

STAFFHANDBOOK

(Revised December 2019]

LESSARD DAYCARE &

AFTERSCHOOL CARE

WELCOMES

YOU TO OUR TEAM!

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DEAR NEW LESSARD EMPLOYEE;

Welcome, and thank you for joining our team. It is very important to give conscientious effort to your job and to apply all of your skills, initiative and loyalty to your position.

The purpose of this manual is to provide Lessard employees with policies and procedures presently in force, and information necessary to allow optimal employee performance.

Employees are asked to become familiar with this manual, the policies, and the procedures enclosed, and are further expected to perform professionally within the limits of the stated manual.

Lessard recognizes that its chief resources are its employees. Lessard strives to create a working environment that facilitates harmonious teamwork towards achievement of the centre and individual goals and objectives.

Again, we welcome you to Lessard and hope you enjoy a very rewarding experience...always be sure to have lots of fun!!

Best Wishes,
Sherine, Shanty & Asha

PROGRAM CONDUCT POLICY

All visitors of the Centre, families, staff members, including the Director shall act in an appropriate manner in the childcare Centre at all times. Yelling, swearing, and/or any other verbal or physical behaviour that is inappropriate or disruptive in the environment, will not be tolerated, and will be dealt with accordingly.

Code of Ethics Policy

Child care practitioners at Lessard Daycare & Afterschool Care;

- **promote the health and well-being of all children**
- **enable children to participate to their full potential in environments carefully planned to serve individual needs and to facilitate the child's progress in the social, emotional, physical and cognitive areas of development**
- **demonstrate caring for all children in all aspects of their practice**
- **work in partnership with parents, recognizing that parents have primary responsibility for the care of their children, valuing their commitment to the children and supporting them in meeting their responsibilities to their children**
- **work in partnership with colleagues and other service providers in the community to support the well-being of children and their families**
- **work in ways that enhance human dignity in trusting, caring and co-operative relationships that respect the worth and uniqueness of the individual**
- **pursue, on an ongoing basis, the knowledge, skills and self-awareness needed to be professionally competent**
- **demonstrate integrity in all of their professional relationships.**

Ethical practice reflects these eight principles. However, ethical dilemmas can sometimes be difficult to resolve. In difficult situations, carefully think through the likely consequences of giving priority to particular principles. By evaluating the consequences, it may become clear which principle ought to be given more weight. The preferred action should be the one which produces the *least amount of avoidable harm*. Consult with colleagues to obtain different perspectives on the problem, being mindful of confidentiality issues. The final decision rests with the individual practitioner facing the ethical dilemma.

The child care centre is open Monday to Friday from 7:00 am to 6:00 pm. The Centre is closed on General Holidays that are posted in the front entranceway. General Holiday pay will be granted in accordance with Alberta Labour standards.

CHILD CARE JOB DESCRIPTION OVERVIEW

**The Childcare Worker is responsible for providing a safe, healthy and developmentally appropriate program for the children of Lessard Daycare and Out of School Care in accordance with all relevant legislation, policies and procedures.

**The Childcare Worker shall provide a high-quality care environment which directly relates to the Alberta Accreditation Standards, in full accordance.

**Programming is completed weekly and it is the responsibility of the staff members to hand it into the Centre Director for approval before posting - each room is designated a deadline. Programming must maintain a high standard that sets goals and purposes for all children. Monthly goals will be set with association to the weekly programming, Staff set goals and the Director shall review them with the staff.

**Observations of the children will be written in a specific workbook to refer to when programming.

**If required, communication booklets are in the childcare rooms to help with transferring information to the room or the support staff. Information should be noted daily.

**The Childcare worker must be respectful to co-workers, children and parents, and ensure that equipment and facilities are clean, safe and well maintained. Failure to provide adequate services may place children at risk.

**The childcare worker must maintain strict confidentiality and professionalism in performing the duties of the job, and in all relay of child/family information.

**Each play room to complete Health & Safety Checklist and have the Director initial *daily*.

**Observations and recording of children *daily, using individual child's booklet*.

**During the course of your job you may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, co-workers and themselves.

**The Childcare Worker must ensure that children are supervised at all times, and are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Childcare Worker must be prepared to handle incidents and emergencies at any time.

**In the mornings or afternoons when the Centre will group the children together with other rooms (i.e. the Kinders will join the OSC until a second staff in Kinder Room comes in). Child or children must be provided with a transition plan before being sent from one room to another. See "Transition Procedure for Children". In this handbook.

**Specific room responsibilities designated by the Centre Director and Lessard Daycare & Afterschool Care Staff Handbook, regular review of Centre Policies & Procedures.

Ensure **staff time sheets are up to date and **children's attendance** is recorded on sign in/out sheets *daily*.

**Childcare staff will support team members and ensure a positive working, childcare environment.

**Attend staff meetings, in-services, & parent functions, *as best possible*.

**Perform Early Childhood Care services to Best Practice and to the Quality Standards of the Alberta Accreditation Program to the best of their ability.

CHILDCARE – JOB DISCRPTION

LESSARD DAYCARE & OUT OF SCHOOL CARE

1. The Director of the Centre shall provide you with information upon hire. The Director shall be your programming supervisor as well as the person in charge (your direct supervisor), unless designated to another staff member. In this case it would be the next senior staff member present, which then would become the *acting Director*.
2. The Director shall verbally step you through the responsibilities of the specific position, and provide an Orientation Booklet to you that will start approximately 2 -4 weeks after hiring date. (Or when time is available)
3. All questions and concerns by the employee are to be brought to the attention of the Director or acting Director.
4. *****Note: “During School Days” Out of School Care Teachers will be a consistent room support to a particular Daycare Room on days where OSC children are “Not” in the Centre for full days. On day that OSC children “ARE” at the Centre all day, the staff will be regular ratio in their own room. When supporting the Daycare Centre rooms, full participation in their program is essential to ensure the staff benefit within the room. OSC staff will have their regular scheduled time for program coverage to the rooms, their own program planning, and an hour on Monday (or Tuesday if Monday is a Holiday) to set up their own room. OSC staff will be in their designated Daycare room at all times other than the above scheduled, unless authorized by the Director. In the case of ill staff or booked vacation time, the OSC staff may be in coverage to maintain staff ratio (for ill / vacation staff), which would be most important for the Centre.**
5. Staff members will take part in weekly program planning scheduled by the Director.
6. Program plans are posted in plain sight for children, families, and Director to view.
7. Supervise daycare or out of school care children maintaining guidance and limits according to program policy and room rules.
8. Ensure children are signed in/out accordingly daily and totaling each child’s daily hours at the end of each day.
9. A daily safety inspection of the indoor environment is conducted to ensure that potential hazards are addressed.
10. The outdoor environment is inspected daily.

