

Tiny Stars

DAYCARE & OSC



Parent Handbook



AFTER HOURS EMERGENCY CONTACT

SAHIBZADA MOHSIN ALI

(289) 451-1614

WWW.TINYSTARS.CA

10629 WEST SIDE DRIVE
GRANDE PRAIRIE, AB
T8V 8E6

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Tiny Stars

DAYCARE & OSC

Mission

At Tiny Stars Daycare, we believe every child is a bright star in their own galaxy, full of potential, wonder, and light. Guided by Alberta's FLIGHT Curriculum Framework, our mission is to nurture and support each child's unique journey as they explore new experiences, follow their curiosities, and develop the skills they need to shine. Like stars destined to glow brighter, we provide a safe, supportive, and inspiring environment where children can grow in confidence, creativity, and character, working hand in hand with families and our community to ensure each child is prepared to thrive and reach their brightest future.

Vision

Guiding little stars toward a brighter future. At Tiny Stars, our vision is to be a beacon of quality childcare in Grande Prairie, offering a nurturing and inclusive environment where every child, family, and educator feels supported and empowered. We aim to inspire lifelong learning, curiosity, and joy while strengthening connections within our community.

ADMINISTRATIVE POLICIES

Registration Process

Procedure

- The registration process at Tiny Stars Daycare & OSC is as follows:
 - Contact the Director to inquire about availability and registration. Schedule a tour of the Centre.
 - Introduction to Educators and program spaces.
 - Parents/guardians will be provided with a copy of the Parent Handbook.
 - Payment of the \$50 registration fee and \$200 Non Refundable Deposit that is applied to the last month of care when one (1) month notice is given.
 - Completion and submission of all enrollment forms.

Children's Personal Files

Procedure

- Children's files will be maintained by the Director.
- Files will be kept in a locked filing cabinet in the Director's office.

Contents of Children's Files

- Completed registration form including:
 - Child's full name, date of birth, and address
 - Parents'/guardians' names, addresses, and contact numbers
 - Health information, including ongoing medication and allergies
 - Names, addresses, and contact numbers of emergency contacts
 - Written parental consent for the administration of medication, as outlined in the Medication Administration Policy
 - Medication details and records of administration, as outlined in the Medication Administration Policy
 - Details of any additional health care requirements provided to the child, with written parental consent
 - Confirmation of immunizations
 - Details of allergies and any other health information necessary for quality care

- Confirmation of orientation
- Updates to registration forms will be required from parents/guardians every six (6) months to ensure accuracy.
- Child information, including preferences, eating habits, fears, hobbies, and past experiences
- Incident reports
- Signed permissions, including:
 - Neighbourhood walks
 - Posting of identifiable information
 - Permission to take photos and videos of the child while participating in Centre activities
- Access to Children's Files
 - Files will be available for inspection by:
 - The Licensing Officer or representative
 - The child's parent/guardian, with reasonable notice

Maintenance of Administration Records

Procedure

- Administrative records will include:
 - Accurate documentation of children's attendance, including arrival and departure times.
 - Accurate documentation of Educator attendance, including arrival and departure times and hours in direct child care.
 - Current copies of valid First Aid Certificates and Criminal Record Checks, including a Vulnerable Sector Search, for all Educators and volunteers.
 - Criminal Record Checks, including a Vulnerable Sector Search, must be updated every three (3) years.
- Copies of Educator Certification and First Aid Certificates will be kept on file for all current Educators and Management.
- Administrative records will always be available for inspection by the Licensing Officer or representative.
- Details of children's attendance, including arrival and departure times, will be made available to the child's parent/guardian with reasonable notice.

- Administrative records will be kept on site for two (2) years plus the current year.
- Administrative records will be retained for a total of seven (7) years and then destroyed in a secure manner.

Payment of Monthly Fees

Procedure

- All fees are due on the 1st of the month and are collected via a Pre-Authorized Debit setup by the parents through Lillio. If the 1st of the month falls on a weekend, the fees will be collected on the next business day.

In the case where the Pre-Authorized Debit is dishonored by your financial institution, the full fee plus a service charge of \$35/- must be paid via a certified cheque, bank draft (payable to “Tiny Stars Daycare & OSC”) or cash by the 5th business day of the month. A late payment penalty of \$2/- per day will be charged if the fee is not received by the 5th business day of the month. Fees not paid within the prescribed time can result in suspension or termination and further collection efforts may commence.

