



GARDE SCOLAIRE L'ANSE-AU-SABLE
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Guiding Employees on Care and Supervision of Children

The staff at *Garde scolaire l'Anse-au-sable* understands that the policy set out below may be subject to last minute change in order to comply with the health and safety regulations of the Province.

Care of Children

The start of the 2021-2022 program at *Garde scolaire l'Anse-au-sable* begins on September 8, 2021 upon agreement by staff and families :

- Child and family are introduced to and become familiar with the routines, activities and philosophy of the program;
- Child has a secure start to his/her experience with the support of both family and program staff.

Safe Release of Children Policy

1. Every morning, children attending *Garde scolaire l'Anse-au-sable* will be dropped off at the day care room by a parent/guardian. In the afternoon, parents/guardians will pick up their child from the *Garde scolaire l'Anse-au-sable* room.
2. Parents must list on the registration form the names of all persons who are permitted to pick up their child. We require parents to notify *Garde scolaire l'Anse-au-sable* staff in writing if someone else will be picking up the child. If a parent wishes to authorize others to pick up their child they must enter the information in the subscription form and may from time to time update and remove or add approved pickup persons.
3. In a rare emergency situation, arrangements can be made verbally.
4. If the person picking up the child is not known to the staff, information about the person must be provided, including the following: name, phone number, and physical description. This person will be required to show picture Identification.
5. If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the staff at *Garde scolaire l'Anse-au-sable*. The staff will speak to the

individual and explain the policy that no child will be released without written authorization from the parent or guardian.

6. If difficulties arise, all reasonable efforts will be made by *Garde scolaire l'Anse-au-sable* staff to ensure the safety of the child and the other children. If necessary, the police will be called for assistance.

Alleged Impaired Pick-Up

1. The staff at *Garde scolaire l'Anse-au-sable* will not release a child to an authorized person who is unable to adequately care for the child. The staff will offer to call a relative or friend to pick up the person and child or offer to call a taxi to pick them up.
2. If the person is driving a vehicle the teacher will explain that driving under the influence of drugs or alcohol is against the law and that the staff is obligated to ensure the safety of the child. If this person chooses to get in the car (with or without the child) the staff will immediately notify police and provide a description of the car and location headed. If the staff believes that the child is in need of protection, the Ministry of Children and Family Development will be notified.

Confidentiality

At all times, staff at *Garde scolaire l'Anse-au-sable* will respect children's and families' confidentiality. All information shared from parents and children, electronically, in writing or during conversations, will remain confidential unless there is sufficient evidence that harm is done to a child.

Upon enrolment, parents or guardians will fill in the forms in the registration package. These documents will go into the child's file. All information about children and families in this file is considered confidential and will be stored in a secure place.

Health and Safety

Responsibilities

Every effort is made to ensure health and safety of both children and adults at *Garde scolaire l'Anse-au-sable*.

Guidelines

It is the guideline at the child care facility *Garde scolaire l'Anse-au-sable* that the facility must not provide care to a child unless the licensee has first ensured that the child's parent/guardian or emergency contact can be readily contacted while the child is in care.

It is the guideline at the child care facility *Garde scolaire l'Anse-au-sable* that the facility notifies a child's parent(s) or legal guardian(s) when a child is ill, injured or needs medical attention.

It is the guideline of the child care facility *Garde scolaire l'Anse-au-sable* that minor accidents and illnesses will be documented and reported on as outlined in the following procedures.

It is also the guideline of the child care facility *Garde scolaire l'Anse-au-sable* that communicable diseases, as outlined in schedule A of the Health Act Communicable Disease Regulation must be reported to the Public Health Nurse or the Environmental Health Officer and Licensing Officer and the parents/guardians.

It is the guideline of the child care facility *Garde scolaire l'Anse-au-sable* that in the case of a communicable disease outbreak, the staff is responsible for sanitizing the room, toys and furniture thoroughly in order to limit the disease spreading to other children attending the program.

As outlined in the Child Care Licensing Regulation, all employees must have and maintain valid and current certifications (First Aid and CPR qualifications) necessary to be employed.

Ensuring a healthy environment is a priority. Staff will therefore follow procedures to prevent the spread of illness within the child care facility *Garde scolaire l'Anse-au-sable*.

Staff is aware that it is imperative to keep information about someone's health private and should be treated with the utmost confidentiality.

