



NEW LEAF
Daycare Ltd.

NEW LEAF DAYCARE CENTRE
PARENT HANDBOOK 2023-2024

Purpose of Parent Handbook

The purpose of the parent handbook for New Leaf Daycare is to provide parents and caregivers with a comprehensive guide to our facility's policies, procedures, and expectations. The handbook outlines our philosophy and goals, hours of operation, enrollment procedures, and tuition and fee schedules. It also includes essential information about our health and safety policies, communication procedures, discipline and behaviour management policies, and procedures for emergencies and closures. Additionally, the handbook provides details on our curriculum and educational programs, as well as opportunities for parent involvement. By providing this information, our parent handbook ensures that parents clearly understand what to expect from New Leaf Daycare and helps us establish consistent practices and procedures to provide the best possible care for the children in our program.

Parents are encouraged to read the handbook thoroughly and ask if they have any questions before enrollment.

Director

Nav Kaur

Philosophy

At New Leaf Daycare, we believe that young children learn best through play. Our play-based curriculum approach focuses on creating a safe, nurturing, and stimulating environment where children can explore, discover, and learn at their own pace. We believe every child is unique, with their strengths, interests, and learning styles, and we strive to create an individualized program that meets each child's needs. Our philosophy is based on the following principles:

- 1. Child-Centered Approach:** Our approach to child care is centered on the child. We believe in providing a safe, nurturing, and stimulating environment that promotes physical, social, emotional, and cognitive development.
- 2. Empathy and Respect:** We believe in treating all children with empathy, respect and dignity. We recognize and honor each child's individuality, cultural background, and family structure.
- 3. Play-Based Learning:** We believe in using play as a means of learning. In a play-based learning approach, learning is not limited to traditional classroom activities or rote memorization. Instead, it encourages children to participate in hands-on, experiential learning through play actively. Play can take various forms, such as pretend play, games, role-playing, creative arts, and physical activities.
- 4. Partnership with Parents:** We believe that parents are a child's first and most important teachers. We encourage and value open communication with parents to ensure that their child's needs are being met.
- 5. Professionalism:** We believe in maintaining a high level of professionalism at all times. We adhere to the Canadian ethical standards for child care that emphasize children's well-being, safety, and development in early childhood settings and continuously seek professional development opportunities to enhance our skills and knowledge.
- 6. Inclusion:** We believe in creating an inclusive environment that celebrates diversity and promotes understanding and respect for all individuals.
- 7. Safety:** We believe that safety is a top priority for everyone. We maintain a safe and secure environment for all children, and adhere to all safety regulations and policies.

Our curriculum encourages children to engage in hands-on activities that promote creativity, problem-solving, and critical thinking skills. We value the role of play in social-emotional development and provide opportunities for children to develop social skills, build friendships, and learn to collaborate with others. We believe that learning should be fun and aim to create a positive and enjoyable learning experience that sets the foundation for a lifetime of learning.

Communication Policies

At New Leaf Daycare, we value open and transparent communication with all members of our community. Our communication policy is designed to ensure that all staff members, parents, and children are informed and engaged in the life of our daycare.

Communication Flow:

Communication flows from the Director to the Staff and from the Staff to the children and their families. The Director regularly communicates with the Staff to provide updates, address concerns, and ensure that everyone works together to provide the best possible care for the children. Staff members communicate with each other and the Director through regular meetings, email, and informal conversations.

Open Communication Policy:

We have an open communication policy and encourage parents and caregivers to communicate with us regularly. We strive to create a welcoming environment where parents feel comfortable sharing their concerns, feedback, and ideas. We believe that open communication is essential to building strong relationships with families and ensuring everyone works together to provide the best possible care for the

children.

Modes of Communication:

We use a variety of modes of communication, including email, phone calls, newsletters, and in-person meetings. We also use a messaging app "Brightwheel" to share daily updates and photos with parents.

We are committed to maintaining effective communication with all community members and welcome feedback and suggestions for improvement.

Parent Concerns Procedure: Parents will communicate with the class teacher for any concerns, Parents will communicate with the class teacher about any concerns. Parents can also contact the Director directly by phone, email or in person on campus during the daytime due to the nature of their concerns.

Ministry of Education also appoints a Consultant to Licensed daycares who can be reached for any ongoing concern. The contact information for Director and Consultant is always displayed on the parent board.

Staff

At New Leaf Daycare, our caregivers and educators play a critical role in nurturing your child's development. Our Staff are carefully selected and placed in classrooms based on their experiences, education, and ability to identify each child's individual strengths. Our teachers function as guides and facilitators, using their observations as an ongoing process to enhance each child's skills and develop new abilities.

- To ensure the quality care all educators working with New Leaf daycare must have a minimum Level 1 Early Childhood Education from a Post Secondary Institute. New Leaf Daycare will maintain the ratio set by Ministry in Daycare with Level 1, 2 and 3 educators. Level 3 is obtained by a 2 year ECE diploma and all our current employees are encouraged and supported to keep working towards their educational goals.
- To ensure the safety and well-being of all children in our care, all Staff must be trained in up-to-date First Aid and CPR, in anaphylactic procedures, including Epi-Pen administration, and obtain a clear Criminal Reference Check. We are committed to providing your child with a safe and supportive environment, and we take great care in selecting and training our Staff to achieve this goal.