11. Develop a personal relationship with each child in order to understand the individual needs of each child.
12. Staff model respectful interactions with adults and children.
13. Staff interactions and communications with families are intentional and facilitate positive, respectful relationships.
14. Respect confidentiality policy and share information about a child only with the permission of the parent.
15. Plan and implement weekly/monthly plans appropriate for children whose ages range from 19 months to 5 (daycare) and/or six to twelve years old (OSC). Teachers plan for their own age grouping.
16. In the programming provide stimulating, interesting and fun activities for the children.
17. Arrange the room into a number of interest centers with some being changed regularly and others being more permanent.
18. The indoor space is arranged so that a variety of activities can occur simultaneously.
19. Toys and equipment reflect the ages, interests and abilities of the children.
20. Staff provide the children with opportunities to celebrate individual differences and unique qualities.
21. Opportunities are provided that allow children to use their own abilities, skills and talents.
22. Staff provide children with opportunities to develop leadership skills.
23. Staff provide materials and opportunities for children to work independently, in small or in large groups.
24. Recreational activities are planned.
25. Outdoor activities take place during all seasons with appropriate planning for the weather conditions.
26. Opportunities are available for children to learn about the benefits of good nutrition, hydration, hand washing practices and hygiene.
27. During periods of full day attendance offer the children a full day program with weekly field trips and special activities (for OSC).
28. With the children set up the rules and procedures to be followed by the group in order to maintain a safe and positive environment (for OSC).
29. Keep the out of school room clean and tidy with the help of the children which means toys put away, centre's are organized, etc., cubbies top free of clutter.
30. Carpets are vacuumed daily and floor areas are swept and mopped including children's bathrooms.
31. Inspect all equipment, toys, furniture, books, containers, etc. and inform the Director if any deficiencies, to ensure safety and longtime use.
32. Participate as a member of the staff team in helping individual children and their parents benefit from the program.

33. Keep in regular contact with the parents and work together with the parents to meet the individual needs of each child.
34. Help to the preparation and serving of snacks and lunch including the cleanup duty following these activities.
35. Able to work with individuals, small groups or large groups depending on the needs of the children.
36. Be a trusted adult to whom a child can feel safe with during the time the child is in our care, provide positive role modeling to the children.
37. Capable of supervising such activities as swimming, sport activities, day camps, etc.
38. Staff take portable First Aid kits on all off-site excursions.
39. Able to drive a van to transport children to and from school or field trips (certain staff).
40. Learn the emergency procedures of the centre such as emergency evacuation and first aid, and be able to apply those procedures.
41. Maintain attractive wall displays on the bulletin boards in the out of school rooms. Staff are aware of and support school sponsored events.
42. Staff encourage children's understanding of, and involvement in, the broader community.

STAFF ORIENTATION PROCEDURE

Upon hiring, the employee shall receive a staff handbook which they will read and become familiar with the policies and procedures. The last page of this handbook and a copy of the job description and confidentiality agreement will be signed by the employee that they have read and understood the contents and it will be then put into the employees personnel file.

The employee will be given a tour of the center by the Director or Owner, introduced to the staff members, explained safety procedures, and location of safety equipment.

The employee will then be trained by a senior teacher or by the Director of the Centre.

The new employee shall work through a program orientation worksheet with the senior staff. The staff, and the Director shall sign off on the sheet. New staff members are provided with the "staff handbook", the director will review the handbook with the new staff, once a new staff reads and understand the handbook, they will sign off on the last page of hand book and it will be kept in their file. The director will also setup a meeting with the new staff within the first week of employment to go over a "staff orientation check list". New staff members will complete an orientation booklet within the first two to four weeks of employment, the director will consult with the staff

during the process and is completed within a month.

PROBATIONARY POLICY

All the child care staff are hired on a temporary basis for a probation period of 3 months. At any time during the probationary period, both the employee and the employer have the right to terminate employment without notice or termination pay.

HOURS OF OPERATION

The child care center is open Monday to Friday from 7:00am to 6:00pm. The center is closed on general holiday that are posted in the front entrance way. General Holiday pay will be granted in accordance with Alberta Labor standard.

LATE ARRIVAL/ABSENCE POLICY

Dismissal will result from persistent lateness and/or consistent absence of scheduled shift. It is imperative that you contact Asha at 780-660-3415 / Shanty at 780-700-3351 / Sherine at 780-691-8030 with as much notice as possible if you are unable to work your scheduled shift.

NOTE; It is “unacceptable to text or e-mail” your supervisor with regards to lateness or absence, please contact one of the Owners by using the above telephone numbers after hours or at 780-481-7817 during regular business hours.

CONFIDENTIALITY POLICY

Confidentiality is a top priority for Lessard daycare and After school care. As an employee of the center, you understand that you may have access to specific confidential or privileged information concerning the children and their families. This information will be kept confidential

Personal information of children, families and staff will not be shared for any reason without prior written consent of the individual or guardian. When discussing children’s activities in the class room between staff or parents, only first names will be used. In situations regarding behaviour problems and / or Incident/ Accident reports, names of children involved will never be given to families. When documenting children’s observations staff use only the child’s initials.

EMPLOYMENT REQUIREMENTS

Applications for employment shall be made to the Owners/Director of Lessard Day Care & Afterschool Care. Upon approval of application, an interview will be conducted. If the candidate is successful, we shall request three references of prior employment or work experience. These references shall be checked prior to hire.

Lessard Day Care & Afterschool Care employs child care staff who have *at least* completed a Level 1 Early Childhood orientation course or are willing to do so. As the orientation course is necessary, the staff member is **responsible to register at their local College** and provide to the day care proof of the registration (Must be completed within six months of commencement)

All child care staff will demonstrate a desire to work with children and to promote quality child care. All child care staff must hold a valid First Aid in Child Care Certificate or be willing to do so upon accepting a child care position (Must obtain within 1 month of hiring date). **All staff and/or volunteer will provide a criminal record check, including a vulnerable sector search**, dated not later than 6 months prior to the date of commencement with the program and every 3 years after that date. *A new staff member must provide the criminal record check within 8 weeks of commencement with the program and must not have unsupervised access to children until the criminal record check has been approved.*

Staff will complete a Staff Orientation Booklet approximately 2 to 4 weeks after start date.

