



YMCA Childcare Parent Manual

Last Revised: August 2020

*Building healthy
communities*



TABLE OF CONTENTS

PHILOSOPHY AND PROGRAM	3
Our Philosophy	3
Our Values	3
Our Program	4
COMMUNICATION	5
Organization Structure	5
Parent Communication	6
RECORD KEEPING	7
Confidentiality Policy	7
Attendance Reports	7
OPERATING POLICIES	7
Hours of Operation	7
Childcare Locations and Information	8
Bussing	10
Waitlist Policy	10
Withdrawal and Termination of Services Policy	10
Arrivals and Departures	11
CHILDREN'S PROGRAM REQUIREMENTS	12
Outdoor Activity Policy	12
Nutrition/Snacks	13
Naps/Rest Time	13
Transportation Policy and Outings	13
Parent Volunteer Requirements	14
CHILD MANAGEMENT	14
HEALTH AND SAFETY	16
Smoking Restrictions	16
Infection Control: Communicable Illnesses	16
What if my Child Requires Medicine?	19
Child Protection	19
APPENDIX A	21
FINANCIAL REQUIREMENTS	21
SUBSIDY INFORMATION	22
APPENDIX B: PROCEDURES	23
APPENDIX C: CONTACT INFORMATION	25
PARENT SIGN OFF	26



WELCOME

Welcome to the YMCA of Regina Childcare Centre. We believe that the partnership between parents and our Early Childhood Educators is essential to the healthy growth of your children and your family. We understand that parents need to have peace of mind; knowing that their children are in a safe, nurturing environment that fosters healthy development.

PHILOSOPHY AND PROGRAM

Our Philosophy

We believe that children learn most effectively through play. Our goal is to provide the guidance and stimulation required for children to choose activities that interest them and allow them to experience the world around them. We encourage language development, problem solving, and decision-making with emphasis on verbalization of feelings, thoughts, and ideas.

We believe that children are capable and competent individuals. In order for children to learn, they must first feel safe, good about themselves and confident in their capabilities. We strive to provide a variety of experiences that will encourage children to have the confidence they need to successfully face new challenges.

Dedicated to quality service, our focus is on the family and the importance of providing a stimulating, nurturing, and secure environment - a special place where you are assured that your child/ren will learn in a happy and loving atmosphere.

Our Harbour Landing YMCA Childcare Centre is honored to be a part of the Joint Use School Project. As part of this venture, we are committed to fostering a partnership with Ecole Harbour Landing and St. Kateri Tekakwitha School, as well as engagement with the Harbour Landing Community and the families that we serve.

Our Values

At the YMCA of Regina, our values are based on honesty, caring, respect, responsibility, and inclusiveness. Not only do our childcare staff encompass these values on a daily basis, but they also teach and encourage the children in their care to use these values on a daily basis as well.

Our Program

“Play is the finest system of education known to mankind.” – Neville Scarfe

The Childcare Programs have adopted the national YMCA Playing to Learn curriculum. This curriculum is believed to ensure that children gain a capacity for lifelong learning. This is a curriculum that fosters the extension of all facets of development through developmentally appropriate activities that are based on the interest of the child. Your child will not receive monthly calendars with pre-selected activities. Instead, your child will participate in class planning by having their ideas heard, their interests followed and their talents pursued. Educators become play partners who extend, expand and scaffold play.

Playing to Learn is based on the foundations of:

- Language and Literacy
- The Arts
- Mathematics
- Science and Technology

As a values-based organization, we build upon the human values that you teach your child/ren. We encourage the development of the individual, understanding and appreciation of differences, creativity and exploration, appreciation for our natural environment, and caring for others.

As well as teaching social and educational skills, our programs include consideration for the physical development of your child/ren. Our programs are designed to help each child develop and enhance their gross motor skills through activities such as running, swimming, or outdoor play, giving each child a sense of pride and accomplishment in their own abilities.

To expand on this training, all Early Childhood Educators at the YMCA of Regina are encouraged to participate in Play and Exploration training, which is done in partnership through the Ministry of Education. This training focuses on children learning through play and by exploring the environment around them. This training is very similar to the YMCA’s own Playing to Learn curriculum, but serves as another avenue for our Early Childhood Educators to explore while doing their program planning.