Social Environment

- **Smoking Prohibition:** For the health and safety of all children in our care, smoking is strictly prohibited on the premises of New Leaf Daycare. This includes all indoor and outdoor areas of the facility, as well as any vehicles used to transport children.
- We ask that all parents, guardians, staff, and visitors respect our smoke-free environment and refrain from smoking in or around the daycare facility. Thank you for your cooperation in helping us provide a healthy and safe environment for all children in our care.

Enrollment Information

We have designed our enrollment procedures to ensure that we have all the necessary information to provide the best possible care for your child. To enroll your child, please follow these steps:
Contact us: Contact the center to schedule a tour and receive an enrollment packet. You can also download Enrollment application package from our website.

Tour the center: During the tour, we will introduce you to our staff, provide information about our programs, and answer any questions you may have.

Complete enrollment forms: Once you decide to enroll your child, you will need to complete the following forms along with non refundable \$100 Registration fee, the fee includes the yearly craft supplies fee for first year.

Mandatory Forms

- Agreement for Child Care Services
- Child's Emergency Information
- Excursion and Transportation Consent

- Child's Health Resume
- Photo Release and Confidentiality Agreement (By Centre)

As Required Forms

- Child's Medical Certificate
- Social Resume
- Injuries/Unusual Occurrence Report
- Medication Form
- Minor Injury Report
- Special Excursion Consent

Submit forms and payment: Submit all completed forms and payment to the center. Your child's enrollment will be confirmed once we have received all required forms and payment.

Specialized Services

New Leaf Daycare is committed to provide inclusive care by providing:

- **Special Needs Services:** New Leaf Daycare offers specialized services to support children with special needs. This may include additional staffing, resources, and specialized equipment or accommodations to ensure that the child can participate fully in all activities.
- **Cultural and Linguistic Services:** New Leaf Daycare ensures that children from different cultural and linguistic backgrounds access appropriate services that meet their needs. This may include language support, cultural programming, and training staff to work with diverse communities.

The provision of specialized services will ultimately be at the discretion of the Daycare Director, who should assess the specific needs of the children in their care and the resources available to the daycare center. By offering these specialized services, New Leaf Daycare can provide a safe and supportive environment for children to learn, play, and grow.

Children Records

Our childcare facility recognizes the importance of maintaining accurate and complete records for all children by The Child Care Act 2014. We understand that these records are necessary to ensure that each child receives appropriate care and education in our facility. To comply with The Child Care Act 2014, we have implemented the following policies:

Confidentiality: All children's records are confidential and only accessible to authorized personnel that is Director and if there is additional Director. We follow strict confidentiality policies following The Child Care Act 2014.

Record Keeping: We maintain complete and accurate records for each child in our care, including enrollment forms, medical information, and daily logs. These records are stored securely and are updated regularly.

Access to Records: Parents/guardians can access the forms that they provided upon request.

Sharing Information: We will share information in a child's record with authorized personnel only when necessary for the child's care, safety and well being. We will obtain written consent from parents/guardians before sharing any information with third parties.

Retention and Disposal of Records: We retain children's records for the duration of their enrollment in our facility and for minimum of two and maximum of seven years after their departure. After this period, we dispose of the records securely in accordance with The Child Care Act, 2014.

Review of Policies: We review our record-keeping policies regularly to ensure they comply with The Child Care Act 2014. Any necessary updates are made promptly.

By following these policies, we ensure that we maintain complete and accurate records for each child in our care, as required by The Child Care Act 2014.

Fee Structure, Age Range and Services

The New Leaf daycare is licensed by the Ministry of Education Early Learning branch, and parents enrolling their children under six years of age are eligible to receive a \$ 10-a-day grant supported by Canada-Saskatchewan, Canada-Wide Early Learning and Child Care Agreement.

Services offered and age range Served: New Leaf Daycare offers Full-time, Part-time, Before and After school daytime care services for age 6 weeks to 12 years.

As per the agreement, Effective April 1, 2023, all parents with children under the age of six in a regulated childcare centre or home are eligible to receive Child care for \$10 per day or \$217.50 per month. These reduced fees apply to all children under the age of six occupying an infant, toddler, preschool or school-age space.

Families with children enrolled for 10 or more days per month will pay a childcare fee of \$217.50 per month. Families with children enrolled fewer than 10 days per month will pay a childcare fee of \$10 per day.

1. Child under 6 years:

- **Registration fee \$100 Non-Refundable**
- **Full Day \$217.50 (Enrolled minimum 10 days per month)**
- **10 Days of Less than 10 days: \$10 per Day**

2. Daily: **\$60**

3. Summer Fee: **\$700 Per month**

4. Kindergarten Child who is Six year and above Fee:

- **FT: 800**
- **PT: 650**

Deposit

Registration Fee: with non refundable \$100 Registration fee, the fee includes the yearly craft supplies fee for first year.

Deposit: Upon registration \$200 deposit will be paid that will go towards the last month payment. Parents must give one month's written notice before withdrawing the child from the daycare. The notice must be received in written form by the class teacher before the 1st day of the month intended as last month. If parents provide one month's notice, the deposit fee of \$200 will be used as last month's payment. The parent will pay the difference for last month as well.

- No deposit will be returned in case of sudden withdrawal or late notice.
- The Deposit can be used only as the payment of last month's fee; no cash will be returned.
- There will also be one month's written notice from daycare if our situation changes and we can no longer provide the services—parents and daycare reserve the right to withdraw service with one month's notice without stating the reason.