Falsification or misrepresentation of information on application forms or related documents will be considered grounds for dismissal.

GRIEVANCE POLICY:

Concerns of the staff, parents or children must be discussed with the Owners. Appropriate steps in regards to the concern will be taken at this time.

Steps to take:

1. Speak to the owners with regard to your concern.
2. Provide information about the situation or concern to the best of your knowledge.
3. Depending upon the concern, we will further sit down with the staff or parent with regard to the concern.
4. Staff member will be kept well informed of the situation and will be encouraged to assist in any problem-solving areas.

PERSONNEL POLICY

- There is documented evidence that staff meetings are conducted on a regular basis. Notes and minutes of meetings are located in the administrative office.
- There is a process in place for the staff members and/or the administration to share daily information, the out of school room and the daycare rooms have communication booklets that are kept in the room and all the staff and the administration use this as an extra tool for daily communications. Staff members are encouraged to communicate verbally throughout the day.
- Staff members receive a job description in the staff manual upon hire that outlined organizational responsibilities, lines of communication and delegation of authority.
- Program plans are posted in plain sight for children, families, and the Director to view.
- All the staff have a current signed job description that includes qualifications and expectations.
- The program follows an orientation procedure for the new staff; see orientation procedure in staff handbook.
- The program supports and encourages professional development for all the staff; see professional development policy in staff handbook.
- The program supports the staff to stay up-to-date, and gain knowledge to protect children from harm and ensure a safe environment by way of providing readings (handouts), encourage attendance to related workshops, discuss new information during staff meetings, etc.
- The Director shall orientate all the employees with program policies, and communicate that the Centre views all policies, procedures and/or statements to be of great importance.

LEVELS OF STAFF QUALIFICATIONS/WAGE TOP-UPS

According to the “Child Care Licensing Regulation”

⇒ **Child Development Supervisor (previous Level 3- \$6.62/hr.)**

⇒ **Child Development Worker (previous Level 2- \$4.05/hr)**

⇒ **Child Development Assistant (previous Level 1- \$ 2.14/hr.)**

In the event the Director and Owner are not on site, the Director or Owner

shall appoint an individual to “be in charge”. The person appointed will take over the responsibilities for the Director while the Director is off-site.

The staff members shall support the designated person by considering that person the Director in charge for the duration appointed.

The Director shall communicate with the appointed “in charge” person beforehand all necessary information while the Director is off-site.

All questions by the staff members while the Director is off-site can be referred to the “in charge” person or wait until such time the Director returns.

At any time, if the “in charge” person feels that they are not fully supported by their co-workers, or in a position that they do not feel comfortable, the person “in charge” shall contact the Director or Owners by cell phone immediately (or speak with the Director once back on-site). If required, the Director will deal with the situation once back on-site.

WAGES/ PAY INFORMATION / PERFORMANCE REVIEWS

Wages and salaries are established by the Owners for each staff position. The Owners shall consider the following when determining the appropriate wage or salary for staff members:

1. Related education
2. Relevant experience in child development and day care or after school care
3. Administrative education and/or experience
4. Budget
5. **Increases are determined by Completion of goals such as; continued and on-going professional development, employee enhancement towards Early Childhood (i.e. volunteer work, exceptional work performance related to children and families).

Pay cheques will be dated the last day of the month and include all pay including the last 3 business days of the previous month (pay will exclude last 3 days of present month, due to payroll processing time). Wage enhancement provided by the Government of Alberta will be paid to the employee 1 month following hours worked (full month of hours must be worked by employee, hours are then sent into the Government for processing, employer will then forward funds to staff pay cheque at the end of the

following month). For example, for January hours worked, staff will be paid in their February pay cheque, February hours will be paid in March, and so on. The Staff members may request an advance pay on the 15th of the month, approval by Owner prior to the 15th is required.

Performance reviews (annually) will be an opportunity for the employee and the Director to reflect the employee's function, goal completion and abilities within the centre. Annual increases are based on budget available, the individual's commitment to Centre Policies & Procedures, work performance, professional development since last review and related responsibilities designated to the employee by the Lessard Daycare Ltd. & Afterschool Care Staff Handbook.

STAFF MEETINGS

Staff meetings are held every 4 to 6 weeks. You will be notified in advance and are mandatory to attend, as your attendance is very important to the team. The meetings are one hour in length and staff are compensated by an hour of pay for their attendance. Staff members will be asked to sign in to confirm attendance. If you are unable to attend the scheduled meeting, it is the responsibility to speak with the Director to review the meeting minutes.

STAFF HOLIDAY / VACATION TIME

Staff members are paid vacation pay on each cheque. To schedule holiday time, please fill out a "Holiday Request" form (found in the staff room).

Provide this form to the Director for approval.

Staff members shall not qualify for holiday/vacation time off within the first 3 months of employment.

The Centre will be as flexible as possible to ensure all the staff are able to plan time off. The Centre shall not grant permission for more than one staff of the same room to be away at the same time. If both staff have asked for the time off, and if the Director can approve one, the Director shall grant time off to the staff that has worked for the Centre the longest, but also taking into account if that staff has already used up their allowable holidays for the year.

Allowable holidays: after one year of full-time service, staff qualify for one (1) week of approved vacation time (this week may also be approved by the Director within that year, but not prior to probationary period), after two years and three years of full-time service, staff qualify for the approval of (2) weeks of vacation time, after four to six years' service, staff qualify for (4) weeks' vacation time a year. Vacation time is granted at the discretion of the Director based on the needs of the Centre and ensuring a consistent program for the children and families, we service. Vacation time may be granted to

the staff based on the lack of number of children attending the Centre (this is still considered the staff's vacation time).

The Centre will not grant holidays/vacation time, the last week of August or the first week of September due to transitions and programming time to prepare for September.

Payment of regular day wages will be paid to the staff for General Holidays according to the Alberta Regulated General Holidays, and after 30 shifts consecutively worked from start date. Closed days deemed by the Centre, and are not General Holidays, staff will not receive pay on these days.

PROFESSIONAL DEVELOPMENT POLICY

At Lessard Daycare Ltd. & Afterschool Care we believe, Professional Development is of great importance and the Program has and the expectation that each employee must take part in continuing to update and ensure a commitment to the understanding, learning and growth in the Early Childhood field. The childcare field of information is constantly changing, and our team of professionals must dedicate themselves to learn and develop their knowledge in the field.

