

CHAMPAGNE AND AISHIHIK FIRST NATIONS

Shawkwunlee Daycare Parent Handbook

Updated October 2014

Introduction

The Shawkwunlee Daycare is committed to working with you and your family to meet your needs and the needs of your child(ren). Our program has been designed to meet the needs of the whole child which includes their physical, social, emotional and mental needs, as well as their need for family involvement in the program. We believe that by working in partnership with parents to nurture their child's development, we will give them the best possible experience they can have in their early learning environment.

The word Shawkwunlee means "Sunshine" in Southern Tutchone, so translated, we are the Sunshine Daycare. We strive to provide programming that will promote a healthy sense of community. Our programming will include a focus on First Nations Culture and Language, Health and Nutrition, Social Skills and Support, and Parental Involvement.

Shawkwunlee Daycare

Hours of Operation

The daycare is open from 8:00 a.m. to 5:00 p.m. Monday to Friday. If you require an earlier drop off or pick up time please discuss it with the daycare staff and we will try to accommodate if at all possible. The daycare will need at least one day's notice to make arrangements for these special circumstances.

Attendance

Parents who have their children in the Daycare full time are required to let the daycare know in advance (or the day of) if their child will not be attending.

Drop Off and Pick Up

Parents/guardians will be required to sign their child(ren) in and out of the daycare each day.

If someone other than the parent/guardian is picking up a child, prior notification must be given. There is a space on the sign in/out sheet to add the full name of anyone else who is permitted to pick up your child on a given day.

Daycare staff are instructed not to release a child(ren) into the care of an intoxicated individual. This is for the safety of the child. Should a parent/guardian arrive at the daycare intoxicated, staff will refer to one of the "Alternate Contacts" from the children's registration form.

The Daycare staff may require at any time, that you or anyone else show photo identification in order to pick up your child. This is for the safety of the children in our care, so please make sure that anyone picking up your child knows that this may be required.

Parents/guardians are responsible for notifying the staff of any changes in phone numbers, addresses, or family information as necessary. The Daycare will require the parents/guardians to update the information in their child(ren)'s file on a yearly basis.

Late Pick-Up's

Due to the additional cost of staying open late, an extra fee of \$10.00 for every 15 minutes will be charged when a parent is late for pick-up time (unless pre-arrangements have been made).

Clothing

Children should arrive at the daycare with suitable, washable play clothes. All children should have indoor shoes or slippers. Please ensure your child has suitable outdoor clothes such as a hat and sun screen in the summer, and snow pants, warm boots and hat, mitts and scarf or neck warmer in the winter. All children should come with appropriate walking and playing footwear daily. Cocs and sandals are not appropriate outdoor walking and running footwear, as they pose a tripping hazard to the child.

Toys

Developmentally appropriate toys and learning materials will be provided in the program. Please do not have your child bring toys from home unless requested by staff. Toys from home often end up lost or broken when they come to daycare.

Snacks and Lunches

Parents are responsible for providing two snacks and a lunch for their child every day. There is no junk food allowed at the center. We will simply return any junk food that we find in a child's lunch. Juice boxes need to be 100% fruit juice (no punches or pop's).

The Daycare is required by regulation to provide your child with at least two food groups at each snack and all four food groups at lunch time. Please ensure that the food you pack for the day consists of foods from all four of the food groups. The staff at the center will let you know how your child is eating at daycare each day, and we welcome any questions you might have in regards to nutrition and your child. The Canada Food Guide and the Inuit, Native and Metis Food guide is available at the center for your reference. I have also attached an example of a nutritious day's food for your reference or inspiration when packing your child(ren)'s food for the day.

Some days the center does share a snack together. These snacks range from a popsicle on a hot day, or popcorn with our movie on Friday, to treats from our garden, or a creative themed snack craft. Whenever possible, parents will be notified in advance of these events. Sometimes these things happen in the moment though, and so staff will post any special snacks your child has eaten on the message board that you see when you come into the daycare. If you would like us to call you before feeding your child anything that is not in their lunch kit, please let the staff know and we will be happy to do that!

Please notify the staff of all allergies your child has. We would also like to hear about any concerns or preferences you or your child may have in regards to food and/or nutrition.

Discipline

Like all of us children make mistakes as they grow and develop. The role of the caregiver is to guide the child in learning self-control and self-discipline, not to punish the child for doing something wrong.

Guidance is the process through which children learn socially acceptable and appropriate behavior. It is something that adults do with and for children, rather than to them. We place an emphasis on encouraging and extending constructive and appropriate activities.

