

Shine On 



Child Care Parent Handbook

YMCA Child Care Parent Handbook (Revised September 2025)

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Welcome to YMCA Child Care

Welcome to the YMCA Regina & Moose Jaw Child Care 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. Our Child Care Programs at the YMCA of Regina & Moose Jaw create a secure, nurturing, and inclusive environment, where children flourish and families thrive, contributing to the overall well-being of our community.

As a charitable organization, the YMCA of Regina & Moose Jaw operates 11 Child Care Centre's. This parent handbook serves as a comprehensive guide, detailing essential program and policy information about our YMCA Child Care Programs. Should you need more information, please contact your dedicated Child Care Centre Director.

We eagerly anticipate fostering strong relationships with your family and delivering exceptional care to your children within our programs. Thank you for joining our YMCA family!

"Not every child is born into wealth or high status, but every child is special in the eyes of their parents and those who love them"

Martin and Huggins, YMCA Playing to learn 2015 pg.4

YMCA Program Philosophy

The YMCA Child Care programs strive to deliver stimulating learning experiences in a safe environment that enhances children's social, intellectual, physical, and emotional development. At the YMCA we understand that children learn through play – it is the cornerstone of our curriculum.

YMCA Child Care promotes and incorporates the YMCA Core Values throughout our curriculum and daily interactions with our children and families. Values are the principles of thought and conduct that help distinguish right from wrong and provide a foundation for decision making. Living with and acting on good values contributes to the development of self-esteem and overall personal happiness.

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.

YMCA Mission

The YMCA of Regina & Moose Jaw is a charity that Inspires potential in everyone, helping people thrive, lead and give back to their community.

YMCA Vision

A community connected and empowered to lead healthy and fulfilling lives.

YMCA Core Values

Well-being • Integrity • Inclusiveness • Respect • Kindness

YMCA Child Care is open to all, regardless of race, gender, creed, or economic circumstance.

YMCA Child Care promotes and teaches these values through our curriculum and daily interactions with our children and families. We encourage our families to support these values.



YMCA Curriculum

YMCA Playing to Learn – Early years (0-5)

The YMCA Playing to Learn national curriculum implements an approach that incorporates how play provides the foundation for learning to read and write, for learning mathematics, science, technology, and a foundation for the arts. As a research-based curriculum, we believe that YMCA Playing to Learn provides the best approach to ensure a child's continued enthusiasm and capacity for life-long learning.

Our infant, toddler and preschool Educators are trained in the curriculum which views the child as active, curious, capable, and rich in potential. YMCA Playing to Learn also sets the stage for your child to successfully transition to school and the Early Learning Kindergarten curriculum.

YMCA Place to Connect – Before & After School (6-12)

All YMCA Child Care School Age programs take a child-initiated, educator-directed approach that focuses on play-based learning, allowing the child to take the lead and then focusing on his/her interests. Educators' understanding of child development is critical in helping children reach their maximum potential in the environments we create, including outdoors where planned activities are designed to promote physical activity.

Research tells us that children learn primarily through play. Play is the cornerstone of our curriculum – understood to be essential to the healthy social and cognitive development of children and future academic success. This approach and these principles are the cornerstone to our program planning in all our before and after school programs.

"Spontaneous play is the delicate dance of childhood that strengthens the mind and body. and nourishes the soul." (Joe L. Frost)

Martin & Huggins, YMCA Playing to Learn (2015), page 2

"Curriculum is not a pre-packaged document or a series of activities planned months in advance. It is the actualization of authentic learning experiences. It is an ongoing series of decisions made by the early childhood educator in response to expressed interest and perceived potential of the individual child."

Martin & Huggins, YMCA Playing to Learn (2015), page 119

Our Educators

Our Educators are carefully chosen and have educational background and experience to ensure quality care and understanding of child development. They have personal qualities of friendliness, warmth, and the ability to relate openly to children and adults. Our Educators are dedicated to the needs of the children, the concerns of the parents and the high expectations of the YMCA.

All YMCA Child Care staff complete a Criminal Record with a Vulnerable Sector Check through Regina & Moose Jaw Police services and hold current certification in First Aid and CPR-C.

Our Child Care Educators participate in ongoing professional development opportunities such as YMCA Playing to Learn, Play & Exploration, Non-Violent Crisis Intervention, Ages & Stages and Child Safeguarding, among others.