Procedures

- If a child is involved in, or may have been involved in, a reportable incident while under the care or supervision of the staff or if it comes to the attention of the staff that a child enrolled in the community care facility has a reportable communicable disease, the staff at *Garde scolaire l'Anse-au-sable* will notify the health officer within 24 hours.
- In the event where the parent/guardian cannot be contacted, and the child needs immediate help, the child care providers will call for an ambulance.
- Staff must ensure that all parents/guardians of children at the center have signed a consent form to be transported and to receive medical treatment at an emergency facility. This will ensure that staff may take appropriate action on behalf of the ill child.
- Staff must also ensure that this consent form is to be taken to the emergency center with the child.

- Non reportable incidents (including minor incident –not requiring medical attention- behavioural observations and other unexpected events that may need to be shared with parents/guardians) must be recorded by child care staff in the Daily Log Book.
- For any illnesses that do not require First Aid treatment, the incident will be recorded in the Daily Log Book by the staff that witnessed it.
- The manager will ensure that the parents/guardians have provided *Garde scolaire l'Anse-au-sable* with immunization information on the registration form.
- An ill child who is waiting to be picked up by a parent/guardian or alternate, will wait in a separate area of the facility from which the majority of the children are playing in order to minimize the spread of the illness.
- The manager will ensure that a family has read the illness guidelines set out in the Parent Handbook and that they understand that a child must be kept at home when they are not feeling well enough to take part in the regular programs.
- If a child arrives in the program with signs of illness, a staff member will contact the parent to come and pick the child up. If the parent cannot be reached, staff will then call the emergency numbers on the consent form, so we ask parents make sure that each contact person is aware of this procedure.

Food and Drink Policy

Parents need to send a nutritious snack with their child every day. Snack must include a water bottle or will receive tap water.

Medication administration

Guideline

As children's safety at the child care facility *Garde scolaire l'Anse-au-sable* is the top priority, it is important to ensure that staff adhere to the medication storage and administration procedures, in order to prevent injury.

Procedures

To ensure that the medication guideline is carried out, staff will:

- Have the enrolling parent/guardian fill out a written consent stating:
 - the name of the child
 - the name of the medication
 - the child's condition
 - the correct dosage
 - time to be given
 - the way the dose is to be administrated

- the duration this medication will be given in care
- any additional facts, such as possible side effects
- Ensure the medication is clearly labelled and in its original container
- Check expiry dates on the medication
- Maintain a written record of medication administered, stating:
 - time and dosage given
 - signature of the staff member involved
- Return all unused medication promptly to the enrolling parent/guardian

Proper storage of medication while not in use is important when handling medications in a child care center. All medications should be locked when not in use. Medication that is needed quickly in an emergency situation, such as asthma or bee sting medication can be locked in a pack that is brought along by the staff whenever the group leaves the classroom.

Reportable incidents/Suspected Child Abuse

Guidelines

It is the guideline of the child care facility *Garde scolaire l'Anse-au-sable* that reportable incidents, as outlined on the "Incident Report for Community Care Licensed Facilities" and defined in the schedule H of the Child Care Licensing Regulation, must be reported to Licensing Officer and the parents/guardians. The Child Care Incident Report Form needs to be completed by staff after each reportable incident, including illnesses and injuries.

Reportable incidents include the following: aggressive or unusual behaviour, attempted suicide, choking, death, disease outbreak or occurrence, emergency restraint, emotional abuse, fall, food poisoning, medication error, missing or wandering person, motor vehicle injury, neglect, other injury requiring emergency care or transfer to a hospital, physical abuse, poisoning, service delivery problem which affects the health, safety or well-being of children, sexual abuse, and unexpected illness.

NB = if the reportable incident is an allegation of child abuse by a parent/guardian, it is the responsibility of the Ministry of Children and Family Development to notify the family.

Procedures

- Families must be notified immediately if a child is involved in a reportable incident while ensuring that confidentiality is not breached. Depending on the nature of the incident, the police, Ministry for Children and Family Development, the insurance agency and other external agencies may need to be notified.