Affordability Grant

Procedure

- The Affordability Grant is provided to all families with children enrolled in a licensed child care centre as part of the Federal Government’s \$10/day program.
- There is no income qualification and no application required for families to receive the grant.
- Tiny Stars Daycare & OSC child care fees will be aligned with Government guidelines under the Affordability Grant framework.
- Our Affordability Grant agreement is currently in process, and families will be updated as soon as approval is confirmed.
- More information about the Affordability Grant is available through the Government of Alberta at:

<https://www.alberta.ca/affordability-grants-for-child-care-programs>

Late Pick-Up

Procedure

- The Centre closes at 6:00 PM.
- Parents/guardians are expected to arrive at the centre in enough time to prepare their child(ren) to leave by 6:00 PM.
- Late pick-up fees will be applied as follows:
 - 6:01 p.m. – 6:15 p.m. → \$1.00 per minute.
 - 6:16 p.m. – 6:30 p.m. → \$2.00 per minute.

- At closing, Educators will begin contacting parents/guardians. If they cannot be reached, the individuals listed as authorized pick-up or emergency contacts will be called.
- If the child has not been picked up by 6:30 p.m., and no authorized individual can be located, the RCMP will be contacted by the Director and the child will be placed in their care.
- Repeated late pick-ups may result in termination of care.
- Parents/guardians must sign a late pick-up form indicating the time of arrival and the total late fee.

Termination of Care

Procedure

- Parents are required to provide one (1) month's written notice of termination of care.

General Holidays

Procedure

- The Centre will be closed on the following Statutory Holidays:
 - New Year's Day (in lieu)
 - Family Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Canada Day (in lieu)
 - Heritage Day (1st Monday in August)
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day (in lieu)
 - Christmas Day (in lieu)
 - Boxing Day (in lieu)
- When holidays marked (in lieu) fall on a weekend, the Centre will close on either the Friday before or the Monday after the holiday.
- The Centre will also close annually for the week between Christmas and New Year's.
The Centre will be closed for 3 Professional Development Days. One in April, August and November.

Social Media

Procedure

- Social media includes Facebook, Instagram, and any other website or phone app that promotes social interaction and the sharing of information, photos, or videos.
- Parents are not permitted to:
 - Post photos or videos that include any children other than their own, or any content taken at the Centre that shows other children.
 - If such posts are discovered, parents will be asked to remove the photos or videos immediately.
 - Disclose details such as the location, date, or time of any field trip or community outing on social media.
 - Any instances of defamatory comments about the Centre, its employees, or volunteers posted on social media may result in immediate termination of care.

Ongoing Program Evaluation

Procedure

- Ongoing program evaluation is essential to ensure the Centre continues to provide high-quality care for families.
- The program evaluation will include:
 - Annual Parent and Educator Satisfaction Surveys
 - Survey results will be reviewed, compiled, and shared with both parents and Educators.
 - Goals and action plans will be developed to address areas requiring improvement.
 - Positive feedback and identified areas for growth will be shared with Educators.
 - Goals and action plans will be reviewed annually to confirm completion or to update as needed.
- Suggestion Boxes
 - Suggestion boxes for both Educators and parents will be available.
 - Suggestions will be reviewed monthly.
 - Goals will be set to address any areas requiring improvement.

Video Surveillance Policy

To ensure the safety and security of all children, educators, parents, and visitors, as well as the security of our daycare facility, Tiny Stars Daycare and OSC is equipped with a 24-hour video surveillance system.

Security cameras have been installed in our playrooms, hallways, outdoor play area, indoor play area and parking lot.

We may conduct video surveillance of any portion of our premises at any time, the only exception being private areas of restrooms, change table areas, and staff room.

Our video/security cameras have been positioned in appropriate places within and around our daycare center facility and are used in order to help promote the safety and security of people and property.

The following are just some of the many benefits of having security cameras installed in daycare centers.

- Security cameras keep children and childcare educators safe. They are a very effective deterrent of any crime.
- People tend to behave/perform better when there are security cameras around.
- Executive Director and Program Director can better monitor the entire facility and supervise/observe educator's interactions with children and with other educators effectively.
- Our daycare cameras help provide peace of mind to our parents and our educators. Because we respect the privacy of all children, parents, and educators in our daycare center, our 24-hour video surveillance system/ security cameras are for internal purposes only. ONLY the Executive Director, and Program Director, or licensing officers if requested are allowed to view our security cameras/ video footage at the Center's office at the site. Footage is kept on site only.

Video surveillance/recording consent forms are signed prior to your child (ren) enrolling at our daycare center and are a condition of enrollment.

Confidentiality of Information

Procedure

- All information regarding families, children, Educators, employees, and volunteers will be kept strictly confidential.
- Children's files will be stored in a locked cabinet in the Director's office.
- Information regarding children will not be shared without a completed and signed Consent to Share Information Form from the parent/guardian.