We continue to strive for excellence in all our programs, and regular evaluation of Educators and programming ensures ongoing high-quality care for your children.

Students and Volunteers

The YMCA promotes opportunities for personal growth, community involvement and volunteerism. Students and volunteers aged 16 years or older are welcome in our licensed Child Care centres, and they participate in an orientation and review of relevant policies and procedures. All volunteers and students complete a Criminal Record with Vulnerable Sector Check, along with all child safeguarding policies.

Students and volunteers are always paired with and mentored by a YMCA Educators.

Parent Volunteer requirements

In order to meet Ministry of education outing ratios we often ask for parent/family volunteers to assist our staff and maintain ratio. With the YMCA's Child protection & safety 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 Safeguarding. In order to volunteer the following is required:

- Submit a criminal record check that has been completed in the last 3 months and an updated one every 3 years.
- YMCA volunteer Application Form & Agreement
- Complete YMCA Child Safeguarding Training
- Read YMCA's Child Protection and Safety Policies and complete quiz
- Sign Child safeguarding acknowledgment form
- Sign YMCA Code of Conduct
- Complete Annual Refresher Training

If anyone is interested in becoming a volunteer, please reach out to your centre Director for the required documents and training.

Child Guidance

At the YMCA Child Care, our educators employ a positive and values-based approach to effectively guide and promote positive behaviors among children. We expect children to adhere to the behavior expectations set by YMCA Child Care and engage in appropriate interactions with their peers, educators, and volunteers.

We utilize various methods tailored to individual situations and children, ensuring a positive and smooth guidance process. These methods include:

- Redirection: Guiding children towards acceptable options when they engage in unacceptable activities.
- Logical and Natural Consequences: Helping children understand the outcomes of their actions.
- Limit Setting: Establishing boundaries for both group and individual children, considering specific situations.
- Modelling: Demonstrating appropriate ways of interacting.
- Providing Choices: Presenting children with suitable options and encouraging them to make decisions on their own.
- Anticipating Trouble: Proactively planning and preparing the environment to prevent issues.
- Ignoring: Choosing to overlook certain inappropriate behaviors while emphasizing and reinforcing appropriate behavior.
- Positive Reinforcement: Utilizing encouragement to reinforce positive behaviors.

By employing these strategies, we strive to create a smoother and more effective approach to guiding children's behavior at our YMCA Child Care facilities.

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.

Prohibited Practices

A prohibited practice is any behaviour by a staff, volunteer or placement student that puts children at risk or that can inhibit a child's growth, self-esteem, or healthy development. All YMCA staff, volunteers and placement students are aware that the following practices are unacceptable at the YMCA.

- Corporal punishment of the child;
- Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purposes of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent and only by staff trained in non-violent crisis intervention.
- Locking the exits of the Child Care Centre for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- Use of harsh or degrading measures or threats or use of derogatory language directed at or used in the presence of a child that would humiliate, shame, frighten the child, undermine his or her self-respect, dignity, or self-worth;
- Depriving the child of basic needs including food, drink, shelter, sleep, toilet use, clothing, or bedding; or
- Inflicting any bodily harm on children including making children eat or drink against their will.

Child Safeguarding

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, youth, and vulnerable adults who engage in YMCA programs and activities. The YMCA Child Protection Standard Requirements apply to YMCA Regina and Moose Jaw 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.
3. **Management Accountabilities** – General Manager of Childcare Services, is the designated lead with accountability for Child Protection.
4. **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.
5. **Duty to Report** – A report must be made immediately if a child is, or appears to be, suffering from abuse or is at risk of harm. While the Duty to Report applies to the public, it also includes special reporting responsibilities for professionals in the child care field. The YMCA supports its staff in their Duty to Report responsibility. The YMCA does not investigate these reports; we cooperate fully with all child protection investigations



Our Families our Partners

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 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 Ave, Regina, SK S4P 0V5
(306) 787-4980

Child Care Approach to Inclusion

At the YMCA, we have extensive experience in providing inclusive programming for children with disabilities and behavior challenges. We work closely with parents, YMCA educators, the school network, and other community partners to ensure that each child's individual needs are fully addressed.

To ensure that we can best support each child, it is essential for parents and guardians to provide our YMCA staff with all relevant information regarding their child's unique needs during the registration inquiry process.