COMMUNICATION

Organization Structure

- a. *Board of Directors* – The Board of Directors governs the operations of the YMCA of Regina. Members of the Board of Directors are elected by members of the YMCA at the YMCA’s Annual General Meeting.
- b. *Chief Executive Officer (CEO)* – The CEO is hired by the Board of Directors, in consultation with YMCA Canada, and is responsible for the general operation of all facilities and programs owned and operated by the YMCA.
- c. *General Manager of Childcare Services* – This General Manager oversees all business activities related to Childcare, the Before and After School Program, Schools out day camps, and Food Services.
- d. *Directors of Childcare Operations* – The Directors report directly to the General Manager of Childcare Services and are responsible for the day-to-day operations of all licensed childcare services by carrying out and maintaining the requirements indicated in the Childcare Regulations. The Directors are also responsible for the general supervision and management of children and staff, and work directly with centre staff members to ensure that the needs of both the parent and child are being met.
- e. *Director of Childcare Administrations* – This Director reports directly to the General Manager of Childcare Services and is responsible for the monthly registrations, accounts receivable, and Ministry of Education grant applications. They also work closely with the Centre Directors to ensure administrative duties are handled in a responsible, efficient and organized manner.
- f. *Business Administrator, Harbour Landing* – The Business Administrator reports directly to the General Manager of Childcare Services. The Business Administrator also works very closely with the Director at the Harbour Landing Childcare Centre to ensure the day-to-day needs of the Centre are being meet. The Business Administrator also ensures that all administrative duties of the Centre are handled in a responsible, efficient and organized manner.
- g. *Early Childhood Educator, Staff in Charge* – In the absence of the Director, the Centre has a posted staff in charge to help manage staff and ratios. This person would contact the Director in case of any problems or emergencies.

- h. *Early Childhood Educators* – The Early Childhood Educators ensure that the highest quality childcare and programming is provided to the children. In the absence of the Centre Director a staff in charge will be appointed. Please see your Centre Director regarding the assigned staff.
- i. *Practicum Students* – Early Childhood Education students work closely with the childcare staff during practicum placements throughout the year. In addition, we host high school work placement students who are trained by staff as they complete their work experience requirements.
- j. *Childcare Consultant* – The Consultant is a representative from the Government of Saskatchewan, Early Years Branch, and is responsible for licensing and monitoring the Centre, ensuring that all Childcare Regulations (2001) and government standards are met.
- k. *Parent Advisory Committee (PAC)* – The PAC is a group of parents whose child/ren are enrolled in a YMCA licensed childcare centre. The PAC provides feedback to their Director of Childcare Operations.

Parent Communication

We see the role of the Childcare Centre and Early Childhood Educators as being a support system to the family. It is, therefore, important that there is open communication between parents, Early Childhood Educators, and the Director of Childcare Operations. We encourage you to become involved in your Childcare Centre through visits, participation in the Parent Advisory Committee, sharing your expertise and talents, or through volunteering your time for swimming and other outings.

We will regularly communicate with families through monthly newsletters, parent memos, and occasionally email, ensuring that all families stay up to date on what is going on throughout their Childcare Centre.

All YMCA of Regina Childcare Centres are licensed by the Saskatchewan Ministry of Education. If you have any concerns or questions regarding licensing matters, please contact the designated childcare consultant via the information provided below.

Ministry of Education
Early Years Branch
2220 College Avenue
Regina, SK
S4P 0V5
Phone: (306) 787-4980

RECORD KEEPING

Confidentiality Policy

Access to a child's information is given only to the legal guardians of the child and the staff of the Childcare Centre. In the case of an emergency or injury to a child, information may be released to the proper authorities and to the medical staff attending to the child. In the case of suspected abuse, the appropriate child protection agency will be contacted. Otherwise, no information, verbal or written, regarding a child or his/her family shall be released to anybody other than the guardians of that child, without the permission of the guardian.

Attendance Reports

- a. Daily – Every child is signed in at drop-off and signed out when picked up, by the ECE's in the Childcare Centre. This is an important procedure, as the sign-in/out sheets are what will be used to account for all of the children in the event of an emergency evacuation.
- b. Monthly – These reports will be put out at the end of every month for parents to sign and verify their child/ren's hours for that month. For families that are on subsidy, these are the hours that will be sent to the Ministry of Social Services. For everyone else, these hours are used for reporting to our consultant and for our annual financial audits.

OPERATING POLICIES

Hours of Operation

Our hours of operation are from Monday to Friday, 7:00 am to 6:00 p.m. All YMCA Childcare Centres will be closed on all Saskatchewan Stat holidays. If a Stat holiday falls on a weekend, the preceding or following day will be a holiday and we will be closed. Families will be reminded a week in advance as to the Stat holiday.

