



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 positivity, belonging, empowerment, well-being and Inclusivity. 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. *Pedagogical Leader*- Onsite leader, who focuses on the quality programing of the childcare centres and provides overall Play to Learn curriculum centred leadership and support to the centre Directors and staff.
- e. *Directors of Childcare Operations* – The Directors report directly to the Pedagogical Leader & 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.
- f. *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.
- g. *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.
- h. *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.

- i. *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.
- j. *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.
- k. *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.
- l. *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 our Weemarkable App, 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 or parents. 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

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.

Regina Childcare Locations and Information

There are currently six YMCA Childcare Centres in Regina that serve a variety of age groups. Our hours of operation are from Monday to Friday, 7:00 am to 6:00 pm.

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 Albert Street West Childcare Centre (Formerly Downtown Childcare)

3801 Unit B Albert Street, SK S4S 3R4

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 Albert Street South Childcare

3801 Unit B Albert Street, SK, S4S 3R4

306-757-9622 Ext. 781

Reg-albertsouth@regina.ymca.ca

- YMCA Albert Street Childcare Centre will serve children between the ages of 18 months to 6 years, and is licensed for 80 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 our 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 our Massey location serves children between the ages of 30 months to 6 years, and is licensed for 20 spaces.

YMCA Harbour Landing Childcare – École Harbour Landing & St. Kateri School Location

4417 James Hill Rd. Regina, SK S4W 0K5

306-585-3160

Reg-harbourlanding@regina.ymca.ca

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

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 (bear hug) 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 contact 811, prior to attending the Childcare Facility, and to follow 811s instructions.

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:

Regina South: Wascana Rehab Centre

Regina Albert West & South: Fairfield Hotel (Albert Street & Parliament)

Regina Northwest: McDonald's (Rochdale Boulevard)

Regina Rochdale: McDonald's (Rochdale Boulevard)

Regina Harbour Landing: Harbour Landing Village

Moose Jaw Discover N' Learn: Regal Villa
Moose Jaw Explore N' Learn: Palliser Library across the road
Moose Jaw Play N' Learn: Pioneer Lodge
Moose Jaw Create N' learn: Ball diamond to the North
Moose Jaw Grow N' Learn: School Parking Lot

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

Toni Nisbet

toni.nisbet@regina.ymca.ca

306-757-9622 ext. 332

Pedagogical Leader

Sarah Balog

Sarah.balog@regina.ymca.ca

306-757-9622 ext. 261

Director, Childcare Administration

Drew Klassen

drew.klassen@regina.ymca.ca

306-757-9622 ext. 265

Regina Centres

Director, YMCA Albert Street West Childcare (formerly downtown)

Dani Schienbein

dani.schienbein@regina.ymca.ca

306-757-9622 ext. 249

Director, YMCA Northwest Childcare

Quinn Kohlruss

Quinn.Kohlruss@regina.ymca.ca

306-757-9622 ext. 323

Director, YMCA Rochdale Childcare

Krystal Hamann

Krystal.hamann@regina.ymca.ca

306-757-9622 ext. 379

Director, YMCA Harbour Landing Childcare

Kelly Kuntz

kelly.kuntz@regina.ymca.ca

306-585-3160

Business Administrator, YMCA Harbour Landing Childcare

Chanpreet Singh

chanpreet.singh@regina.ymca.ca

306-585-3160

Director, YMCA South Childcare (McVeety & Massey
Locations) Carlie Kuz
Carlie.kuz@regina.ymca.ca
306-584-8123

Director, Albert Street South Childcare
Kaelyn Klassen
Kaelyn.klassen@regina.ymca.ca
306-757-9622 Ext. 781

Moose Jaw Centres

Director, YMCA Discover N' Learn
Vanessa Schaefer
Vanessa.schaefer@mjymca.ca
306-693-0567

Director, YMCA Explore N' Learn
Elissa Lenuis
Elissa.lenuis@mjymca.ca
306-693-0456

Director, YMCA Play N' Learn
Amy Redstone
Amy.redstone@mjymca.ca
306-693-0511

Director, YMCA Create N' Learn

broken@mjymca.ca
306-691-0535

Director, YMCA Grow N' Learn
Caitlyn Phillips
caitlyn.phillips@mjymca.ca
306-630-6242

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)