Communication with Families

Procedure

- Maintaining open and positive communication with families is very important to us.
- The Centre will maintain ongoing communication with parents through:
 - Newsletters
 - Emails
 - Daily face-to-face verbal contact at drop-off and pick-up
 - Parent communication app (currently Lillio)
 - After registration, parents will receive a run-through training session on how to use the communication app.
 - Training will cover how to access daily activity reports, updates, and announcements for their child and the Centre.
 - Training will also include how to use the app for making payments and viewing payment records.

Suspicious of Abuse & Neglect

Procedure

- All suspicions of abuse or neglect will be immediately forwarded to the Director.
- After reviewing the information, if it is determined that the safety of a child could be at risk, the Director will report the suspicions to the Child Abuse Hotline in accordance with Alberta law.

Parent & Community Grievances

Procedure

- Complaints or concerns may arise between parents, Educators, or the Centre.
- Parents are encouraged to first discuss any concerns directly with their child's Educator team.
- If the issue cannot be resolved:
 - The Director will schedule a meeting with the parent and the Educators to discuss the matter.
 - A resolution will be sought that is satisfactory to all parties while maintaining the best interests of the child.

Authorized Release of Children

Procedure

- Children will only be released to individuals listed as authorized pick-ups or emergency contacts on the child's registration form.
- Children will not be released to any individual under the age of 16.
- Any individual not known to Educators will be required to present valid photo identification before the child is released into their care.

Portable Records

Procedure

- A portable record will be kept for each child and will include the following information:
 - Child's full name, address, and date of birth.
 - Child's medical information, including current medications and W allergies.
 - Parent/guardian names, addresses, and contact information.
 - Names, addresses, and contact information for emergency contacts (if W parents cannot be reached).
 - Physician information.
 - Details of allergies and other medical conditions.

- Educators will take the portable record and a first aid kit with them at all times when leaving the Centre (e.g., playground, walks, field trips, or evacuations).
- Parents will be required to update portable records every six (6) months or whenever information changes.
- Parents must inform the Director and their child's Educator team immediately if there are changes to their child's information.
- Children's portable records will:
 - Remain in the child's room and be taken with the group when they go outside or off-site.
 - Be treated confidentially and used only as required for the child's care and safety.

Volunteer & Student Screening

Procedure

- All volunteers and students must provide a current Criminal Record Check, including a Vulnerable Sector Search, dated within three (3) months of their start date, prior to or on the first day of placement.
- All volunteers must provide a copy of their current resume.

Exemptions

- Students under the age of 16 and parents attending summer field trips are excluded from the Criminal Record Check requirement.
- Parents and students under the age of 16 will not be left alone with children at any time.

Restrictions

- Volunteers and students will never be left alone with children.
- Volunteers and students are not permitted to:
 - Administer First Aid.
 - Manage or correct children's inappropriate behavior (child guidance).
 - Change children's clothing.
 - Change diapers.

PROGRAM POLICIES

Hours of Operation

Procedure

- The Centre will be open Monday to Friday from 6:30 a.m. to 6:00 p.m.

Open Door Policy

Procedure

- The Centre will always maintain an open-door policy.
- Parents are invited and encouraged to visit the Centre and spend time with their child at any time during operating hours.
- Parents are not required to call ahead if they plan to arrive early to pick up their child.

Transportation of Children to and From School

Procedure

- Children attending Pre-Kindergarten and Kindergarten will be picked up and dropped off at school by a Centre Educator using Centre Vehicle.
 - Private vehicles will never be used to transport children.
- Parents are required to provide written consent by completing the Transportation Consent Form prior to their child participating in this service.
- Educators will ensure the safety of children during transportation by adhering to all traffic safety rules.
- If a child fails to show up at the school office after dismissal:
 - The Educator will check with the school office staff to confirm the child was in attendance that day.
 - The Educator will check with the child's Teacher to ensure the child remained in class until dismissal.
 - The Educator will have the child paged through the school office.

- If the child cannot be located:
 - The Educator will contact the Director immediately.
 - The Director will contact the parents/guardians of the child.
 - If the child is still not located, the Director will contact 9-1-1 and proceed to the school to assist in the search and be available for First Responders.
- Once the child is found:
 - The Educator will notify the Director, who will then notify the parents/guardians.
 - The Educator will remain at the school with the children until the Director arrives.

Outdoor Play

Procedure

- Children will participate in outdoor play daily, at least once per day.
- Outdoor play will take place in the Centre's outdoor playground
- Outdoor play will be restricted in the following conditions:
 - When the temperature, including windchill, is colder than -18°C.W
 - When the temperature, including humidex, is hotter than $+30^{\circ}\text{C.W}$
 - When the Air Quality Health Index (AQHI) reaches 4 or higher.
 - When Environment Canada issues an extreme cold or heat warning.
- On days when outdoor play is not permitted due to weather conditions, Educators will provide indoor gross motor activities to ensure children continue to engage in physical play.

