



## Parent Handbook

LUTHERAN EARLY LEARNING CENTERS INC.

June 2023

## LELC Locations

Main Office	Executive Director – Kim Randall 123 South Railway St. W, Warman, SK. S0K 4S0	306-382-2113
Warman Center	Director – Kristen Mantyka 123 South Railway St. W, Warman, SK. S0K 4S0	306-933-2328
Martensville Center	Director – Natasha Merko 502-5 <sup>th</sup> Street North, Martensville, SK. S0K 0A2	306-931-4633
Saskatoon Center	Director – Krystina Micucci 925 McMillan Avenue, Saskatoon, SK. S0K 0A2 603-115 <sup>th</sup> Street East, Saskatoon, SK. S0K 0A2 (Preschool location)	306-934-4979

## Find Us Online!

<https://www.facebook.com/LELCInc/>

<http://lutheranearlylearningcenters.com/>

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## 1.0 Welcome to the Parents

Welcome to our Center; we are excited to have you as part of our family! At Lutheran Early Learning Centers Inc. (LELC) every child is important. This is reflected in our academically rich program that is designed to promote your child's growth and development: socially, intellectually, physically, emotionally, and spiritually. Thank you for choosing LELC.

A transition into a new environment can be challenging and cause anxiety for any child or adult. Our Educators are trained to be alert and aware of your child's reaction initially and will be sensitive to their feelings. Separation anxiety is common, and your child may resist being left at LELC. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child into the classroom, simply give your child a hug and assure them that you will return for them that afternoon to pick them up – then leave. Prolonging departure can cause more anxiety for your child. We encourage parents to call or email any time during the day to see how their child is adjusting.

This handbook will help you understand our organizations goals and policies. Our guidelines are all designed to make sure that each child receives the best education and care possible. Please look over the information given, so that you are familiar with our operation and guidelines.

## 2.0 Lutheran Early Learning Centers Inc.

### 2.1 About Us

Lutheran Early Learning Centers has been in operation since 1997, when a small group of ambitious members of different Lutheran congregations gathered with an enlightened idea. After attending a LWML workshop they were informed of the high need for childcare in Saskatoon, and soon the committee was formed with the plan to create a preschool that would help children experience the love of God.

Within a short time, our first preschool location, in Grace Lutheran Church, was holding an open house. After the success of the preschool, the committee received the initiative they needed to continue their work and build a Child Care Center. In 1999, after the hard work and labor of the committee and many volunteers, the Center was ready to open its doors to Mount Royal and surrounding communities.

Since that time, LELC has expanded both the childcare and preschool programs to the cities of Martensville and Warman.

### 2.2 LELC Mission Statement

The mission of LELC is to nurture and care for children in the development of heart, mind, body, and spirit in a Christian environment, involving parents and community through the Gospel of Jesus Christ.

### 2.3 Purpose and Philosophy

Lutheran Early Learning Centers is a non-profit and charitable agency that helps children experience the love of God, through Christ, who desires to be their Lord and Savior. **Our programming is developed to:**

- ❖ Nurture a positive self-concept in children. This means encouraging children to accept themselves and others as God made and redeemed them: as unique beings with talents and limitations, while accepting and appreciating others.
- ❖ Enhance the social development of children by encouraging and developing positive, loving relationships, and good manners.

- ❖ Enhance the emotional development of children by helping them manage feelings and express them in a constructive way.
- ❖ Enhance the intellectual development of children by encouraging a desire to learn, fostering thinking processes, and helping children to acquire and use verbal skills.
- ❖ Enhance physical development of children by promoting balanced and good nutrition, and by developing their large, fine, and sensory motor skills.
- ❖ Nurture the creative development of children by helping them express themselves through various arts, and helping children appreciate the beauty of creation.
- ❖ Enhance parental skills in the education of their children by increasing knowledge of child development and ways to interact with their child.

LELC's vision is to be nationally recognized as an outstanding Christian Early Learning and Child Care organization.

### **3.0 Board of Directors Governance**

LELC is a non-profit and charitable agency overseen by a Board of Directors comprised of parents and community members. LELC operates as a parent board as outlined under Section 7(2) of *The Child Care Act* and as such the majority (51% or more) of directors must be parents of children registered in the licensed daycare programs. Please contact your Director if you would like to become involved, or to find out who your parent representative is.

## **4.0 General Information**

### **4.1 Statement of Services**

LELC is a self-supporting, educational non-profit charitable agency. We offer licensed year-round Early Learning programming for children 6 weeks – 6 years, Preschool for children age 3 & 4, and Before and After School (B&A) care for ages 6 through 12 years. Our daily activities and programs consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups.