Childcare Locations and Information

There are currently six YMCA Childcare Centres that serve a variety of age groups.

YMCA Northwest Childcare Centre

5939 Rochdale Blvd (North Entrance) Regina, SK S4X 2P9

306-757-9622 Ext. 323

Reg-northwest@regina.ymca.ca

- YMCA Northwest Childcare Centre serves children between the ages of 6 weeks to 6 years, and is licensed for 90 spaces.

YMCA Rochdale Childcare Centre

5939 Rochdale Blvd (East Entrance) Regina, SK S4X 2P9

306-757-9622 Ext. 379

Reg-rochdale@regina.ymca.ca

- YMCA Rochdale Childcare Centre serves children between the ages of 18 months to 12 years, and is licensed for 90 spaces.

YMCA Downtown Childcare Centre

2400 13th Ave. Regina, SK S4P 0V9

306-757-9622 Ext. 249

Reg-downtown@regina.ymca.ca

- YMCA Downtown Childcare Centre serves children between the ages of 6 weeks to 6 years, and is licensed for 90 spaces.

YMCA South Childcare – McVeety Location

38 Turgeon Crescent Regina, SK S4S 3Z7

306-584-8123

Reg-south@regina.ymca.ca

- YMCA South Childcare Centre at the McVeety location serves children between the ages of 18 months to 6 years, and is licensed for 45 spaces.

YMCA South Childcare – Massey Location

131 Massey Rd. Regina, SK S4S 4R9

306-584-8820

Reg-south@regina.ymca.ca

- YMCA South Childcare Centre at the Massey location serves children between the ages of 30 months to 6 years, and is licensed for 20 spaces.

**YMCA Harbour Landing – École Harbour Landing and École Kateri Tekakwitha School
Location**

4417 James Hill Rd. Regina, SK S4W 0K5

306-585-3160

Reg-harbourlanding@regina.ymca.ca

- YMCA Harbour Landing location serves children between the ages of 6 weeks to 6 years, and is licensed for 90 spaces.

Kindergarten children are enrolled in the Centre as full-time participants as they spend most of the month, including all school holidays, at the Centre. Please note that the Centre will not provide snacks for children to take to kindergarten.

Every Centre has an agreement with the two School Boards to have transportation provided as stated below: (*denotes French Immersion)

DOWNTOWN CHILDCARE

Catholic School Division:

Holy Rosary

St. Pius*

Public School Division:

Davin

Connaught*

NORTH WEST & ROCHDALE CHILDCARE

Catholic School Division:

St. Jerome

St. Angela Merici*(French Only)

Public School Division:

Centennial*

Rochdale school age program will only transport to:

St. Jerome, St. Angela Merici*(French Only), & Centennial*

SOUTH CHILDCARE CENTRE

Catholic School Division:

St Matthew (McVeety location only)

St Pius*

Public School Division:

McVeety

Grant Road (Massey location only)

Massey*

HARBOUR LANDING CHILDCARE CENTRE

Catholic School Division:

École St Kateri Tekakwitha

Public School Division:

École Harbour Landing

Bussing

All transportation needs to be arranged by the parent. The Centre then needs to know all transportation details. If a kindergarten child is sick or away, parents need to contact the driver so they know not to come to the Centre. If for some reason a child misses the bus, parents will be contacted to come and pick the child up and drive them to school.

Waitlist Policy

- a. A child is put on the waitlist when contact is made with the Centre.
- b. Children are categorized on the waitlist based on date of initial contact and the type of care required (Infant, Toddler, Pre-School, or School-Aged).
- c. Parents are responsible to contact the Centre to confirm their spot every 6 months. This can be done in person, by phone, or by email. If this is not done, your name is removed from the waitlist.
- d. Priority spots are given to YMCA staff first and then siblings of current YMCA Childcare families. Sibling spots are maintained according to date of initial contact and the type of care required (Infant, Toddler, Pre-School, or School-Aged).
- e. When a spot becomes available, parents are called in order of the placement on the waitlist. If a parent denies the spot, then the next parent is called until a parent accepts the spot.
- f. Parents/Guardians are not guaranteed a childcare space. A spot is only guaranteed once the enrollment process has been completed and a contract as been signed.

