



888 Central Avenue  
Prince Albert, SK S6V 4V2  
306-763-4414  
contact@DaySpringELC.ca

## Parent Handbook

DaySpring ELC is peanut free



## **Introduction**

### ***Welcome to DaySpring Early Learning Centre!***

Thank you for allowing us to partner with you in providing love and nurture for your child. We will care for your child, recognizing they are precious in your sight and in God's.

Our centre operates under the authority of the Board of Directors of Embassy Church, Inc., a non-profit corporation in the Province of Saskatchewan.

This parent handbook has been designed to provide you with information about our centre. Some information may change from time to time, as our centre grows.

Throughout this book "DaySpring" and "Centre" refers to DaySpring Early Learning Centre.

### **DaySpring - About Our Name:**

*Luke 1:78-79 "Through the tender mercy of our God; whereby the dayspring from on high has visited us. To give light to them that sit in darkness and in the shadow of death, to guide our feet to the way of peace."*

Jesus is the light that came into the darkness. He is our hope and our peace. We recognize God as our creator and Jesus as His Son and the way to eternal life. Our Centre is based on God's Word and His Principles. God's Word teaches us how to live life to the fullest.

## **Programming**

Our program is based on Godly principles from God's Word (the Bible). In our program we use Christian materials eg. Books, music, songs, pictures, videos, finger plays, flannel stories, games and Bible scriptures. Prayer is part of our daily routine.

We teach the children in a manner in which they are able to learn. Children learn through play and exploration - hands on, using all of their senses.

Celebrating holidays is part of our program. We celebrate birthdays and holidays from a Christian point of view. We do not celebrate Halloween.

## **Contact Information**

Phone: 306-763-4414

Email address: [contact@dayspringelc.ca](mailto:contact@dayspringelc.ca)

Website: [www.DaySpringELC.ca](http://www.DaySpringELC.ca)

Facebook page: <https://www.facebook.com/DaySpringELC/>

## **Hours of Operation**

DaySpring Early Learning Centre is open Monday-Friday 7:40am.-6:00pm. except Statutory Holidays:

New Years Day	Labor Day
Good Friday	Thanksgiving Day
Family Day	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Saskatchewan Day

Should any of these fall on a Saturday or a Sunday, the following Monday will be taken as the holiday. The center is also closed the week between Christmas and New Years.

## **Fees**

Care Type	Care Fee	Full Time Subsidy	Parent Portion
Infant Full Time	\$227.00	TBD	TBD
Toddler Full Time	\$200.00	TBD	TBD
Preschool/Kindergarten Full Time	\$200.00	TBD	TBD
School Age Full Time	\$515.00	TBD	TBD
School Age (Sept. to June)	\$510.00	TBD	TBD

- Child Care fees are due the 1<sup>st</sup> business day of every month.
- For your convenience, you may pay by email-transfer to: [accounting@dayspringelc.ca](mailto:accounting@dayspringelc.ca)
- Payments need to be made on time and/or arrangements made with the director for an alternate payment plan.
- Failure to pay fees will result in immediate dismissal.

Parents are encouraged to keep their payment receipts for income tax purposes.

If there is a change in care fees, parents will be given one months notice.

## **N.S.F. Checks**

There is a \$35.00 charge for N.F.S. checks. Subsequent payments must be made by cash, money order or certified check.

## **Staff**

- All full-time staff at DaySpring Early Learning Centre have received specialized training in Early Childhood Education or are working towards it. All staff are encouraged to continue their education in the Early Childhood Program.
- All staff have their current First Aid, C.P.R. & A.E.D. training.
- All staff are required to have a Criminal Records Check.

## **Staff/Child Ratio**

The staff/child ratio is set out by the Saskatchewan Child Care Regulations which states:

- 1 staff/3 infants
- 1 staff/5 toddlers
- 1 staff/10 pre-schoolers.

If you wish to see the Saskatchewan Child Care Regulations, ask the Director.

## **Number of Spaces**

DaySpring is Licensed for 36 spaces:

- 6 infant spaces
- 10 toddler spaces
- 20 preschool spaces.

## **Parent Advisory Committee**

DaySpring is required by government regulations to have a Parent Advisory Committee. All parents are welcome to attend meetings and sit on the committee. The job of the committee is to express the wishes of the parents regarding policies, procedures and programming. They will meet a minimum of six times per year. The Day Care Consultant attends the meetings regularly. Involvement on this committee allows parents to have a voice and be involved in the decisions made concerning their children.