Late Fee

Late Fee: Payment for childcare services is due on the first day of each month for that particular month. Families can make payments via cash, cheques, or EFTs, and a receipt will be issued for all forms of payment.

If the fee is not deposited by the end of first day of month a late fee charge of \$25 will be added to the fee. Families who fail to pay by the 10th day of the month will have their services suspended until payment is received. If fees remain unpaid 15 days after the due date, childcare services will be terminated. Families who choose not to pay their fees may be sent to small claims court, and a collection agency may be used if the parent fails to settle the outstanding balance. Any cheques that are returned due to insufficient funds will incur a \$40 administrative fee, in addition to any applicable banking charges.

In the case of a bounced or NSF cheque, a \$40 fee will be applied.

Daycare will provide 2 months notice in the event of fee increase.

Hours of Operation and Late Pick up charges

New Leaf Daycare's hours of operation are from 7:30 am to 5:30 pm, Monday through Friday.

New Leaf Daycare is closed on weekends and Public holidays.

At New Leaf Daycare, we understand that sometimes unforeseen circumstances may prevent parents from picking up their child by the end of our regular hours of operation at 5:30 pm. However, we have implemented a late pickup policy to ensure the safety and well-being of our Staff and the children in our care. Parents are required to pick up their child by 5:30 pm and vacate the center by 5:35 pm. Any pickup after that time will result in a late fee of \$1 per minute. The late fee will be charged regardless of scheduled or unscheduled late pickup. Parents will be invoiced for the fees incurred automatically and are responsible for full payment upon receipt; this fee is not tax deductible and will not be included in your year-end tax receipt.

We kindly ask that parents communicate with us as soon as possible if they are running late, so we can make necessary arrangements to ensure the comfort and safety of their child until they arrive. We appreciate your cooperation in helping us maintain a safe and reliable environment for all of the children in our care.

When a child is not picked up by 6:00pm, and Staff has not been able to contact the Parent or any emergency contacts, the mobile crisis unit will be called and the Child will be placed in their care. The Director must be notified before employees contact the mobile crisis unit. Appropriate information on the child's whereabouts will be posted outside the Childcare Centre door for the Parent.

* Subsidy: New Leaf Daycare is eligible for Parent fee Grant but not for Low Income Subsidy.

Custody and Release of child

At New Leaf Daycare, we take the custody and release of children very seriously. Our policies and procedures have been put in place to ensure the safety and security of every child in our care. Parents or authorized guardians are required to sign their child in and out of the daycare at drop-off and pickup times. If someone other than a parent or authorized guardian is picking up the child, we require written authorization and identification to ensure that the individual is authorized to do so. We will not release a child to anyone who is not authorized, even if they claim to know the child or have a personal relationship with the family. If custody arrangements or emergency contact information changes, we ask that parents or guardians notify us immediately so that we can update our records and ensure that our policies and procedures are followed correctly.

Impaired Parent: It is imperative that parents or caregivers do not pick up their child while under the influence. If our team members suspect that a person is driving while impaired, we will take the following steps to ensure the safety of everyone involved:

1. Our team members will respectfully inquire if the person has consumed alcohol or used any substances that may impair their ability to drive by asking the question, "Have you been drinking or using any drugs that may impair your ability to drive?"
2. If the person confirms that they are under the influence, we will strongly recommend alternative means of transportation, such as ride-shares, public transit, or taxis, to ensure a safe journey home.
3. If the person refuses the suggested alternatives, we will prioritize the child's safety by not releasing them into the care of the impaired parent or caregiver.
4. It is important to note that any costs incurred for alternative transportation will be applied to the family's account and will be the responsibility of the family to settle.

By enforcing these measures, we maintain a secure and responsible environment at New Leaf Daycare, safeguarding our children's well-being and promoting a safety culture for all.

Single Custody Parent: At New Leaf Daycare, we understand that custody arrangements can vary from family to family. In the case of a single-custody parent, we require legal documentation that clearly outlines the custody arrangement and specifies who is authorized to pick up the child from our daycare. We will only release the child to individuals who are named on this list and who can provide proper identification. If there are any changes to the custody arrangements, we ask that parents or guardians notify us immediately so that we can update our records and ensure that our policies and procedures are followed correctly.

Termination and Verbal abuse Policy

At New Leaf Daycare, we understand that sometimes parents or guardians may need to terminate their child's care with us for various reasons. Parents are required to provide one month's notice to use the \$200 deposit towards last month's fee. Parents must also sign the last month's attendance even if they decide not to provide the notice and end care abruptly.

We may need to terminate childcare services with a family in some situations. These situations may include:

- **Non-payment of fees:** Parents or guardians are required to pay their fees on time, and failure to do so may result in the termination of services.
- **Non-compliance with policies and procedures:** Our policies and procedures are designed to ensure the safety and well-being of every child in our care. If a parent or guardian repeatedly fails to comply with these policies, we may need to terminate services.
- **Disruptive behavior:** If a child exhibits consistently disruptive or aggressive behavior, The teacher will make an individualized plan and collaborate with family to address and manage behaviour . If the situation does not improve and it jeopardizes the safety and well-being of other children, Staff, or themselves, we may need to terminate services.
- **Verbal or physical abuse:** We have a zero-tolerance policy for any form of verbal or physical abuse directed toward our Staff, children, or families.
- **Failure to provide necessary documentation:** Parents or guardians must provide up-to-date and accurate information about their child's health, emergency contacts, and custody arrangements. Failure to provide this information may result in the termination of services.