- The staff that witnesses the incident and is attending to the child/ren must complete the incident report and pass to the Manager to sign and complete the Facility follow-up. The manager will submit the copy within 24 hours to the Licensing Officer. The manager and staff, with input from the Licensing Officer, will decide on any follow-up action and/or corrective measures. Reports will be filed in the child's file. If the nature of the incident is confidential, the Incident Report will be placed in a sealed envelope marked "CONFIDENTIAL".

Storage

Inside the room, heavy objects will be stored on lower shelves.

All medications (if needed) will be kept in a locked container.

There won't be any toxic materials (such as bleach or cleaning products) in the classroom.

There will be lockers outside the classroom where each child can hang his/her bag, coat and change shoes, etc.

Custody and Access

The day care staff cannot become involved in the custody issues of its families. Our professional role requires that we remain impartial as we work closely with both separated parents. If a parent is going divorced, separated or going through custody negotiations, day care staff must be informed of the relevant custody and parental access details. If there are any restrictions on parental access such as no visits or no pick-ups, official documentation to that effect will be required, such as a court order or restraining order. Without proper documentation to that effect, the day care cannot deny a parent access to their child. The day care staff is only accountable to the enrolling parent who will provide the day care with all relevant information and documentation.

Toileting

All the washrooms used by Kindergarten children are located in the hallway right across from the classroom. Children are expected to use the washroom on their own and staff will make sure children's privacy is maintained. Staff will be close by, outside the washroom, in case a child needs support. All children must wash their hands after using the washroom.

First Aid

A well-stocked first aid kit will be in the classroom in addition of the one in the main office of the school. A small first aid kit will be brought to the playground when kids are outside. All regular staff will hold a valid first aid and CPR certificate meeting the requirements of Schedule C of the Child Care Licensing Regulation.

Emergency Plan

As the Child Care is operating on the École de l'Anse-sable school site, *Garde scolaire l'Anse-au-sable* will participate to all evacuation practice (fire, earthquake) but also to the lockdown exercises. Furthermore, *Garde scolaire l'Anse-au-sable* staff and children will

participate in frequent fire drills, including a complete evacuation at least once a year. The meeting point will be the same for *Garde scolaire l'Anse-au-sable* as for the school. The staff will be prepared for those practices. Our emergency plan is attached to this application.

Meeting Each Child's Needs

In our child care facility *Garde scolaire l'Anse-au-sable*, children will learn together as a community. We will guide them to develop their verbal communication skills. They will explore early literacy and numeracy through play. They will be encouraged to develop both creative and critical thinking skills.

We are preparing a balanced program between indoor and outdoor guided activities, indoor and outdoor free play, group time, meal time and rest time. We will ensure that we follow a routine which respects the children's needs.

We will nurture language in many aspects as discovering new words or develop confidence when talking through stories, songs, pictures and all kind of thematic and seasonal activities requiring use of language. We will teach children how to act, express themselves, understand through physical and creative age-adapted activities. The physical activities will be varied and touch a variety of purposes: individual motor skills games, collective games, balance skills, find the bearings in time and space, listening, waiting. The creative activities will be made up of playdough, music, drawing, painting, dance, circus, puppets, theatre etc. The practice of physical and artistic activities contributes to the motor, sensory, emotional, intellectual and relational development of the children. Another important aspect of our program will be to build the basis of reasoning and to explore the world: our idea is to encourage children to be curious and ask questions about the activities done together or some experiences they have observed. They will keep discovering handwriting and reading, but also numbers and geometrical forms.

Garde scolaire l'Anse-au-sable is also proud to be using the socio-emotional program Brindami that aims at developing children's socio-emotional skills. Providing a safe emotional space for children to grow and develop into responsible and respectful beings is at the core of our program. Staff at *Garde scolaire l'Anse-au-sable* will nurture a caring and respectful relationship with all children attending the program. They are expected to show empathy, strong listening skills and give children the attention they need in a caring relationship.

Garde scolaire l'Anse-au-sable will operate in the school facility École de l'Anse-au-sable in Kelowna and will follow the school calendar. Children will be welcomed by staff starting at 7:30 and will remain in care until 5:30 PM, from Monday to Friday. *Garde scolaire l'Anse-au-sable* will be operating Ministry's Seamless Day program. Seamless Day Kindergarten is a unique program that provides before and after school care for students in Kindergarten. The students are able to stay in the same caring, play-based environment

throughout the day. This allows the educators to better meet the needs of the child and expand on their interests and “wonders”. The team of educators include one Kindergarten teacher and two early childhood educators. With minimum transitions for the students, and team collaboration for the educators, students will excel in all aspects of their development. As part of the elementary school, the Group Child Care will operate from September to June, with a two-week Winter break and a two-week Spring break in March. We have a capacity of 12 children who are always under the supervision of one Early Childhood Educator.