If you are interested please contact the director.

## **Parent Contact Information**

It is important that your contact information is kept up to date. If there is an emergency, we must be able to contact you. If you change your phone number, notify the staff. Please give the number where you can be contacted during the day.

## **Parking for drop off/pick up**

Designated parking spots are available for parents to use, next to and east of the playground fence. Parking anywhere else may warrant a ticket or your vehicle being towed at your expense.

## **Child Orientation**

We recommend that you bring your child into the centre before the start date, to spend some time becoming familiar with the centre. This will help your child to adjust and make an easier transition.

## **Fire Drills**

Fire drills are held monthly.

## **Menu**

At DaySpring Early Learning Centre, we provide nutritious meals for the children.

Our menu follows the Canada food guide.

- Morning snack is from 9:00-9:30
- Lunch is served at 11:00 for Infants & Toddlers; 11:30 for Preschoolers
- Afternoon snack is at 2:30

\*\*Infants follow their own feeding schedules until they are on solid foods. If they sleep through a meal/snack, they are fed as soon as they wake up.

If your child/ren require a special diet, we ask that you provide it for them.

Parents can view the menu that is posted on the wall in your child's room.

The menu is planned on a three-week basis. See Attachment A.

## **Medication**

Ideally, the child's parent will administer medication. The parents are to inform the staff when their child is taking medications at home that may affect him/her during the day. Volunteers are not allowed to administer medication. If it is necessary, medication may be administered to a child, only under the following conditions:

- The written consent of a parent has been obtained. (a medication form is filled out)
- The medication is in an original container or bottle.
- The medication containers are labeled with the child's name, dosage, time and method of administration

## **Medicine Safekeeping:**

- Medication that needs to be refrigerated will be kept in a locked container in the fridge.
- Medication (or anything that could be harmful to a child) must not be left in your child's diaper bag.
- Please make sure it has your child's name on it and is given to a staff to be put in a safe place.

A written record of each dose of medication administered will be maintained and signed. Medications are to be stored in a place inaccessible to children.

## **Child Injuries**

If a child receives a minor injury while attending the centre, the parent or guardian will be notified at the end of the day. It is government regulation that a minor injury report must be completed by staff and signed by the Daycare Director and the Parent anytime an accident:

- draws blood
- causes bruising
- causes swelling
- irritates the eyes
- any blow to the head whether or not it causes a bump

Parents will be contacted immediately if the injury requires treatment beyond first aid.

In the case of a severe injury, 911 will be called. A staff member will accompany your child to the hospital and you will be called immediately to meet them there. Parents are responsible for the cost of the ambulance.

Accidents of a serious nature will be reported immediately to the chairperson of the Board of Directors and to the Daycare Consultant. It is government regulation that a serious occurrence report be filled out by the staff in charge at the time of injury. This form will be signed by the parent, board chairperson, childcare director and given to the Daycare Consultant.

Staff will analyze all incidents and take measures, if possible, to ensure that a similar accident does not occur.

All injury reports are kept in the child's file.

## **Child Abuse**

Government regulations require parents, staff, or the Director to report any suspected form of child abuse to:

Ministry of Social Services, Child Protection Unit at 306-953-2422, as per Saskatchewan Child Abuse Protocol 2014.

## **Illness**

In order to protect all children, a sick child is not to be brought into DaySpring Early Learning Centre. Children who are not feeling well enough to take part in the program (including outdoor activities) are not well enough to come to DaySpring. At the discretion of the Daycare Director, parents (or the designated contact person) will be notified when the child is not well enough to remain at the centre. No child judged to be unwell or with a source of infection may attend DaySpring.

A child should not attend the daycare under the following circumstances:

- The child has more than two occurrences of diarrhea or vomiting that cannot be attributed to a medication or a new food – return when the child has one normal bowel movement.
- The child has been on antibiotics for less than 24 hours – return after 24 hours.
- The child has a severe cold with persistent coughing, running nose or eyes and a sore throat – return when symptoms subside.
- The child has a contagious disease such as mumps, measles, chicken pox, roseola – return when no longer contagious.
- The child has a skin infection, undiagnosed rash, sore and/or infected eyes, yellow skin or eyes – return with doctor's note saying child may return to daycare.
- If the child has open sores of any kind, this child will not be allowed to attend (even if covered up - band aids come off). Open sores are contagious.
- The child has impetigo, scabies – return with doctor's note saying child may return to daycare.

