits are explained to children so they are clearly understood. Limits should be related to safety, protection and rights of self, others and environment.
- Identify, redirect, refer to and remind the children of the program rules.
- Have opportunities for children/youth to make choices throughout the day. Give children/youth chances to practice their decision-making skills.
- When talking about behaviours, the focus will remain on the behavior and not on the child themselves, which will preserve their dignity. Children will always be provided with ways they could start over and .
- As long as the behaviour is not compromising safety, children will learn skills to resolve conflict through guidance, role modelling, and social stories.
- Children will be provided with advance notice and time before changing to another activity or location in efforts for them to process the upcoming change and understand what is required of them.

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It is very important to inform our team if you feel your child is a flight risk (wanderer, attempts to run away on walks, etc.). The more information we have about your child the better we can plan and ensure all of their needs are met. Our staff are committed to the highest quality care and will always prioritize your child's safety in every setting. Outside resources may be employed to gain more knowledge and training about supporting children who have higher needs.

Flight risk includes, but not limited to the following patterns:

- Leaving the designated area of the programming/supervision
- Hiding from staff
- Unresponsive to transitioning routines such as one space to another (homeroom to outdoor playground)
- A pattern of inappropriate running, climbing, jumping on furniture such as tables, chairs and/or shelves that pose a safety concern/risk
- Throwing objects not intended for the activities, such as but not limited to chairs, baskets, etc. and/or flipping tables or large objects

A risk assessment may be utilized when there is a pattern of risks identified, which is to be conducted at least once every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safe arrival of children travelling between the centre, the playground, to and from school by foot or school bus, during off-site excursions, and/or community walks.

The purpose of the risk assessment is to identify and assess any risks that a child's travel between the centre and within the community may pose to the safety, health or wellbeing of the child. A risk assessment must also specify how the identified risks will be managed and minimised. Some of the things a risk assessment must consider include:

- The age, developmental stage and individual needs of the child
- The role and responsibilities of:
 - the supervising Educator of the child will travel to or from with
 - the child's parent/caregiver
 - the premises of which the child is entering or leaving
- The communication arrangements between the location the child is leaving and the location the child is entering, including any communication arrangements if the child is missing or cannot be accounted for during the child's travel
- The procedure if the service has identified a child is missing or cannot be accounted for during their travel

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- The number of Educators or other responsible adults that is appropriate to provide supervision, given the risks posed by the child's travel
 - The proposed route and destination, including any proximity to harm and hazards
 - The process for entering and exiting both the centre and the pick-up location or destination (as required)

Prohibited Forms of Behaviour Management

- Corporal punishment, such as hitting (directly or with an object) or spanking the child.
- Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- Locking the exits of the child care centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of emergency management policies and procedures.
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing or bedding.
- Inflicting any bodily harm on children including making children eat or drink against their will.

Guidelines for De-escalating Volatile Situations

Our Child Guidance and Discipline policy for Educators include strategies in dealing with difficult situations and/or challenging behaviours in children using best practices. These guidelines are reviewed with Educators on a regular basis and behaviour management monitoring is completed three times a year. Kids County Daycare & OSC provides care to all children and children come to our centre with varying needs, characters, and personalities. As a result, incidences of inappropriate behaviour may occur at the centre. It should be recognized that in extreme situations (wherein a child is endangering his/herself or others) Educators might find themselves having to respond to a crisis situation using physical guidance as a method to defuse and/or de-escalate a volatile situation. Guidance (moving the child to a safer, quieter environment; moving other children into another area away from danger; giving the child space and time needed to calm down) will only be used to guarantee the safety of all involved and in a manner not intended to harm or control the child in question.

Biting Policy

Biting is a behaviour that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember that it can cause harm to other children and Educators. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents/caregivers or their Educators. There are a variety of strategies we implement in the program to prevent and stop biting.

This is the process followed when a child bites:

- The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice
- Educators are to remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid and comfort will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Educators need to work with parents to gather information about the child’s behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills.