Withdrawal and Termination of Services Policy

One month written notice is required if a child is to be withdrawn from the Centre. Notice is due by the first of the month, as indicated in the Service Contract. *****Note: Parents may be responsible for the next month's fees if proper notice is not given and the spot cannot be filled.*****

The following circumstances may/will warrant termination of services to the parent:

- Non-payment of fees.
- Non-compliance with the policies and procedures of the Centre.
- Parent's use of abusive language or any inappropriate behaviour toward others. Should this continue parents might be asked to have another individual drop off their child.
- When all guidelines have not been followed as stated in our Behavior Management Policies, and continually destructive and violent behaviour by a child is harmful to other children.
- Consistently being late to pick up your child/ren.

- In the best interest of each child, the Childcare Centre reserves the right to request that the parent make alternative childcare arrangements if it becomes apparent that a child is not adjusting to the daycare environment. No request will be made without consultation between the parents, staff and management. No child will be asked to leave the Centre based on behavior without a meeting. The purpose of the meeting will be for staff and parents to work out a behaviour management strategy to ensure the children are safe at the Centre. However, a refund may be given within the first five business days if withdrawal is by mutual agreement between the parent and the Centre.
- Assault or threat of assault by any parent/guardian to others will warrant immediate expulsion from the Centre.

Arrivals and Departures

Our policy is that all children are at the Centre by 10:30 am or after 2:30 pm, unless previous arrangements have been made. This will allow us to ensure that appropriate staffing is available.

Alternate Pick Up

Your child/ren will not be released to any person other than those persons named by the registering parent unless we are given verbal or written permission. Sign in and proof of identification will be required from anyone, other than the parents, at the time of pick up. We will not release your child/ren to anyone under the age of 12 years old.

Custody/Guardians

In instances where the court has been involved in guardianship of the child, the Centre requires a copy of any legal documentation indicating parental guardianship and (if applicable) a copy of the court order limiting or restricting access to a child. All changes to what is on file must be signed off by both parents and a lawyer if required.

Intoxicated Person

Your child/ren will not be released to any person who, in the opinion of the provider on duty, is intoxicated or indicates a potential threat to the child. Should this occur, the Childcare Provider will immediately contact the parent/guardian or alternate emergency person listed in the child's file and request that they immediately pick up the child.

Late Pick Up

If your child/ren has not been picked up fifteen minutes past 6:00 pm and we have not been notified, the following steps will be taken. We will call your home, cell and place of

work. If unsuccessful we will notify the person on the emergency list. If we are unable to reach someone, Mobile Crisis will be contacted to pick up your child thirty minutes after closing time.

If circumstances occur that a child is picked up after the Centre's closing time a late fee of \$10 per family will be charged for the first fifteen minutes. Thereafter, an additional \$1 per minute, per family will be charged until your arrival. The late fee is applied to account balances and is payable within one week. You will be asked to initial the late pick-up form, which will confirm the details regarding late pick-up. i.e. time picked up and the charges applied.

CHILDREN'S PROGRAM REQUIREMENTS

Please bring the following labelled articles when your child is first enrolled:

- a. *Change of Clothing* – Children will require at least one set of extra clothing. They can have accidents and get messy with activities.
- b. *Indoor Footwear* – Please provide indoor footwear for your children to wear.
- c. *Weather Appropriate Clothing* – Please provide appropriate clothing to go outside as it is part of our daily schedule to go outside each day.
- d. *Blanket (for those who nap)*
- e. *Water Bottle*
- f. *Bug Spray, Sunscreen and a Hat (April -September)*
- g. *Diapers and Diaper Cream (if required)*

Please refrain from bringing the following items:

- a. *Toys from Home* – The Centre is not responsible for lost or damaged toys.
- b. *Snacks with Nut Products* – All Centres are a nut-free facility. It is of utmost importance that no products enter the Centre that may contain nuts.

Outdoor Activity Policy

Outdoor play is an important part of the Centre routine and program. However, children will not be taken outside when the temperature is below -25°C (with or without the wind chill). Concurrently, children will not be taken outside at temperatures of 30°C or above, or at a UV reading of very high (greater than 8).

Nutrition/Snacks

All Centres provide a morning and afternoon snack, as well as a nutritious lunch. At meal time, we encourage children to serve and feed themselves. All snacks/meals are prepared by following the Canada Food Guide. Each Centre has an eight week rotating menu, which is posted online and available at each Centre for viewing. Please be certain to inform your Centre Director and Early Childhood Educators of any allergies – a plan will be developed which may involve parents bringing a portion or all of the child's special diet. Each classroom has an allergy list which staff can refer to at any time.

