

LA POUPONNIÈRE
CO-OPERATIVE DAYCARE
CENTRE
Zenon Park, Sask.



POLICY MANUAL

Revised June 2008

La Pouponnière Co-op Daycare Centre
#3 - 751 2nd Avenue West
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PHILOSOPHY

To provide a safe and happy environment to nurture the child's social, emotional, cognitive, intellectual, creative and physical needs.
This will be achieved through positive role modeling and encouragement by staff.

INTRODUCTION

The overall goal of this policy manual is to inform users of the Daycare Centre of our policies and procedures.

Policy is established either by

- Board motion at board meetings and must be recorded in the minutes of such meetings
- Motion of the membership at the annual general meeting and must be recorded in the minutes of such meetings
- Early Learning and Childcare Regulations and Child Care Act
- Labour Standards

Where any policies in the manual conflict with Provincial Legislation, the Provincial Legislation shall be deemed the superior authority.

ADMINISTRATION

THE BOARD OF DIRECTORS

There shall be a minimum of five members on the Board of Directors. Each board member shall be elected for a term of three years. There is no limit on how many terms a board member may run for re-election. Board members are required to attend board meetings usually held once a month. Our annual general meeting is held in March.

MEMBERSHIP

Because La Pouponniere Co-op Daycare Centre is a co-operative, we must charge a membership fee of \$1.00 per family. We also charge a \$5.00 fee per family for opening children's files. Any person may become a member however after five consecutive years of non-use, member ship will be automatically terminated.

LICENSING & NUMBER OF SPACES

La Pouponniere Co-op Daycare Centre is licensed annually by the Saskatchewan Department of Education Early Learning and Childcare Branch and operates under the Saskatchewan Child Care Regulations. We are licensed to accept 15 children, aged 6 weeks to 12 years.

FINANCES

Monthly services - are to be paid for by the 15th of the month in which you receive your statement. Accounts outstanding after 30 days will be charged 2% interest per month. Non-compliance may result in the customer forfeiting the privilege of using the centre. Any discrepancies in billing must be reported before payment is made. One time use of the daycare is to be paid at the end of that day. All NSF checks will be subject to a \$25.00 fee. The Board of Directors has discretion over special payment conditions. Subsidies are available based on income. For more information, speak to the Director.

If any property is damaged by a child and is not covered by the Daycare insurance, the child's parents may be asked to pay for the damage, at the discretion of the Board/Daycare Director.

CONFIDENTIALITY

Parents shall have access to their child's file and may copy any part of it. However, the file shall remain at the Daycare as a permanent record for the mandatory length of time as established by law.

ARRIVAL AND DEPARTURE

All children must be accompanied into the Daycare Centre upon arrival by their parent/guardian and presented to a staff member. The parent/guardian must come into the Daycare Centre to pick up the child and must inform a staff member that they are leaving. School-aged children may depart or arrive on the school bus, or arrive on their own from school providing staff are informed and expect them.

There will be no exceptions to the above unless staff are informed and in agreement with the circumstances.

ALTERNATE PICKUP

Parents must notify the Daycare Centre when an alternate person will be picking up their children. Alternate person's picking up children must be at least 12 years of age and have their name listed on the child's Health Resume

LATE PICK-UP

If the parent/guardian is unable to pick up the children by 5:30pm it is the parent/guardian's responsibility to arrange an alternate to pick up the children and advise the daycare as such. If a child is not picked up after 5:45 (with the exception of prior arrangements), and the parent is unable to be contacted an alternate will be contacted to pick up the child. Late fees will be assessed at the hourly rate for each 15 minute period of time.

PARENT'S RESPONSIBILITIES

APPROPRIATE ATTIRE

Please ensure clothing fits the season and weather conditions, including proper indoor/outdoor footwear. A hat/cap should be provided in summer. Splash pants or a splash suit are not absolutely necessary, but are nice to have for outdoor excursions on wet days.

THINGS TO BRING TO DAYCARE

- **Diapers** - parents must supply diapers, wipes and diaper cream (if used). We suggest you bring them in large quantities, labeled with your child's name and we will store them at the Daycare Centre.
- **Infant food/formula** - if your child is not eating regular table food
- **Change of Clothes** - each child must have a change of weather appropriate clothes/underwear which can be left at the Daycare Centre. Please remember to put child's name on each article of clothing that you bring.
- **Bug spray and sunscreen** - please provide and label bug spray and sunscreen to be left at the daycare Centre.

