

**Boys and Girls Club of Olds and Area Early Learning and
Child Care Centre – Parent Handbook**



**Boys & Girls Club
of Olds & Area**

**Parent Handbook
2020**

GREAT FUTURES START



Boys and Girls Club of Olds and Area Early Learning and Child Care Centre

Mission

To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

Vision

All Children and youth discover and achieve their dreams and grow up to be healthy, successful, and active participants in society.

Core Values

Belonging

We welcome everyone in a safe, accepting environment based on belonging and positive relationships.

Respect

We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued and treated fairly.

Encouragement and Support

We encourage and support every child and youth to play, learn and grow to achieve their dreams.

Working Together

We work together with young people, families, volunteers, our communities and government.

Speaking Out

We speak out with children, youth and families so that we can make our world better.

Boys and Girls Club of Olds and Area Early Learning and Child Care Centre

Introduction

Welcome to the Boys and Girls Club of Olds and Area Early Learning and Child Care Centre. This booklet provides information about the philosophy, policies, and operation of our program. We encourage you to drop in at any time to talk with the Child Care Program Director or staff. We welcome any suggestions you feel might improve the quality of our program. The program provides care for children ages 0 months- 6 years old. This is a Licensed and Pre-Accredited facility, operated by the Boys and Girls Club of Olds and Area. The purpose of the Early Learning and Child Care Centre is to provide a quality Child Care program that is safe, secure, creative and promotes the development of each child.

Philosophy

Boys and Girls Club of Olds and Area recognizes that children's life-long health, well-being, learning and behavior are strongly connected to the earliest childhood experiences. It is our belief they by creating a holistic play-based Child Care environment we are able to support the development of the whole child; through the creation of a strong, active and energetic Child Care community in which the rights of children are recognized and where the diversity of families in our community can be expressed. Boys and Girls Club of Olds and Areas Early Learning and Child Care Centre:

- Values the image of the child as a mighty learner and citizen
- Develops meaningful connections with children, families, educators and other professionals through the practice of relationships
- Recognizes the potential that each child brings to every learning situation as well as how to strengthen children's dispositions to learn.
- Creates responsive environments by utilizing time, space and materials to facilitate positive experiences, interactions and routines as well as support children and families through change.

Our curriculum is based off FLIGHT the Alberta Early Learning and Child Care Curriculum Framework. FLIGHT is an emergent, child-centered, and play based curriculum. The curriculum highlights the potential of strong, active, and energetic early childhood communities grounded in the rights of children and reflective of Alberta's diverse families. Children's play is central to this curriculum as an active , exploratory, creative, expressive process, deeply embedded in children's everyday experiences – through which children participate in, learn about and actively make sense of the world. As educators, we plan according to the different interests and abilities of the children in the Centre. We are able to arrange the classroom environment, select activities and provide the appropriate props based upon observations and assessment of play. We believe that learning should take place naturally in an environment that offers a choice of activities created with the child's needs and abilities in mind.

Our centre aims to create an inclusive environment in which all children can flourish by providing non-stereotyping information about gender roles, ethnic and cultural groups and people with disabilities; improving our knowledge and understanding of issues of anti-discrimination practice, promoting equality.

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Program Hours of Operation

6:30 am to 6:00 pm (Monday – Friday excluding stat holidays)

Daily Flow

We believe that children need to be active participants in the creation and implementation of their daily flow, opportunities for learning, and decision-making processes. While children are never made to participate, they are encouraged to co-learn alongside the peers engaging them in learning moments even if they choose not to participate themselves.

Although the flow of our day to day routines may change dependent on the children's needs, interests and development our daily flow follows a predictable pattern.