Professional Development is our opportunity to learn new skills, enhance existing skills and to learn information that extends our competence, self-confidence, personal empowerment, and build upon support networks within the field. This includes; written resource materials, mentoring, workshops, and certificate courses, visiting other programs, and so much more.

The Centre shall support the learning and educational development of their employees by several ways, some of which being; a new staff orientation workbook, hosting workshops, seminars, staff meetings, programming meetings, program support, staff newsletters, and providing resource materials. The Director shall assist the staff acquiring professional development and furthering education in the childcare field. The Centre shall allow for time off, if required, to further develop their Early Childhood Education.

It is the responsibility of the Lessard staff member to apply for their Professional Development Funding that is in place through the Accreditation Program. More information can be found in the *Alberta Childcare Association* website for Level 3 "Supervisors", or in the *Alberta Government-Human Services-childcare-staff-funding* website for Level 1 & 2 (Assistants & Worker's).

If the staff members have any other questions with regard to the funding, please speak directly to the Centre Director.

PROGRAM PLANNING POLICY

- Staff members are involved in weekly planning, time scheduled by the Director.
- Programming time is during the course of a regular working day (paid time).
- The program planning incorporates planning for on-site, and off-site activities, planned excursions for both non-school days, as well as school days, and any extended holidays (summer, spring break, Christmas vacation).
- Activities planned involve input from the children and are responsive to their interests, backgrounds, preferences, diverse needs and abilities, as well as the number of children in the program.
- Children have choices to involve themselves in varied activities, whether this is with a group or an individual activity. The staff members may assist children with choices, if necessary.
- Staff involve the children in the programming in different ways, such as; children charting their desired activities on a monthly basis, staff communicating verbally with the children, child surveys and staff documented observations of the children.
- Children have opportunities for group activities as well as individual activities, and are also encouraged to take leadership roles by decision making in the program (mini meetings). The Junior Leader Room staff encourage leadership with the age group 9 to 12-year olds, by allowing children to decide what they want in their program, children chart information, form group activities clubs, etc. Staff suggest (encourage) activities, and guide the children to build a program that reflects the individuals of the Out of School Care.
- The indoor environment is arranged and supports quiet, messy and noisy activities.
- Programming incorporates a variety of planned and spontaneous activities.
- The indoor space is arranged so that a variety of activities can occur simultaneously.
- Toys and equipment reflect the ages, interests and abilities of the children.
- Updated lists of available off-site excursion opportunities with contact information are available for programming.
- Outdoor activities take place during all seasons with appropriate planning for the weather conditions.
- The Centre schedules off-site excursion within the surrounding community, and are able to travel to destinations using the childcare

- vans (certified), and/or a charter bus service. The opportunities for off-site excursions are discussed with the children, and the staff decide which excursions will be taken (based on interest, price, availability, etc.). Out of School Care staff plan & prepare the programming which is then submitted to the Director to finalize.
- Programming for non-school days is detailed and based on the routine of the room. It is done in advance with the children and staff. An itinerary is posted and available to be viewed by parents.
 - Monthly programming is available to parents, and is provided to the families at the beginning of each month. Summer programming is done in advance, fieldtrips and activities are planned by the children and the staff. The staff organize off-site excursions and forms of transportation.
 - All off-site excursions require parent/guardian permission (fieldtrip forms are provided for parents/guardians to sign off on). The permission form provides information to the parent about Where, When, How, Who, and Times of fieldtrips, welcoming parents to join the trips if they wish.
 - Excursions include learning activities for the children with relation to their community and community members, for example; the children spend time with elders in the community to experience positive cross generational interactions.
 - Parents are always welcome to participate in on-site activities or off-site excursions with their children.
 - Programming is planned by the staff and the children to incorporate families, schools, and the community.
 - The program plans are reviewed by the Director to ensure the program meets Centre standards (the needs and interests of the children), and that planning meet the Alberta Accreditation Standards (growth and development of children).

TRANSITION PROCEDURES FOR CHILDREN

Transitions are times when there is a change of plans, change of routine or movement of children to other rooms. It is important, the steps we take to ensure the child knowledge and comfort as we make changes in their programming. If there will be a change in activities, allow the child time to prepare, for example give the children a 5-minute warning that activities, or routine shall change.

If children will be moved into another room we must;

- Communicate with the room's teacher to ensure, that room has space for the children.

- Speak to your children and provide them with verbal advice that they will be moving to a different room shortly.
- Speak directly to the teacher when the children are being sent over, provide the teacher with the names of the children and their attendance sheets.
- When the children are being transitioned back to their rooms they are also to be given a time/verbal advice so that they have time to finish up what they are doing.
- The teachers from both rooms will communicate with regard to having the children move back to their own room again, the attendance sheets will be given back to the children's teacher when the children go back to the room.

INCLUSION, CULTURE AND DIVERSITY POLICY

- Activities involve input from the children and are responsive to their interest, backgrounds, preferences, needs and abilities.
- Staff members use programming time to ensure the children's opportunities, such as activities and interactions with others are inclusive for all ages and abilities. The OSC has two different age groupings (in pm only and non-school days) – 6 to 8-year olds, and 9 to 12-year olds...this is to accommodate different needs of these age groups. (Summer planning is done for whole group due to lower numbers)
- Staff members communicate with the children and their families, staff document observations, and survey the children to best meet the diverse needs and to include the individual interests of the children.
- Children always have a voice...family cultures and traditions are celebrated, and individual differences are positively regarded.
- Opportunities are provided that allow children to use their own abilities, skills and talents.
- Programming incorporates a variety of planned and spontaneous activities.
- The indoor space is arranged in a way that meets the diverse needs, as well as the number of children in the program.
- Children are supported by staff members to embrace individuality.

STAFF RESOURCES

The staff room contains information and resources for programming,

information on post-secondary education, workshops, etc.

The Director of the Centre is a staff support resource, please set up an appointment to consult with her.

Please be aware that each staff member has a mail pocket located in the hallway between kitchen and staff room on the right wall (hanging pockets). Staff members will receive regular mail such as; staff newsletter, workshop information, staff notices for upcoming events, and miscellaneous information.

Staff are asked to read the quarterly “parent” newsletter that can be found in the website under the heading “news” on the left-hand side of the home page, hard copies that are available for the parents, or by asking the Director for a copy of the newsletter.

