



114, 2230 TRUMPETER WAY  
NW, EDMONTON, AB  
T5S0N5, 780-710-2107

# Family Handbook

November 2020



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## **I. Welcome to Little Pearls Daycare**

### **Welcome**

Little Pearls Daycare looks forward to providing quality care to your child in a safe, caring, and responsive environment. We aim to build a positive and strong relationship with your family.

The Family Handbook is designed to provide you with information on our program, including policies, and procedures. Please feel free to communicate with us anytime.

“Welcome to Little Pearls Daycare and thank you for entrusting your child in our care!”

### **Vision**

For children to flourish, maximize, and develop their full potentials as Mighty Learners and Citizens.

### **Mission**

To provide a responsive environment to children and create a community of learners by building close, nurturing relationships between children, families, educators, and the community.

### **Philosophy**

Little Pearls Daycare believes that every child is a Mighty Learner and Citizen. We see each child as a strong, resourceful, and capable learner. We adhere to Flight: Alberta’s Early Learning and Care Framework.

We believe play helps us understand how children learn, explore their world, and respond to everyday life. Through play, children become flexible, adaptable, and resilient, building a foundation for lifelong social and emotional health.

We respect each child as a unique individual and are encouraged to ask questions, explore new possibilities, and act on what is learned. We support each child as they learn to respect not only materials they use but also everything and everyone around them.

We uphold the United Nations Convention on the Rights of the Child (1989) that states that every child has the right to protection, participation, and provision for survival and development without discrimination.



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## **The Team of Early Childhood Educators**

Handpicked and qualified individuals are hired from a variety of backgrounds that includes Early Childhood Development, Education, Fine Arts, Physical Education, Psychology, and Environmental Sciences to form our Team of Early Childhood Educators.

The individual input from the variety of team members results in a program that foster the holistic development of the children. They provide nurturance, support, and gentle guidance to the children.

Every Early Childhood Educator is carefully screened, trained, and meets the following requirements:

- Certified by Alberta Child Care Services
- Current and Clear Criminal Record Check
- Current and Clear Vulnerable Sector Check
- First Aid and CPR Certified
- Completed Safety Food Handling Course

## **II. Administration Policies**

### **Registration**

Upon payment of the space deposit fee of One Hundred Dollars (\$100.00), your family is provided with the Enrollment Package, which includes the Family Handbook, and registration form.

The registration form is submitted and approved by the Director. Policies, procedures, and processes are discussed by the Director and an Acknowledgement Agreement is completed.



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## Orientation

Before your child's commencement of care, the Director completes an orientation with your family. Transition visits are planned within an appropriate period. This is a "getting acquainted" time for your child with the other children and staff, and to become familiar with the environment.

Program	Ages	Type	Fee
Infants	12-19 months	Part-Time (3 Days Per Week)	\$ 950.00
Infants	12-19 months	Full Time	\$1150.00
Toddlers	20 months -3 years	Part-Time (3 Days Per Week)	\$ 900.00
Toddlers	20 months -3 years	Full Time	\$1050.00
Preschool	3 – 4.5/5 years	Part-Time (3 Days Per Week)	\$ 850.00
Preschool	3 – 4.5/5 years	Full Time	\$ 990.00
Kinders	4.5 – 6 years	Part-Time (3 Days Per Week)	\$ 750.00
Kinders	4.5 – 6 years	Full Time	\$ 875.00
Kinders	4.5 – 6 years	Part-Time (Not Attending)	\$ 830.00
Kinders	4.5 – 6 years	Full Time (Not Attending)	\$ 990.00
OSC fee, including the transportation OSC fee excluding the transportation Healthy snacks will be provided to the OSC children			\$725
The summer program for OSC includes meals and snacks, with a lot of outdoor and indoor activities.			\$675
			\$875
Drop-in		Half-Day (Maximum of 5hours)	\$ 50.00
Drop-in		Full Day	\$ 75.00



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**This fee will be effective time from March 1st, 2022**

Fees are due on the first day of the month with the following payment options:

- **Personal cheque to be made out to: 2171997 alberta Ltd. (Post-dated cheques are encouraged.)**
- **Electronic-Transfer to: littlepearlspayments@gmail.com.**
- **Manager's cheque to be made out to: 2171997 alberta Ltd.**

If fees are not received on the due date, the Director gives written notice. If a family is having difficulty with the current month's fee, it is the family's responsibility to promptly contact the Director to arrange payment terms.