It's important to note that we do offer 1:1 staff support through an enhanced ratio support grant through our Ministry of Education. This process is completed on an as needed basis and children must already have a supporting professional in place to support the child's development.

We rely on parents/guardians to inform us about any medication their child may be taking and any changes in medication. This ensures that we can provide appropriate care and support.

In instances where our YMCA Child Care program is unable to accommodate the unique needs of a child, we will work collaboratively with the family to reach a final decision. We will also connect them with local agencies that specialize in supporting children with similar needs.

Our commitment to inclusion and supporting children with diverse abilities is unwavering, and we are dedicated to creating a smooth and supportive environment for every child in our YMCA Child Care programs.

Issues and Concerns Resolution

At the YMCA we recognize that our engagement and communication with parents and guardians helps a child to feel a greater sense of belonging and is key as we strive to build relationships with our YMCA families.

The YMCA is committed to finding resolutions to issues and concerns that may arise for families while participating in YMCA Child Care. We are committed to engaging with families and addressing their concerns in a timely manner, and all efforts will be made to resolve concerns within YMCA Child Care policies. During this process confidentiality will be always maintained. Maintaining necessary documentation and reports is an important aspect of the process and will remain confidential.

Resolution Process

- Parents/Guardians are encouraged to share their concern with the Centre Director or directly with Educators at the child care centre. Educators will bring the concern to the Director.
- Centre Director will contact the parent to resolve the concern. If the process for resolution is extended, the parent/guardian will be informed.
- If the Centre Director cannot provide resolution to the conflict, the information will be shared with the YMCA Pedagogical Leads for advice and assistance on how to proceed.
- The Pedagogical lead will determine if the conflict needs to be brought to the attention of the General Manager who will review the information and provide direction and/or advice regarding resolution.
- Follow up with the parent/guardian will take place with the General manager.
- If the parent/guardian is not satisfied with the resolution or information as presented to them, they may request that the concern be escalated to the next level of leadership. YMCA staff will provide the parent/guardian with the requested contact information.



YMCA Child Care Programs

Licensed Child Care

The YMCA of Regina & Moose Jaw's Child Care Centres are licensed and inspected by the Ministry of Education- Early Years Branch. Provincial Government standards and the YMCA's practices and initiatives ensure that all programs provide a safe, healthy, and stimulating environment and quality care for the children we serve. We adhere to all legislated staff to child ratios.

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 & Information

YMCA Northwest Childcare Centre (Accept 6 weeks-6 years)

5939 Rochdale Blvd (North Entrance)

(306) 757-9622 Ext. 323

Hours: 7:00 am- 6:00 pm (Monday-Friday)

YMCA Rochdale Childcare Centre (Accept 18 months-12 years)

5939 Rochdale Blvd (East Entrance)

(306) 757-9622 Ext. 379

Hours: 7:00 am- 6:00 pm (Monday-Friday)

YMCA Albert West Childcare Centre (Accept 6 weeks-6 years)

3801-B Albert Street

(306) 757-9622 Ext. 249

Hours: 7:00 am- 6:00 pm (Monday-Friday)

YMCA Albert South Childcare Centre (Accept 18 months-6 years)

3801-B Albert Street

(306) 757-9622 Ext. 781

Hours: 7:00 am- 6:00 pm (Monday-Friday)

YMCA Harbour Landing Childcare Centre (Accept 6 weeks-6 years)

4417 James Hill Road

(306) 585-3160

Hours: 7:00 am- 6:00 pm (Monday-Friday)

YMCA South Childcare Centre- Massey (Accepts 2.5 Years-6 Years)

131 Massey Road

(306) 584-8820

Hours: 7:00 am- 6:00 pm (Monday-Friday)

YMCA South Childcare Centre- McVeety (Accepts 18 months-6 Years)

38 Turgeon Cres.

(306) 584-8123

Hours: 7:00 am- 6:00 pm (Monday-Friday)

Moose Jaw Childcare Locations & Information

YMCA Explore N Learn Childcare Centre (Accepts 18 months-12 Years)

510 4th Ave. SW

(306) 693-0456

Hours: 6:45 am- 5:30 pm (Monday-Friday)

YMCA Play N Learn Childcare Centre (Accepts 18 months-12 Years)

965 Montgomery St. W

(306) 693-0511

Hours: 6:30 am- 5:30 pm (Monday-Friday)

YMCA Discover N Learn Childcare Centre (Accepts 2.5 years-12 Years)

510 4th Ave SW

(306) 693-0456

Hours: 6:45 am- 5:30 pm (Monday-Friday)

YMCA Create N Learn Childcare Centre (Accepts 18 months-12 Years)

(This Centre will be moving into a new location Sept 1, 2025 and will accept 6 weeks to 6 years of age)

1100 Currie Cres.

(306) 691-0535

Hours: 7:00 am- 5:30 pm (Monday-Friday)

Bussing for Kindergarten & School Age Children

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.