6:30	Children begin to arrive
6:30 - 9:00	Children engage in a combination of child directed play and adult guided learning provocations
9:30 -10:00	Snack
10:00 -11:00	Outside/gym
11:15 -12:00	Lunch
12:00 - 2:00	Nap/rest
3:00	Snack
3:30	Outside/gym
4:30 - 6:00	Child directed play
6:00	Children depart

Program Fees

Full-time - 4+ days/week (maximum of 10 hours per day) \$550/month

Part-time - 3 days/week (maximum of 10 hours per day) \$325/month

Daily/Drop in (subjected to space availability) \$25/month

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Enrolment Information

Enrolment in our Early Learning and Child Care Centre is open to children 0 months to 6 years, provided the program can meet the needs of the child. Enrolment is granted without discrimination against gender, race, creed, religion or political belief. A registration form must be filled out in its entirety prior to attendance in our program. First month fees are due when parents confirm acceptance of a space in the Centre, including parents who intend to apply for subsidy. Partial months fees will be prorated to include only those days in which the child has been enrolled. Parents who are applying for subsidy will not receive this money back until they have finished their last month of care to balance out any fees not covered. An annual \$35 registration fee will be charged at the time of registration and every year thereafter. Only once all these items are received will your child's space be reserved.

Child Care Subsidy

Child Care Subsidy is available through the Government of Alberta, applications may be made online. It is the parent's responsibility to ensure that their subsidy remains active. If we do not receive confirmation of active Child Care subsidy within one week of expiration or proof that you have re-applied for Child Care subsidy, your Child Care spot will be terminated. Subsidy is paid directly to the program by the Alberta Child Care Subsidy Office on your behalf. You are responsible to pay for any difference between the subsidy amount received and your monthly fee.

Cancellation or Withdrawal

We must be advised at least two weeks in advance when you plan to terminate your Child Care spot. If sufficient notice is not given, you will be expected to pay two weeks lieu of notice. Should you decide to terminate your spot, then wish to return to the Centre and we are full, you will be placed on our wait list.

Late Pick-up Policy

The program is unable to offer Child Care outside of program hours. For participants picked up outside of program hours, a fee of **TEN DOLLARS (\$10.00) per 15 minutes** or part thereof will be charged.

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Emergency Drills & Evacuation

Evacuation procedures are posted in all rooms and at the entrance to the Centre. Staff are assigned duties as part of the evacuation procedure. Monthly drills are held to ensure the safety of all children and staff.

Attendance/Absences

It is the parent's/guardian's responsibility to ensure the staff are made aware of a child's absence. We ask that you call the Centre if your child will be brought in later than 11:00am.

Participant Pick-up

Only those people authorized on the registration form will be allowed to pick up a child from the program. In case of emergency a parent can give permission, verbally or written, for a third (3rd) party to pick up their child(ren). We would appreciate your promptness at the end of the day so that the program can close on time. Persistent lateness causes considerable inconvenience for the staff, and a great deal of stress to the child and may result in cancellation of enrollment.

Medication

Medication can only be given to your child by staff if an Administration of Medication form has been signed. All medication must be supplied by the parent/guardian. Prescribed medication received by staff must be in a pharmaceutical container with the original label from the pharmacy and must contain the following information: child's name, medication name, dosage amount, frequency and physician's name. For children 6 years of age and under, staff will provide appropriate storage and assistance with the administration of inhalers, Epi-Pens and insulin. Please note staff are prohibited from administering over the counter medication to your child, such as Tylenol, Advil, Benadryl etc.

First Aid

Staff are certified in first aid and will take appropriate action in cases of illness or injury. The program reserves the right to engage medical assistance for any child when such attention is deemed necessary. The parents will remain responsible for any expense incurred by this action. When an accident or incident occurs:

- a) First Aid procedures are applied as required
- b) The staff completes the accident/incident form
- c) The parent is informed and given a copy of the report to read and sign. It is kept on record in the child's file.

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Health Care/Supervision of Sick Children

When a child at a Boys and Girls Club program has symptoms of an illness that might be spread to others, it is important that the child be sent home as soon as possible, to prevent illness in other children and staff. If a staff member knows or has reason to believe that a child within the program is ill, the staff members on duty must ensure that arrangements are made with the parent or guardian for the immediate removal of the child from the program and that the child does not return to the program until the Executive Director or Director of Child Care Programs is satisfied that the child no longer poses a health risk to other children or staff. A physician's note or the child being symptom free for a minimum of 48 hours is acceptable evidence that the child is well enough to return to the program. Boys and Girls Club staff will *identify a child as sick and arrange for immediate removal* under the following circumstances:

- Fever that exceeds 39 Celsius or 102.2 Fahrenheit
- Lethargy
- Irritability
- Persistent crying
- Difficulty breathing
- Quickly spreading rash
- New cough with fever.
- Persistent abdominal pain.
- Vomiting 1 or more times during the previous 24 hours.
- Diarrhea 2 or more times during a 24 hour period.
- Stools that contain blood or mucus.
- Illness that prevents the child from participating comfortably in program activities.
- Illness that results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- Public Health advises the director of the facility that a child must be sent home.