If a family is in arrears more than once and fails to complete and comply with the payment arrangement, childcare is immediately terminated. These terms will be established in writing and signed by the family. If the family refuses to cooperate or fails

to meet the payment terms, the matter will be referred to a collection agency. The child will not be readmitted under any circumstances unless the full amount of fees in arrears is paid.

## **Subsidy**

Subsidy and Affordability Grant are available.

New Affordability Grant (**\$10-a-day Daycare by 2026**) is available to all families. Subsidy is also available to parents who qualify.

### **What is Affordability Grant**

Alberta and Canada's governments have signed an agreement to reduce child care fees in half for parents with kids zero to kindergarten age starting early 2022 and reach an average of \$10 a day child care by 2025-26. The government is doing this in two ways: by providing affordability grants directly to the licensed child care centres (like little Pearls Daycare) so the centers can lower fees for all parents, and by raising the income threshold for child care subsidy up to \$180,000.

So, the affordability grant and subsidy will work together for those parents who qualify for a subsidy based on their income, but the affordability grant will be available for all parents regardless of their family income.



## **What this means for parents**

- Starting in early 2022, all parents can expect to see a reduction in fees as follows:
- Infant fees will reduce by \$635 per month
- Toddler fees will reduce by \$510 per month Pre-school fees will reduce by \$450 per month.

## **Maximum subsidy rates**

In addition to the reduction in fees through the affordability grant, the subsidy

will continue to be available to families who qualify as per adjusted rates and income thresholds. The maximum subsidy that a family can qualify for will be \$266 (for family income under \$120,000). So, this subsidy will be on top of the

reduction in fees that will be available to all families due to the new affordability grant.

**For Example**, a family earning under \$120,000 per year with one toddler attending Little Pearls would be eligible for a full subsidy of \$266/month and our program will receive \$510/month in an operating grant. Since our fee for toddler age is \$1100 per month, the remaining parent portion is \$324 (i.e., approx. \$16/day).

For more information click on the links below:

[Subsidy Information](#)

[Online Subsidy Application](#)

## **For all subsidy inquiries contact:**

Child Care Subsidy, Alberta Supports Contact Centre

P.O.Box 1641, Edmonton, Alberta, T5J 2N9

Phone: 1-877-644-9992 or in Edmonton 780-644-9992 Option 2

Fax: 780-422-5692

E-mail: [css.childsubsidy@gov.ab.ca](mailto:css.childsubsidy@gov.ab.ca)

Website: [alberta.ca/child-care-subsidy](http://alberta.ca/child-care-subsidy)





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### **Termination of Care:**

It is the responsibility of the family to notify the Director in writing at least one month before withdrawing the child from care. The full fee will be charged if notice is less than the required one-month notice.

### **Subsidy:**

Subsidy application is available online at <https://applychildcaresubsidy.alberta.ca>. It is the family's responsibility to apply for a subsidy. The family's subsidy application should be approved by the Alberta Child Care Subsidy before being admitted to the program.

If the subsidy has not been applied for or the application is pending, the family will be assessed the full fee rather than the subsidized fee.

It is the family's responsibility to renew the subsidy application. Failure to renew will be dealt with the same way as in the initial application for subsidy.

## **Arrival and Departure Time**

Escort your child to his/her program room and endorse to the staff. The attendance record is completed by the staff using the Fastoche Program. We need you to sign the attendance record at the end of the month.

At Departure Time, please inform the staff that you are leaving the program room with your child. An alternate pick-up person needs to be communicated to the Director.

The program closes at 6:00 p.m. Monday through Friday. Under exceptional and unforeseen circumstances, a "grace period" of ten (10) minutes may be given. A late fee of Five Dollars per minute is charged if you arrive later than 6:00 p.m.

The Director will make every effort to contact your family or an emergency contact person to come and pick-up your child. If your child is not picked-up by 7:00 p.m. and communication has not been established, your child will be turned over to Alberta Children's Services.