Use of Technology

Procedure

- The use of technology will be limited and connected to the interests of the children (e.g., educational content, exploration, or project support).
- Children will only use technology under the supervision of staff.
- Children under the age of two (2) will not participate in any form of technology use.

Allergies & Diet Restrictions

Procedure

- Tiny Stars recognizes and respects children’s allergies and diet restrictions due to medical conditions, or religious/cultural beliefs.
- The Centre is **nut-free and pork-free facility**. These items are not permitted on the premises.
- Food substitutions will be provided when necessary.
- Allergy lists will be posted in each classroom and food preparation area.
- Substitutions will **not** be made based on personal preferences of families.

Child Guidance

Procedure

- Educators will use positive, age-appropriate, and developmentally appropriate strategies when guiding children’s behaviour.
- Strategies will focus on teaching self-regulation, problem-solving, and respect for others.
- Guidance will always promote the safety and well-being of all children.
- Educators will respect family beliefs and values while ensuring that practices remain consistent with the Centre’s policies and licensing standards.
- Prohibited practices such as physical punishment, verbal abuse, humiliation, or isolation will never be used.
- The Child Guidance Policy will be reviewed with all newly hired staff during orientation and reinforced through ongoing professional development
- The Child Guidance Policy will be communicated to parents/guardians during program orientation at the time of registration.

Guidance Strategies by Age Group

- Ages 12-35 Months
 - **Distraction:** Introducing new toys or play materials to redirect attention and reduce conflict.
 - **Re-Direction:** Assisting children in finding alternate toys or play experiences while waiting for a turn.
 - **Verbal Cues:** Using short, simple prompts such as “*feet on the floor please*” or “*gentle hands*” to reinforce rules and expectations.

- Ages 3 - 4.5 Years
 - **Re-Direction:** Guiding children to a different area or activity when needed.
 - **Verbal Reminders:** Providing clear reminders of playroom rules and expectations.
 - **Active Listening:** Asking open-ended questions to help children express their feelings and emotions.
 - **Problem Solving:** Supporting children in finding solutions to conflicts with peers.
- Ages 4.5 - 6 Years
 - **Re-Direction:** Encouraging children to move to a different place space when difficulties arise.
 - **Active Listening:** Using open-ended questions to encourage children to talk about their feelings and experiences.
 - **Problem Solving:** Assisting children in working through conflicts and identifying positive solutions.
 - Guide children in working toward solutions to conflicts or group concerns by engaging them in one-on-one and group discussions.

Prohibited Practices

- The following practices are strictly prohibited at Tiny Stars and will result in immediate termination of employment:
 - Use of any form of physical punishment, physical degradation, or emotional deprivation.
 - Withholding or depriving meals or snacks.
 - Denying or threatening to deny any basic need.
 - Use of physical restraint, confinement or isolation.
 - Any interaction that causes humiliation, shame, or loss of self-esteem.

Ongoing Challenging Behaviours

- Staff will document circumstances leading to a child's ongoing challenging behaviour.
- A meeting will be scheduled with the Director, parent/guardian, educators, and the child (if developmentally appropriate) to discuss the situation and create strategies for improvement.

- If a child's behaviour cannot be rectified and poses a safety risk to other children or staff, or if a parent/guardian is unwilling to work collaboratively with the Centre to resolve the issue, Tiny Stars reserves the right to terminate care without notice.

Field Trips & Off-Site Excursions

Procedure

- Children may participate in community field trips and off-site excursions.
- Parents/guardians will be asked to provide consent for neighborhood walks during the registration process.
- All other field trips will require a separate field trip permission form.
- Parents/guardians will be notified in advance of field trip details through written communication (e.g., newsletters, notices, or permission forms) and verbal communication when appropriate.

Field Trip Permission Form

- Each field trip permission form will include:
 - Date and time of the excursion
 - Destination
 - Mode of transportation
 - Items required for the child
 - Number or staff and volunteers attending
 - Details of staff and volunteer supervision expectations
 - Parent/guardian signature
 - Cost

Safety & Supervision

- Written consent must be provided for each child to attend the excursion/field trip.
- Educators will take children's portable emergency records and first aid kit on all trips, excursions, and evacuations.
- Prior to departure, Educators will review the destination and safety rules with children.
- Additional adult volunteers will accompany groups on field trips to support supervision and safety.