***Please see the attached policy Appendix A for Exclusion guidelines

Accident/Incident Reporting

In the case of a serious accident or illness involving a child, we will ensure that the parent is notified, and emergency medical care is provided if needed. In the case of a minor accident, the child will receive First Aid if necessary and parents will be informed through a completed Incident Report form. Parents are required to sign the form indicating that they have read the report. Any questions regarding an accident can be brought up to the staff member that completed the form or brought to the attention of the Director of Child Care Programs

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Parent Involvement

The Boys and Girls Club of Olds and Area abides by an open-door policy. Parental involvement is welcome and valued in our programs.

Parent/guardian participation sends strong, positive messages to children. Parents/guardians are welcome and encouraged to volunteer in any of the following ways:

- Within programs
- Board of Directors
- Fundraising initiatives
- Facility maintenance projects
- Formal and informal suggestions and feedback
- Accompanying on off-site excursions
- Teaching a skill
- Sharing a talent
- Sharing something unique about your family
- Providing suggestions and feedback through surveys and informal discussions

Custody Agreements

If there are any custody and access agreements in place by way of court order, we request a copy which we will keep on file; however it is not our responsibility to interpret, determine or enforce these orders. A parent with sole custody need to provide a document that clearly defines the limits on the non-custodial parents access. If we are aware of a limitation prohibiting access we will not willingly release the child. Should the situation aris where a non-custodial parent comes to pick up the child, we will ask for supporting documentation granting access, if a new order has been issued we will respect the order. We will contact the custodial parent and make them aware of the situation. If no new order has been issued we will ask the parent to leave. If they will not willingly leave the RCMP will and custodial parent will be notified. It is important that families with custodial agreements in place maintain regular communication with the Club.

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Nutrition

Nutrition programming is an essential component of the Boys and Girls Club of Olds and Area services. Nutritious meals/snacks are provided in order to ensure that children have the nourishment they need to have a successful day at school and within our programs. Providing Meals and Snacks allows our organization to address nourishment issues, help prevent childhood obesity and promote the development of lifelong habits.

Our Daycare cook will ensure that participants receive well-balanced snacks that are nutritionally adequate for the physical growth and development of young children. All meals and/or snacks will be mindful of a child's special diet or food allergies and be respectful of cultural, religious or dietary practices.

- Morning and afternoon snacks are provided throughout all our programs
- The snack menu is posted in the front entrance by the main hallway
- All snacks that are provided follow the Food Guide of Health Canada and consist of a minimum of 3 food groups
- There may be an occasional day when a snack may be provided in the form of a treat (prizes) or an activity (baking or craft).
- Parents must ensure that all food allergies and dietary concerns are clearly explained to staff members.

Information Changes

It is vitally important that parents keep the program informed of changes in:

1. Telephone numbers
2. Places of employment
3. Hours of employment
4. Personal status.

Also, please keep the staff informed on any current or anticipated changes in your child's environment. Open communication between the home and the program helps to meet the child's needs effectively.



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Parent Provided Items

Infants/Toddlers

- a) Diapers/pull-ups and wipes
- b) Extra clothes/bibs
- c) Lunch, snacks & drinks
- d) Light blanket
- e) Indoor shoes, no flip flops
- f) Non-aerosol sunscreen
- g) Non-aerosol, child friendly bug spray
- h) Appropriate seasonal wear

Preschoolers & Kinders

- a) Extra clothes
- b) Lunch, snacks & drinks
- c) Light blanket
- d) Indoor shoes, no flip flops
- e) Non-aerosol sunscreen
- f) Non-aerosol, child friendly bug spray
- g) Appropriate seasonal wear

➤ Please label everything with your child's name

Off Site Activities

We may take the children to an activity off the program premises, written consent is provided at the time of registration for small in town excursions such as going for walks, visiting community parks, or going to the library. If we plan a field trip outside of these parameters parents will be advised of the off-site activity including the transportation and supervision arrangements that have been made prior to the activity.