If a child has a fever accompanied by any of the following symptoms or behaviors, it will be recommended to parents that they take the child to the doctor:

- Excessive listlessness, drowsiness, sleepiness or lack of interest in surroundings
- Irritability, fussiness, crankiness, inconsolable crying, high-pitched crying or screaming, weak cry
- Poor skin color
- Rapid breathing (faster than 40 breaths per minute)
- Difficulty breathing
- A fever with a rash
- Excessive drooling

If a child has a slight fever (100.4F or 38C taken under the arm), a slight cold, an allergic rash, diaper rash, a loose bowel movement or diarrhea caused by food or medication, he/she may be brought to the daycare.

If a child contracts a contagious disease such as whooping cough, meningitis, etc., a notice is immediately posted to inform all parents of signs and symptoms of the disease. In the event that a contagious disease

is contracted by anyone at the Daycare, the Daycare staff will notify the Department of Health. Public Health will make the necessary contacts.

### **Guiding Behavior**

DaySpring Early Learning Centre is committed to running a safe and nurturing environment in which children can grow, develop, play and socialize. Caregivers are consistent in setting realistic expectations for appropriate behavior ensuring that the children understand these expectations. This promotes a safe environment.

Methods of guiding children's behavior are dependent on the child's developmental level of learning, understanding and communicating. Attempts are made to guide children through situations that threaten their safe and nurturing environment. If specific concerns arise, staff will assess the situation, consult with parents and will work together with the parents to devise approaches to deal with the concern.

## **Parental Responsibilities:**

### **Arrival & Departure**

- Parents shall drop off their child/ren before 10:00 am, unless prior arrangements have been made.
- Parents must bring their child/ren into the Centre, and are then responsible for removing the child's outside clothing, putting it away and making sure their child/ren are wearing their shoes.
- To ensure your child's safety, please take your child to a teacher.
- **Never** leave your child alone outside the door or drop them off from your vehicle by themselves.
- Parents must record the arrival and departure of their child/ren on the attendance sheet by the entry door.

### **Picking Up Children**

Parents must inform staff if your child is to be picked up by someone other than the persons listed on your child's emergency card. Identification will be required from the person picking up the child. All persons picking up children from the Center must be over 12 years of age.

If staff suspects that a parent or guardian has consumed alcohol and is planning on driving with the child, the staff will offer to call a taxi, or suggest they take a bus. If they insist on driving, staff will inform the adult that the police will be notified.



## **Taxi Pick Up**

If parents request a taxi to pick up their child from the Centre, please be advised that once the taxi driver removes the child from the Centre, the child becomes the parent's responsibility. Taxis arriving after 6:00 p.m. are considered late and a late fee will be charged to the parent.

## **Custody**

### **Recent Separation:**

In the case of recent separation, where the parent wants the Centre to withhold the child from another natural parent, the Director will advise him/her of legal counsel. The Centre cannot assume responsibility for withholding a child from either natural parent unless a copy of a legal court order to this effect is presented.

### **Actual Custody:**

When a child is placed in the Centre by one parent, he/she must supply the Centre with names of people authorized to remove the child from the Centre. The Centre's policy is to release a child only to the parent who placed the child in the Centre and people authorized by that parent.

### **Legal Custody:**

In the case where the parent has legal custody, the Centre will release the child to people authorized by that parent. Parents in this category must provide legal documents labeling them as such.

## **Articles Supplied By Parents**

Please bring the following items for your child's stay at DaySpring

- Diapers, if needed, bottles (for infants)
- Your child's own special creams or ointments
- Make sure at least one change of clothing is always on hand, (for all ages of children)
- A blanket for nap time (only for children who will nap)
- One pair of white-soled shoes for indoor use, (for all ages of children)

Parents are requested to check their child's locker or bin for soiled clothing every day. Make sure there are clothes and diapers available for the following day.

Please note: All clothing must be suitable for active play.

Parents **must** label all articles of clothing, including foot wear, and diaper bags, with a permanent marker or a tag.

Toddlers and preschoolers are outdoors as much as possible, so please bring suitable clothing for the seasonal weather: ski pants, toques, mitts, boots, scarf for winter; shorts, bathing suit and towel for summer.

### **Hygiene**

Parents are responsible for the personal hygiene of their children. NOTE: All children's fingernails need to be clipped on a regular basis. Children can easily scratch each other while playing.