Transportation in both Regina & Moose Jaw is determined by the school boards based on the area the childcare centre resides in and school board policies on distances to the school. Please speak to your centre Director on bussing options available from your centre.

Children attending Kindergarten and older are required to be at school on scheduled school days. The childcare centre will not accept children that do not want to attend school. If the child is not well enough to attend school they should also not attend childcare.



What will your child need at the YMCA Child Care program?

By packing a few essential items for your child and providing any specific details about your child's health, rest, feeding, and activity, you help the YMCA staff to provide individualized care for your child.

Infant (0 - 18 months)- Ratio of Adults to Children - 1:3

What to bring for your infant: (Please ensure all your child's belongings are clearly labelled with their name)

- Diapers, wipes and any creams or lotions labelled with your infant's name and written instructions for application
- Bottles
- Formula (labelled with your infants' full name, the date prepared or expressed milk labelled with your infant's full name) and written instructions for feeding (whole milk will be provided by the YMCA)
- Changes of clothing
- Seasonal outdoor clothing (hat, jackets, ski pants, mittens, etc)
- Bug spray & Sunscreen (seasonal)
- Sleep sack or blanket for sleeping
- Indoor shoes

Toddler (18 months - 30 months) Ratio of Adults to Children - 1:5

What to bring for your toddler: (Please ensure all your child's belongings are clearly labelled with their name)

- Diapers/pull ups, wipes and any creams or lotions labelled with your toddler's name and written instructions for application
- Whole milk or 2% milk will be provided by the YMCA
- Changes of clothing
- Seasonal outdoor clothing (hat, jackets, ski pants, mittens, etc)
- Blanket for rest time
- Bug spray & Sunscreen (seasonal)
- Indoor shoes

Preschool (2 1/2 years – 5 years) Ratio of Adults to Child - 1:8

What to bring for your preschooler: (Please ensure all your child's belongings are clearly labelled with their name)

- Pull ups or training pants (for toilet training) If needed
- Change of clothing
- Seasonal outdoor clothing (hat, jackets, ski pants, mittens, etc)
- Blanket for rest time
- Bug spray & Sunscreen (seasonal)
- Indoor shoes

YMCA Program Procedures

Health & Illness

At our Child Care center, we prioritize maintaining a high standard of health for all children. It is essential for parents to make alternative care arrangements if their child becomes ill. If a child's health condition prevents them from participating or feeling comfortable in regular program activities, they will be considered too ill to attend Child Care. In such cases, we will promptly contact you to arrange for your child to be picked up (see specific symptoms below).

To ensure the well-being of all children, we kindly request that parents keep their child at **home for 24 hours after the symptoms have resolved without medication** if any of the following symptoms are present:

- **Fever** (Temperature of 37.5°C or higher, as measured by an underarm thermometer or 38°C when taken with ear thermometer.)
- **Diarrhea** (bowel movement that is not contained to diaper or older child is soiling underwear or 2 in one hour or 3 in a day.)
- **Vomiting**
- Acute cold, nasal discharge, or coughing, along with respiratory issues.

Other Communicable Illnesses or Health Concern that your child will need to leave the center:

- **Unusually tired, eating poorly, persistently crying or irritable.** Child can return when symptoms has cleared and child feels better.
- **Any contagious diseases (ex. Measles, chicken pox, impetigo, scabies, etc.)** Child can return with a doctor's note stating they can return.
- **Skin infection, undiagnosed rash, sores, including severe diaper rash.** Child must have a doctor's note to return to the center indicating they are not contagious anymore.
- **Infected eyes, yellow skin or eyes (jaundice).** Child requires a doctor note to return to center.
- **Hand, Foot & Mouth.** Child must remain away from the center until blisters have scabbed/crusted over. Doctor's note may be required to verify and to return.
- **Head Lice.** Children must be nit free and treated at home. Staff members will check the child at drop off to ensure they can attend and are nit free.
- **Eye Infections (ex. pink eye, etc.)** Children must be prescribed antibiotics or over the counter drops for 24 hours and not combined with any other respiratory symptoms to return to center. If respiratory symptoms child must be cleared by public health/doctor before returning to center.