Nutrition, Meals & Snacks

Procedure

- Tiny Stars is committed to supporting children's nutritional needs and promoting healthy eating habits.
- Hot lunch, morning and afternoon snacks are provided daily for all children registered for the lunch program.
 - Parents/guardians may choose to send a packed lunch or snacks for their child.
- Menus are planned according to the most current Canada Food Guide, using quality products and ingredients that support children's healthy development.
- Menus are posted on the bulletin boards at the front entrance for families to review.
- Due to allergy concerns, nuts and foods containing nuts are strictly prohibited in the Centre.
- The Centre also maintains a nutritional environment by enforcing a no junk food policy. Junk food includes, but is not limited to:
 - Sugary snacks
 - Candy/ Chocolate
 - Pop/soda
 - Chips
 - Highly processed snack foods
- Parents/guardians are expected to support this policy by not sending junk food items with their child.
- Any junkfood found in a child's lunch will be sent back home with a note explaining the policy. Parents/guardians will be reminded of the policy and encouraged to provide healthy alternatives.

Mealtimes

- Drinking water is always available, indoors and outdoors.
- Snacks will be:
 - Served at times that meet the children's needs.
 - Nutritionally balanced and provided in sufficient quantities.
- Scheduled times:

Daycare

- Morning Snack: 8:00 a.m.
- Lunch: 11:00 a.m.
- Afternoon Snack: 2:00 p.m

- **Kindergarten & School-Aged Children**

- Morning Snack: Open from 7:00 a.m. until children leave for school.
- Lunch: 12:00 p.m. (when attending the Centre for full-day care, breaks, PD days, or summer programs).
- Afternoon Snack: Available beginning when the first group of children arrives from school and remains open for 45 minutes after the last group arrives.

Birthdays & Special Occasions

- Parents wishing to provide food items for birthdays or special occasions must ensure that:
 - All items are store-bought.
 - Ingredient labels are visible and intact.
 - Items are nut-free and do not contain pork.
- Homemade treats will not be accepted for distribution.

Manner of Feeding

Procedure

- Educators will feed children in ways that are age-appropriate and developmentally appropriate.
- Children must always be seated when eating or drinking.
- Allergy and dietary restriction lists are posted in each classroom and all educators are kept informed to ensure children are not served restricted foods.
- Children are encouraged, but never forced, to try the served food.
- Educators will join children at the table during meals and snacks to model positive eating habits.
- Children who require a bottle at nap time will not be given a bottle while lying down:
 - Educators will hold the child while they drink the bottle,
 - The bottle will be removed once the child is laid down for rest.

Parent Involvement

Procedure

- TinyStars values parent/guardian involvement and encourages participation in the Centre. Opportunities include:

- Spending time in the Centre during drop-off and pick up times.
- Volunteering in their child's classroom.
- Donating toys, books, and art materials to enrich the program.

HEALTH & SAFETY POLICIES

Accidents & Incidents

Procedure

- All incidents will be dealt with only by an Educator holding a valid First Aid in Child Care Certificate.
- Minor incidents and injuries will be treated with First Aid.
 - An Incident Report will be completed and signed by the Educator, the parent/guardian, and the Director.
- If an injury requires emergency medical treatment:
 - An Educator will call 9-1-1 immediately.
 - The child will be transported to the nearest Hospital as determined by EMS.
- Parent consent for the administration of First Aid will be obtained through the child registration form.
- Parents are responsible for any ambulance costs incurred.
- The Centre will allow the provision of health care to a child only if:
 - There is written parental consent, or
 - The health care is in the form of First Aid.
- Parents will be contacted immediately, informed of the situation, and given the location of the Hospital where their child has been taken.
- An Educator will accompany the child to the Hospital and remain with them until the parent/guardian arrives.
- The child's file and all relevant medical information will be taken.
- All persons involved in the incident will complete an Incident Report.
- Incidents will be reviewed and tracked by the Director to identify trends and determine if program changes are required.

Non-Emergency Medical Care

- If the Director determines that a child's injury or condition requires medical attention but is not an emergency, the parent/guardian will be contacted and asked to seek medical care for the child.
- An Educator certified in First Aid will provide care in the nature of basic first aid until the child is picked up.

Critical Incidents

Procedure

- A critical incident includes any of the following:
 - An emergency evacuation
 - Unexpected program closure
 - An intruder on program premises
 - Illness or injury to a child that requires emergency health care or results in the child remaining in the Hospital overnight
 - An error in the administration of medication by program staff or volunteers that causes a child to become seriously ill or injured, requiring first aid, emergency health care, and/or Hospital admission overnight
 - The death of a child
 - The unexpected absence of a child from the program (lost child)
 - A child being removed from the program by a non-custodial parent or guardian
 - An allegation of physical, sexual, emotional abuse and/or neglect of a child by a staff member or volunteer
 - The commission by a child of an offence under an Act of Canada or Alberta
 - A child being left on the premises outside of program operating hours
- All critical incidents must be reported immediately:
 - By phone to the Child Care Licensing Office.
 - A written Critical Incident Report must be completed and submitted to the Licensing Office within 48 hours.
- Critical incidents will only be managed by an Educator holding a valid First Aid in Child Care Certificate.
- All critical incidents must be reported to the Director immediately.

