

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

ENROLLMENT

Kool Cats Kid Care will maintain a waitlist for each age group of children. Where there are vacancies, new children will be accepted.

Priorities for admission and readmission are:

1. Children currently enrolled in one age group and moving to the next age group, if space is available and the setting is suitable for the child.
2. Children currently enrolled part time and increasing to full time.
3. Siblings of children already enrolled
4. Children who recently left the program (last left, first priority).
5. Children applying for admission for the first time.

The Facility Manager will contact parents/guardians on the wait list to ensure that they are still requiring a space. No family will be discriminated against on the basis of race, language, socio-economical status, religion, gender or sexual orientation.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

**PART TIME ENROLLMENT**

Upon registration each child is enrolled in a specific program with a set schedule of attendance for part time children. All schedule changes will require planning and any requests for changes should be made in writing and as early as possible. Any change must be authorized by the Facility Manager/Person in Charge and will only be accommodated if space is available. All schedule changes will require an amendment to the original family agreement noting the correct fees and schedule.

**SCHOOL PROGRAM TO SUMMER PROGRAM**

Kool Cats Kid Care believe to best accommodate our families during the summer months, we offer a separate Summer Program. Families can sign up for the Summer Program and choose the days/weeks they require if they choose to attend.

If Families do not require summer care, their space for the new school year is guaranteed if they still require care again in the fall. They will have to indicate they want the space for the fall prior to the Summer Program. There will be no fees required during the summer while the families are absent.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

## CHILDREN REQUIRING EXTRA SUPPORT

Children who require extra support will be welcome to the program according to the Enrollment Policy. In addition to the orientation with the family, an orientation will be arranged with the support staff from another agency who will be providing support on site at the childcare centre. A care plan will be brought in place after a meeting with the parent, support workers and KCKC staff.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

## COMMUNICATIONS WITH FAMILIES

At Kool Cats Kid Care, staff will at all times demonstrate respect for, and recognition of, a variety of traditions, languages, communication styles and cultural diversity.

Information about families obtained during discussions or meetings, recorded on forms, or learned through working with the child and family is confidential and must not be released without consent of the enrolling parent/guardian as outlined in the confidentiality policy.

Staff will be open to discussion with the parents in regards to their child's behaviours and happenings that would affect their child's behaviour. This will be done in a confidential and professional manner.

The organization will respond to the multilingual needs of the families and provide as much written information as possible in translation and whenever possible provide critical verbal information through interpretation in the home language.

If the information to be shared with a family is considered to be confidential and a translator is utilized, the policies regarding confidentiality will be followed by all involved.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

**ARRIVALS AND DEPARTURES**

It is imperative for staff to know when children arrive and when children leave each day. The parent/guardian or authorized person will be responsible for signing in and signing out on the daily sign in sheet and making contact with staff before leaving upon arrival or departure. Staff will be responsible for completing the daily attendance sheet.

In order to ensure that the caregivers have time to communicate with parents/guardians, and ensure that the children are supervised during this time, the staffing plan will reflect this with enhanced ratios at the busiest arrival and departure times at the end of the day.

**INITIAL PICK UP**

The staff of Kool Cats Kid Care will only release a child to an adult or person(s) on the Authorization Pick Up list provided by the parents.

When a person authorized to pick up a child is unfamiliar to staff, staff will ask for identification to confirm authorization.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

**UNAUTHORIZED PERSON**

If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the childcare staff. The staff person in charge will speak with this individual and explain the policy that no child will be released without written authorization from the enrolling parent.

In a rare emergency situation, verbal permission via the telephone will be allowed from the enrolling parent as long as the parent/guardian confirms the information about this person (name, address, phone number, relationship to the child and description) and the person so authorized presents photo identification to verify the information. Staff will document the time of the call and information share. Whenever difficulties exist, all reasonable efforts will be made to ensure the safety of the child, other children and the staff. If necessary, the staff person in charge may need to call the police for assistance.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

**ALLEGED IMPAIRED AUTHORIZED PICK UP**

It is the staff's legal responsibility, to the extent that this is possible, not to release a child to an authorized person who is unable to adequately care for a child. If a staff member believes that a child will be at risk, the staff person in charge will:

- a. Offer to call a relative or friend to pick up the person and child or
- b. Contact the Ministry of Children and Family Development.

If the person is driving a vehicle, the staff person will explain that driving under the influence of drugs or alcohol is against the law and staff are obligated to ensure the safety and well being of the children and adult. If the presumed impaired person chooses to get into the car with or without the child, the staff will immediately notify the police. The Facility Manager/Floor Supervisor will call the Ministry of Children and Family Development if they feel that the child is in need of protection.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

## **MISSING CHILD**

The safety of children is of the utmost importance in the child care program. Preventative strategies are addressed in many of the policies and procedures throughout the staff and family handbooks. The Child Care Operating Board and staff of Kool Cats Kid Care believe that it is important to have policies and procedures to eliminate or reduce the possibility of a child going missing. To ensure that the search for a child will be as efficient and expedient as possible, it is also important to have policies and procedures in case a child is missing.

To eliminate or reduce the possibility of a child bolting (running away) for the daycare, the staff will endeavour to evaluate the degree of risk involved for the children and especially for identified behaviourally challenged children. At time of admission into the program, care plans will be developed with the parents to ensure the safety of the child. These will be reviewed annually.



COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

## **VISITORS ENTERING THE CHILD CARE CENTRE**

Authorized visitors and community partners will be welcomed in Kool Cats Kid Care with the consent of the Child Care Operating Board or Administrator. All other visitors wishing the opportunities to view the childcare centre will be invited to attend when it is convenient for the centre.

Unauthorized visitors will not be allowed to visit the childcare centre. The Administrator will be responsible for addressing the situation, however, all staff and parents/guardians are requested to inform the Floor Supervisor when a visitor is on the premises, including the outdoor area.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

**DISCIPLINE POLICY**

We will model relationships based on respect for the child, mutual trust, concerns and appreciation of the individual child. We will reward positive behaviour and ensure that negative behaviour is not rewarded. We will encourage children to take responsibility for their own behaviour and consequences. We will provide positive opportunities for each child to make choices and decisions.

We will clearly define limits and expected behaviour for the child to assist understanding the reasons for the limits. Self respect, respect of others and respect for the community property will be the guidelines used to limit behaviour. We will support the child in reaching the behaviour expectations of the Centre. We will try to anticipate and prevent unacceptable behaviour by distraction, redirection and physical intervention if necessary. We will approach the child in a caring manner to help the child express feelings in words and provide support by acknowledging appropriate behaviour in an emotional situation.

We will recognize and respond to both positive and negative feelings of children, recognizing that to become a healthy individual we need to express our emotions. In recognizing negative emotions we will provide opportunities for actions which do not harm the child or others harm the child or others but which do use up the energy generated by strong emotion. Physical intervention will only be used when a child or staff person is in danger.

We will provide creative activities with the opportunities to “pretend” with music, dramatic play, stories, songs and conversation to explore childhood emotional experiences. With the opportunity to make decisions and help in overcoming negative behaviour we will meet our goal of a happy healthy, self discipline child.

We believe in positive discipline that builds a child’s self esteem, not corporal punishment.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

## **GUIDELINES FOR DISPLINARY ACTIONS**

These are guidelines that staff will follow if there is a child being uncontrollable, hitting another child, staff member or any other incident requiring these actions. These 5 steps will be taken, in order, when major incidents occur.

1. Talk with the parents to come to a solution or work out a plan of action for staff, child and parents.
2. Written warning detailing consequences if behaviour does not improve or incidents happen again.
3. 2 day suspension after Emergency Board decision. The parents will be informed of this decision later that evening.
4. 5 day suspension same procedure as 2 day suspension
5. Expulsion from program

After any of the first 4 steps, there will be a 3 month probation period. If the child's behaviour improves with the absence of instances, during this time, then the procedure will start at Step 1.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

## **NUTRITION POLICY**

Kool Cats Kid Care will provide an afternoon snack with healthy nutritious food according to the Canada's Food Guide. We will encourage children to have fruit or vegetables with every snack and a choice of the planned drink or water. We will provide an alternative snack if they are unable to eat the planned snack due to cultural, religious or due to allergies. Our snacks will be hearty and sufficient for school age children. Our snacks are designed to feed the children because they are hungry when they come to us after school wither due to lack of time during lunchtime at school or normal growth spurts. Our snack menu is available with the month program calendar and our philosophy is always in the monthly newsletter for the parents to refer to.

Kool Cats Kid Care is a Nut Free Zone. We inform new parents and provide a list of snacks that are considered nut free. We inform the families in our monthly newsletter and we have notices throughout the daycare stating that we are Nut Free.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

## **TRANSPORTATION**

Kool Cats Kid Care will try to provide safe transportation, within their capabilities, to and from the College Heights Elementary schools. Kool Cats Kid Care will try to provide safe transportation, within their capabilities, to any field trip destination.

Kool Cats Kid Care will ensure the bus will be in excellent working order, up to date on regular maintenance schedule and repairs. Kool Cats Kid Care will have the bus inspected bi-annually according to the National Safety Code.

Kool Cats Kid Care will ensure all drivers will have Class 4 drivers license and a clean drivers abstract report.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

## **STAFF VEHICLES**

From time to time, Kool Cats Kid Care may require to have a staff member to use their own vehicle to transport one or more children to a destination. The staff member will ensure all passengers are seated in the prescribed numbers of seats for that vehicle and all passengers are each in a booster seat and wearing functioning seat belts (one person per seat belt) throughout the trip.

All children and parents must be aware that personal vehicles are being used for that particular field trip.

The vehicle must be in proper working order. The staff member must have clean drivers abstract report. The staff member's car must be properly insured.

The staff member will be reimbursed \$0.50/km for the use of their vehicle. Staff may only use their vehicle 6x/month on regular insurance. Business insurance can be bought (not required, though for field trips) at the staff member's expense.

COLLEGE HEIGHTS COMMUNITY ASSOCIATION

KOOL CATS KID CARE

## **MOVIE WATCHING**

Kool Cats Kid Care will endeavour to provide safe and appropriate choices of movies. The parent approval of selected movies is important and paramount to the child's attendance on the field trip or activity at the daycare.

If it is decided that the children will watch movies for an activity or field trips, the parents will be informed and sign a permission form indicating they approve of the choice of movies.