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## Attendance Policy

We require that you call or email the Director if your child will be absent from the program. If your child is ill, details i.e. symptoms and its onset are to be provided. Alberta Health Service needs to be informed if there are two or more children who are ill with the same symptoms.

Credit on fees is not given on statutory holidays, civic holidays, family vacation periods and/or when your child is not in attendance. Refunds will not be issued for sick days. If your child will be away during the summer months: July and August, a holding fee equivalent to 25% of the current fee will be charged.

## Hours of Operation and Closure Days

Our program is open from Mondays to Fridays from 6:30 a.m. to 6:00 p.m. and close on the following holidays:

New Year's Week

Easter Monday

Heritage Day

Remembrance Day

National Day of Truth

Family Day

Victoria Day

Labor Day

Christmas Day

Reconciliation

Good Friday

Canada Day

Thanksgiving Day

Boxing Day

We are closed for one week within Christmas Day, Boxing Day, and New Year's Week. Advance notice is given to families to arrange for alternative care. If any of these holidays falls on a weekend. The program will close in place of the applicable day(s).

## Communication with Families

Little Pearls Daycare is committed to provide a responsive and positive environment that fosters children's growth and learning and responds to your needs. This contributes to achieving effective communication with you and your child. We encourage you to:

- Communicate daily and share about your child's current interest, change in drop-off/pick-up schedule, or any concerns about your child.
- Email us at [welovelittlepearls@gmail.com](mailto:welovelittlepearls@gmail.com).
- Use the **Fastoche Program**.



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- Read **newsletters** for monthly calendar of activities and events, resources on parenting and child development, and reminders. Newsletters are emailed to families and copies are also available at the Family Resource Area.
- Access our website: **littlepearlsdaycare.com**.
- Check out the **Family Information Board** for program plans, weekly snack menu, community resources, parent seminars and workshops, and other relevant postings.
- Complete an **Annual Evaluation** of the Little Pearl Daycare program.

## Conflict Resolution with Families Policy

Little Pearls Daycare strives to build and maintain positive relations with everyone. Should there be a concern or conflict:

- Families are encouraged to address this immediately by communicating directly to the staff or the Director.
- If the concern is unresolved, a Conflict Resolution Meeting is scheduled.
- If the resolution of the concern does not occur, the family may contact Alberta Children's Services at 780-644-9992.
- Families should be aware that when filing a complaint: The identity of the complainant is not divulged to the license holder.

All complaints are investigated. The Regional Licensing Office will respond to complaints submitted by the family of a child enrolled in the program, who will give an indication whether the complaint was verified and if appropriate action has been taken.

## Confidentiality Policy

Little Pearls Daycare protects the confidentiality of children, families, and staff. All information concerning the program, staff, children, and families are to be considered confidential. Staff review children's files to get to know the child and family. These documents contain very personal information, and the contents must never be disclosed to anyone outside of employment.

The administration and staff are required to respect the privacy of the children, other staff, and families. A Confidentiality Agreement is signed by all staff upon being employed. A breach of this agreement will result in immediate dismissal.



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## **Family Involvement Policy**

Families are encouraged to participate in the program and may choose from the following opportunities:

- Join in daily and off-site activities, fundraising events, and celebrations i.e. Easter, Family Day, Pumpkin Carving, Thanksgiving Event.
- Share one's culture, cultural experiences and special talents and expertise.
- Welcome new families.
- Give assistance to families under the immigration and refugee programs.

## **Family Fun Time**

Little Pearls Daycare organizes a Family Fun Time for a Zumba or yoga session at least once a month. All families are invited to sign-up for a minimal fee of \$ 30.00 for a parent/guardian and child. The sessions are conducted by certified Zumba and yoga instructors.

## **Parents Night Out**

Little Pearls Daycare provides childcare on the last Friday of the month from 6:00 p.m. to 8:30 p.m. This is to give families the opportunity to enjoy an evening out, work late or do some errands.

Dinner and movie are prepared for the children for a fee of \$30.00 per child. The fee is given to the five staff assigned to provide care to a maximum of thirty children. One of the staff is designated as director. A sign-in sheet is posted by the entrance door a week before the scheduled date.