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Outdoor Play

Outdoor play is a vital component of the children's play environment. All Boys and Girls Club of Olds and Area licensed childcare programs take children to play outdoors daily for a minimum of *1.5 hours in the summer months and 30-45 minutes in the winter* depending on the outside temperature (this time can be broken up into two periods of outdoor play in the morning and afternoon).

- Children will **not** play outdoors under the following circumstances
 - During severe weather events
 - When the winter temperature is below -20 with the windchill
 - When the summer temperature is hotter than +30 for the summer program and +28 for the daycare and preschool
 - When the temperature is hotter than +25 Educators are to use their discretion and limit time outdoors, seek shade, offer water and water play during the hottest times of the day.
 - The use of sunscreen is encouraged throughout the year as the weather dictates, it is helpful if parents are able to apply sunscreen to their child in the morning, and the program will reapply sunscreen in the afternoon and as needed. A Bottle of sunscreen can be labelled and kept at the program for your child.
 - If parents do not want their child to use sunscreen this must be indicated on their registration form.
 - When the air quality is poor. All children will remain indoors when the air quality index is 50
 - Children in the Daycare and Preschool will not go outside when wind gusts exceed 50 km/hour – Children in the OSC will not go outside when the wind gusts exceed 65km/hr
- Caregivers must take with them all portable records for their age group, a fully stocked first aid kit, cell phone, water, sunscreen, diapers and wipes on all outings.
- Educators must conduct a visual scan of the play environment to ensure that it is free from any potential hazards (for example: broken glass, animal excrement, unsecure or broken equipment, garbage, toxic plants).
- Parents should ensure that their child brings appropriate clothing for the weather (i.e. sweatshirt, jacket, gloves, raincoat, hat, appropriate footwear, etc.).
- If a child is too ill to go outside, they should be kept home from the program that day.
- Staff members ensure children are provided with proper hydration, sunscreen, mosquito spray, etc. when engaging in outdoor play.

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Guiding Behavior

Children learn, through interaction with their teachers, other children and their environments, they are capable of success and self-control with appropriate guidance and direction. All interactions at the program, including those that are disciplinary in nature, will provide the children with learning experiences and opportunities to develop an understanding of moral values and a sense of security. At Boys and Girls Club we use only positive guidance. Positive guidance promotes the development of a healthy self- concept, self-regulation, creates a positive, safe and appropriate environment for children as well as assists children in discovering appropriate ways to express their wants, needs, views and feelings. Positive guidance uses interventions to teach rather than punish. At this program we believe that prevention is the key to a successful environment. Child guidance used at Boys and Girls Club must be reasonable in the circumstances. The most appropriate ways to guide behavior differ from child to child and is dependent on the age and development of each individual child. Steps which we take to prevent behavioral issues include:

- Providing a broad range of interesting and stimulating activities that allow for independent, small group and large group play
- Giving advanced warnings about transitions so the children know what to expect
- Being aware of the environment and interactions occurring in the classroom and redirecting inappropriate behaviors
- Acknowledging appropriate behaviors through positive reinforcement using both gestures and words. Positive reinforcement promotes self-confidence and encourages repeated positive behavior
- Ensuring that the physical environment is set up in a way that positive behavior is promoted
 - Making sure there is enough space for children to move around and interact within the programming area; having enough toys for children to easily share and play
- Adults create an environment that promotes trust, security, and comfort by consistently modeling appropriate and acceptable behavior
- Allowing children to make choices as often as possible, while making clear when it is not a matter of choice
 - “Do you want to put your pants on first, or your shirt?”
 - “You can sit in the circle with the group, or you can play with a puzzle quietly at the table”
 - “Do you want to wait in line for your turn, or do you want to find something else to do?”
- Providing clear, consistent and appropriate limits preventing confusion as to which behavior is expected
 - Inside we walk
 - We need to wash our hands before we eat