Termination and Verbal abuse Policy – cont.

- In any situation where termination of services is necessary, we will provide written notice to the parents or guardians outlining the reason for termination and the effective date of termination. Our top priority is always the safety and well-being of every child in our care, and we will take all necessary steps to ensure that our policies and procedures are followed correctly.
- **Verbal Abuse Protocol:** At New Leaf Daycare, we have a zero-tolerance policy regarding the verbal abuse of any kind, whether it is directed towards our Staff or the children in our care. We believe every child deserves to be treated with respect and kindness, and we hold our Staff to the highest standards of professionalism and behaviour. Any incidents of verbal abuse will be taken very seriously, and we will take immediate action to investigate and address the situation. Depending on the severity of the incident, we reserve the right to terminate the parent or staff member's contract. We believe that a safe and respectful environment is essential for the well-being and development of every child, and we will not tolerate any behaviour that threatens this environment.
- **Child Abuse Protocol:** In Saskatchewan, there is a legal duty to report any suspected child abuse or neglect. This duty applies to everyone, including professionals who work with children, such as teachers, daycare workers, social workers, and healthcare professionals, as well as any member of the public who has reasonable grounds to suspect that a child is being abused or neglected.
- Under the Child and Family Services Act, any person who has reason to believe that a child is in need of protection must report it to the Saskatchewan Ministry of Social Services. Failure to report suspected child abuse or neglect is a criminal offence and can result in fines or imprisonment. We, New Leaf Daycare take this responsibility seriously and will report any incidence of abuse to the Social Services.

Daily Schedule

At New Leaf Daycare, we strive to create a nurturing and engaging environment for children throughout the day. Our daily schedule is carefully designed to incorporate a blend of structured activities and free play, ensuring a well-rounded experience for all children in our care.

As the doors of New Leaf Daycare open in the morning, children are warmly greeted as they arrive. They begin their day with opportunities for free play, allowing them to explore our stimulating play areas, interact with peers, and develop their social skills.

Following the initial free play session, we gather the children for a particular time called Morning Circle. We engage in songs, stories, and discussions during this interactive group activity introducing the day's themes and activities. This fosters a sense of community and excitement for the day ahead. Throughout the day, we provide a variety of learning centers where children can immerse themselves in hands-on exploration and creativity. From art activities to sensory play, building blocks to dramatic play, our learning centers cater to each child's diverse interests and developmental needs. To keep our little ones energized and nourished, we have dedicated Breakfast from 8:30 am to 9:00 am, Lunch from noon to 12:45 pm and snacks at 2:45 pm, when they can enjoy nutritious meals or snacks together. We prioritize their health and dietary needs, ensuring they receive balanced and wholesome refreshments.

Outdoor play is an essential part of our schedule, weather permitting. Our outdoor area offers children a safe and engaging space to run, play, and participate in physical activities, promoting their gross motor skills and connection with nature. Our attentive and caring teachers observe and interact with the children throughout the day, providing guidance, support, and age-appropriate challenges. They foster a positive learning environment, promoting social-emotional development, cognitive growth, and a love for exploration.

To ensure a well-rested and rejuvenated experience, we include a dedicated rest or nap time from 12:45 to 2:45 pm. Children might nap or engage in quiet activities during this time. This allows children to recharge and relax, supporting their overall well-being.

Food and Menu and Dietary Restrictions

Food plays a crucial role in childhood development, and proper nutrition is essential for healthy growth and development. During childhood, the body undergoes significant changes, and children require a balanced diet that provides them with the nutrients they need to support their growth and development.

Our Menu will be updated quarterly as per season and will be posted on parent board, website and on daycare communication application.

Canada's Food Guide recommends that children consume various healthy foods from each food group: vegetables and fruit, whole grains, protein foods, and milk and alternatives. At New Leaf Daycare, we will strictly follow Canada food guide, and every meal will include food from the following healthy food groups:

1. Vegetables and Fruit

- Fresh or frozen vegetables such as broccoli, carrots, peas and green beans
- Fresh or frozen fruit such as apples, bananas, and berries
- 100% fruit juice in limited quantities

2. Whole Grains

- Whole wheat bread, tortillas, and bagels
- Brown rice, quinoa, and other whole grains
- Whole grain pasta and crackers

3. Protein Foods

- Lean meat such as chicken, turkey, and fish

- Legumes such as lentils, chickpeas, and beans
- Tofu, nuts, and seeds

4. Milk and Alternatives

- Milk, cheese, and yogurt
- Calcium-fortified soy milk or other plant-based milk
- Fortified infant formula for babies

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*** Any special dietary restrictions will be managed on the child by child basis.**

***Our Menu has nuts and dairy, We will adjust as per requirements and are able to make our facility nut free.**

*** Children will bring water bottles and educator will make sure the water is available and at reach throughout the day to keep children hydrated.**

Nutrition Policy

New Leaf Daycare is committed to promoting healthy eating habits and supporting children in making nutritious food choices. Our Nutrition Policy is aligned with the recommendations provided by Eating Well with Canada's Food Guide. The current Canada Food Guide is used as a guideline to determine adequate variety and amounts of foods from the four food groups for children over age two.

