

Administrative Policies and Procedures

All of the following information is communicated to Parents through the receipt of the Les Tournesols Service Plan and discussed at the Spring and Fall General Meeting.

The Staff review the following information on an annual basis with the President (where changes of staff or procedure have occurred).

The children are told about the policies as the situation for each policy arises.

Child Discipline Policy

Les Tournesols staff must ensure that:

- (a) child discipline methods utilized in the program are communicated to parents, staff and children, and
- (b) any child disciplinary action taken is reasonable in the circumstances.

Les Tournesols staff must not, with respect to a child in the program,

- (a) inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation,
- (b) deny or threaten to deny any basic necessity, or
- (c) use or permit the use of any form of physical restraint, confinement or isolation.

Off-site Activity and Emergency Evacuation.

Les Tournesols staff may take a child to an activity off the program premises only where:

- (a) the child's parent has been advised of the activity, including the transportation and supervision arrangements with respect to the activity, and
- (b) the child's parent has consented in writing to the child's participation in the activity.

Les Tournesols staff must ensure that in the case of an activity off the program premises or an emergency evacuation a staff member takes the portable record.

Accident or Illness

In the case of an accident or serious illness involving a child, Les Tournesols must forthwith ensure that

- (a) the child's parent is notified,
- (b) the child receives medical attention if necessary, and
- (c) all prescriptive forms will be filled out and submitted at a minimum on an annual basis.

The child's parent will be contacted by using their emergency contact sheet and calling the list in the order in which they have been written.

When an incident or accident is observed, we document appropriately and keep all incident logs in a centralized location. The Board of Directors reviews these

incidents and where further actions are recommended, the Directors will implement as required.

Incident Reporting

In this section, “incident” means:

- (a) a serious illness of or injury to a child that occurs while the child is attending a program, and
- (b) any other incident that occurs while a child is attending a program that may seriously affect the health or safety of the child.

Les Tournesols must report each incident immediately to the regional child care office using the prescribed form. Incident notifications would include: an emergency evacuation; unexpected program closure; an intruder on the program premises; an illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in the hospital overnight; an error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in the hospital overnight; the death of a child; an unexpected absence of a child from the program (i.e. lost child); a child 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 program staff member or volunteer; the commission by a child of an offence under an Act of Canada or Alberta; and/or a child left on the premises outside of the program’s operating hours.

All incidents are analyzed annually and a report, using the prescribed form, is submitted to the regional child care office and the Board of Directors.

Potential Health Risk

Where a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness Les Tournesols must ensure:

- (a) that the child’s parent arranges for the immediate removal of the child from the program premises,
- (b) that the child does not return to the program premises until the licence holder is satisfied that the child no longer poses a health risk to persons on the program premises,
- (c) the director documents the potential health risk and reviews it with the Society in a manner that is deemed appropriate. At the very least they will be reviewed monthly at the Board of Directors meeting,
 - a. This documentation will include:
 - i. the name of the child(ren) who are ill,
 - ii. the date the child(ren) was observed to be ill,
 - iii. the name of the staff member and/or volunteer who identified the child(ren) was ill,
 - iv. the time the parent was initially contacted,
 - v. the name of the person who contacted the parent,
 - vi. the time the child was removed from the program, and

- vii. the date the child returned to the program.
- (d) all health risk documents will be kept on file for the entire duration that the child is in attendance at Les Tournesols.

Signs or symptoms of illness exhibited by a child include: the child

- (a) vomiting, having a fever, diarrhea or a new or unexplained rash or cough,
- (b) requiring greater care and attention than can be provided without compromising the care of the other children in the program, or
- (c) having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises.

The above does not apply if the child's parent provides written notice from a physician indicating the child does not pose a health risk to persons on the program premises.

Any child in attendance at Les Tournesols Preschool who is suffering from a communicable disease such as lice, pink eye or influenza will be required to leave the school immediately. A parent or emergency contact will be called to come remove the child from the school. The ill child will be kept away from the rest of the children until their parent or emergency contact arrives to take them home. We also ask that parents of any child, who becomes ill with a communicable disease after school hours, contact the school as soon as possible so other families may be notified.