Please note that 2% or Homogenised milk is provided for children 12 months or older, but formula is not.

Naps/Rest Time

All children will have an opportunity to nap/rest after lunch. Children who are non-nappers will have the opportunity to participate in quiet activities based on the needs of the Centre. Nap time ratios are met in accordance with *Childcare Regulations* and staff shifts and breaks coincide with nap time.

Infants follow their own sleep pattern and schedule. Their rest time is recorded by the staff and written in the child's daily report for their parents to see.

Transportation Policy and Outings

Throughout your child's stay with us, your child will go on a variety of outings. These outings may include things such as neighbourhood walks, going to the Farmer's Market, walks to the spray park, swimming, etc. The most common type of transportation used includes walking or using the Regina Public Transit System. Parents will be given at least one week's notice as to when the outing will occur; these notices are always posted at the Centre for parents to review. This notice will also include the time and location of the outing, as well as information on the type of transportation used, what your child should bring with them, and the names of the children and Early Childhood Educators that will be going on the outing.

During registration parents are encouraged to sign a release form allowing their child/ren to participate in these outings. No child is permitted to attend outings without their parent's authorization. However, a specific form will be required if we are planning a large, complicated and special outing.

***Please note that there will be no notice given for short neighbourhood walks around*

*the Centre, and that an outing may be cancelled on short notice if ratios for the trip cannot be met***

Parent Volunteer Requirements

In order to meet Ministry of Education outing and swimming ratios we often ask for volunteers to assist our staff. With the YMCA of Regina Child Protection Policies there are several requirements and training to complete. This is to ensure that everyone who is working directly with the children has an in depth understanding of Child Protection Policies and Procedures. In order to volunteer on an outing or to go swimming, all volunteers must complete the following training and requirements:

- Submit a Criminal Record check every 3 years
- YMCA of Regina Application Form
- Submit 3 references
- Complete YMCA Child Protection Orientation Training
- Read YMCA Child Protection Manual and complete quiz
- Sign YMCA Child Protection Acknowledgment Form
- Complete Annual Refresher Training

CHILD MANAGEMENT

Generally, Early Childhood Educators keep limits few, and expectations realistic and clearly communicated. The safety of the children often determines whether a staff should intervene or not. We will also protect a child from him/herself and from others when necessary. We tailor behavior management to be meaningful to a child in his/her own terms, being mindful of temperament, developmental stage and ability. Children are always treated respectfully.

Not only is active supervision an effective way to ensure a child's safety and to prevent the occurrence of injuries in a childcare setting, but it is also part of the YMCA's Child Protection Policies and Procedures. Through Playing to Learn and Play and Exploration training, our Educators also learn how to create quality programming that ensures all children are supervised while also allowing opportunities for the Educators to engage with individual or small groups of children. This means that the environment is carefully planned and thoughtfully designed to ensure that all children can always be supervised, and that the environment allows for easy supervision of small groups of children engaged in play and activities.

Active supervision also means that staff recognize when a child may not follow direction, wander or take a risk that is dangerous, and provide more intensive supervision accordingly. Staff will always keep a daily list on them of children who they are directly responsible for supervising (e.g. lanyards worn by staff with children's names).

Since preventative action is always preferable, we use several techniques to encourage appropriate behaviour including:

- Positive reinforcement with verbal approval for desirable behaviour, as well as phrasing limits in positive terms.
- Conflict avoidance by clearly communicating expectations, rephrasing a limit firmly and expressively when necessary, or intervening in potential conflict between children.
- Distraction with activity, physical presence or touch.
- Defining procedures in advance. E.g.: Providing time for transition from one activity to another, or setting time limits for turns with a new toy, etc.
- Providing choices for alternate activities or behaviours, as well as outlining consequences for unacceptable behaviour.
- Ensure that there are adequate amounts of supplies and materials available.
- Changing the environment regularly provides a new and exciting space and will decrease behaviour issues.

In response to inappropriate behaviour (social, aggressive, destructive) any of the following methods may be employed:

- Ignoring negative behaviour if motive is attention seeking.
- Brief expression of disapproval, verbal or non-verbal.
- Brief reminder of a limit.

We find it effective to communicate expectations in terms of "need" rather than "I want." Limits remain objective, so standards and opportunities for power struggles are minimized:

- Physical restraint to prevent hurting self or others until calm.
- "Conference" time-out for two or more children to resolve conflict independently.
- Separation to another play area with child selected toys, and to reflect on the situation.