1. Snacks consist of two or more food groups including a serving of vegetables or fruit plus at least one other food group in designated amounts.
2. Breakfast consists of three or more food groups in designated amounts.
3. All other meals consist of four food groups in designated amounts.
4. Offer milk at least twice a day.
5. If the juice is offered:
 1. It is 100% unsweetened juice
 2. It is provided no more than three times per week
6. Offer water for thirst.
7. Foods to limit, if offered:
 1. Appear on the menu no more than a total of 3 times per week.
 2. Are in addition to the recommended food groups.

Nutrition Policy – cont.

Here are the key components of our policy:

- **Balanced Meals and Snacks:** New Leaf Daycare provides well-balanced meals and snacks to all children attending our daycare. We follow the guidelines outlined in Canada's Food Guide to ensure that the meals and snacks we offer meet the nutritional needs of the children
- **Seasonal and Rotating Menu:** We have a seasonal, semi-annual, rotating menu that is carefully planned and designed to offer a variety of nutritious foods. The menu is posted on our main bulletin board, shared through our monthly newsletter, and available on our website, allowing families to review the planned meals and snacks.
- **Food Restrictions and Allergies:** We prioritize the safety and well-being of all children, including those with food restrictions and allergies. Parents/guardians are required to inform our staff about any food restrictions or allergies during the registration process and provide relevant documentation. We maintain open communication and may request a doctor's note to ensure accurate and up-to-date information regarding allergy management.
- **Allergy Management:** We make every effort to accommodate basic allergies related to simple foods. However, in cases where we are unable to accommodate a child's specific allergy, parents/guardians will be asked to provide replacement meals. Please note that there will be no financial compensation or discount in lieu of meals not provided.

By adhering to our Nutrition Policy, New Leaf Daycare aims to create a healthy and supportive environment where children can develop positive eating habits and enjoy nutritious meals and snacks throughout their time in our care.

Supervision

Infants:

- The caregiver will always ensure that infants are within their **Preschoolers:** line of sight and will never leave them alone.
- The ratio of infants to caregivers will be kept as per The Child Care Regulations, 2015 under The Child Care Act, 2014, Saskatchewan, with no more than 3 infants per caregiver.
- The caregiver regularly checks the infants' diapers, feedings, and sleep schedules. All diapers gets changed as needed and within 2 hours.

Toddlers:

- The caregiver will ensure that toddlers within the sight and are not left unattended or allowed to wander off.
- The ratio of Toddler to caregivers will be kept as per The Child Care Regulations, 2015, under The Child Care Act, 2014, Saskatchewan, with no more than 5 toddlers per caregiver.
- The caregiver will supervise mealtimes and ensure that toddlers are eating safely and appropriately.

- The caregiver will ensure that preschoolers play safely and do not engage in behaviour that could harm themselves or others.
- The ratio of preschoolers to caregivers will be kept as per The Child Care Regulations, 2015, under The Child Care Act, 2014, Saskatchewan, with no more than 10 Preschoolers per caregiver.
- The caregiver will supervise mealtimes and ensure preschoolers eat safely and appropriately.

Supervision – cont.

School-age children:

- The caregiver will ensure that school-age children are playing safely and not engaging in behaviour that could be harmful to themselves or others.
- The ratio of school-age children to caregivers will be kept within state regulations, with no more than 15 school-age children per caregiver.

In addition to the above guidelines, New Leaf Daycare will have clear policies in place for emergencies, including fire drills and evacuation plans. All staff members will receive training on these policies and know their role in an emergency situation. The daycare will have a system in place to communicate with parents or guardians, such as a daily report or an online system to share information about the child's activities, meals, and naps.

Items from Home, Weather Guideline

Parents will provide Diapers, Wipes, a Blanket, preferred Sunscreen and bug spray. The class teacher for the refill will notify parents.

At New Leaf Daycare, we understand that children may have their favorite toys they want to bring from home. However, we have a policy regarding bringing toys from home to ensure the safety and well-being of all children in our care. Our policy is as follows:

- If a child have a comfort toy that helps them in transition, the child is welcome to bring it along.
- Toys from home are allowed on certain designated days or events, such as show and tell or special theme days. Please check with the daycare staff before bringing toys from home.
- Toys from home must be appropriate for the Child's age and development level.
- Electronic devices are not allowed, as they may cause a distraction and limit interaction with other children.
- The Daycare is not responsible for any loss, damage, or theft of the Child's toys brought from home.
- The Daycare reserves the right to limit the number of toys a child may bring from home.
- If a child brings a toy deemed inappropriate or dangerous, the daycare staff will confiscate it and return it to the parents at the end of the day.

Weather Guideline: Going outside every day is crucial for children as it promotes physical exercise, exposure to vitamin D, improved mental health, socialization, and cognitive development. We will spend plenty of time outside in Spring, Summer and Fall. As winter in Saskatchewan is long and gets extremely cold for a couple months, it is still important to get fresh air outside we will be following various guidelines for the winter season:

- Children will go outside when the temperature (including wind chill) is above than -25oC.
- All Children should be supplied with mitts, hat, ski pants, boots and jacket by the Parents. A well dressed child can play outside and enjoy fresh air for 20-30 minutes everyday in cold weather. The Childcare center has a limited supplies to lend out but will for when parents forget.