STAFF / PARENT COMMITTEE

The Centre encourages the staff members to join our Committee to share ideas, voice comments, and provide additional insight as we strive together to provide quality child care. If you are interested, please speak with the Director, as she will provide further information. The staff must complete 3 months of employment to qualify. Parents may voluntarily join the committee. The committee runs October through June.

COMMUNICATION WITH FAMILIES POLICY

The Program fosters positive relationships with parents by communicating with parents about children’s routines, moods, learning, and development. Regular communication between staff, children and parents helps to strengthen the connection between the program and the home, and encourages a continuation of the child’s learning.

HEALTH POLICY

- Opportunities are available for children to learn about the benefits of good nutrition, hydration, hand- washing practices and hygiene through teacher role-modeling and the annual presentation from the local community health center.
- The Centre views nutrition is an important part of the child’s well-being.
- The Centre menu plan is regularly reviewed (weekly), by the Director to ensure good nutrition.
- Meals send from home are reviewed (weekly) by the Director to ensure good nutrition.
- Staff regularly remind children about hand washing - there are two

bathrooms containing sinks (boys & girls) and a sink located in each Out of School Care Room to accommodate regular hand washing {equipped with soap and paper towel}.

- All the staff members must have valid first aid (within 1 month of employment-requirement).
- Staff members must have valid first aid in order to administer medication.
- The Centre shall provide / allow for the provision of health care to a child only with written consent of the child's parent and that the health care provided is in the nature of first aid.
- Children are encouraged to keep a water bottle at the Centre to ensure hydration.
- Sunscreen is provided by the Centre and the staff members ensure that all the children have apply it, when necessary.
- Children have opportunity for outdoor recreation on a daily basis (depending upon weather).
- Staff program outdoor activities based on the children's interests.
- Staff members shall ensure they stay current with research and emerging best practices in health as recommended by licensing and health authorities (Director will assist).

SAFETY POLICY

The Program shall take the following steps to ensure the safety of the children of the Centre;

- A daily safety inspection of the indoor and outdoor environment is conducted to ensure that potential hazards are addressed.
- Staff members first on site in the morning will complete an environment safety checklist, daily. The Director is notified by the staff if there are any areas requiring attention. Checklists are done daily on a weekly chart that is initialled by the staff and handed into the Director at the end of each week for filing.
- Staff members complete an outdoor safety checklist once they arrive at the destination. Checklist is handed into the Director once back at the Centre, for filing.
- All the staff members must have valid first aid (within 2 months of employment-requirement).
- Medication is stored in a locked medication box that staff only have

access to.

- Each room has access to first aid supplies in an emergency situation.
- In the case of any medical, dental or health related issues, the child's parent or guardian shall be contacted immediately. If the parent is not reachable, the Director or the staff shall contact the emergency contact person listed on the child's file. If the emergency contacts cannot be reached, the Centre may contact emergency services (ambulance) at ***the Centre's discretion***.
- Security of the children and families of the Centre is priority, the Centre shall not release a child to anyone other than the parent or the legal guardian or other known family members that the Director is aware of, unless the parent or the guardian has communicated an alternative pick up person. In this case, the authorized person to pick up must have photo identification. The Centre requires custodial information if applicable, and the Director shall inform the staff members with regards to legal rights and information.
- Children are transported by childcare van (certified & maintained at least every 6 months or when necessary) to and from school, some children will walk with childcare staff, depending upon weather conditions. First aid and emergency files are in vans and with the staff members when walking. See *Transportation Policy*
- Staff members ensure the cleanliness of the toys and equipment by regular sterilization, daily cleaning and regular monitoring.
- Cleaning and sanitation of the facility is maintained daily by the room staff members, they are provided with a cleaning schedule by the Director.
- There are sufficient portable materials and equipment accessible to children.
- Staff members shall ensure they stay current with research and emerging best practices in safety as recommended by licensing and health authorities (Director will assist).

PHYSICAL LITERACY POLICY

The understanding of the fundamental skills and movements that allow children to move with confidence (Accreditation Guide, 2013).

- The program shall provide physical activities in various forms of exercise or movement that is essential for the children’s growth, development, and well-being.

TECHNOLOGY / “MEDIA” POLICY

- Staff members shall limit media play in the childcare program
- Children in the Daycare program will not have access to any electronic devices.
- Staff members shall program activities based on children’s interests & abilities.
- The daycare rooms have a movie day every month, no more than 30 minutes for children under 4 and half years and one hour for children under 6 years,
- Children are not required to watch the show if they are not interested. Instead, the activity offered as one of several centers.
- Teachers may select movie which posses an educational theme.
- All movies provided to children shall be rated ‘G’
- The Out of School Care has Movie afternoons on every second Thursday during regular school (no regular movie in summer). Maximum of 1 movie per two weeks during school days schedule, an extra movie per week during the summer may be possible after a long outing (to allow children resting time).
- Children may ask for special electronics day’s that they may bring in their own electronics for the day (must be a planned day once in two months, electronics are brought in “at the child’s own risk”).
- Children may engage in electronic play for a maximum of one and half hours with teacher’s supervision
- ***Social media can be a great way to stay connected, but it can also breach privacy of others. The Centre only publishes information on social media that we have been given specific consent for. Families are asked to refrain from posting photos on any social media sites of children in our programs or photos taken inside our facility. This is for the safety and protection of everyone.***

DAILY OUTINGS POLICY

- Staff will ensure that the children are outside at least once per day, depending on the weather. Approval to stay inside must be provided by

the Centre Director.

- The program shall provide daily scheduled opportunities for outdoor play in a safe, stimulating and developmentally appropriate environment, and is viewed as an important component of the child 's day.
- All outdoor procedures must be followed according to the outdoor checklist.
- Ensure an outdoor Health & Safety checklist is completed on play area.
- Constant head counts are to be done for safety sake.
- Once at location, one staff shall check area for safety, and will complete the “outdoor / playground safety checklist”, i.e. debris, sharp objects, unknown objects, toxic plants, etc. If area is considered to be unsafe the staff member will make a decision either return to the Centre or notify the Centre of the change of location and the reason why.
- Supervision is key when off-site the staff will continue to circulate the area where children are playing to ensure their safety, if in a confined space i.e. the play park, the staff can interact with the children.
- At no time shall the staff members divert their attention away from the children that could possibly jeopardize the safety of the children.
- If a fieldtrip is scheduled that the Director does not attend, the Director shall appoint a “person in charge”. The person in charge will take over the responsibilities of the Director for the duration of the fieldtrip (same as on-site “in charge” person).