For other childhood illnesses and in the event of an outbreak, our staff will follow the guidelines provided by Saskatchewan Public Health.

When children return to the center, they should be prepared to participate in all aspects of the program, including outdoor play. If they are not well enough to fully participate in the program, they are not well enough to attend the childcare center.

The health and well-being of our children are of utmost importance, and we appreciate your cooperation in maintaining a healthy environment at our Child Care center.

Medication

Parents/guardians are encouraged to personally provide drugs and medication to their children at home, if it doesn't disrupt the treatment plan. When a child is unwell, it is beneficial for them to stay in the comfort of their own home, where they can rest and recover. The YMCA is obligated to administer drugs and medications solely under the following conditions:

- they must be prescribed by a doctor, nurse practitioner, or licensed health provider,
- The original container should have a prescription label or be accompanied by a doctor's note. Staff cannot provide an unmark syringe of medication. The note/label needs to include:
 - the child's full name,
 - the name of the medication,
 - the prescribed dosage.
- All medication must be locked up by a YMCA staff. It cannot be left in a backpack or locker.

Whenever you bring prescription drugs or medications for your child to the child care center, the YMCA staff will provide you with a Medication Administration Form. This form outlines the dosage, administration times, and grants permission for the YMCA to administer the medication to your child.

Regarding pain relievers, fever reducers, and anti-inflammatory medications like Advil, Tylenol, and Motrin, it is not the YMCA's policy to administer these for cold or flu symptoms. It is advised that children with such symptoms remain at home to rest and recover. However, if a child has a chronic illness (e.g., headache, migraine, seizures) or is teething, the YMCA may administer medications like Advil or Tylenol with the discretion of the Director. Medication form must be filled out and YMCA staff will call prior to administering.

All external creams, lotions (such as diaper creams and sunscreens), as well as natural/holistic products, must be kept in their original containers. These containers should have clear labels indicating the product name, ingredients, application instructions, and the child's name. Parents are required to complete a permission form authorizing the administration of these products.

Medical Needs & Anaphylaxis

Parents of children with specific medical needs, such as asthma, epilepsy, and diabetes or epi pen allergies must complete a Medication Form. These will be labeled and kept locked up but easily accessible should they need to be used. However, all concerns should be discussed with your childcare center.

Reporting Absence

It is important that you contact the program to report that your child will be absent and the reason for their absence. This information is required for determining who else must isolate, get tested, or whether the program must close.

Arrivals and Departures

All children will be signed in and out by YMCA Childcare Staff. Our policy is that all children are at the centre by 10:30. If you need care after 10:30 am please ensure you call, email or send a weemarkable post to the centre and arrange when you are arriving. This allows us to ensure appropriate staffing is available and be able to accommodate the needs of the children for lunch and nap time. Children may be asked to leave if you have not notified us and we can not provide meals or appropriate staffing.

Alternate Pick Up

Your child/ren will not be released to any person other than those persons named by the registering parent/guardian unless we are given verbal/written permission. Sign in and proof of identification will be required from anyone at the time of pick up. We will not release any child without this or to anyone under the age of 12 years old.

Late Pick Up

If your child/ren have not been picked up by centre closing time (Moose Jaw locations close at 5:30 pm, Regina locations close at 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 person(s) on emergency contact list. If we are unable to reach someone, Mobile Crisis will be contacted to pick up your child 30 minutes after the center closes.

If circumstances occur that a child is picked up after the center's closing time a late fee of \$20 per child will be charged for the first fifteen minutes. Thereafter an additional \$1 per minute, per child 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 sign the late pick-up form.

Custody/Guardians

In instances where the court or lawyers have been involved in guardianship or if sole custody is provided to one parent, the center 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. We will also follow any signed contract between both guardians. If custody changes the centre will require updated documentation.