Below are the steps the Educator will take to identify triggers and replace the behavior:

- The Educator will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
 - was the space too crowded?
 - were there too few toys?
 - was there too little to do or too much waiting?
 - was the child who bit getting the attention and care he/she deserved at other times?
- The Educator will change the environment, routines or activities as necessary.
- The Educator will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways

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- The Educator will observe the child to understand why and when they are likely to bite.
 - The Educator will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
 - The Educator, parent/caregiver and Director/Program Supervisor will meet regularly to regulate an action plan and measure outcomes.
 - If biting continues the Educator will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential and names of the children involved in the incident are not shared between families. In addition, biting is always documented in an Incident/Accident Report which is completed and signed by an Educator and parent/caregiver. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

Withdrawal and Termination Policy

Withdrawals: If you wish to withdraw your child from the centre, 30 days advance notice must be given to the Director/Program Supervisor. If notice is not received, full fees will be charged for the period. A permanent space cannot be guaranteed if you wish to temporarily withdraw your child. To hold your child's spot, regular payment of fees is required. If you decide not to pay this fee, your child's name will be placed on the wait list and you will need to re-register him/her when the time comes.

Dismissals/Termination of services: Kids County Daycare & OSC reserves the right to terminate services if policies are not followed, fees are not paid or if the program is unsuitable for the child -- i.e. in such instances that a child's behaviour is repeatedly disruptive to the program or threatens the safety of other children and Educators (in reference to our Child Guidance & Discipline Policy). Every effort will be made to amend unacceptable behaviour and extra support will be resourced if possible prior to dismissing the child from the program.

Disruptive Behaviour

Kids County Daycare & OSC's mandate is to provide a safe and respectful environment for all of the children in our care. When children break the rules, it makes it difficult to fulfill this.

Therefore, we must ensure that when this occurs the situation is dealt with appropriately.

Disruptive behaviours include visible and/or verbal disrespect given to Educators and other children, refusal to participate in the program, name-calling, disregard for classroom rules, harmful behaviours (towards themselves, others or property) and bullying. The procedure Kids County Daycare & OSC follows when dealing with these types of incidences is detailed in the Child Guidance & Discipline Policy.

Repeated disruptive behaviours, after all possible options with the Child Guidance and Principles of Creative Discipline Policies have been explored, may include the following:

- A letter of warning is issued to the child's parent/caregiver that outlines previous incidences. The letter will also explain that the next serious incident, as determined by the Director/Program Supervisor, may result in possible suspension of the child from the childcare centre for one to five days – therefore the letter specifies terms and conditions of continued enrollment. At this time, the Director/Program Supervisor will meet with the parent/caregiver of the child (child and/or classroom Educator(s) may be present).
 - If behaviour persists, withdrawal of childcare services may be issued; this decision is made by the Director/Program Supervisor

Withdrawal of Childcare Services Due to Parent Behaviour

While on the premises of Kids County Daycare & OSC, the following is expected:

- Everyone must be treated with respect, including children, Educators, volunteers and parents/caregivers.
- Please refrain from loud and angry voices, rude, crude, racial or threatening remarks.
- All concerns and/or complaints that cannot be dealt with by Educators should be brought to the Director/Program Supervisor and should not be addressed in front of the children or in the classrooms.
- Any deviation from the above will result in a written warning. At this stage, a meeting may be held with the concerned parties and the Director/Program Supervisor.
- If the parent/caregiver inappropriate behaviour re-occurs or continues, the parent/caregiver and their child(ren) will be withdrawn from the centre resulting in the termination of childcare services
- Any threat of violence or any violent act against any person at the centre (child, Educators, parent/caregiver, volunteer, etc.) will be immediately reported to the police and is reason for immediate withdrawal of the child(ren) and parent from the centre as well as immediate termination of childcare services.