COMMUNICATION POLICY

- Staff acknowledge children, respond attentively and show interest when the children communicate with them.
- Staff engage in active conversations with the children.
- Children can speak their thoughts and opinions without being interrupted by the childcare staff.
- Staff encourage the children to interact with each other positively and respectfully.
- Staff facilitate a safe environment for the children to express their feelings.
- Staff model respectful interactions with adults and children.
- Staff interactions and communications with families are intentional and facilitate positive, respectful, relationships.
- The program offers an orientation to parents in order to establish positive relationships between the child’s family and the program.

- Relationships with schools are encouraged and initiated by the program by daily interactions as the Centre transports daily to and from nearby schools.
- The program provides access to information and community resources to families when appropriate.
- Communications, whether internal or external are through many different forms such as; newsletters, communication booklets, posted policies, letters, parent and/or staff handbooks, posted notices, parent and/or staff resource area, the Centre's website and verbal communications between families, staff, children, schools and the community.
- A record of communications is kept by the Director, and a communication booklet is also used between the staff members and is located in the Out of School Care room.

MEDICAL / DENTAL LEAVE

- Medical and dental appointments should be arranged outside of an employee's shift. If special appointments are required, please arrange this with the Director with sufficient notice. It is the policy of the Centre that you provide doctor's note indicating that you are unable to work due to the illness. If there is a cost associated, this would be the responsibility of the employee.

FOOD AND BEVERAGE CONSUMPTION POLICY

- As a staff member, you will be given a scheduled lunch break. **Hot beverages cannot be consumed near the children's play area.** Staff are welcomed to sit down and eat a *light snack* when the children are sitting down for snack or lunch, but this should not be considered the staff lunch break. Staff must be sitting down with the children when eating to encourage positive role-modeling, as the children are not allowed to walk around while eating due to safety reasons.

PHONE CALLS / CELL PHONES POLICY

- Staff are more than welcomed to use the center telephone, but we kindly ask you to respect that it is a business phone and to keep calls to

a minimum. We ask that telephone calls are made during scheduled breaks unless in the case of an emergency. Staff *may not* use their personal cell phones for personal calls during their work schedule, or in the childcare room where other staff and the children are playing or working.

- We ask that the staff keep their cell phones “off” at all times during their shift, and when working with the children.
- ***Cell phones, lap tops, i-pads, etc. may be used during scheduled programming times only, or with prior approval of Owner or Director.***
- Staff may use their personal cell phones to contact or receive calls from the daycare/out of school care when off-site, such as in the case on a fieldtrip or on a daily outing that requires contact with the Centre.

SMOKING

- Staff members are asked to speak with the Director with regards to the outdoor smoking area. Staff members are not permitted to smoke while they are working and anywhere near the children at any time.

DRESS CODE

- Employees are encouraged to wear comfortable clothing that allows for physical movement, floor play, messy play, outside time, etc. It is also important that the staff dress suitably for the weather. Inappropriate logos on t-shirts and ripped clothing are not acceptable. If the Director feels necessary, the staff will be asked to sign out on their attendance/payroll sheet, and return to the Centre with proper clothing.

CHILD GUIDANCE, DISCIPLINE & BULLYING POLICY

The goal of the Child Guidance & Discipline Policy is to assist children in developing self-control, self-confidence and ultimately self-discipline and sensitivity in their interactions with others. Staff support the children through positive interactions, role-modeling, and problem-solving strategies.

We encourage children to talk through their own problems and conflicts, and to make appropriate choices and compromises; however, if a child seems unable to cope in a situation, the staff will intervene. The staff will reinforce appropriate behaviors in order to maximize opportunities for desirable behavior. The staff facilitates a safe environment for the children to express

their feelings and model respectful interactions with adults and children. Rules and expectations are age and ability appropriate. Safety issues are addressed in a timely manner by the staff members.

The Centre's program planning recognizes children's diverse needs by organizing activities that encourage involvement. The Centre also strives to achieve an inclusive environment whereby all the children feel comfortable to participate with others or independently. Programming is based on communicating with the children, and by observing the children thus creating a diverse and inclusive environment.

In the event that a child makes a choice that infringes on the safety and protection of self, others or the environment, the staff will employ various guidance strategies such as:

- Setting clearly defined guidelines and limits which are consistently maintained
- Helping the child express feelings verbally
- Refer to the problem-solving steps that are posted in the room
- Modeling problem solving skills
- Offering appropriate and safe choices
- Limiting use of equipment
- Using logical and reasonable consequences

Any child disciplinary action taken is reasonable in the circumstances. Lessard daycare and out of school care will not inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation. We will not deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.

At all times, the staff will gently guide the child, either physically and/or verbally, in assisting the child towards self-control and self-discipline. Discipline needs to be a tool for positive growth rather than a punishment. As childcare workers, we strive to nurture and encourage children and create an atmosphere of warmth and comfort while allowing them their own independence.

BULLYING POLICY

- Staff intervene promptly when aggressive actions or bullying occurs.
- Staff members shall use their educational skills, experiences, and Centre resources to help support a child who is bullied, and also the Centre will work together to support the child doing the bullying.

- The Director, the staff members, and the family shall work together to find strategies to eliminate the bullying behavior of the child.
- Termination of the childcare can occur if the bullying behavior continues, at the discretion of the Centre.

SUPERVISED CARE FOR SICK CHILDREN

A sick child will be kept as far away as practicable from the other children, supervised by a primary staff member and parents will be contacted and asked to pick up the child immediately.

SICK CHILD POLICY AND PROCEDURE

- Notify the parent, legal guardian or emergency contact as soon as possible
- Keep the child comfortable
- Ensure the sick child is kept as far away from other children as is practical
- Obtain medical assistance when necessary
- If the child's illness requires emergency health care, the Director must notify the Centre's licensing authority.
- The child can return to the program with the parent or guardian by the written approval from the child's physician, or if the child doesn't require any emergency treatment, with the Director's approval.
- The child needs to be removed from the program in the following cases, if the child is vomiting, has fever (temperature) greater than 38 degrees Celsius, has diarrhea and/or a new and unexplained rash or cough.
- Once sent home from the Centre, the child shall not be allowed to return until the Centre receives a note from the child's physician or the child has been symptom free for at least 24 hours.

MEDICINE / HERBAL REMEDIES POLICY

- All medication arriving at the Centre must be in its Original Container.
- The medication must be handed over to a staff member by the parent (not kept in the child 's backpack or cubby).
- **All the staff are aware of all the children (if any) who require emergency medications, where the medications are stored, and how to**

administer them, if necessary.