Any type of time away is followed by discussion between the child and an adult to help the child identify his/her needs, and to review what happened and the consequences, as

well as suggest acceptable alternatives for next time. We encourage children to accept responsibility for their own behaviour and emphasize that the child's choices determine the results.

Our Early Childhood Educators work as a team to provide consistency in working with the children and their parents. We recognize and respect the individuality and uniqueness of each child and family. Children are always being encouraged to "USE WORDS" rather than strike out at others when they feel anger and frustration.

HEALTH AND SAFETY

Smoking Restrictions

Smoking is prohibited on all YMCA of Regina properties. We ask all parents/staff to refrain from smoking near the outdoor play yards.

Infection Control: Communicable Illnesses

YMCA of Regina COVID-19 Illness Policy

- Parents/caregivers must assess their family daily for symptoms of the common cold, influenza, COVID-19, or any other infectious disease (including fever, cough, headache, difficulty breathing, sore throat, congestion and consistent runny nose) before sending their child/ren to Childcare.
- Children who are ill are not permitted to attend the Childcare Centre.
- If any of these symptoms are present, parents/caregivers are encouraged to use the online Saskatchewan COVID-19 Self Assessment Tool or contact 811, prior to attending the Childcare Facility, and to follow 811s instructions.

<https://www.saskatchewan.ca/government/health-care-administration-and-providerresources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019novel-coronavirus/covid-19-self-assessment>

- If a child develops any COVID-19 symptoms while at Childcare, the child will be isolated from the other children, and the parent/caregiver will be contacted to pick up the child immediately.

Current Covid-19 Symptoms (as of September 2020):

Testing for COVID-19 is recommended by the Government of Saskatchewan if you have unexplained new or worsening (even mild symptoms) that may include one or more of the following:

- Fever (above 37.5 under the arm)
- Cough (respiratory symptom)
- Headache
- Muscle and joint pain
- Sore throat
- Chills
- Runny nose (respiratory symptom)
- Nasal congestion (respiratory symptom)
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite (difficult feeding children)
- Loss of sense of smell and/or taste
- Shortness of breath (respiratory symptom)
- Difficulty breathing (respiratory symptom)

The YMCA of Regina strives to provide a healthy environment to foster learning and growth. As a result, the YMCA has a strict illness prevention policy. Please review the information below and if you have any questions please contact your Centre Director.

A child should not attend the Centre if he/she has or is developing any of the following:	A child may return to the Centre when he/she:
A fever of 99.5°F (37.5°C) or higher when taken under the arm or with a temperature gun.	Temperature has been below 99.5°F (37.5°C) without medication for 48 hours and is not combined with respiratory symptoms or cleared by Public Health to return to the centre if respiratory symptoms were present.

Diarrhea that cannot be contained in a diaper or in which an older child is soiling their underwear. Frequent diarrhea symptom (2 in one hour or 3 in a day)	48 hours after diarrhea has resolved without medication.
Child has been on antibiotics less than 24 hours (except for ear or urinary tract infections).	Child has been on antibiotics for over 24 hours.
Nausea and Vomiting.	48 hours have passed since last vomiting without medication.
Unusually tired, eating poorly, persistently crying, or irritable.	Childcare can return once symptoms have completely subsided for 24 hours or are cleared by Public Health/811 or a doctors note saying the child can return to the Centre
Severe cold symptoms (persistent runny nose, congestion, sore throat, cough, etc.)	Children can return 48 hours after symptoms are completely cleared or once cleared by Public Health/811 or doctors note saying child may return to the Centre. It is strongly recommended that all children seek a COVID-19 test if experiencing any respiratory or cold like symptoms.
Any contagious disease (ex: measles, chicken pox, etc).	A doctor's note saying child may return to the Centre.
Skin infection, undiagnosed rash, sores, including severe diaper rash.	A doctor's note saying child may return to the Centre and is not contagious anymore.
Infected eyes, yellow skin or eyes (jaundice).	A doctor's note saying child may return.
Impetigo, scabies, etc.	A doctor's note saying child may return.
Hand, foot & mouth.	Excluded from the centre until blisters have scabbed/crusted over.
Head lice.	Nit free and treated at home. Staff members will check the child before given the okay to attend.

Eye infections (ex: pink eye).	<p>On prescribed antibiotics or over the counter drops for 24 hours and not combined with any respiratory symptoms.</p> <p>IF respiratory symptoms are present, the child must be cleared by Public Health/811 before returning to the centre.</p>
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If children are not well enough to fully participate in the program, they are not well enough to attend Childcare.