Please do not bring candy, gum, snacks or toys (excluding security toys and special dietary needs).

HEALTH and SAFETY

TEMPERATURE CLOSURE

The daycare will be closed when the outdoor temperature, with or without wind chill, reaches -45C or colder. Daycare Centre staff will notify 750 CJVR radio and the parents of children booked to attend as soon as possible.

INJURIES/UNUSUAL OCCURENCES

Where a child sustains a minor injury, staff will treat as necessary. A report will be completed for the parent and Director to read and sign, and will be maintained on the child's file.

Where a child sustains an injury requiring medical treatment or is involved in an unusual or unexpected occurrence, staff will:

- immediately notify the parent of the child or, where the parent is not available, the alternate emergency contact person.
- immediately notify the Director, or where the director is not available, the chairperson of the board.

Within 24 hours after the occurrence, the director must notify a program consultant, and within seven days after the occurrence, complete a report of the injury or occurrence and submit the report to the department with a copy maintained on the child's file.

MEDICATION

Medication will not be administered to a child without the written authorization of the parent, or in an emergency, if the parent is unavailable. Parents must sign a consent form before medicine can be administered and after the course of medication is completed. Medications must be brought to daycare in original containers. All medication is to be kept under lock and is to be recorded when administered.

COMMUNICABLE DISEASES

The Daycare Centre is to be notified if your child has been diagnosed with a communicable disease or has been in contact with someone infected with one.

Please find alternate care for your child when they have symptoms of communicable diseases such as fever, vomiting or diarrhea. Your child will be sent home if these symptoms begin at the Daycare Centre.

Please apply the above points if your child has symptoms of or is diagnosed with the following:

- diarrhea
- haemophilias influenza
- chicken pox
- streptococcal & staphylococcal infections
- pink-eye
- mumps
- rubella
- scabies
- meningitis
- flu
- impetigo
- measles
- whooping cough
- head-lice
- hepatitis

TRANSPORTATION AND OUTINGS

Without sufficient Liability Insurance, there is to be no motorized transportation of the children from the Daycare location. Non-motorized outings within the Village of Zenon Park, adhering to proper supervision requirements are allowed.

CHILDCARE POLICIES

DISCIPLINE POLICY

The Daycare Centre focuses on

- The safety of the children. We will endeavor to protect the child from themselves and others when needed.
- Discipline is not meant to punish the unacceptable behavior, but to encourage acceptable behavior.
- Physical punishment is not acceptable as discipline and is viewed as disrespectful to the person and is non-productive in the long term.
- Only the behavior is addressed - separate from the child. Individuals are not subject to sarcasm, name-calling or belittlement.

Preventative Actions/Strategies used in Guiding Behavior

- Set limits and rules for the children to be guided by. All children need limits and are more secure when they know the rules and what is expected of them.
- Make rules and be consistent with them - know what your rules are and make sure the children know them. Teach rules one at a time.
- Spend time praising, acknowledging and appreciating a child's desirable behavior. Give the children attention when they are doing what you want. Children learn to do things that get attention.
- Listen to what children say with their words and behaviors. Children have good ideas and they are often creative in problem solving.
- Let children choose between two or more different activities. Offering choices helps children become more responsible for their actions.

Methods and Responses to Discipline Inappropriate Behavior *(The following is the order in which discipline occurs in the Centre)*

1. Warning

There will be a clear expression of disapproval communicated either verbally or non-verbally. During this warning the child will be brought to understand the cause and effect and the consequences of their actions. Example: "If you colour on the walls, then I will not allow you to use the crayons"

2. Take Action

Loss of privilege as a logical consequence

and/or

Time-out - in which the child will be separated from the others, toys etc. and given time to cool off and reflect on the situation.

3. Adult and Child Discussion

Following the time-out, the caregiver can sit down with the child and discuss the matter, being sure that they understand why they are being disciplined. Helpful alternatives can be provided at this time.

In accordance with the Child Care Act (Oct 1990), no corporal punishment, isolation, denial of necessities or physical, emotional or verbal abuse is permissible in any day care.

EMPLOYMENT POLICY

Employment of new staff members will be done on the basis of education, experiences, ability, suitability and personal attitude.