Care Plans

In the case of children requiring extra support, *Garde scolaire l’Anse-au-sable*, will develop a care plan for those children, in partnership with the child’s family and health professionals involved with the child. The care plan will include the following information :

- The diagnoses relevant to the child’s requirement for extra support made by health care professionals.
- The courses of action recommended by health care professionals to address the needs of the child requiring extra support.
- The resources to be made available to the child requiring extra support, including any adaptation of the day care facility necessary to ensure the child’s safety or comfort and any modification to the program of activities necessary to enable the child to participate in or benefit from the program.

Garde scolaire l’Anse-au-sable staff will comply with the care plan of a child attending the day care while he is attending the program in respect of any therapeutic diet, any medication administered to the child, any modification to the program of activities, any behavioral guidance, any other matter for which the staff has agreed with the parent of the child.

The child’s care plan will be known to all staff working at "De l’Anse-au-sable 4 ans" and is considered confidential. It will be stored in a secure place.

Supervision of Children

Transitions inside the school building or grounds

Because our program includes both indoor and outdoor activities, children of the child care facility *Garde scolaire l’Anse-au-sable* will be transitioning from indoor to outdoor spaces on a daily basis.

Supervision during care

At *Garde scolaire l’Anse-au-sable*, staff is responsible for supervising all children under its care. It is the staff’s responsibility to ensure that the follow harmful actions are not permitted:

- shoving, hitting or shaking by an employee or another child ;
- confinement or physical restraint by another child ;
- confinement or physical restraint by an employee, except as authorized in a child's care plan if the plan includes instructions respecting behavioral guidance ;
- harsh, belittling or degrading treatment by an employee or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self-respect ;
- spanking or any other form of corporal punishment;
- separation, without supervision by a responsible adult, from other children;
- as a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet.

Staff at *Garde scolaire l'Anse-au-sable* will ensure that a child is not, while under its care or supervision, be subjected to emotional abuse, physical abuse, sexual abuse or neglect as those terms are defined in Schedule H.

Injury Prevention

Creating and maintaining a safe environment for children is an ongoing priority for staff at *Garde scolaire l'Anse-au-sable*. On a daily basis, staff will ensure that they prevent children and staff injury by complying with the following guidelines. Ensure that,

1. indoors :

- rugs are laying flat ;
- heavy objects are stored on lower shelves ;
- blind cords are out of children's reach ;
- there are no poisonous plants ;
- toxic materials, poisonous materials and cleaning products are in original containers and stored in cupboards with childproof latches or out of children's reach ;
- hallways are clear of toys, boxes or other items that may limit easy access or cause tripping ;
- areas where children are not permitted are protected by secured doors or safety gates ;
- small electric appliances are well away from sinks ;
- electrical fans are out of children's reach ;
- sprinklers are tested every year ;
- toys are in good repair and free of sharp edges, pinch points, splinters or broken parts ;
- scissors, knives and other sharp items are out of children's reach ;
- plastic bags are not accessible to children ;
- numbers are always in ratio ;
- staff are always present ;
- staff and children practice emergency procedures monthly.

2. outdoors :

- fences and gates are stable and free of protruding nails, nuts or bolts ;
- walkways are free of snow and sand is sprayed every morning in the winter ;
- equipment parts are not broken, worn, cracked, rusted or missing ;
- nuts, bolts, screws are tight, recessed and/or covered with plastic caps ;
- playground is free of litter, glass, sharp objects and animal droppings ;
- one shaded area will be provided to children during outside play : an 9 sq m tent
- numbers are always in ratio ;
- staff are always present ;
- staff situate themselves to see all children ;
- staff do a head count regularly ;
- staff organize play within the fenced area ;
- staff perform a daily inspection of the playground before children arrive in order to remedy any situation that could lead to injury.

During active indoor and outdoor play at *Garde scolaire l'Anse-au-sable*, staff will teach children on a daily basis how to be safe and act responsibly. Staff will also model appropriate play.