The preschool has a no nit policy. Children who have had lice will not be admitted until all nits are gone.

Children and/or staff of Les Tournesols Preschool with Influenza-like Illness (ILI) should stay at home for 7 days after the onset of symptoms or until all symptoms have resolved, whichever is longer.

Influenza-like-illness can produce a sudden onset of respiratory symptoms with a new cough and fever (which may or may not be present), and one or more of the following: sore throat, joint pain, muscle aches, weakness, and some may have diarrhea, nausea and/or vomiting.

Supervised Care for Sick Children

Les Tournesols staff must ensure that a sick child is kept as far away as is practicable from the other children. Children will be moved to a station that is as far away as possible from the sick child. Les Tournesols will ensure that the sick child is directly supervised by the Program Director to ensure that appropriate medical attention is provided at all times.

Administration of Medicine

Les Tournesols staff may administer or allow the administration of medication to a child only where:

- (a) the written consent of the child's parent has been obtained,

- (b) the medication is in the original labelled container, and
- (c) the medication is administered according to the labelled directions.

Where medication is administered to a child, Les Tournesols Staff must ensure that the following information is recorded:

- (a) the name of the medication;
- (b) the time of administration;
- (c) the amount administered;
- (d) the initials of the person who administered the medication.

Les Tournesols staff must ensure that all medication, except medication that may be needed in an emergency, is stored in a locked container that is inaccessible to children.

Health Care

Les Tournesols staff may provide or allow for the provision of health care to a child only if

- (a) the written consent of the child's parent has been obtained, or
- (b) the health care provided is in the nature of first aid.

Smoking

Les Tournesols staff must ensure that no person smokes on the program premises. No staff member shall smoke at any time or place where child care is being provided.

Nutrition

Parents must provide a snack that can be eaten comfortably in less than 10 minutes (only a small amount of food is required). Snack time is approximately half way between the beginning and the end of the class.

Parents must include in their snack bag a regular cup (no lid), clearly identified with your child's name. No juice, milk or yogurt drinks please. Water will be supplied at snack time. This eliminates sticky messes and half-drunk boxes that require rinsing and disposal. Due to time constraints the removal and replacing of lids on cups is not practical.

Children's Services requires that one serving from two or more food groups be provided at snack time. Should your child not bring two food groups with them for snack time, the grains and cereals food group will be supplied by the school. Dry cereal or an assortment of crackers will be provided to the students in the classroom when required. By offering this, special conditions such as allergies and threat of cross-contamination with nut products are controlled, as well as assuring that the snacks meet the food group requirements.

NO NUT PRODUCTS ALLOWED. Please be aware of the possibility of cross-contamination with nut products when preparing your child's snack. Please read all food labels for possible nut ingredients and refrain from using bulk food items.

Children's Records

Les Tournesols staff must, in respect of each child, maintain on the program premises an up-to-date record containing the following information:

- (a) the child's name, date of birth and home address;
- (b) a completed enrolment form;
- (c) the parent's name, home address and telephone number;
- (d) the name, address and telephone number of a person who can be contacted in case of an emergency;
- (e) if medication is administered,
 - (i) the written consent of the parent, and
 - (ii) all related information required for the administration of medication;
- (f) the particulars of any health care provided to the child, including the written consent of the child's parent ;
- (g) any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any.

Les Tournesols staff must ensure that this record is available for inspection

- (a) by the director at all times, and
- (b) by the child's parent at reasonable times.

Administrative Records

Les Tournesols staff must maintain on the program premises up-to-date administrative records containing the following information:

- (a) particulars of the daily attendance of each child, including arrival and departure times;
- (b) particulars of the daily attendance of each primary staff member, including
 - (i) arrival and departure times, and
 - (ii) hours spent providing child care;
- (c) with respect to each primary staff member,
 - (i) evidence of the member's child care certification, and
 - (ii) a current first aid certificate, where applicable;
- (d) with respect to each staff member and each volunteer, verification that a current criminal record check required under that section has been provided to the licence holder.

