

Artemis Childcare Policies

Philosophy

The philosophy which guides the interactions in the Child Care Centre revolves around the concept of respect for the children, the families and the caregivers. Children's development is facilitated by Early Childhood Educators (caregivers) who allow them to progress according to their unique rhythms and individual needs. They do this by building responsive relationships and providing a setting rich in opportunities for play, exploration and interaction. A variety of opportunities for active play are provided every day both in our outside play yard and other areas in the community.

The Early Childhood Educators

In the daycare each caregiver is responsible for 3 children and their families. Caregivers also get to know all of the other children in the centre so that everyone becomes a trusted friend. The parent is the *primary person* in a child's life and the centre promotes and encourages every mother to become an active participant in their child's day.

Policies

1. Attendance

The centre will post operating hours. Attendance is important and unless sick, parents and children are expected to be here each day. When unable to attend, parents are required to call the centre.

2. Illness

In order to ensure a safe and healthy space for children, all moms and visitors are asked to follow these guidelines:

- Please remove your shoes and wash your hands before entering the centre.
- Children with a high fever or an infectious illness (e.g. diarrhea, pink eye) are expected to remain at home. If a child has a communicable disease (e.g. chicken pox) the child should stay home until the symptoms are gone and the child is feeling better.
- If a child has head lice they are to be treated either at the centre or at home. Staff will give you information about the different options e.g. medicated shampoo or conditioner and the protocol around repeated shampooing and combing.

3. Clothing

Each child should have change of clothing, a jacket and a hat. In warmer weather a sun hat and sunscreen are also needed. Parents also need to supply diapers and change their babies if needed before coming in to the centre.

4. Food and Nutrition

The centre promotes the health of each child by providing nutritious snacks and hot lunches. Parents provide formula for infants who are not breast fed and milk for older toddlers. Bottles should be made up each day, labeled and stored in the fridge.

5. Medication

If a child is taking any prescribed medication, a parent must give written consent for a caregiver to administer it. Parents fill out a consent form in the medical book stating dosage, time, name of medication and any other important facts. The medication is then stored in the original container in a safe place or fridge. Non-prescription medicines cannot be administered by the child care staff.

6. Guidance Policy

Every child is respected as a unique individual and given the freedom to play and explore in an environment that is safe and challenging. We follow a primary care model, whereby each caregiver builds a relationship with 3 children and their families, and this caregiver is then responsible for their group's care and well-being throughout the day. The program is designed to promote the development of secure attachments while meeting the individual needs of each child. Children are guided in their interactions with each other as the staff model communication and problem-solving skills.

7. Parent Participation

Families are the biggest influence on a child's life and the centre encourages mothers to visit and spend time with their child. Moms also meet one afternoon a week for an informal parenting class to discuss childrearing topics, issues and concerns. The children are expected to remain in the centre throughout the day and leave with their moms at the end of the day unless she has informed us, that day, of alternate plans.

8. Child Care Fees

Fees are due and payable by the first of each month and may be paid by cash or check. Failure to pay fees may result in termination of care. No discounts or refunds are issued for missed days, statutory holidays, sick days, vacations or closures due to inclement weather.

9. Withdrawal from Program

A minimum of 1-month notice is required for withdrawal from your child care program and must be received on the 1st or 15th of the month prior to the month you wish to withdraw your child. An additional month's fee will be charged if the required notice is not given.

10. Custody

If a custody agreement or court order is in place for a child, a copy must be on file. Staff will act in accordance with this legal document. If issues around custody exist and there are no legal documents on file, staff do not have authority to deny either parent access to their child.

11. Release of a Child from the Daycare

If a parent has not picked up their child or informed us that they will be late for pick up, we will try to contact the alternative person on the registration form. If no one is available and the parent has still not contacted the daycare by 4:00 pm we are required to notify the Ministry for Children and Family Development. We will also not release a child to an authorized person who is unable to adequately care for the child because of drugs, alcohol use or other safety reasons. The well-being and security of each child is of utmost importance.

12. Health and Emergency Policies

- A Public Health Nurse is on-site one afternoon a week to talk to families, provide vaccinations and offer health and safety guidance.
- The centre has monthly Fire Drills and twice-yearly Earthquake Drills. We exit off the child care centre deck and meet with students and staff at the basketball court.
- There is an emergency crib to transport the children if needed. It contains emergency supplies of food, flashlights, radio etc. Staff are trained in the use of emergency equipment and procedures.
- In the case of power or water outages, school snow closures or a natural disaster, families will be notified or possibly sent home. Staff will follow the protocols and procedures as outlined by Child Care Licensing and Artemis Place Society.