- The parent will sign the Authorization Form (provided by Lessard staff), indicating the time and amount of medication to be administered.
- The parent must inform in writing in the “medication form” as to the last time the medication was administered on that day, if applicable.
- ****STAFF MUST REFER TO THE WRITTEN INSTRUCTIONS ON THE MEDICINE CONTAINER, THE MEDICATION FORM MUST MATCH THE INFORMATION PROVIDED BY THE PARENT, AS WELL AS APPROPRIATE DOSAGE NOTED ON THE ORIGINAL CONTAINER. STAFF WILL NOT ADMINISTER TO THE CHILD A DIFFERENT DOSAGE THAT IS NOTED ON THE ORIGINAL CONTAINER, UNLESS “ONLY” WITH A SIGNED MEDICAL NOTE FROM THE CHILD’S PHYSICIAN. THE CENTRE SHALL REFUSE STORING THE MEDICATION ON SITE WITHOUT PROPER DOCUMENTATION OF THE PARTICULAR MEDICATION.**
- The staff will put the medication away, either in the fridge locked container, or in a locked container out of the reach of the children.
- A staff member will administer the medicine at the appropriate time, and will sign her initials on the Authorization Form. **“Staff Must Have A Certification in First Aid in order to Administer Medication”, (additional to giving medication) staff will be trained by the Director in the proper method of administering any other type of health care required by the child, and this will be documented in the staff’s and child’s file.**
- If the medication is the self-administration type, Lessard staff members will guide and support the child with this procedure, parent must provide a written letter of self-administration approval to be kept on file.
- Staff will observe children carefully for allergic reactions after receiving medication or herbal remedies.
- Emergency medication will not be kept in the lock box, but in a location that is out of the reach of the children, **And All Centre Staff Are Aware of This Location and Which Child It Belongs To!! (i.e. inhaler, epi-pen)**
- Staff members will return medications and herbal remedies to families when the authorized period has ended.
- Any further medical procedures must be outlined by the physician and written instructions provided for the staff.
- At any time, the Centre reserves the right for any reason, not administer medication, or discontinue the administration of medication. In this situation, parents/guardians will be notified immediately by the Centre Director.

HEALTH CARE OF THE CHILD POLICY

The Centre may provide health care to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid.

RELEASE OF CHILD POLICY

The safety of children is of paramount concern to Lessard Daycare & After care. To track all drop-offs and pick-ups of children, parents and guardians are required to sign children in/out on the daily attendance sheet. Children attending OSC, staff are responsible to sign children in/out on the daily attendance sheet. In daycare & OSC rooms it is the responsibility of the staff to ensure children's attendance is accurate at all times.

. It is the parent's responsibility to notify the centre if the child is to be picked up by a person not authorized in the enrollment form. Identification must be requested from the designated person by the employee of Lessard Daycare & Afterschool Care. If the parent has not notified us of alternate pick up person, it is the responsibility of the employee to notify the Director or to contact the parent by phone for verbal authorization of pick up. The child cannot be released without an authorization from the Director or Owner.

SECURITY AND PROCEDURE

A key will be provided to the required staff (opening and closing shifts) where available. Acceptance of a key is acceptance of the responsibility to replace door locks if the key is lost.

Entrance to the day care and after school care outside of operating hours is allowed only by written authorization from the owner.

SPACE AND EQUIPMENT

Playground

- A. Lessard Daycare & Afterschool Care is equipped with two fenced playgrounds west of the centre. One is the toddler playground and the other is appropriate for pre-school, kinder, and school-aged children. Regular inspections of the equipment is done according to a playground inspection checklist, also the staff members are to check

equipment along with their daily usage to ensure safety. In the event that there is a safety issue, it is the responsibility of that staff to bring it to the attention of the Director or Owner.

- B. We have two nearby community playgrounds that are also used from time to time which occupy open field space, soccer fields, basketball courts, etc.

COMMON AREAS

The common areas of the Centre, including hallways, entrance ways, pantry, kitchen and storage rooms are to be maintained by individuals as they are used. It is the responsibility of all the employees to store equipment and materials in the areas designated, and to maintain clean and clear surfaces and pathways in all common areas. The staff room is available for the convenience of the staff, please keep this area tidy for others to use.

Hallway areas cannot be congested with equipment of any nature.

MATERIALS

Equipment and materials purchased or obtained by Lessard Daycare & Afterschool Care are the property of the centre. Staff are responsible to maintain equipment and supplies by reporting losses, breakage and depletions to the Owner or Director. Staff and children are encouraged to treat all the centre equipment, supplies and facilities with care and respect.

Supplies for the program are purchased in bulk, and are re-ordered as items are depleted. The bulk purchases are done approximately three times a year.

FIRE DRILLS

We conduct at least one fire drill per month as per regulation to prepare children in the event of a real fire, for this reason it is very important that the staff ensure each child has indoor shoes/slippers that are worn inside the centre at all times.

EMERGENCY EVACUATION PROCEDURE & OFF-SITE ACTIVITY POLICY

1. Upon discovery of a fire or the sounding of the fire alarm, emergency evacuation will take place.
2. Children who are in the toddler room will be evacuated through the doors in the kinder room then through the front door entranceway.

Children in the other areas of the day care will exit from the nearest exit. Staff in each play room will take the daily attendance register and the emergency contact information with them. (Emergency contact will include a list emergency and safety contact phone numbers) The owner and/or director will be responsible to ensure that all rooms and washrooms are vacant.

3. The children will be grouped according to their childcare room and will be evacuated from the center and assembled at the bike path to the immediate south of the complex. A roll call based on that day's attendance records will take place immediately. In the case of severe weather conditions, such as extreme cold and/or heavy rainfall, the staff and the children will assemble for roll call at the bike path and then continue to Talmud Torah School and child care center located 6320 172 street .Here we will do another roll call and contact parents ,if necessary.
4. The owner or director will be responsible for telephoning 911 to notify
Emergency services if necessary.

FIRST AID EQUIPMENT AND PROCEDURES

It is the policy of Lessard Daycare & Afterschool Care to require all child care employees to hold a valid First Aid in Childcare Certificate. Employees must hold a valid certificate upon hiring or MUST be willing to register and complete a First Aid course within the first two months of employment.

First Aid equipment and supplies are stored in the Office, out-of-school care room, in each of the rooms (portable packs), and in each of the daycare vans. The Director will be responsible to maintain and organize the first aid supply and to monitor the use and purchase supplies.