Child Guidance/Management

1. Infant child guidance policies:

We prioritize building secure attachments and nurturing relationships with each infant. We use gentle, soothing techniques, such as rocking, cuddling, and singing, to comfort and calm infants when they are upset or experiencing distress. Our caregivers engage in meaningful interactions, maintaining eye contact and using soothing and positive tones of voice to promote communication and bond with infants.

2. Toddler child guidance policies:

We emphasize positive reinforcement, praising and acknowledging toddlers' efforts and achievements. We celebrate their milestones and encourage their growing independence. We establish clear expectations and routines, helping toddlers feel secure and develop a sense of predictability. Consistency in rules and boundaries is essential for their understanding. Toddlers will experience age-appropriate choices within structured limits, allowing them to have a sense of autonomy and learn decision-making skills. We support toddlers in developing social skills, such as sharing, taking turns, and using gentle touches. Our caregivers model and guide positive interactions and encourage empathy and cooperation.

3. Preschool child guidance policies:

We provide preschoolers ample opportunities for self-expression and encourage them to share their thoughts, ideas, and feelings.

We value their individuality and foster their self-esteem and confidence. We guide preschoolers in developing problem-solving skills, encouraging them to explore solutions independently or through peer collaboration. We support their critical thinking and decision-making abilities. We help preschoolers recognize and manage their emotions, offering strategies such as deep breathing, calming techniques, and verbalizing feelings. Preschoolers are facilitated to positive peer interactions and promote cooperation through group activities, team-building exercises, and opportunities for collaborative play.

4. School-age child guidance policies:

We promote self-directed learning by providing resources and materials for independent exploration. School-age children can pursue their interests, research, and engage in creative projects. They learn to identify conflicts, express their perspectives, and find solutions through open communication and negotiation. We encourage them to appreciate and value cultural, background, and perspective differences.

Child Guidance/Management – cont.

The following practices are not permitted methods of child management at any time in New Leaf Daycare:

1. corporal punishment;
2. physical, emotional or verbal abuse;
3. denial of necessities;
4. isolation;
5. inappropriate physical or mechanical restraint.

Reasonable approaches to discipline for children include:

1. Setting reasonable limits
2. Gentle reminders
3. Providing explanations
4. Offering appropriate choices
5. Assisting children in making choices
6. Anticipating children's needs
7. Helping children see the consequences of their actions and words
8. Recognizing child differences in age, temperament and experience
9. Ignoring behaviour where appropriate
10. Encouraging appropriate behaviour
11. Distracting children from potential problems
12. Removing children from the situation where appropriate

Preventative techniques include:

1. Providing good supervision

2. Providing enough activities to keep children involved and not bored
3. Providing multiple toys, especially favorites
4. Allowing enough time for activities to keep children from feeling rushed
5. Preparing children for transitions
6. Giving children responsibility and letting them help
7. Respecting children's feelings
8. Expressing pride, interest and pleasure
9. Providing a very close presence when children are having a rough day

Child management that is appropriate for Infants and Toddlers:

1. Direct and close supervision
2. Child-proofing center
3. Praising more than saying No
4. Giving simple explanations
5. Anticipating and responding to needs
6. Distracting with something else

If there is an ongoing problem, it will be discussed with the parent, and the solution will be implemented together in developmentally appropriate manner. We will ensure open and ongoing communication with parents to ensure consistency in child guidance practices at home and at the daycare.

Child Endangerment

Child Endangerment Policy

At New Leaf Daycare, we are committed to providing a safe and secure environment for all children in our care. We recognize the importance of protecting children from harm and ensuring they are not placed in situations that may endanger their health, safety, or well-being.

Definition of Child Endangerment: Child endangerment refers to any action or behavior that poses a threat to the health, safety, or well-being of a child in our care. Examples of child endangerment include, but are not limited to:

- Leaving a child unsupervised for an extended period
- Physical or verbal abuse of a child
- Neglecting a child's basic needs, such as food, water, and hygiene
- Exposing a child to dangerous or harmful substances, such as drugs or alcohol
- Failing to follow proper safety procedures, such as ensuring that children are securely fastened in car seats or using appropriate safety equipment during physical activities.

Reporting Child Endangerment: At New Leaf Daycare, we take all allegations of child endangerment seriously. If a staff member or parent suspects a child is in danger, they must report the situation immediately to the Director or Staff Lead.

The Director or Staff lead will then investigate the situation promptly and thoroughly, considering all available information and evidence. If there are reasonable grounds to believe that a Child needs protection because of suspected or disclosed physical, emotional or psychological abuses, the Daycare is required by law to report this instance to the Department of Social Services – Child Protection Division. Failure to do so can result in our prosecution under the Family and Child Services Act. We are responsible for reporting suspicion and disclosures, not determining if abuse has occurred. Reporting procedures are designed to protect the Child, and the Parents will not be contacted in these instances.

Injury Reporting, Transportation

Minor Injury Reports: A minor injury report will be filled out for all children who incur minor injuries that happen at the Daycare. Staff will fill out a similar form, and it will be placed in their file.

Injury/Unusual Occurrence Report: An injury/unusual occurrence report must be completed when a Child at the facility sustains an injury requiring medical treatment or is involved in an unusual or unexpected occurrence. The form is filled out once the Parent or emergency contact has been notified. The Director must notify the Ministry Program Consultant within 24 hours and send the completed report within seven days.