***Please note that in the chance of a health pandemic, Public Health will provide direction to the Centre and may change the health policy, which will supersede our own health policies.*

What if my Child Requires Medicine?

- If your child requires medication that is to be administered during their day at the Childcare Centre, staff will administer the medication provided it is in a prescription form.
- All medication must be locked up by a YMCA Childcare staff. It cannot be left in a locker, backpack or cubby.
- All medication must be clearly labeled with your child’s full name, arrive in its original package which should be placed in a Ziplock bag, to prevent cross contamination. Please ensure a measuring device is labeled and accompanied with your medication, if applicable.
- Please ensure when given a medication form you fill out the exact dose and times for administration (for example, 5 ml at 11:30 am).

For additional information please review the Infection Control Manual for Childcare Facilities on the Ministry of Health website:

<http://www.publications.gov.sk.ca/details.cfm?p=83491>

Child Protection

Any suspicion of child abuse is immediately reported to Social Services. In Saskatchewan, it is everyone’s legal obligation to protect children. This responsibility involves identifying and reporting a child who is/or might need protection. It is always better to report and be wrong than not report and be right.

The YMCA of Regina is committed to safeguarding the welfare of children, young people, and vulnerable adults who engage in YMCA programs and activities. The YMCA Child Protection Standard Requirements apply to YMCA Regina as follows:

1. Child Protection Policies and Procedures – YMCA of Regina staff and volunteers comply with the YMCA National Child Protection Standards. Specifically, staff and volunteers understand and comply with the legal responsibilities and moral imperative to report suspected child abuse to the Child Protection Services Branch.
2. Screening, Training and Development Practices – The YMCA of Regina has a comprehensive and transparent screening process which includes assessment of the vacant position, recruitment, application, interview, references, and a criminal record check, as well as extensive Child Protection training before starting employment. This process applies for both Staff and Volunteers.
5. Management Accountabilities – **Randi Bodas**, General Manager of Childcare Services, is the designated lead with accountability for Child Protection.
6. Physical Security – The YMCA of Regina has a facility access plan for every YMCA program space, including but not limited to, requiring identification and sign in/out documentation as laid out by YMCA National Standards.

APPENDIX A

FINANCIAL REQUIREMENTS

1. Fee Schedule

Once you have accepted a space at your chosen Centre, we will require a \$125 non-refundable administration fee at the time of your child/ren's enrollment.

**Full Time for Northwest, Rochdale, Downtown, Massey, McVeety, and Harbour
Landing are as follows:**

Infant (6 weeks - 18 months)	\$900/month
Toddler (18 months - 30 months)	\$715/month
Pre-School (30 months - 6 years)	\$655/month
School Age (6 - 12 years) - Rochdale only	\$465(Sept - June), \$625 (July & Aug)

In the event of an unplanned school day off, example: teacher strike, transportation shut down, school aged children (grade 1 and up) will be charged an additional \$5 per day to a maximum of \$625 for the month.

Payments are due by the first of the month. Payments not received by the fifth of the month will incur a \$10 late fee charge; this fee will be automatically added to your monthly balance. Late fees will be charged per child, not per family.

Non-payment of fees will result in termination of your child/ren's spot. Any unpaid fees after sixty days will be sent to collections.

Your Childcare expenses may be tax deductible. Receipts will be mailed out by February 28 every year. Please ensure we have your current mailing address.

Families are encouraged to set up a preauthorized payment plan (PAD), which debits your account monthly. Options for payments include MasterCard, Visa, AMEX, or a void cheque, with withdrawal dates for the 1st of every month. A \$20 NSF fee will be charged for all rejected scheduled PAD payments. You are now able to make payments online, please email christina.cresencio@regina.ymca.ca for instructions and details.

SUBSIDY INFORMATION

The Childcare Subsidy program is a service provided by the Government of Saskatchewan. Subsidy is provided directly to the Childcare Centre to reduce the monthly fee charged to the eligible family. Subsidies vary on a sliding scale with income - the lower the income, the higher the subsidies. Families will be given an application if needed during the enrollment process.

It is the family's responsibility to complete the form and submit the application. Eligible families are responsible to submit pay stubs, complete reapplications, and update the subsidy office of any changes.

If eligible to receive subsidy your child must attend the Childcare Centre for a minimum of 36 hours per month. School age is 20 hours per month.