Employees are responsible to RETURN all equipment after using so that it remains available for future use.

Each room is responsible to maintain a portable standard first aid kit. This kit must be replenished regularly, and must be carried with the room staff on all outings.

In all first aid situations, the employee is responsible to act, inform the Director and parent, and to record any incident and first aid procedure in an accident report.

FOOD SAFETY POLICY

Food protection procedures require that:

- Cold foods must be kept cold, frozen foods must be kept frozen, at all times. Milk and other dairy products must be refrigerated at all times.
- Frozen foods are to be thawed under refrigeration. Food must NOT be thawed at room temperature.
- Food, especially meat and egg dishes, are to be cooked thoroughly.
- Food preparation, serving utensils and surfaces are sanitized after each use.
- Food handling equipment and utensils must be clean and in good repair.
- Food preparation items, serving utensils and surfaces are sanitized after each use.
- Use cleansers and disinfectants at the appropriate strengths and temperatures.
- Children shall be seated while eating or drinking, liquids “are not” provided to children while napping.

CROSS-CONTAMINATIONS OF GERMS OR CONTAGIOUS CONDITIONS POLICY

- ⇒ Regular disinfecting of furnishings, equipment and play materials.
- ⇒ Diaper surfaces and potty chairs are sanitized after each use.
- ⇒ Soiled diapers, soiled linen, and garbage are stored in closed containers.
- ⇒ Each child uses his or her own labeled personal grooming items and bed linens.
- ⇒ Disposable towel is discarded after each use. If face clothes are used, they are used one (1) time and then send to laundry.

DIAPERING AREA & TODDLER BATHROOM AREA

A staff member will not, at any time, leave a child unattended in the washroom. When a child is diapered, the staff must use the safety straps so that they are fastened in a comfortable manner at the child’s waist area. When a child is being diapered, and if there are other children in need of using the washroom, they will be asked to wait until such time the staff is able to ensure full supervision of the children, or the staff will ask for assistance from

another staff member. Soiled diapers, linen and garbage is stored in a closed container. Diapering surfaces and toddler toilet seats are sanitized after each use. Wash clothes are used on only one child, one time then send to laundry. Personal items are clearly labeled with the child`s name. The staff member(s) will ensure proper hand washing procedures (posted) are used on themselves and the children before leaving the washroom.

COMMUNICABLE DISEASE

Where a staff of the Centre may know or has reason to believe that a child may be suffering from a disease, the Centre will immediately contact the parent/guardian and ensure the child is removed from the program.

VOLUNTEER POLICY

Lessard Daycare & Afterschool Care is committed to provide a safe and secure environment for all the children, the staff, and the volunteers. All the volunteers must provide a criminal record check, including a vulnerable sector search, dated not later than six months prior to the date of commencement with the program and every three years after that date. A volunteer must provide the criminal record check within eight weeks of commencement with the program. Volunteers are *not* considered to be in ratio, and are not to be left alone with the children at any time, as per Child Care Regulation. Volunteers can be members of the community, parents, potential employees, etc. Our volunteers are very important to us, as we are able to partnership with local community members and/or foreign recruits, etc. that are committed to child care services. Staff members are asked to embrace this experience and demonstrate our professionalism in our field.

DISMISSAL POLICY

Dismissal can result from;

- Consistent lateness or absence.
- Not following Centre Policies & Procedures.
- Unprofessional behavior that jeopardizes the health and safety of the children, families, continuity between co-workers, and the Centre as a whole IS CAUSE FOR IMMEDIATE DISMISSAL.
- Lack of team work (i.e. one staff member is always doing the cleaning, programming, setting up of activities, following policy, and other room staff do not take any leadership roles or initiative in program).

- Creating conflict with co-workers (staff are asked to kindly direct conflict within the Centre to the Director so the issue can be dealt with appropriately).
- Discussing confidential or personal matters not related to childcare with room staff, and not directing the matter to the Centre Director.
- Lack of supervision (i.e. leaving a child unattended in the toddler/preschool bathroom, staff must know how many children are in the room at all times).
- Continually leaving room (i.e. when leaving the room to perform out of room tasks please return promptly, room supplies for each day should be organized early (when ratios are low) in the day to eliminate multiple trips out of the room.

CLOSING PROCEDURE

It is the policy of Lessard Day Care and Afterschool Care staff to ensure that all children have been duly signed out and picked up at the end of the day by the following procedures listed below.

1. End of the day shifts; it is the responsibility of the employee to ensure all the children in attendance are accounted for, delivered to the late staff person with a list of children they are to be accounted. If this staff is the last one in their playroom, they must do a thorough walk throughout the area to ensure all the children have been delivered
2. The 6:00 pm shift person shall do a thorough check of their room including ‘hiding spaces’ under tables, washrooms, and will call out to children before leaving, and will complete a closing checklist.
3. Another 6:00 pm employee will be responsible to do a thorough search of the Centre as above, but also including kitchen, office areas, washrooms, storage rooms and also check attendance records for all rooms to verify that children have been signed out and picked up.
4. If a child has not been signed out, and employee did not witness their departure, the employee is responsible to phone the parent to verify that the child has been picked up.
5. The 6:00 pm shift person will complete the “Closing Checklist”.
6. For late children, please record in Late Pick Up binder. There is a \$1.00 per minute late fee that must be paid by the parent, the late

charge will be paid directly to the employee who has stayed late with the child or children.

7. Inform the Owner or Director of all late pick-ups.

LESSARD DAYCARE & AFTERSCHOOL CARE

STAFF HANDBOOK DATED (December 2019}

Date: _____

I have read, understand, and agree to the terms of the Lessard Daycare and Afterschool Care Staff Handbook. As well, I understand that policies and procedures may change or be updated from time to time.

I have signed the Daycare and/or Out of School Care Job Description and understand my responsibilities as a child caregiver.

Employee's Name (Print): _____

Employee's Signature: _____

Director's Signature: _____

Date of Signing: _____

****STAFF HANDBOOK – DATED [December 2019] *
COPY OF JOB DESCRIPTION OVERVIEW, CHILDCARE JOB
DESCRIPTION, PROGRAM CONDUCT POLICY, CODE OF
ETHICS, SAFETY POLICY, & CONFIDENTIALITY POLICY HAVE
BEEN READ & SIGNED BY STAFF:**

Staff Signature: _____

Date: _____

**This page must be signed and returned to the Owner to be kept in
the employee's file.**