### **Personal Toys**

The Centre is equipped with toys and games for all ages. To avoid unnecessary problems, please **DO NOT** bring toys from home. Staff are not responsible for finding lost toys.

Occasionally, articles go missing from the Centre, such as small cars, pieces of stacking toys, etc. These are just the right size for putting into pockets. Should a foreign toy be found at your home, we would appreciate it if you would return it promptly because many toys become useless when pieces are missing. Toys are costly to replace.

### **Food & Snacks**

We would ask that you *DO NOT* bring food of any kind into the Centre, unless your child is on a special diet for medical reasons. This does not apply to infants who are not yet on solid foods.

Special treats may be brought in for birthdays or holidays, with approval from the Director. We promote healthy eating, which builds strong healthy minds and bodies. We will do our best to minimize the use of refined sugar in our recipes.

### **Closing Time**

The daycare centre closes at 6:00pm each day. Parents who leave their children in the centre past 6:00pm shall be charged a penalty of \$40.00 per child for the first offence and \$50.00 per child for the second offence. On the third offence, the child will have to be withdrawn from the daycare centre immediately.

If a child is left at the Centre after closing time at 6:00pm, staff will immediately start phoning emergency numbers listed on the child's emergency card. If the parent or emergency contact person has not arrived to pick up the child by 6:30pm, staff will phone the Mobile Crisis Unit. They will transport the child to the Children's Haven. A note will be left on the fence advising parents where they can pick up their child.

It is in the parents' best interest to list as many people as possible to contact in case of an emergency. This will help ensure that a familiar person will pick up your child.

Parents who authorize a taxi to pick up their children after 6:00pm will be fined the late fee.

## **Policy on Aggressive/ Inappropriate Behavior**

As Early Childhood Educators, we realize how frustrated a child can get when they are unable to communicate their needs verbally. Often times, this frustration leads to aggressive behavior.

Our staff do their best to intervene when they see a potential situation developing among the children. Despite our best efforts, there are times when we are unable to curb aggressive behavior.

If your child is hitting, pinching, scratching, biting, kicking or displaying any type of violent behavior *excessively*, we will do all we can to work with you and your child to prevent this behavior.

If we are unable to correct this behavior, you may be asked, for the safety of the other children at DaySpring, to withdraw your child from the Centre.

Each case will be reviewed on an individual basis and is at the discretion of the director. This also applies to any inappropriate behavior.

***If a child bites and causes the skin to be broken, the child who bit will be withdrawn from the centre.***

## **Policy on Head Lice**

On the first day of the week that each child arrives at DaySpring, a staff will check their hair for lice or nits. We ask that parents wait while their child's hair is being checked. Any child found to have lice or nits will be asked to be taken home.

The child may return once they have been treated and all nits have been removed. When the child returns their hair will be checked once again. If they have no lice or nits, they

may stay. If lice or nits are found they will be asked to be taken home and the process will be repeated.

We ask for your cooperation in this matter, to keep our children and our centre lice free.

## **Child Care Management Policies**

*As set forth in the CDC Licensee's Manual*

Where developmentally appropriate, children are actively involved in solving their conflicts and problems (e.g. assisted to talk out problems and think of solutions, being sensitized to the feelings of others).

Activities teaching social skills are part of the program, such as storybooks and group discussions working through common conflicts.

Caregivers seek assistance and relief from colleagues when needed (e.g. when feeling like the situation is out of control, when feeling angry, when experiencing a personality clash with a child).

Professional advice is sought for recurring and difficult behavior problems.

Child management differs depending on the age of the child, the individuality of the child and the type of behavior the child is exhibiting. Caregivers are flexible in their practices using a progression from preventative techniques to discipline.

Preventative techniques include:

- Providing good supervision
- Providing enough activities to keep children involved and not bored
- Providing multiples of toys, especially favorites
- Allowing enough time for activities to keep children from feeling rushed
- Preparing children for transitions
- Giving children responsibility and letting them help
- Respecting children's feelings
- Expressing pride, interest and pleasure
- Providing a very close presence when children are having a rough day

Removing the child from action is always the last resort, with a *brief* "time out" to give the child time to settle down and think about what happened, then a *short* discussion of how better to deal with the situation.

Ongoing problems are discussed with the parent and solutions are arrived at together.