Often children will act on what they feel. As caring adults, we help children identify their feelings and learn appropriate ways to express them. This takes patience and time. By helping children to reach realistic expectations and goals, we set them up for successfully learning self-control and socially acceptable behavior. Our focus at the daycare is to teach children by modeling appropriate actions and applying reasonable rules and boundaries of acceptable and unacceptable behavior.

These are some of the methods the Daycare will be using to help guide children's behavior:

1. Staff will demonstrate patience with the children
2. Staff will teach children problem solving skills
3. Staff will always try to use redirection of the activity of the child(ren). As a consequence of a behavior, the activity could be removed until the child is ready to come back.
4. Staff will try to teach and encourage new alternative behaviors to the children (for example: instead of kicking or biting what can you do that would not hurt? Saying, "I don't like it when you take the toy that I am playing with, please give it back").

Note: If a tantrum occurs, an incident report will be completed, signed and shared with parents.

When a child requires a lot of one-on-one attention on a daily basis, parents will be consulted by the Daycare Manager. The parents will be requested to work with the staff and possibly other people and/or resources to come to a solution that works for the child and their family, as well as the daycare.

Sick Children Policy

Parents are required to keep their children home if they are sick. A parent will be called and asked to pick up their child if they become ill or display any of these symptoms:

- Fever of 38 degrees Celsius or higher
- Diarrhea or vomiting
- Undiagnosed rash or skin condition
- Unusual unexplained lethargy and irritability

- Persistent pain
- Communicable disease or conditions (ie: T.B., head lice, ect)

If a child is sick and needs to be sent home, the staff will find a place for the child to rest and will stay, or keep checking on the child, about every five minutes until the parent arrives. Bedding and mats will be washed after the child leaves.

Before returning to the daycare your child must be free of symptoms for 24 hours. In some cases a doctor's or nurses note may be required.

A child with a communicable disease will only be accepted into the daycare facility according to the Daycare Communicable Diseases policy and the YTG Child Care Services Unit *Guidelines for Communicable Diseases*. If a child is not accepted to the Daycare once he/she is no longer infectious, a parent/guardian will need to provide a letter from a doctor or nurse verifying that this is the case. Whenever a communicable disease is discovered, all parents will be notified within 24 hours.

Medication

In order for any staff to administer medication to a child , a parent consent form must be signed. The medication must be in the original container and labelled with the child's name. All instructions from the parent must be indicated with the medication. Before giving any medication staff will ensure they are following the 5 rights:

1. The Right Medication
2. The Right Dose
3. The Right Child
4. The Right Time
5. The Right Route of Administration

To ensure that these steps are followed, staff will record any medicine given out on the medication record sheet and sign it. All medications will be stored safely and properly, out of reach of children.

Health and Sanitation

- A mat will be identified to each child for resting periods
- Dishes will be cleaned as set out in the Child Care Services Guidelines and Policies
- Procedures will be posted for diaper changing and toileting
- The kitchen and all chairs and tables will be cleaned with a chlorine solution daily, as set out in the Child Care Services Guidelines and Policies
- Toys and/or dress up clothing will be cleaned weekly

Confidentiality

All personal information will be kept confidential by staff, volunteers, members of the Parent Advisory Committee and the Daycare Manager. Any parent concerns can be addressed by a meeting with or in writing to the Daycare Manager. Our aim is to proactively deal with any issues that may arise in order that the Daycare maintains a healthy learning and working environment.

Requirement to Report – Suspicion of Abuse

If any type of abuse is suspected, by law, a report must be made to the Department of Health and Social Services. The Daycare Manager will notify the Department of Health and Social Services.

Safety

Ensuring that the children's environment is a safe and a healthy place is our paramount concern. Any safety concerns will be made in writing and will be corrected as soon as possible.

Parents will be notified if any problem or injury should occur with their child. If the injury is of a serious nature we will provide immediate first aid and/or take your child to the health center.

Every effort will be made to contact the parent(s) immediately. If you cannot be contacted, a message will be left and the emergency contact will be notified.

Information Available to All Parents

The following records will be available at all times to the parents:

- Policies, guidelines and regulations
- Program activities
- Records of fire drills
- Inspection reports required by the child care center regulations

All the Shawkwunlee staff hope that your child will grow to be comfortable and happy in our daycare. We welcome any ideas that you may have to better the daycare. The daycare will offer many scheduled fun activities in a safe and positive environment