## **Social Media Policy**

This policy governs the publication of photos and commentary on social media by staff and families. For this policy, social media refers to any facility for online publication of photos and commentary, including without limitation blogs, wikis, social networking sites such as Facebook, Linked In, Twitter, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies.



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### **For Families:**

Families are to adhere to the Communication with Family Policy and Conflict Resolution Policy and not use social media to express concerns or share information about the care of one's child or another person in our program.

During events and celebrations, the staff is designated to take photos. Families may request copies of the photos. Little Pearls Daycare will only share photos of children whose families have given consent to post photos on social media. Families may take photos for personal use and not be posted on social media.

### **For Staff:**

Before engaging in work related to social media, the staff must obtain the permission of the Director.

The staff are to adhere to the Communication with Staff Policy, Respectful Workplace Policy, Conflict Resolution Policy, and Confidentiality Policy. They are expected not to use social media to express concerns regarding other staff the administration, children, and families.

During events and celebrations, the staff is designated to take photos. Staff may request copies of the photos and will only share photos of children with consent to post photos on social media. Staff may take photos for personal use and not be posted on social media.

## **III. Programming Policies**

### **Program Policy**

Little Pearls Daycare program rooms and staff-child ratios are as follows:

- **Shimmer - Younger Toddler** (12-19 months) with 1:4 staff-child ratio
- **Shine - Older Toddler** (20-36 months) with 1:6 staff-child ratio
- **Glow - Preschool 1** (3-4.5 years) with 1:8 staff-child ratio
- **Sparkle - Preschool 2** (3-4.5 years) with 1:8 staff-child ratio



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Our program adheres to Flight: Alberta's Early Learning and Care Framework. We discover what the child knows and wants to know, then respond to that potential through our curriculum.

### **Mighty Learners and Citizens:**

Early childhood educators focus on building a sense of community within the environment, as well as in the broader community. Children are encouraged to express their ideas and opinions and to solve problems and build relationships with their peers and educators.

Children are also encouraged to express their creativity in many ways. We provide lots of open materials for exploration, creative expression, discovery, and play. Children are encouraged to express themselves through art, drama, storytelling, music, and movement.

As outlined in our philosophy, we uphold the United Nations Convention on the Rights of the Child (1989) that states that every child has the right to protection, participation, and provision for survival and development without discrimination.

### **Responsive Environment:**

The children are the center of the curriculum. Projects are developed and expanded based on the interests and curiosities of the children. Projects can last a few days or several months. Early childhood educators facilitate this learning by setting up play experiences, asking children questions, and encouraging children's creativity and problem-solving skills. Children are encouraged to be excited, engaged, and curious about their environment.

Experiences are planned that promote the development and learning across in the following developmental domains.

### **Physical:**

Our program promotes physical activity and minimizes the time the children are sedentary. Diverse physical experiences are planned based on the skills and interests of each child. Activities and experiences are adapted to ensure children with diverse capabilities can participate at levels where they can feel confident.



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Regular outdoor play and off-site activities expand children's physical activities. Outdoor play is scheduled twice a day in all seasons. Alternate indoor gross motor activities are provided when the weather is not permitting.

A variety of recreational resources support physical activities appropriate for the season. Weekly programming may also include Zumba, yoga session, and walk around Trumpeter Community in all seasons.

Fine motor skills are developed through cutting, lacing, buttoning, and other opportunities for manipulative play.

**Social:**

Little Pearls Daycare supports children in the development of social skills according to their age and developmental levels. Opportunities are provided to share their thoughts, feelings, and experiences and learn how to deal with situations involving other people. These opportunities include "Show and Share", discussion on weekend activities, or responses to questions about a story that was read.

Program materials and opportunities are provided for children to play in a variety of group sizes. Free play in the different interest centers, allow the children to learn how to share and take turns. Staff guide children to negotiate and resolve conflicts.

Celebrations and events i.e. Family Day, December Holiday Gathering, provide the children opportunities for social interactions with their peers, other children, and families.

Regular outdoor play and off-site activities also expand children's social awareness. Learning different cultures provides the children with the opportunity to know and be aware of the broader community.