Les Tournesols staff must ensure that all administrative records are

- (a) available for inspection by the director at all times,
- (b) available for inspection by the child's parent at reasonable times, and
- (c) retained for a minimum period of 2 years.

Portable Records

Les Tournesols staff must maintain a portable record of emergency information that includes the following:

- (a) in respect of each child, the information referred to in **Children's Records**;
- (b) the telephone numbers of the local emergency response service and poison control centre, and
- (c) in the case of an offsite activity, the permission form for each child participating in the off site event.

Emergency Procedures

Upon hearing the fire bell, staff, students and parent volunteers will **walk** and leave the building in a quick and orderly fashion. Teachers must take this clipboard with them.

1. Teachers will take attendance at a location at least 20 meters away from the building.
2. The teachers assess the situation along with emergency personnel to determine if people may re-enter the building.
3. In the event that the building is unsafe, the teachers, students and parent volunteers will walk to the Protestant School Board building across the field.
4. Should a parent or guardian wish to take a child off the premises, the teacher **must** be notified. A list of students and their whereabouts will be kept by the teachers.
5. Teachers will inform an executive board member of the situation.
6. Teachers will phone parents and inform them of the situation. Parents will pick up their children from the Protestant School Board building.

Supervision Policy and Practices

Each staff member and each volunteer who has unsupervised access to children will be required to provide a criminal record check including a vulnerable sector search within 8 weeks of starting their positions, which is dated not earlier than 6 months prior to the date of commencement with the program and every 3 years after that date.

Les Tournesols has two staff members and at all times one or both are on the floor supervising and interacting with the children. The teachers are hands on with the children and participate with them in every activity that they perform. The actively listen and observe behaviors and adjust the activity and learning opportunities accordingly. The children participate in activities discussing how they feel and what they are doing with the teachers. While the children and teachers are engaged in activity, the teachers are continuously evaluating the situation to ensure that each child feels safe and that they are experiencing an educational activity. This is done by verbally speaking to the children, physically interacting with the children, and visually observing the children. Teachers look for physical, verbal, and emotional cues from the children throughout the entire time at the school.

The staff follow a program plan which is age appropriate and challenges the

children. The staff plan daily activities and events to ensure that the children are continually challenged, engaged, and comfortable in the learning activity. The staff are visually observing, verbally questioning and evaluating the children's behavior to ensure optimal learning and safety standards are in place at all times.

The staff is responsible for the daily maintenance and organization of the class therefore are aware at all times of the physical environment.

Children are signed in and out at pick up and drop off and doors are locked during class time. A head count is done before and after locking the doors.

Les Tourneols may only take a child to an activity off the program premises only where:

- (a) The child's parent has been advised of the activity, including the transportation and supervision arrangements with respect to the activity, and
- (b) The child's parent has consented in writing to the child's participation in the activity.

Prior to participating in a field trip, all parents must fill out and submit the appropriate permission form. These forms describe the event, the method of transportation, the requirements for parental or volunteer involvement, any duties associated with the parent/volunteer involvement, cost (where applicable), snack requirement or provision, timelines, child's emergency contact information, child's medical history, any other pertinent information. The child will not be permitted to attend the field trip if the appropriate written authorization is not provided. During field trips, all staff (volunteer or other) are aware of the number of children and a count is done every 15 minutes. Each parent/volunteer/teacher is assigned a group of children that they will be responsible for. All responsibilities, including observation, head count, physical assistance, task detail, etc, will be provided to each parent/volunteer in advance of the activity commencement. Each field trip will specify the minimum number of adults that are required prior to going on the field trip. Should the minimum number of adults not be available, the field trip will be postponed or cancelled.

Parents are aware of our supervision policies as they are given a copy of the service plan, which clearly outlines all policies and procedures for the school.