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- Giving easy to understand explanations for limits
 - “Sand stays low, so it doesn’t get in people’s eyes”
 - “We sit while we are eating so we don’t choke”
- Saying what is expected rather than asking
 - “It’s time to clean now”
- Focusing on the behavior rather than the child and establishing limits in a positive and specific manner (say what you mean. Use “do” instead of “don’t” whenever possible).
 - Try saying, “Slow down and walk” instead of “stop running.”
 - Try saying, “Come hold my hand” instead of “don’t touch anything.”
 - Try saying, “Keep your feet on the floor” instead of “don’t climb on the table.”
 - Try saying, “Use a quiet voice inside” instead of “stop shouting”
- Modeling problem solving skills by offering verbal and or physical prompts
- Provide one-to-one support for those children who may have difficulties self-regulating
- Utilizing redirections strategies, providing a toy or substitute toy, trying to engage them in another activity
- Using natural and logical consequences
 - “When you forget to put your gloves away, its hard to find them when you need them”
 - “oops the paint got on the floor, lets grab a cloth so you can wipe it up”
- Take into consideration the child’s family and cultural background and how that may impact their behavior
- Children are encouraged to think about their behavior and ask themselves “Was it helpful, or was it hurtful?” and more importantly “Was it respectful?” Our children do not have to like each other but that are expected to respect each other.
- Children are encouraged to make amends by offering genuine opportunities for children to restore relationships after an incident or harm rather than demanding an apology

In most instances of guidance, adults will need to combine approaches or use a variety of strategies to respond to the child’s behavior and meet their developmental needs.

Boys and Girls Club Educators will NOT:

- Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation
- Deny or threaten to deny any basic necessity
- Use or permit the use of any form of physical restraint, confinement or isolation

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Communication Policy

Boys and Girls Club of Olds and Area is committed to communicating with staff, families, children, schools and community members in a respectful and professional manner in order to facilitate positive relationships and create an optimum Child Care experience.

Families of children registered in our programs have the right to be fully informed of their children's experience while involved in the program. The Director of Child Care Programs, Program Supervisor and Child Care staff will provide families with information on the program, its daily structure and their child's experience or involvement through posted notices on the parent bulletin as well as through continual verbal communication.

In the event that a concern/issue arises, all concerns/issues will be taken seriously and dealt with according to policy guidelines. We encourage parents to discuss concerns with staff when they arise. Staff and parents need to create effective partnerships in order for us to provide children with quality care. The following guidelines will be followed to address concerns/issues:

- a) Parents will discuss their concern/issue with staff in the program.
- b) If a parent feels that their concern/issue has not been addressed, they will speak with the Director of Child Care programs.
- c) If a parent feels that their concern/issue has not been addressed, they will speak with the Assistant Director.
- d) If a parent feels that their concern/issue has not been addressed, they will speak with the Executive Director.
- e) If the concern/issue still remains unresolved, it will be brought to the Board of Directors. The Board of Directors decision will be final.

Social Media

Boys and Girls Club of Olds and Area utilizes our social media pages as an avenue to share information relating to our programs. This includes photographs, videos/media packages, childcare related news posts, child activity updates (learning stories, local initiatives, fundraising)

Child Abuse and Endangerment

If a staff suspects child abuse or child endangerment, we are required by law to report this to Child and Family Services Authority. We are not permitted to notify parents/guardians of our reporting. It is the responsibility of the Child and Family Services Authority to investigate and determine if the reporting is justified.