**Intellectual:**

Developing cognitive skills and multiple intelligences are addressed with different interest areas. Science and numeracy materials and activities provide opportunities for children to discover, explore, experiment, and learn new concepts and ideas.

Our program promotes early literacy through daily programming. A variety of books are available in the program rooms. The children may choose books they want to read individually or as a group.



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**Creative:**

Open-ended experiences and opportunities are provided to encourage creative expression. Recycled and natural materials are used. Children are provided with experiences in open art through drawing, painting, coloring, playdough, or clay creations.

Planned activities are based on children's interests and ideas. The children are encouraged to create on their own. Efforts are enthusiastically praised and displayed in the room.

Dramatic play is an excellent way for children to develop their imagination and creativity. This is promoted by providing materials, props, and costumes for children to use. The annual Celebration of Learning showcases children's unique talents and creativity through dances, songs, and artworks.

**Emotional:**

Little Pearls Daycare helps children develop a sense of self by recognizing their unique qualities and backgrounds. Opportunities are provided for children to demonstrate their independence.

The staff model to the children the methods of interacting with peers and other people. Problem-solving and resolving conflicts are discussed with the children. We are sensitive to the feelings of the children and will give comfort, encouragement, and praise when needed. Children's feelings are recognized and validated. Every child's right to have their feelings and belongings respected is valued.

The daily activities are within a fluid time frame. Based on Flight: Alberta's Early Learning and Care, "When the children experience fluid time, this would reflect their rhythms in care and play. They are able to develop their ideas alone and with others".





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## Daily Schedule

Time	Activity
6:30 a.m. to 11:30 a.m.	Arrival Time Morning Snack Play and Early Learning – Both indoor and outdoor Emergent Curriculum – Based on children’s interests.
11:30 a.m. to 6:00 p.m.	Lunch Time Rest and Quiet Time Play and Early Learning – Both indoor and outdoor Afternoon Snack Emergent Curriculum – Based on children’s interests. Relaxation Time Departure Time

Families are encouraged to pick-up the children by 5:30 p.m. before the program closes at 6:00 p.m. This is an excellent opportunity to communicate and collaborate with the Little Pearls Daycare Team.

## Child Guidance

Our Child Guidance Policy is preventative in nature. We rely on observation of children’s interactions, planning around children’s needs, and role-modeling appropriate interactions. We discuss with the children behavior expectations at a developmental level they understand.

Our program focuses on problem-solving, setting limits, redirecting, and offering alternatives and options for the child. If a child is unable to behave appropriately in an area or within a group and does not respond to their peers or staff’s guidance, he/she may be redirected to play in other areas. The child may go back when he/she feels ready to return and participate in a way that is safe and respectful towards the other children, the program materials, and oneself.

The staff work to increase self-reliance, acceptance of responsibility, and self-direction. We encourage the children to accept adult support for help and guidance. We also



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provide new challenges and the opportunity to enjoy periods spent in familiar childcare activities. The staff are trained in the Child Guidance Policy and to recognize that each child is different and may require variations of these techniques.

Corporal punishment is not considered to be an acceptable method of dealing with young children's behavior. Children will not be hit, slapped, or spanked while attending our program.

If there is a behavior concern on the child, the family is called to a conference to discuss what may help motivate the child to behave acceptably. A Behavior Management Plan is completed. When necessary, the family is referred to outside agencies.

Child care is terminated in the following circumstances: the child's continued behavior/s put oneself, the other children, or the staff at risk for physical harm; when a child is verbally abusive to staff and other children, including the repeated use of inappropriate language; when a child damages Little Pearls Daycare property or when there is lack of cooperation from the family to address the child's behavior.

The family will be given one-month notice of termination of care. Immediate termination is applied based on the severity of the child's behavior.

## **Inclusion and Diversity**

Our program is an inclusive environment supporting all children, including those with exceptionalities and needing supported care.

Please provide the necessary information regarding your child, so our program will apply for assistance for funding from the Alberta Government. If you require further information, please discuss this with the Director.