Illness tracking

Procedure

- If a child become ill during the day:
 - The parent/guardian will be contacted and asked to pick up the child as soon as possible.

- Illnesses of both children and Educators will be tracked using the AHS Illness Tracking Form.
- Information recorded will include:
 - Name of the child or Educator
 - Observed symptoms
 - Date and time of symptoms were observed
 - Name of Educator who observed the symptoms
 - Time the Educator who contacted the parent/guardian
 - Time the child was picked up by a parent/guardian
 - Time the Educator went home (if applicable)
 - Date the child or Educator returned to the Centre.
- If tracking shows pattern of more than **two children or Educators** with the same symptoms, Health Link (8-1-1) will be contacted for further direction.
 - All directions provided by Alberta Health Services (AHS) will be followed.
- Any confirmed cases of illnesses classified as “reportable” under the Health and Disease Chart will be Reported to AHS immediately by calling 8-1-1.
- In the event of a declared health emergency, Tiny Stars will follow directions and guidelines set out by the Alberta Medical Officer of health and the Child Care Licensing Office.

Sick Children

Procedure

- If an Educator observes or suspects that a child is exhibiting symptoms of illness or disease, the child will not be accepted into the classroom.

Common symptoms include:

- Vomiting
- Fever 37.8 or higher
- Diarrhea
- New or unexplained rash or cough
- requiring a higher level of care than can be provided without impacting the care of other children.
- Exceptions may apply if parents/guardians provide a physician’s letter confirming that the child does not pose a health risk to others.
- If a parent/guardian is unable to pick up their child, it is their responsibility to arrange for an alternate authorized individual to do so.
- **Children may not remain at the Centre under any circumstances when ill.**

Return to Care

- Children sent home with symptoms of illness may not return until:
 - 24 hours symptom free without medication.
The child is able to participate fully in daily programming, including
 - outdoor play.

Isolation and Care While Awaiting Pick-Up

- Sick children will be removed from the classroom immediately and isolated in the Director's office until picked up.
- If the Director's office is unavailable:
 - The child will be isolated within the room in a space away from other children.
 - After the child leaves, the isolation area will be thoroughly disinfected.
- The child will remain under the direct supervision of a primary staff member until pick-up.

Additional Procedures

- Children who become ill at school may not attend the Centre as an alternative to being picked up.
- If a parent/guardian fails to pick up their child or arrange for another authorized individual to do so:
 - The Director will contact all authorized pick-up or emergency contacts.
 - Repeated failure to pick up a sick child may result in termination of care.

Communication with Families

- Parents/guardians will be informed of cases of contagious disease through posted notices, email updates, and verbal communication.
- The identity of the child with a contagious disease will remain confidential, except to their own parent/guardian.
- All policies regarding illness and sick children will be outlined in the Parent Handbook, provided at registration and updated whenever changes are made.

Procedure

- Effective September 1, 2011, amendments to the Child Care Licensing Regulation and Family Day Home Standards Manual for Alberta were implemented regarding the identification, response, and management of children who are ill. Tiny Stars follows these requirements.

Exclusion Criteria

If a child arrives at the Centre and staff observe that the child is:

- Vomiting
 - Has a 37.8 or higher
 - Has diarrhea
 - Has a new or unexplained rash or cough
 - Requires more care than can be provided without compromising the care of others
 - Displays any other illness or symptom that may indicate the child poses a health risk
- The parent/guardian will be contacted and required to immediately remove the child from the program.

Return to Care

A child may return to the Centre when:

- 24 hours symptom free without medication

Supervision of Children

Supervision procedures will meet the developmental needs of children, providing opportunities for independence while ensuring safety. Educators will provide effective supervision at all times, both indoors and outdoors.

All Educators will maintain knowledge of the layout and setup of play environments to enable effective supervision.

Equipment and environments will be arranged to allow Educators to actively supervise play, rest, and toileting areas.

Parents/guardians will be informed of supervision policies through the Parent Handbook, provided at registration.