Accident/Incident Reports/Serious Occurrences

Communication about their child's well-being is important to parents. Parents will be informed regarding any incidents affecting their child's health, safety or well-being. Parents will be provided with a copy of the Injury report to sign. All serious injuries that require a child to seek outside professional help (ex. Doctor, dentist) will be reported to our Ministry of Education and the childcare centre will provide additional documentation to families and an Unusual Occurrence Form will be completed. **All minor injuries that involve an injury to the head or groin will result in an immediate call to inform parents even if child is remaining at the centre.**

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 potential threats to the child. Should this occur staff will not intervene if not safe to do so and will immediately call the police services. If this person is not the legal parent or guardian, we will contact the legal guardian immediately to notify of situation.

Nap & 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 or go outside. 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 Weemarkable report for parents to see.

Smoking/Vaping Restrictions

Smoking of tobacco products, cannabis products or vaping products is prohibited on all YMCA properties, including the parking lots or near play yards.

Gifts for Educators

There may be times that parents want to show their appreciation to Early childhood Educators for ECE Appreciation month or other various reasons. We ask that all gifts be appropriate. No gifts of alcohol or cannabis should ever be provided to staff for appreciation. Always speak to your centre Director before any gifts given, that you are unsure about.

Transportation Policy & Outings

While at the center your child will go on a variety of outings. These outings may include things such as neighborhood 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 or Moose Jaw Public Transit Systems.

Parents will be given at least 24 hours to one week's notice depending on type of outing, 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.

Please ensure your children are dropped off prior to start of outing. Children can not be dropped off on the outing once the group has already left the building. Care will be provided at the centre until your child's group returns.

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 to be signed if we are planning a large, or 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. ***

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.

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.

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

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.

Professional Development For Early Childhood Educators- Centre Closures

The Ministry of Education has provided and requires childcare centres to close for two days within the year to provide training for Early Childhood Educators. Notice will be provided early in the year and at a minimum provided one month notice of date of closure for training for families to make alternate arrangements. No refunds for families will be provided for these days.

Program Information

Food/Lunches from Home & Allergies

Food brought from home to the center must adhere to the allergy restrictions in place, and any shared treats should include the manufacturer's ingredient list. All of our centers are peanut & nut free environments, ensuring the safety of those with severe allergies and meeting Public Health expectations. This includes daily lunches and snacks brought from home for your child.

Nutritious Meals & 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 and Ministry Guidelines. Each Centre has a four-week rotating menu, which is posted weekly on Weemarkable 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 Homogenized milk is provided for children 18 months or older, but formula is not. Children under 18 months are provided 3.25% Homogenized Milk. ***

Sun Safety

All children go outside every day, weather permitting, and our YMCA Educators promote sun safety. All children should have hats to wear outdoors, as well as sunscreen. Parents are required to provide sunscreen for all children during the warmer months.

Outdoor Play Policy

Outdoor play is vital for children's well-being and development. It provides them with opportunities to engage with nature, fostering social, psychological, and physical health. Being in a natural setting allows children to interact with the environment, appreciate nature's beauty, and develop lifelong connections with the natural world. YMCA Child Care programs prioritize daily.

Children will not be taken outside when the temperature is below -30°C (with or without the wind chill). Children also will not be taken outside at temperatures of 30°C or above, or at a UV reading of very high (greater than 8).

During outdoor play, children may get dirty. We recommend sending them in clothes that can withstand outdoor exploration.

"In vigorous outdoor play, children deliberately dose themselves with moderate amounts of fear- as they swing, slide, or twirl on playground equipment, climb on monkey bars or trees, or skateboard down bannisters-and they thereby learn how to control not only their bodies but their fear." Peter Gray

Martin & Huggins, YMCA Playing to Learn (2015), page 97

Air Quality

Children will not go outside if the Air Quality Index is at 7 or higher.

The **AQHI** uses a scale to show the health risk associated with the air pollution we breathe.

The following table provides the health messages for 'at risk' individuals and the general public for each of the AQHI Health Risk Categories.

Health Risk	Air Quality Health Index	Health Messages	
		At Risk Population*	General Population
Low	1 - 3	Enjoy your usual outdoor activities.	Ideal air quality for outdoor activities.
Moderate	4 - 6	Consider reducing or rescheduling strenuous activities outdoors if you are experiencing symptoms.	No need to modify your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
High	7 - 10	Reduce or reschedule strenuous activities outdoors. Children and the elderly should also take it easy.	Consider reducing or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation.
Very High	Above 10	Avoid strenuous activities outdoors. Children and the elderly should also avoid outdoor physical exertion.	Reduce or reschedule strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.