## **Multi-Media Policy**

Little Pearl Daycare ensures that multi-media: music, videos, and books are developmentally appropriate, unbiased, and culturally sensitive. Multi-media is used to expand upon children's current interests and is not part of the daily routine. It is purposeful and is utilized to enhance our program.

All music and videos are carefully screened before these are used by the children. We ensure that the multi-media does not contain inappropriate and obscene language, violent or sexually explicit materials.



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Only videos that are G-Rated can be viewed by the children. Staff always sit with the children when music or video is used.

All interest areas are open and alternate activities are prepared when any or all multi-media are being used.

## **Off-Site Activity Policy**

Off-site activities are planned at least once a month. Summer Program is prepared in July and August.

The family is informed of off-site activities in the registration form. Consent form for all other off-site activities not listed is completed. The consent form includes the following information: the destination, address, contact person, contact number, adult-child ratio, mode of transportation, time of departure, and arrival to and from the destination. Families are welcome to volunteer for the off-site activities.

The staff are responsible for the children's safety in the off-site venue. Safety rules are reviewed with the children and volunteers before each off-site activity. Safety rules that comply with Transport Canada Guidelines are followed.

The staff prepare children for an off-site activity by explaining where they are going, what will happen, what and whom they will see, and who they need to listen to. Attendance is checked before leaving the program, upon arrival and before leaving the off-site location, and upon arrival in the program.

## **IV. Health and Safety Policies**

### **Allergies**

The family must inform the Director of any allergies the child has or may have. In the registration form, the family is asked to only mark that the child has no allergies if he/she has undergone allergy testing; otherwise "none known" is to be marked. When alerted to these needs, Little Pearls Daycare can provide a safer and healthier environment for the children.

A list of children with allergies, food restrictions, and medical conditions is posted in the program rooms, office, and kitchen.



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## Clothing Policy

The family needs to ensure that the child is fully and properly clothed upon arrival at the program. Due to fire regulations, bare feet and stocking feet is not allowed. Soft-soled shoes are recommended for indoor use. Wipes and diapers are provided by the family.

Our program involves various indoor and outdoor activities. The family is advised to dress the child in adequate and comfortable play clothes. All throughout the day, the child will be engaged in various "messy" activities such as painting, sand, mud, water, play dough, and cooking activities.

In addition, the family should keep in mind the variability of the weather where extra clothing is needed i.e. sweater, hat, mittens. Extra clothing should be kept together in a bag or knapsack properly labeled with the child's name. If a child has an accident that results in soiled clothing, the staff will place it in a bag for families to take home and be laundered.

## Diapering Policy

To minimize contamination outside of the diapering area, the program ensures diapering materials are replenished in the diapering area.

The following materials need to be checked and replenished daily: Paper towel to cover the table, wipes, diapers, and cream for each individual child, plastic bags for soiled diapers and soiled clothes, latex gloves, and Q-tips.

### Diapering Procedure for Staff:

1. Put on gloves.
2. Place a paper towel on the diaper change table.
3. Place the child on the diapering table with the bottom on the paper towel.
4. Remove clothing to access the diaper. If soiled, place clothes into a plastic bag.
5. Remove soiled diapers.
6. Use wipes to clean the bottom and use Q-tips to apply cream if needed.
7. Throw soiled wipes and Q-tips into a plastic bag with the diaper.
8. Put on a clean diaper.
9. Remove gloves and put them into a plastic bag.
10. Redress the child.
11. Place the child at the sink and wash hands following proper handwashing procedure.
12. Spray the diapering surface with a bleach solution.



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13. The staff washes hands using the handwashing procedure without contaminating any other surfaces.
14. Lace a plastic bag of soiled items into a covered garbage can.
15. Rewash hands using a hand washing procedure.

Children in the Preschool Program are expected to be toilet trained. Assistance will be given when needed.

## Emergency Evacuation Procedure

Little Pearls Daycare administration and staff, families, and children are informed of the Emergency Procedure during orientation. This is reviewed by the staff with the children monthly before conducting emergency drills. The Emergency Procedure and Exit Plans are posted in all the program rooms. Emergency drills are conducted once a month and recorded on the information boards.