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Supervision

The Boys and Girls Club Educators understand and value the importance of creating a safe, loving and nurturing environment for the children in our care. This is accomplished through effective supervision and the Educators being actively involved with the children on a daily basis. Boys and Girls Club Educators are aware that the best way to prevent injuries or accidents is through constant and consistent supervision, this also promotes a positive learning environment for the children and staff as well as the opportunity to develop meaningful relationships. Boys and Girls Club Educators are aware that supervision means more than watching or observing the children as they play, and that it is important to develop and continue learning supervision techniques to create safe environments. Our Educators use a variety of methods to observe children at play, and monitor the physical environment to ensure that the children are always being adequately supervised both indoors and outdoors:

- Classroom furniture is positioned in a manner that the staff can see into all centers from various spots around the classroom
- Children are limited to a specific playground or designated area when outside
- Educators are aware of which parents/adults or guardians are authorized to pick up a child from the program
- Parents and staff are required to sign the children in and out of the program
- Educators have on hand a clipboard with all of the children's names on it. This is to also keep track of the times that the children arrive and leave the program premises.
- If a child is expected to attend the program and doesn't arrive, the parent will be contacted immediately, if they are unable to contact the parent the emergency contact will be contacted (OSC and Summer Programs)
- All staff members are aware of the location of medications, first aid kits, portable record files and emergency contact numbers
- Staff engage in play with children, to keep them occupied and interested in activities, allow for closer supervision, and make sure that the children are playing in a safe manner
- Educators closely monitor children when they are playing in areas that are 'high risk' for example, on playgrounds, in centers where they typically are more active or tend to have difficulty playing co-operatively, when they are in a large groups, near water and during transition times
- Educators position themselves around the classroom to maximize supervision of the entire group
- watch the children closely in all aspects of play to further their ability to assist and intervene when they foresee possible behaviors, danger or incidents
- Educators are always listening to the children, even the children that are not directly around them

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- Boys and Girls Club has established simple rules that are age appropriate for all the children in our program
- Educators count the number of children present frequently
- Child and staff ratios are maintained at all time

a. Staff/Child Ratio

- **Daycare**
 - Infant 1:3
 - Baby 1:4
 - Toddler 1:6
 - Preschool 1:8
 - Kinder 1:10
- **Preschool/Prekindergarten**
 - Preschool & Pre-Kinder
 - 1:12
- **OSC/Summer**
 - Kinder 1:10
 - 6-12 years 1:15

Staff/Child Interaction

To provide and maintain a consistent high standard of practice staff will interact with participants both indoors, outdoors and during field trips by:

- Staff acknowledge participants, respond attentively and show interest when the participants communicate with them
- Staff guide participants to respect the rights of others
- Staff model respectful interactions with participants
- Staff guide participants to interact with each other positively and respectfully
- Staff seek out meaningful interactions with each participant encouraging them to express their needs and desires
- Staff engage in active conversations with participants
- Participants are allowed to finish speaking without being interrupted
- Staff are actively engaged with the participants as appropriate and are available to the participants at all times
- Participants are taught strategies that support relationships
- Staff facilitate a safe environment for participants to express their feelings
- Staff are responsive to the participants abilities and needs for assistance.
- Redirect them to acceptable behavior
- Helping participants to solve problems on their own
- Moving to the physical level of the child to maintain frequent eye contact if appropriate to promote good communication
- Asking participants to take part in developmentally appropriate activities such as cleaning up after themselves
- Setting up safe, stimulating environments to allow participants to explore, experience and interact independently.

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Appendix A

Boys and Girls Club of Olds and Area has developed this Potential Health Risk Policy in accordance with Alberta Health Services Recommendations. (Revised January 2020).

a. When a child should be excluded from the program

When a child at a Boys and Girls Club program has symptoms of an illness that might be spread to others, it is important that the child be sent home as soon as possible, to prevent illness in other children and staff. If a staff member knows or has reason to believe that a child within the program is ill, the staff members on duty must ensure that arrangements are made by the parent or guardian for the immediate removal of the child from the program and that the child does not return to the program until the Executive Director or Director of Child Care Programs is satisfied that the child no longer poses a health risk to other children or staff. A physician's note or the child being symptom free for a minimum of 48 hours is acceptable evidence that the child is well enough to return to the program.

Boys and Girls Club staff will identify a child as sick and arrange for immediate removal under the following circumstances:

- Fever that exceeds 39 Celsius or 102.2 Fahrenheit
- Lethargy
- Irritability
- Persistent crying
- Difficulty breathing
- Quickly spreading rash
- New cough with fever.
- Persistent abdominal pain.
- Vomiting 1 or more times during the previous 24 hours.
- Diarrhea 2 or more times during a 24 hour period.
- Stools that contain blood or mucus.
- Illness that prevents the child from participating comfortably in program activities.
- Illness that results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- Public Health advises the director of the facility that a particular child must be sent home.