Transportation: New Leaf Daycare requires parents to be responsible for transporting their Child (ren) to and from the daycare center. However, the Daycare may provide transportation for field trips when opportunities arise and have been approved. The center follows all government regulations regarding motor vehicles and transporting children. Parents may be requested to assist with transportation or supervision, and must undergo a police record check for field trips. Drivers on behalf of New Leaf Daycare must comply with all Saskatchewan Government laws concerning motor vehicles and transporting children. Liability insurance coverage of at least \$2,000,000 is provided for drivers. For kindergarten students, transportation to and from Sylvia Fedoruk School will be considered on a case-by-case basis, and only with prior approval from the Director.

Illness

The general illness policies for New Leaf Daycare based on The Child Care Regulations, 2015 under The Child Care Act, 2014 are as follows; please note these policies will be updated from time to time as per the requirement of the Public Health Agency in case of any disease breakout.

General guidelines:

- Children with symptoms of illness or who have been diagnosed with a contagious disease should not attend daycare until they are no longer contagious and has been cleared by a Dr.

*Please note that New Leaf daycare may request to see a doctor's note at any time to rule out if a condition is contagious or cause for exclusion.

- If a child becomes ill while at daycare, they will be isolated from other children until a parent or guardian can pick them up.
- All staff members will be trained to recognize illness symptoms and follow the illness policy.
- Symptoms that require exclusion from daycare:
 - Fever (over 100.4°F or 38°C), or fever within the last 24 hours
 - Diarrhea (more than one loose stool in 24 hours)
 - Vomiting (within the last 24 hours)

- Rash with a fever or behaviour change
- Persistent cough or difficulty breathing
- Stiff neck and headache with a fever
- Red, swollen, or painful eyes with discharge

Contagious diseases:

- Children with certain contagious diseases, including but not limited to chickenpox, strep throat, or influenza, should be kept home until they are no longer contagious or have a doctor's note indicating that they are cleared to return to daycare.
- If there is an outbreak of a contagious disease in the daycare, the daycare will follow public health guidelines to prevent the spread of the disease.

Return to daycare after illness:

- Children who have been excluded from daycare due to illness or a contagious disease may only return when they are no longer contagious and symptoms have improved.
- A doctor's note may be required before a child can return to daycare, depending on the nature of the illness or disease.

Illness- cont.

Medication: Medication can be administered at the Childcare center if the Parent completes and signs a medication form that is provided by Ministry.

The parents or guardians have provided written consent for the administration of the medication through the completion of the campus's appropriate paperwork

- The medication is in the original labelled container and indicates in English:
 1. The name of the medication
 2. If the medication is prescribed, the first and last name of the child (which must match the child's registration/profile)
 3. The dosage of the medication to be administered, which must match the known age/weight of the child
 4. The frequency of administration of the medication
 5. The length of time over which the medication is to be administered (i.e. 2 weeks, until finished, etc.)
 6. Any other directions provided by a doctor
- For emergency medications (i.e. asthma inhaler, EpiPen, etc.), under what conditions the medication is to be administered (i.e. physical signs that will be present indicating the need for the medication)

The Parents must provide all medications. Children and Parents are not allowed access to this box. Employees are responsible for writing notes about the medication in the Medical form including name, time and dose of the medication. If an Employee finds medication in a Child's bag, or a Child hands medication to an Employee, the Employee or Director will contact the Parents and follow the medication policy. Medication will not be given more than the pharmaceutical and medical recommendations. The Childcare center does not have any medications on site.

Emergency Evacuation

Fire Evacuation: In case of fire, the Daycare will be immediately evacuated by following the practiced steps by notifying the Staff, evacuating the building and meeting at the "Muster Point" The muster point sign is posted in front of the daycare building. Once everyone is out, teachers will take attendance, and if the fire is not reported, emergency services will be called. Children and staff will wait outside the building at the designated meeting place until emergency services arrive and it is safe to re-enter the building.

The evacuation chart is posted in every room in the Daycare, and a monthly fire drill is performed with the maintenance of record.

Weather Emergency: In case of a weather-related emergency such as a Tornado, children will gather inside the Daycare and Director will watch the situation and take steps per Weather Canada's recommendation.

Lock Down Procedure: In case of threat from the external environment, In the event of a lock-down at New Leaf daycare, all children playing outside will be brought indoors and returned to their designated rooms for programming. All exterior doors will be closed and locked, and curtains will be drawn on all windows. Interior doors will be shut and, if possible, locked from the inside. If necessary, staff and children may be relocated to the back hallway at the discretion of the director. Parents scheduled to pick up children during the lockdown will be informed that they will not be allowed to do so until the lockdown has been lifted. Staff on outings or on lunch will be instructed not to return to the daycare until the lockdown has been lifted, and any children with staff on an outing will remain with the staff at the location of the outing until further instructions are received.

Ethical Code of Conduct

For Teachers:

- Provide a safe, nurturing, and stimulating environment for children.
- Treat all children with respect, kindness, and fairness.
- Foster positive relationships with children and their families.
- Continually develop and improve teaching skills and practices.
- Maintain confidentiality and privacy in all matters related to children and families.

For Children:

- Treat others with kindness, respect, and empathy.
- Listen to and follow the directions of teachers and staff.
- Take care of personal belongings and shared spaces.
- Use appropriate language and behavior at all times.
- Refrain from engaging in any form of bullying, harassment, or discrimination.