Indoors

- Playrooms will be set up to support effective supervision of all areas.
- Educators will position themselves to ensure clear sightlines to all children.
- Educators will:
 - Supervise children's play to observe interactions.
 - Join in play when appropriate.
 - Monitor behavior and intervene when necessary.
- While engaged in play, Educators will continue to monitor the rest of the playroom.
- Educators will not sit or stand with their back to the children.
- A head count will be completed:
 - Before leaving the playroom
 - At each point of transition
 - Upon returning to the playroom

Outdoors

- Outdoor spaces and playgrounds will be arranged to meet the developmental needs of the children.
- Educators will supervise all areas of outdoor play.
- Educators will:
 - Move throughout the outdoor space to monitor children's play.
 - Engage in play when appropriate.
 - Monitor interactions and intervene as needed.
- While engaged in play, Educators will continue to monitor the rest of the space.
- Educators will not sit or stand with their back to the children.

Transitions

- Educators will ensure children's safety during transitions by completing a head count at each step:
 - When leaving the playroom
 - When entering and leaving the outdoor play space
 - When entering or leaving a vehicle
 - When returning to the playroom
- When attending a community playground, head counts will be completed:
 - Before leaving the Centre
 - Upon arrival at the playground
 - Before leaving the playground
 - Upon return to the Centre

Immunization of Children

Procedure

- Parents/guardians will be asked to provide a copy of their child's up-to-date immunization record at the time of registration.
- Parents/guardians who choose not to immunize their child must inform the Centre during registration.
- In the event of a communicable disease outbreak at the Centre:
 - All unimmunized children will not be permitted to be at the Centre until the outbreak is declared controlled by public health authorities.

Proper Hydration

Procedure

- Parents/guardians will provide a sippy cup or water bottle to be kept at the Centre.
 - Disposable water bottles are not permitted, as they are not intended for repeated use or frequent washing (Canadian Bottled Water Association guidance).
- Children will always have access to water throughout the day.
- When outdoors, Educators will ensure that children's water bottles are filled and readily available.
- Children must be seated when drinking.

Smoking

Procedure

- Smoking is strictly prohibited anywhere on the property of Tiny Stars Daycare & OSC Centre.
 - This applies to Educators, volunteers, parents/guardians, and visitors.
- Smoking is also prohibited within 10 meters of any door or intake vent.

MEDICATION POLICIES

Medication Administration

Procedure

- Medication may only be administered by an Educator holding a valid First Aid in Child Care Certificate.
- All non-emergency prescription medications will be stored in a **locked container**:
 - In the refrigerator, or
 - In a locked cupboard in the playroom, inaccessible to children.
- Medications must:
 - Be prescribed by a physician, and
 - Be in the original container with a pharmacist's label indicating:
 - Child's name
 - Dosage
 - Number of times per day to be administered

Administration Requirements

- Medication must be administered exactly according to the labelled instructions.
- Parents/guardians must complete a **Medication Consent Form**, including:
 - Consent for administration
 - Name of the medication
 - Specific times for administration (must be a specific time; **“lunch time” is not acceptable**)
 - Start and finish dates
 - Dosage
 - Any special instructions
 - Daily indication if the medication has already been administered at home

Documentation

- Educators must document and initial the following on the Medication Consent Form each time medication is given:

- Name of the medication
- Time of administration
- Dosage administered
- Initials of the Educator who administered it

Monitoring

- After administration, the Educator must monitor the child for allergic reactions every 10 minutes for a total of 30 minutes.

Storage & Return

- All unused medication will be returned to the parent/guardian once the authorized administration period has ended.

Emergency Medication

Procedure

- A list of all children who require emergency medications will be posted in each classroom and distributed to all rooms and offices.
- Educators will be informed of:
 - Which children require emergency medications,
 - Where the medications are stored, and
 - How to administer them if needed (e.g., EpiPens, inhalers).

Emergency Medication Plan

- Parents/guardians must complete an Emergency Medication Plan before the medication is accepted.
- The plan must be reviewed by the Director and signed by both the Director and the parent/guardian.
- The Emergency Medication Plan must be reviewed, re-signed, and dated every six (6) months by the parent/guardian.

Administration Requirements

- **All children under the age of 3 who use inhalers must have an air chamber for proper medication administration.**

- Emergency medications will be stored in a zip-lock bag along with the Emergency Medication Plan.
- The bag will be kept in a marked location that is easily accessible to Educators but inaccessible to children.
- Educators will receive training on the use of emergency medications from the parent/guardian or a qualified professional.

Documentation & Follow-Up

- When emergency medication is administered, the Educator will record the time and date of administration.
- If a child requires Tylenol to prevent seizures, parents/guardians must provide a letter from a physician specifying:
 - The temperature at which Tylenol should be administered,
 - The correct dosage, and
 - Follow-up instructions.
- The physician's letter must be updated every six (6) months.