### Fire Emergency Procedure:

1. Upon the discovery of a fire, the Director or staff activates the fire alarm, phone 911, and begin emergency evacuation.
2. The room staff leads the children directly from the building according to the designated routes by the safest and nearest exit.
3. The assigned staff brings the attendance record and emergency backpack.
4. The Director checks all facility areas: program rooms, washrooms, storage rooms, staff room, and Office, to ensure that everyone has been evacuated from the premises.
5. Doors are to be closed as persons leave the area.
6. Once the group has assembled at the Trumpeter Community Playground, the staff check the attendance to ensure that all children and staff are accounted for.
7. The room staff puts up a green card which means all children and staff in the respective program rooms exited the building safely and accounted for and red card if there are missing people.
8. Firefighters on-site decide if it is safe to return to the facility, otherwise, the children



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will be moved to an approved evacuation area.

9. The Director notifies all the families of the details of the emergency evacuation.

#### **Tornado Alert:**

In case of a tornado alert, the Director notifies the staff and children using the verbal command, "Tornado, tornado, tornado". The staff lead the children to the washroom area and/or behind the wall in the Toddler Room and Preschool 1 Room. Rollcall is completed. Everyone stays in the area until the Director deems it safe.

The Director notifies all the families of the details of the emergency evacuation.

#### **Lockdown Procedure:**

1. A security alert is communicated by the Director or staff who notices the situation using a verbal command, "Lockdown, lockdown, lockdown", followed by three bells informing anyone outside.
2. Staff and children are to duck into the nearest secure spot in the facility
3. The Director and staff lock all doors, draw blinds, and turn off lights.
4. Everyone needs to remain silent, seated away from doors and windows.
5. The Director calls 911 at the earliest opportunity.
6. No one is to leave the room.
7. Doors are to be kept locked, regardless of fire alarm, commotion, or a plea from voices outside the room.
8. If outside the facility, the staff need to move the children to the Trumpeter Show Homes and contact 911.

## **Handwashing Policy**

Most infections are transferred by the hands. One of the best ways to prevent the spread of germs and communicable diseases is through hand washing.

The staff are required to wash hand before and after:

- Handling food and eating.



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- Diapering a child.
- Going to the toilet, or helping a child go to the toilet.
- Blowing and wiping your own or child's nose.
- Administering first aid.
- Attending to a sick child.

Children wash hands upon arrival in the program, before and after eating, diaper change, and sensory play.

To reduce cross-contamination of germs or contagious conditions, the staff and children are to follow proper handwashing procedure:

- Use regular liquid soap. Antibacterial soap is not necessary and can promote resistance to antibiotics.
- Wet hands with warm, running water and lather well.
- Rub the hands together for about 15-20 seconds.
- Scrub all over, including the backs of the hands, the wrists, between the fingers, and under the fingernails.
- Rinse under running water for about 10 seconds.
- Dry hands with a hand dryer or disposable towel.

When soap and water are not available, hand sanitizers with a concentration of at least 60 percent alcohol are an excellent choice to use. Even with frequent use, they do not lose their effectiveness over time.

Put some of the hand sanitizer (gel, liquid, or foam) on the palm of your hand and rub your hands together. Cover all surfaces, including fingers and wrists, and rub until dry (about 15-25 seconds).

## **Medication Policy**

The family needs to obtain and complete the Permission to Administer Medication form in the Office. It gives consent to the staff to administer medicine and/or herbal remedies to the child.

The family must indicate on the form the medication, the amount, and the time it was given to the child before arriving in the program. This information is important for staff to watch for any adverse effects or negative reactions on the child.



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Prescribed medication must be brought in its original container with the child's name, type of medication, and the prescribed dosage clearly labeled by the pharmacist or physician.

Patent medication, such as Tylenol, cough syrups, etc., must be doctor prescribed as well. A doctor's note approving the use of over-the-counter medication is suitable and can be kept on a child's file for up to one year. Over the counter medication must be brought to the program in its original container with the child's full name labeled by the family. The prescription and directions must be in English and the recommended dosage must not be exceeded without the specific written consent of a physician.

Medication on an "as needed" or "if needed" basis is to be administered by staff when it is deemed as an emergency medication, i.e. Ventolin, Epi-Pen, etc. The family needs to indicate on the medication form specific signs and/or symptoms to observe for the staff administering the medication.