For Parents:

- Respect the expertise and authority of teachers and staff.
- Communicate openly and honestly with teachers about any concerns, questions, or suggestions.
- Adhere to all daycare policies and procedures, including pick-up and drop-off times.
- Respect the privacy and confidentiality of other children and

families.

- Keep tuition and fees up to date and paid on time.

For Everyone:

- Embrace diversity and inclusion in all forms.
- Refrain from engaging in any form of harassment, bullying, or discrimination.
- Report any incidents of harassment, bullying, or discrimination to the appropriate authority.
- Create a culture of respect, kindness, and support for everyone in the daycare community.
- Strive for continuous improvement and growth, both individually and as a community.

This ethical code of conduct is designed to create a safe, respectful, and inclusive environment for everyone involved in New Leaf Daycare. By adhering to these principles, we can ensure that all children receive the best possible care and education and that parents and teachers feel supported and valued in their roles.

Helpful Information for new parents

Welcome to New Leaf Daycare! We Understand that enrolling your child in daycare for the first time can be a big step, so we want to provide you with some helpful information to make the transition as smooth as possible.

First and foremost, we want to assure you that your child will be well taken care of while they are in our care. Our dedicated staff members are trained to provide a safe and nurturing environment for all of the children in our care. We follow strict health and safety protocols to ensure that all of our children are healthy and happy.

During the transition period, we understand that both you and your child may experience some anxiety or stress. This is completely normal, and we want to assure you that we are here to support you every step of the way. Our staff members are trained to help children adjust to the daycare setting, and we encourage you to communicate openly with us about any concerns or questions you may have.

We also want to let you know that sickness is common in daycare, especially in the first few months of enrollment. This is because children are exposed to new germs and illnesses when they start in a group setting. Daycares are environments where many children are gathered together in close proximity, which can make it easier for germs to spread. Young children are also more susceptible to illnesses because their immune systems are still developing and may not have built up immunity to many common viruses and bacteria. Additionally, children at daycare are often at an age where they are exploring and touching everything around them, which can lead to increased exposure to germs. Rest assured that we take all necessary precautions to prevent the spread of illness, including regular cleaning and disinfecting of toys and surfaces and strict policies around illness and attendance.

Helpful Information for new parents- cont.

At New Leaf Daycare, we understand that each child comes from a unique cultural background, and we are committed to creating a safe and inclusive environment that celebrates diversity. We consider cultural considerations in many ways, including incorporating diverse materials and resources into our curriculum, respecting and honouring cultural traditions and celebrations, and ensuring that our staff members are trained to provide culturally sensitive and responsive care. We believe that by embracing and celebrating the diverse backgrounds and experiences of our children and families, we are able to offer a rich and meaningful educational experience that supports the growth and development of each child in our care.

In the first few weeks of care, parents may have many questions about their child's eating habits at daycare because they want to ensure that their child is getting proper nutrition and care while they are away from home. At New Leaf Daycare, we understand that Food is an important part of a child's development, and parents want to ensure that their child eats healthy and enjoys their meals. Please note that It's important to encourage children to self-feed as soon as they are developmentally ready by the age of 1 year, as it can help to promote their independence, fine motor skills, and self-esteem. As our staff eats lunch at the same time as the preschool children, they will model good eating habits and train children to self-feeding.

We hope this information is helpful as you prepare to enroll your child in New Leaf Daycare. We are excited to welcome your family into our community, and we look forward to getting to know your child and watching them grow and thrive in our care.

Conclusion

Thank you for taking the time to read our New Leaf Daycare Parent Handbook. We hope that it has provided you with valuable information about our daycare policies, procedures, and practices. At New Leaf Daycare, we are committed to providing a safe, nurturing, and stimulating environment for your child. Our goal is to support your child's physical, social, emotional, and cognitive development while also fostering a sense of independence and self-confidence.

We understand that entrusting your child's care to someone else can be a difficult decision, and we want you to feel confident and comfortable with the care your child receives at New Leaf Daycare. Please don't hesitate to reach out to us if you have any questions or concerns.

We look forward to working with you and your child and creating a positive and rewarding daycare experience.

Sincerely,

The New Leaf Daycare Team

Confidentiality Agreement

- I, [Parent/Guardian Name _____], agree to maintain the confidentiality of all personal and private information related to New Leaf Daycare and its employees, clients, and children. As a condition of my child's enrollment in the daycare, I agree to the following terms:
- I have read the Parents Handbook thoroughly and understand the policies and procedures set by New Leaf Daycare.
- I will not disclose any personal or private information about New Leaf Daycare, its employees, clients, or children unless required by law or authorized by New Leaf Daycare in writing.
- I will not discuss any personal or private information related to New Leaf Daycare, its employees, clients, or children with anyone outside of the daycare, including other parents or family members unless authorized by New Leaf Daycare in writing.
- I will protect the confidentiality of all information that I may come across while at New Leaf Daycare, including but not limited to financial information, medical information, and personal information about employees, clients, or children.
- I understand that any breach of confidentiality may result in legal action, termination of my child's enrollment in the daycare, and/or other disciplinary action.
- I understand that this confidentiality agreement applies not only during my child's enrollment at New Leaf Daycare but also after my child's enrollment has ended.
- I acknowledge that I have read and understand this confidentiality agreement and agree to comply with all of its terms and conditions.

[Parent/Guardian Signature] [Date]

Child Name