Child management that is appropriate for *Infants and Toddlers*:

- Direct and close supervision
- Child proofing centre
- Praising more than saying No
- Giving simple explanations
- Anticipating and responding to needs
- Distracting with something else

## BEST PRACTICE

Respect and learning are the basis for all child management practice. Children are guided with respect and taught about appropriate behavior in a way that protects their self-esteem.

Caregivers model problem solving and understanding of others as well as other behaviors expected of the children.

Caregivers share practices and knowledge with parents to help develop consistency between home and child care facility.

***The following practices are NOT permitted methods of child management with respect to a child receiving child care services in a facility:***

- ***Corporal Punishment*** (includes striking a child with or without an object, shaking, shoving, spanking and other forms of aggressive contact).
- ***Physical, Emotional or Verbal Abuse*** (includes intimidation and humiliation, threats of withdrawal of love or acceptance, threats of God’s punishment, belittling actions undermining a child’s self-respect, requiring the child to maintain an uncomfortable position for any length of time, forcing a repetition of physical movements, and forcing a child to consume unwanted food).
- ***Denial of Necessities*** (includes withholding of food or water from a child, preventing the child from utilizing washroom facilities, denying the child access to sleeping facilities or bedding, and denying the child access to adequate clothing).
- ***Isolation*** (includes confinement of the child in a room or structure within the facility which a child is unable to exit on his or her own accord, excluding cribs or playpens where age appropriate).
- ***Inappropriate Physical or Mechanical Restraint*** (includes holding a child so tightly they bruise, grabbing or dragging a child, using excessive force, using tape, rope or other devices to restrain or hold down a child and restraining a child in a chair, excluding high chairs where age appropriate).

The facility’s policy requires that a supportive environment exists to encourage positive interactions among adults and children, realistic expectation of children’s capabilities and natural consequences for behavior.

The goal of discipline is to help children develop their own self-control.

Reasonable approaches to discipline for children include:

- Setting reasonable limits
- Gentle reminders
- Providing explanations

- Offering appropriate choices
- Assisting children in making choices
- Anticipating children’s needs
- Helping children see consequences to their actions and words
- Recognizing child differences in age, temperament and experience
- Ignoring behavior where appropriate
- Encouraging appropriate behavior
- Distracting children from potential problems
- Removing children from the situation where appropriate

## Appendix A

Week One	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack	Milk Yogurt Fruit	Milk Oatmeal Applesauce	Milk French Toast Fruit	Milk Pumpkin Muffins Fruit	Milk Toast Fruit Salad
Lunch	Milk Baked Fish Potato Wedges Raw Veggies*	Milk Hamburgers Lettuce/Tomatoes*	Milk Potato Bacon Soup Cheese Biscuits	Milk Roast Chicken Potatoes & Gravy Veggies & Buns	Milk Spaghetti Meat Sauce
Afternoon Snack	Fruit Oatmeal Cookies	Pineapples Breton Crackers	Oranges Fish Crackers	Apples Cheese Cubes	Melons Rice Cakes
Week Two	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack	Milk Pancakes Applesauce	Milk Cheerios Kiwi	Milk Banana Bread Melon	Milk Eggs** & Hashbrowns	Milk Rice Chex Berries
Lunch	Milk Mac & Cheese Ham Raw Veggies*	Milk Zucchini Meat Balls Rice /w Mushroom Sauce	Milk Chicken Quesadillas Caesar Salad*	Milk Hamburger or chicken soup Veggies & buns	Milk Ham & Cheese Pizza Raw Veggies*
Afternoon Snack	Bananas Yogurt	Blueberries Crackers	Pineapples Pumpkin Cookies	Apples/Applesauce Rice Cakes	Fruit Salad Crackers
Week Three	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack	Milk English Muffins Cheese & Berries	Milk French Toast Bananas	Milk Shreddies Blueberries	Milk Cheerios Melons	Milk Carrot Muffins Fruit Salad
Lunch	Milk Sausages, Buns Potato Wedges Broccoli Cauliflower	Milk Chicken Fettuccine Alfredo Sauce Salad*	Milk Meatloaf Veggies Buns Mashed Potatoes	Milk Grilled Cheese Sandwich Salad*	Milk Hamburger Goulash with Macaroni
Afternoon Snack	Apples/Applesauce Oatmeal Cookies	Cantaloupe Cheese Cubes	Strawberry Yogurt Parfaits	Pears Rice Cakes	Apples/Applesauce Cheese

\*Infants receive Cooked Vegetables instead of raw veggies or salad

\*\*Infants receive toast instead of eggs