The child needs to be observed for allergic reactions after receiving medication or herbal remedies.

Medication that needs to be refrigerated is stored in a locked container in the fridge. Other medication is kept in a locked storage container in the Office, inaccessible to the children. Life Saving medications are stored in the Emergency Backpack in the program room, out-of-reach of children.

## **Nutrition Policy**

Little Pearls Daycare provides lunch and two healthy and nutritious snacks daily. The snacks contain three or more food groups. The Canada Food Guide is consulted during menu planning. Dietary requirements for individual and cultural needs are respected by providing substitution to the planned menu. Weekly menus are posted for the family's perusal on the Family Information Board.

Mealtime is monitored daily by the staff. The morning snack is given from 8:30 a.m. to 9:00 a.m. Lunchtime is scheduled from 11:30 a.m. to 12:30 p.m. and afternoon snacks from between 2:30 p.m. and 3:00 p.m. In winter, the afternoon snack is given at an earlier time to accommodate an earlier schedule for outdoor play.

Little Pearls Daycare is a "Nut Free Zone". Food items containing peanuts, peanut butter, and nuts and products are not prepared and permitted due to health and safety reasons.





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## Personal Care and Routine Policy

Little Pearls Daycare ensures that personal care and routines are individualized. Rest and Quiet Time are scheduled to meet children's developmental needs. Children's dietary requirements for individual and cultural needs are respected.

Washroom Time is part of the daily routine and children have access to the washrooms at all times

Bed linens and blankets are provided by our program. These are washed weekly to aid in reducing cross-contamination of germs or contagious diseases.

## Potential Health Risk Policy

The family needs to notify the Director when the child is absent due to an illness. A note from a physician confirming the good health of the child must accompany him/her upon his/her first day back (Please refer to attached AHS Guidelines on COVID 19).

To reduce cross-contamination of germs or contagious conditions, our program abides by frequent and proper handwashing and regular disinfecting of the program rooms, toys, materials, equipment, and furnishings and noted daily on a checklist.

Alberta Health Services published the criteria according to which a child should be excluded from the childcare program:

- Fever of 38 °C or 100.4 °F or low-grade fever when combined with a sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea (if watery, runny, or bloody).
- Vomiting (if more than two times within a 24-hour period).
- Severe coughing (where a child gets red or blue in the face or makes a high-pitched whooping sound after coughing, or if the child coughs so hard that he/she vomits).
- Eye discharge with thick mucus or pus draining from the eye.
- Yellow color of the skin or eyes.
- The child is irritable, continuously crying, or requires more attention than a caregiver can provide without affecting the health or safety of the other children in the program.



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If a child meets the criteria for being excluded from childcare, he/she will be made comfortable and supervised by staff in the Office, until the family or emergency contact picks-up the child. If the family and/or emergency contact person is unable to remove the child from the program within a reasonable time, Child Welfare and Children's Services are notified and childcare is transferred to the applicable authorities.

## **Smoking & Alcohol Policy**

Little Pearls administration and staff, families, volunteers, or visitors are not allowed to smoke cigars, cigarettes, any tobacco products, and any form of cannabis and/or drink alcohol within the facility, and playground areas.

Little Pearls Daycare administration and staff, families, or volunteers are not allowed to smoke cigars, cigarettes, any tobacco products, and/or any form of cannabis and drink alcohol during offsite activities at the offsite locations.

A child will not be released to a parent or guardian who is under the influence of alcohol and/or any substance that would compromise the child's safety. Emergency contacts would be asked to pick-up the child.

## **Weather Policy**

Outdoor play is an essential part of the daily schedule. Children need to be dressed appropriately throughout the year.

The Director informs the staff when outdoor play is replaced with an indoor gross motor activity in the program rooms in the following circumstances:

- If the weather temperature is -15 Degrees Centigrade including wind chill in winter.
- If the weather temperature is 30 Degrees Centigrade in summer.
- When there is heavy rain.
- When the grounds are wet and muddy.
- When the grounds are icy and slippery.

Little Pearls Daycare refers to the Environment Canada Weather Update for daily information on weather, temperature, and other warnings.