Our aim is to work with parents/caregivers and families in the best interests of the child(ren) in our care. At times, meetings will be set up with you to discuss issues, concerns and/or possible changes to the services and care provided. Parents/caregivers are asked to work co-operatively with Educators to ensure that everything possible is being done to correct any problems and/or difficulties and that issues are being handled fairly and quickly. If a parent/caregiver refuses to co-operate with this process, and inappropriate behaviours are persistent and on-going, services may be withdrawn. County Kids Daycare & OSC reserves the right to terminate care if policies are not followed.

Hiring Policy

Our staff selection process is most effective when we use a comprehensive system for recruiting, screening, and selecting staff. The hiring process accomplishes 3 goals: it allows us to hire competent staff; it screens out those individuals who might represent a risk to the children's safety and well-being; and it meets legal standards for reasonable efforts to reduce risks to children. While the courts acknowledge it is not possible to screen out all potential perpetrators of child abuse and neglect, as a daycare facility we need to take the necessary steps to minimize the possibility of such individuals being hired to care for our children.

Kids County Daycare & OSC will:

- Verify an applicant's resume and experience, and collect information to compare the individual's credentials to the job qualifications and hiring process
- Complete an onboarding process which includes reviewing and agreeing to company policies, emergency services plan, and program planning
- Provide a tour of the centre and introduced to all staff employed with the centre
- Provide a clearly written job description which outlines job roles, responsibilities, and expectations
- Pair new Educators with experienced staff to familiarize them with the centre's policies, procedures, and practices
- Maintain a record of each Educator's training, certificates, and expiry dates

Outdoor Play Policy

Outdoor play is incorporated into the daily schedule for both the morning and afternoon, in almost all weather conditions. The playground schedule will be posted on the Parent Board.

Environment Canada will be consulted on a regular basis to confirm temperatures, windchill, humidex, and air quality. If children and Educators have appropriate clothing and no other extreme weather conditions are present, it is safe to enjoy outdoor play all year round. Educators are expected to check on children regularly during outdoor play to ensure they remain comfortable. When the Air Quality Health Index reaches a 7 or higher, children will be kept indoors and offered alternative activities to help burn off energy.

In the event of severe wind/cold or extreme heat, children are permitted to remain indoors. The following guidelines will be observed:

Children’s Age and Play Time	Temperature Guidelines
0-19 months <ul style="list-style-type: none"> Recommended to play outdoors for 60 minutes/day 	<ul style="list-style-type: none"> Fall/Winter: combined temperature and windchill is lower than -10C Spring/Summer: combined temperature and humidex is higher than 25C
19 months-3 years <ul style="list-style-type: none"> Recommended to play outdoors for 60 minutes/day 	<ul style="list-style-type: none"> Fall/Winter: combined temperature and windchill is lower than -15C Spring/Summer: combined temperature and humidex is higher than 25C
3 years-5 years <ul style="list-style-type: none"> Recommended to play outdoors for 90 minutes/day 	<ul style="list-style-type: none"> Fall/Winter: combined temperature and windchill is lower than -20C Spring/Summer: combined temperature and humidex is higher than 30C
5 years and up <ul style="list-style-type: none"> Recommended to play outdoors 45 minutes/day on school days and 2 hours/day on non-school days 	<ul style="list-style-type: none"> Fall/Winter: combined temperature and windchill is lower than -25C Spring/Summer: combined temperature and humidex is higher than 30C

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There is less structure in an outdoor learning environment; however, it is expected that staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that could otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children can choose their friends and who to interact with. The outdoor learning environment is an extension of the indoor classroom. Concepts taught indoors can be expanded upon while outdoors. For example, building with blocks on an uneven surface outside, or playing with toy cars in the grass teaches children about different textures, sounds, and smells because the environment is naturally different from the indoors. Lesson plans must include an outdoor learning component.

Due to the increased risk of outdoor play, Educators will develop a plan of supervision with co-workers to avoid congregating together while supervising and to ensure there is sufficient supervision coverage throughout the yard. Each child must be seen at all times, head counts are to be performed and documented before leaving the daycare, along the travel route, and once arriving. Please see the Supervision Policy for more information.

If you have questions about the weather and outdoor play, please consult with the Director/Program Supervisor.