Subsidized families are required to make their parent portion payment by the 5th of the month. If subsidy is not approved or is put on hold, parents are responsible for full childcare fees.

Non-payment of fees will result in termination of your child/ren's spot. Any unpaid fees after sixty days will be sent to collections

For more information, please contact the Ministry of Social Services, Childcare Financial Assistance Office.

Phone: 306-787-4114

Toll free: 1-800-667-7155

Fax: 306-787-415

If you have any questions regarding your childcare fees, please contact:

Christina Cresencio

Director of Childcare Administration

christina.cresencio@regina.ymca.ca

306-757-9622 Ext 265

APPENDIX B: PROCEDURES

Accident Procedure

The Childcare Educator makes every effort to reduce the possibility of accidents and injuries. Early Childhood Educators are trained in Emergency First Aid and CPR C.

All minor injuries will be recorded on a Minor Injury Report Form. We will contact parents for all head injuries their child may have sustained. A small bump or cut on the head will warrant a call so you are made aware of the situation. However, this call is merely informational but also allows for you to decide, based on the injury, to pick your child up and seek medical attention if you feel extra medical attention is warranted.

If an injury requires medical care, we will contact parents immediately to pick up their child to take them to seek medical attention. If we feel the injury is too severe, we will contact you and an ambulance will be called immediately. Should anything unusual occur in the Centre or your child sustains a major injury, the incident will need to be reported to the Ministry of Education in an Injuries/Unusual Occurrence Report. An Unusual Occurrence Report will be filled out and need to be signed by the parents and sent into the Ministry of Education within 7 days of the injury or incident occurring.

Power Outages

In the event of a power outage that lasts for more than one hour, parents will be called to pick up their child/ren immediately. Once the power has been restored parents may bring their child/ren back to the Centre. Parents need to keep an eye on SaskPower's website for this information, but the Centre Director will also send an email to all of the parents as well to let them know they may bring their child/ren back for the rest of the day.

Evacuation Plan

Fire drills are held regularly to familiarize the children with the evacuation procedure. In the event of a fire drill, the ECE will lead the children out of the building. We do not stop for footwear or coats. Emergency procedures are posted in a visible location within the Centre. In the event of an actual fire, children will be sheltered at:

South: Wascana Rehab Centre

Downtown: CUETS (Albert Street)

North West: McDonald's (Rochdale Boulevard)

Rochdale: McDonald's (Rochdale Boulevard)

Harbour Landing: McDonald's (Gordon Road and Harbour Landing Drive)

In the event of an emergency where the children must be evacuated, the goal is to get the children out as quickly and safely as possible. Once all the children are out safely, the Director or senior staff member will do a final sweep of the building. Once everyone is at the meeting point the Director will take attendance. Parents will be contacted to pick their child/ren up immediately, at the alternate location for their Centre listed above.

Lock Down Procedures

In the event of an emergency or severe weather that requires a lock down. All children will move to the interior rooms that have limited windows. The Director or senior staff member will do a final check and take attendance. Parents will be contacted and informed of the situation when it is safe to do so.

APPENDIX C: CONTACT INFORMATION

General Manager, Childcare Services and Child Protection Lead

Randi Bodas

Randi.bodas@regina.ymca.ca

306-757-9622 ext. 332

Director, Childcare Administration

Christina Cresencio

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306-757-9622 ext. 264

Director, YMCA Downtown Childcare

Kelly Kuntz

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Director, YMCA Northwest Childcare

Toni Nisbet

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306-757-9622 ext. 323

Director, YMCA Rochdale Childcare

Jazmin Rostie

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306-757-9622 ext. 379

Director, YMCA Harbour Landing Childcare

Alanna Moynham

alanna.moynham@regina.ymca.ca

306-585-3160

Business Administrator, YMCA Harbour Landing Childcare

Dany Mullen

Dany.mullen@regina.ymca.ca

306-585-3160

Director, YMCA South Childcare (McVeety & Massey Location)

Kaelyn Klassen

Kaelyn.klassen@regina.ymca.ca

306-584-8123

PARENT SIGN OFF

YMCA of Regina Childcare Centre Parent Manual Sign off Form

As a family enrolled at one of the YMCA of Regina Childcare Centre's:

- I have read the YMCA Parent Manual
- I understand the YMCA policies in place; and
- I understand the responsibility and the actions required by me.

Name: _____
(Please print)

Child/ren's Names: _____

Centre: _____

Signature: _____

Date: _____
(Day/Month/Year)