***Please note: Employees shall not attempt to diagnose children with specific illnesses, this is the responsibility of a medical physician. Please only provide the Parent/Guardian with the symptoms that the child is exhibiting.

b. Exclusion illness specific guidelines:

- **Vomiting/diarrhea** the child may return 48 hours after their last bout of vomit/diarrhea
- **Common cold:** Children suffering from a common cold will be assessed on an individual basis. Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs.
- **Measles:** Anyone who has measles must stay out of school, daycare, work, and public places until at least 4 days after the rash first appeared.
- **Chickenpox:** Chickenpox is contagious before the rash appears, therefore children who have chickenpox that is fully scabbed over may return to daycare as soon as they feel well enough.
- **Mouth sores:** the child may return once the child's physician or Public Health states that the child is non-infectious.
- **Whooping cough/pertussis:** Children with whooping cough need to take antibiotics for at least 5 days before going back to daycare. If your child didn't take antibiotics, wait 21 days after the start of symptoms before sending your child to school or daycare
- **Rash:** the child may return once a physician has determined the illness is not a communicable disease.

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- **Strep throat:** child must be on antibiotics for 24 hours and feeling well enough to participate in all daily activities
- **Flu/Bronchitis/Pneumonia** – Child must have a doctors note stating that it is safe to return to care. The child must be on antibiotics and have had no fever for at least 24 hours without taking fever reducing medication
- **Ear Infection:** Child must be on antibiotics and no fever for 24 hours before returning
- **Pink eye/conjunctivitis:** (pink or red eye with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye) until the child has been treated and is symptom free.
- **Impetigo:** 24 hours after treatment has been initiated.
- **Head lice** (Pediculosis): child may return once they have been treated and are nit free.
- **Scabies:** Child may return once they have received treatment and been cleared by a doctor as safe to return to care

Special consideration: If you are keeping one of your children home because they are ill with influenza or the stomach flu, please consider the exposure that may have occurred to his/her siblings. In the instance of influenza or the stomach flu, siblings are encouraged to remain home. Siblings are often a carrier of the same virus and can expose the other children in care before they show symptoms. This decision will be left up to each family respectively. **In the event of a centre wide outbreak we will not be allowing siblings of ill children to attend the program in order to reduce the spread of refection.**

c. Record of ill child

Boys and Girls Club will keep detailed records of children who become ill and have been removed from the program including: the child's name, date the child was observed to be ill, name of the staff member who identified the child was ill, time the parent was initially contacted, name of the staff member that contacted the parent/guardian, time the child was removed from the program, and the date the child was well enough to return to the program.

d. Removal of ill children

- When an Educator identifies a child as having any of the symptoms identified above they must call for the immediate removal of the child
- If a parent/guardian does not arrange for the immediate removal of a child that is ill, the emergency contact will be notified and asked to pick up the child immediately.

e. Supervision of sick children

- Children that are ill will be kept as far away as practical from other children. In instances where ratio allows, the child will be removed from the program room and cares for and comforted in an isolated area until a parent/guardian or other authorized person is able to remove the child.

f. Outbreak Management

- If there are two or more children exhibiting the same symptoms, Boys and Girls Club will notify Alberta Health, in the event that Alberta Health declares an outbreak Boys and Girls Club will comply with all outbreak management guidelines as directed. This may include
 - Written notice of an outbreak, outbreak signage, additional cleaning procedures/precautions and daily reports indicating the number of new cases of ill children.
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Parents are kept informed of Boys and Girls Club management of children that are ill through verbal reminders, reminders in the monthly newsletter, postings that specify the Amendment to Child Care Licensing Regulations and introduced to the Potential Health Risk Policy upon registering their child in the program.

Boys and Girls Club of Olds and Area Early Learning and Child Care Centre

Contact Information

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We are a proud:

Alberta  *Early Learning and
Child Care Centre*