Non-Emergency Prescription Medication

Procedure

- Non-emergency prescription medication may only be administered by an Educator holding a valid First Aid in Child Care Certificate.
- All non-emergency prescription medications will be stored in a locked container:
 - In the refrigerator, or
 - In a locked cupboard in the playroom, inaccessible to children.

Medication Requirements

- Medication must:
 - Be prescribed by a physician, and
 - Be in the original container with a pharmacist's label indicating:
 - Child's name
 - Dosage
 - Number of times per day the medication is to be administered

Parent Consent

- Parents/guardians must complete a Medication Consent Form including:
 - Name of the medication
 - Specific times for administration (exact times required; “**after lunch**” **is not acceptable**)
 - Start and finish dates
 - Dosage to be given
 - Any special instructions (e.g., side effects, storage requirements)
 - Daily indication if the medication has been administered at home

Administration & Documentation

- Educators must document the following on the consent form each time medication is given:
 - Date
 - Time
 - Dosage administered
 - Initials of the Educator who administered the medication
- **Educators may only administer medication within 15 minutes before or after the time listed on the consent form.**
- After administration, the Educator will monitor the child for allergic reactions every 10 minutes for a total of 30 minutes.

Storage & Return

- All unused medication will be returned to the parent/guardian once the authorized administration period has ended.

EMERGENCY POLICIES

Fire & Evacuation

Procedure

- Copies of the emergency evacuation plan will be posted in:
 - Each classroom
 - The office
 - The kitchen
 - The bathroom
 - Facing outward at the front door

In the Event of a Fire

- Educators will calmly gather the children.
- Educators will take the first aid kit and portable records for each child.
- Educators and children will leave the playroom in a calm, orderly fashion and proceed to the nearest exit.
- The Director or designated Educator will check the entire facility, including washrooms and rooms, to ensure no one remains in the building.
- **The Director or designated Educator will call 911, state the nature of the emergency, and provide the Centre's address.**
- Educators and children will gather at the designated Muster Point:
 - Muster Point Location: _____
- An Educator will take attendance for each group.
 - If anyone is missing, the Director or designated Educator will be informed **immediately**.
- Re-entry to the Centre will only occur once the Emergency Response Team has declared it safe.
- **If re-entry is not possible, Educators and children will proceed to:**
 - **Secondary Evacuation Site:** _____
 - **Parents/guardians will be contacted, and children will remain at this location until picked up.**
- The emergency evacuation will be reported to Child Care Licensing immediately, with a Critical Incident Report submitted within 48 hours.

Training & Practice

- The emergency evacuation procedure will be:
 - Reviewed with Educators at the time of hire.
 - Discussed with children and practiced monthly through fire drills.

Emergency Contact Information

- Emergency phone numbers will be posted in each classroom, the office, and the kitchen. Numbers will include:
 - Fire Department
 - Ambulance / EMS
 - Poison Control
 - Police
 - Child Abuse Hotline
 - Nearest Hospital
- An after-hours emergency phone number will be posted and visible from outside the premises.

Severe Weather

Procedure

Thunderstorm

- At the first sound of thunder, all staff and children outdoors will immediately go inside.
- Children will be kept away from windows.
- Children and staff will not return outdoors until 30 minutes after the last sound of thunder.

Tornado

- If outdoors, staff and children will immediately return inside the Centre.
- Children and staff will gather in a room away from windows, remaining low to the ground.
- The Director will monitor the situation and provide instructions until it is safe to resume normal operations.

Lock Down

Procedure

- A lockdown may be issued by the Director or Edmonton Police Service (EPS) when a community situation poses a potential threat to staff and children.
- Once a lockdown has been issued:
 - All outside doors will be locked.
 - Doors will not be opened for any reason until the lockdown has ended and an official “all clear” is given by the Director or EPS.
 - Children will be gathered in a space away from windows.
 - Children will be encouraged to sit quietly.
 - Staff and children will remain in the secured space until the “all clear” is given by the Director or EPS.

Natural Disasters

Procedure

- A natural disaster is defined as any situation that has a significant negative effect on a large part of the community. Examples include:
 - Flood
 - Chemical spill
 - Fire
- Steps in the Event of a Natural Disaster
 - Staff and children will remain inside the Centre, unless directed otherwise by emergency responders.
 - Local media will be monitored for updates and instructions.
 - Parents/guardians will be contacted and informed of the situation as soon as it is safe to do so.
 - Staff will take direction from emergency responders at all times.

ACKNOWLEDGEMENT

I, _____, have reviewed the policies contained within the Tiny Stars Daycare & OSC Centre Parent Handbook and have had the opportunity to ask questions for clarification. I understand and agree to abide by the policies and procedures as outlined.

Parent Signature

Dated

Director Signature

Dated