* People with heart or breathing problems are at greater risk. Follow your doctor's usual advice about exercising and managing your condition.

Your Child's Toys

Our centres provide age-appropriate toys and activities for children to enjoy, promoting sharing as part of their learning experience. We kindly request that children keep their personal toys at home. However, designated Show and Share days in childcare allow children to bring a special toy from home to share and discuss during group time. The center is not responsible for toys brought that get lost or damaged.

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

- 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.
- 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.

Registration Information

Registration Process and Waitlist

- All parents must place themselves on the Regina or Moose Jaw waitlists, for their preferred YMCA Child Care Centre. Visit regina.ymca.ca to access the waitlist and submit an online application.
- Parents are responsible to contact the Centre to confirm their waitlist spot every 6 months. This can be done by **email only** to have record of communication. If this is not done, your name is removed from the waitlist. Please email reg-reginawaitlist@regina.ymca.ca to check in for Regina locations or reg-mjwaitlist@mjymca.ca for Moose Jaw locations.
- YMCA follows a first-come, first-served registration process based on the application date on the and the age of child required. Priority is given to YMCA staff, siblings of children already enrolled, and transfers between YMCA centers, depending on space availability.
- 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. Families will be invited in for a tour and all registration paperwork will be provided.
- Parents/Guardians are not guaranteed a childcare space. A spot is only guaranteed once the enrollment process has been completed, an agreement has been signed and admin fee paid.

Notice to Withdraw or 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 Agreement 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.
- Assault or threat of assault by any parent/guardian to others will warrant immediate expulsion from the Centre.
- 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.

YMCA Child Care 2025-2026 Daily Fees (Effective Sept 1, 2024)

The YMCA is enrolled in the Canada Wide Early Learning and Child Care plan. We review Child Care fees annually (for children 6 and older) and adjust accordingly each September.

Under CWELCC, YMCA Child Care will charge the approved discounted Base Fees, per the guidelines; however, all other fees (Non-Base Fees) are not discounted under CWELCC guidelines and continue to be the responsibility of parents/guardians. Ex: late fees, field trips, etc.

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

Regina Childcare Centres Monthly Fees			
Licensed Childcare	Base Rate Pre-CWELCC	Eligible Centre Grant Through CWELCC	Parent Required Fee
Infant (6 weeks-18 months)	\$1009.25	\$791.75	\$217.50
Toddler (18-30 months)	\$800.55	\$583.05	\$217.50
Preschool (2.5-5 years)	\$739.80	\$522.30	\$217.50
Kinder (6 years)	\$739.80	\$0	\$739.80
Licensed School Age			
Sept-June	\$611.00	\$0	\$611.00
July & August	\$827.50	\$0	\$827.50

Moose Jaw Childcare Centres Monthly Fees			
Licensed Childcare	Base Rate Pre-CWELCC	Eligible Centre Grant Through CWELCC	Parent Required Fee
Infant (6 weeks-18 months)	\$922.00	\$704.50	\$217.50
Toddler (18-30 months)	\$707.10	\$489.60	\$217.50
Preschool (2.5-5 years)	\$669.20	\$451.70	\$217.50
Kinder (6 years)	\$669.20	\$0	\$669.20
Licensed School Age			
Sept-June	\$515.50	\$0	\$515.50
July & August	\$776.00	\$0	\$776.00

In the event of an unplanned school day off, example: teacher strike, transportation shut down, school aged children (grade 1 and up), the centre will have to ensure we have adequate staff to ensure ratio is met. If we are not able to meet child to staff ratio, we will not be able to accept school age children for the day. This will be determined on a case-by-case basis.

If we are able to accept school age for the day, they will be charged an additional \$25 per day to a maximum of \$776.00 (Moose Jaw) or \$827.50 (Regina) for the month.

Childcare Parent Fee Payments

Payment Methods and Schedule: Child Care monthly fees can be conveniently paid monthly on every 1st of the month, using Visa, Mastercard, or pre-authorized payment. In the event of payments returned by your bank, the YMCA will apply a \$20 charge. If you miss a payment, you can manually pay online. Please email our childcare business administrator at chanpreet.singh@regina.ymca.ca for instructions and details.

If any adjustments to your payment are necessary, they will be reflected in the following month, unless you inform our Childcare Business Administrator by the 20th of the prior month.