Prior to commencing employment at the Daycare all persons must:

- be at least 16 years of age.
- meet or exceed the qualifications of an Early Childhood Educator I or is willing to take the required courses when offered.
- provide proof of completion of First Aid/CPR course and update when required.
- provide the results of a recent criminal records check.
- provide the results of recent tuberculin test.
- provide copy of medical form from doctor on form provided by the daycare.
- provide emergency information on card provided by the daycare.
- sign an oath of confidentiality.
- provide proof of completion of the Food Safe course, or be willing to take the course when offered.

PROBATIONARY PERIOD

All appointments will be made on a probationary basis for a period of six months to a year, at the discretion of the Board. Continued employment is contingent on satisfactory performance of duties.

If for any reason either party decides to terminate the employment during the probationary period, no advance notice or reasons need to be given to the other party.

TERMINATION OF EMPLOYMENT

The Board/Daycare Director may terminate employment of an employee, with reasonable cause, including:

- Absenteeism
- Unwillingness to carry out work assigned by the employer
- Incompetence
- Performance of any action that creates an unsafe situation
- Violating policy or confidentiality
- Use of profane or abusive language, fighting or threatening bodily harm
- Alcoholism/drug abuse

In cases where the Employer does not give the Employee sufficient notice of termination as is specified in the contract of employment, the Employer shall make payment in lieu of notice equal to the number of days the notice is short.

EMPLOYEE EVALUATION

An employee's work performance will be evaluated after six months, one year and every following year, or as the Board sees fit. These evaluations shall be discussed between the Board Member, Daycare Director and the employee. The employee will have the opportunity to comment on their evaluation.

CONFIDENTIALITY

Under no circumstances may any information of a personal nature, gained from within the Daycare Centre be divulged to (other than those authorized to receive such information) in the course of their duty. Information about a child, family, staff member or Daycare event acquired in the course of performing work duties within the Daycare Centre must be kept in confidence, including information in the child(ren)s files.

WORK SCHEDULE

Scheduling of hours shall depend upon the needs or requirements of the specific job as designated by the Director.

Regular part-time hours shall be set by the Director and may be increased or decreased in accordance with the attendance of children and needs of the Centre, as well as the Child Care Act.

Time off or leave of absence without pay shall be negotiated with the Board and may be granted under special circumstances, insofar as the regular operation of the Centre will permit.

PAY ADMINISTRATION

Pay periods are semi-monthly (15th and 31st). Staff members are required to fill out time sheets regularly. All staff shall receive a detailed pay statement showing the period worked, gross earnings and all relevant deductions.

The Board shall institute a salary review at least once per annum and make adjustments as warranted. A cost of living increase is one of the factors to be taken into consideration.

A minimum of 300 accumulated hours is required to equal one year on the wage scale (not necessarily in the calendar year). The Daycare's bookkeeper will be responsible for tracking hours worked.

Casual Employment-To be eligible for a pay increase, casual employees must work for a minimum of one year from employment date and also have accumulated a minimum of 300 hours. The wage increase is effective from the date this criteria is met and hours will begin accumulating from that date forward.

Part-Time and Full-Time Employment-Employees with more than 300 accumulated hours will receive a wage increase according to the wage scale.

A copy of the wage scale is available upon request from the Director.

STAFF BENEFITS

During regular shifts, staff will receive:

- meals free of charge when eating with the children (provided no lunch break is scheduled for the employee)
- free vehicle plug-in

With prior approval from the Board, the Daycare may pay registration, salaries, travel expenses or a combination of the above for employees attending workshops, seminars or meetings related to Daycare business.

RELEASES FROM WORK

STATUTORY HOLIDAYS

The following holidays are recognized by the Daycare and the Saskatchewan Labour Standards Act. If a holiday falls on the weekend, the following Monday will be observed as the public holiday. Vacation pay is included in every paycheck.

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Saskatchewan Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

BEREAVEMENT LEAVE

Upon completing the required probationary period, staff members are entitled to a 5 day bereavement leave according to labour standards.

LEAVE OF ABSENCE

Upon taking time off work, staff is required to call the Director with as much notice as possible. For prolonged illness, leave without pay may be granted. Maternity/parental leave or any other leave will be granted according to Saskatchewan Labour Standards.