Overdue Accounts: Parents with accounts past due will be notified by emailed letter; child care will be terminated unless payment arrangements are met successfully. Outstanding accounts will be referred to the credit bureau.

All programs are closed on all Federal and Provincial Statutory holidays.

Financial Assistance

The Saskatchewan Employment Incentive program is provided by the Government of Saskatchewan and fully replaces the old Childcare Subsidy program. Funding is provided directly to the eligible family, and the family pays the YMCA in full every month. Funding amounts vary based on income level and number of children, and the program may provide full or partial coverage for more than just childcare expenses.

It is the family's responsibility to submit the application and complete monthly reports, and otherwise provide all relevant information to the SEI office.

Eligible families are required to make their payments as normal, based on all the criteria and standards listed above. The payment schedule will not change based on the date funding is received from the SEI program.

For more information, please contact the Ministry of Social Services or visit the following web address: <https://www.saskatchewan.ca/residents/family-and-social-support/financial-help/Saskatchewan-employment-incentive-sei>

Phone: 306-787-4114

Toll free: 1-800-667-7155

Tax Receipts & Invoices

Your child care invoices can be obtained through your YMCA Online Portal located on our website.

Regarding tax deductions, Child Care fees are eligible for this benefit. To assist you in fulfilling income tax requirements, a comprehensive annual statement will be provided to each family by the end of February. These are available through your YMCA Online Portal.

Organization Structure & Contact Information

Organizational Structure

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.

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.

Chief Operating Officer (COO) – The COO is hired by the CEO, in consultation with YMCA Canada, and is responsible for overseeing programs owned and operated by the YMCA. They work in partnership with the CEO.

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.

Pedagogical Leaders- Onsite leaders, 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. Moose Jaw & Regina each have a lead.

Directors of Childcare Operations – The Directors report directly to the Pedagogical Leaders & 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.

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.

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.

Early Childhood Educators – The Early Childhood Educators ensure that the highest quality childcare and programing 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.

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.

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.

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.

Administration Contact Information

General Manager, Childcare Services & Child Safeguarding Lead for YMCA

Toni Nisbet

toni.nisbet@regina.ymca.ca

306-757-9622 ext. 332

Pedagogical Leader (Regina)

Sarah Balog

sarah.balog@regina.ymca.ca

306-757-9622 ext. 261

Pedagogical Leader (Moose Jaw)

Elissa Lenius

elissa.lenius@mjymca.ca

306-693-2030

Director, Childcare Administration

Chanpreet Singh

chanpreet.singh@regina.ymca.ca

306-585-3160

Regina Childcare Centers Contact Information

Director, Albert Street West Childcare

Dani Schienbein

dani.schienbein@regina.ymca.ca

306-757-9622 ext. 249

Director, Albert Street South Childcare

Kaelyn Klassen

Kaelyn.klassen@regina.ymca.ca

306-757-9622 Ext. 781

Director, Northwest Childcare

Quinn Kohlruss

Quinn.Kohlruss@regina.ymca.ca

306-757-9622 ext. 323

Director, Rochdale Childcare

Krystal Hamann

Krystal.hamann@regina.ymca.ca

306-757-9622 ext. 379

Director, Harbour Landing Childcare

Dakota Walsh

Dakota.walsh@regina.ymca.ca

306-585-3160

Director, South Childcare (McVeety & Massey)

Carlie Kuz

Carlie.kuz@regina.ymca.ca

306-584-8123

Moose Jaw Childcare Centers Contact Information

Director, Discover N Learn Childcare

Jen Toupin

Jen.toupin@mjymca.ca

306-693-0567

Director, Explore N Learn Childcare

Haley Hutchinson

haley.hutchinson@mjymca.ca

306-693-0456

Director, Play N Learn Childcare

Amy Redstone

Amy.redstone@mjymca.ca

306-693-0511

Director, Create N Learn Childcare

Sydney Engler

sydney.engler@mjymca.ca

306-691-0535

Parent Handbook Sign Off

YMCA of Regina & Moose Jaw Childcare Centre Parent Handbook Sign off Form

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

- I have read the YMCA Parent Handbook
- I understand the YMCA's policies and procedures that are in place; and
- I understand the responsibility and the actions required by parent/guardians of the children enrolled in the center.

Name of Parent/Guardian (Please print):

Name of Child/ren:

Centre Child/ren Enrolled at:

Signature of Parent/Guardian:

Date (Day/Month/Year):