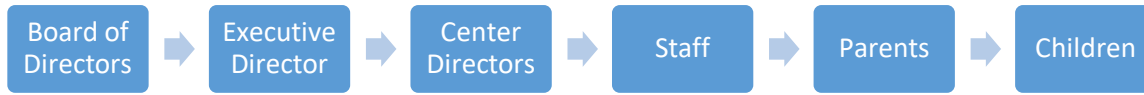
### **4.2 Admission**

Enrollment in our program is open to all families of our community. We operate on a nondiscriminatory basis. Only the child(ren)'s parent or legal guardian may enroll a child (proof of custody may be required). Parents will be required to provide proof of birthdate in the form of health card or birth certificate. All forms provided to you upon registration must be completed before your child may attend LELC.

Before and after school programs will accept registrations April 1<sup>st</sup> each year. Registration forms must be submitted by April 15<sup>th</sup>. LELC Directors will provide notice to all registrants of their acceptance, by May 1. Due to the high demand of our program, children younger than 10 will have priority to our limited B&A spaces. Children 9 and older are eligible to participate in the STAY SAFE program and many other camp programs offered within our communities. Ask your director about other options for childcare for older children. LELC will provide care for children up to the age of 12 when space permits.

Kindergarten children will transition to the Before and After school program on July 1<sup>st</sup> regardless of age. Children in locations without a B&A program will remain in their preschool space until August 31<sup>st</sup>.

### 4.3 Organizational Structure



### 4.4 Fee Schedules

	Infant (0-18 months)		Toddler (19 months - 30 Months)		Preschool (31 months-6 years)	
	Full Fee	Subsidized	Full Fee	Subsidized	Full Fee	Subsidized
<b>Full-time Per Month</b>	\$ 1,040.38	\$ 217.50	\$ 869.20	\$ 217.50	\$ 805.65	\$ 217.50
<b>Daily</b>	\$ 52.10	\$ 10.00	\$ 43.46	\$ 10.00	\$ 40.28	\$ 10.00

<b>Before &amp; After School (Kindergarten Graduate - 12 years)</b>	
<b>Full-time</b>	\$ 420.00 Per Month

<b>Preschool 3&amp;4 years</b>	
<b>2 Day</b>	\$ 95.00 Per Month
<b>3 Day</b>	\$ 125.00 Per Month
<b>Registration Fee</b>	\$ 40.00 At Registration

\*Preschool registration fee is non-refundable

### 4.5 Hours of Operation

LELC **Childcare Centers** are open from 7:00 a.m. to 6:00 p.m., Monday through Friday. We are closed New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day. When a Statutory holiday falls on the weekend, LELC will close Friday in lieu of a Saturday Stat OR the following Monday in lieu of Sunday. All holidays are charged at the regular fee.

LELC reduces its operating hours on Easter Monday, Christmas Eve and Boxing Day as well as ONE staff Professional Development Day per year. Parents will be surveyed and receive written notice 60 days’ in advance to determine the need for care on these specific days. LELC will offer reduced hours or alternate care at another location based on the survey results. Reimbursement may be provided in the event LELC closes a center by determining the need for care does not merit the minimum requirement of 2 scheduled staff. The receipt of alternate care must be submitted including the individuals full name, social insurance number, date, amount and signature.

On unscheduled school days off, childcare will be made available for **B&A** children at our Warman program. The unlicensed Martensville B&A Program does not provide care on the local school professional development days, teacher preparation days and other days off school. Care is available at both locations during the local school February break, Easter break and Christmas break and during summer months. We will require children to bring their own school safe lunches. Parents will be responsible for transporting their children to and from school on days the school board busses are not operating in instances such as inclement weather.

**Preschool Programs** offer classes in the morning or in the afternoon. Please see the fee schedule for available class options\*. Preschool is closed, and no classes are offered 2 weeks over the Christmas season as well as New



Year's Day, Family Day, Good Friday, Victoria Day, Labour Day, Thanksgiving Day, Remembrance Day and all Professional Development Days in conjunction with the local school schedules. Closures are communicated with families in advance to closure. All holidays are charged at the regular fee. Preschool start date is the Monday following Labor Day Weekend and finishes the Friday before school ends.

\*Enrollment numbers for classes for preschool programs may affect the program availability.

#### **4.6 Child Placement in an Early Learning Program**

Your child is placed in a classroom dependent on development, ratios, space availability, and behavioral needs. This decision will be solely that of the Director.

Children supported by Enhanced Accessibility programs must be taken into consideration when determining staff-to-child ratios. Staff hired as one-on-one support for a child with diverse needs shall not be counted in the regular staff-to-child ratios when the child with diverse needs is in attendance. In the event the one to one educator is ill or scheduled off and substitute educator is unavailable, LELC will do their best to provide uninterrupted care. If the child cannot be counted within regular staff to child ratio without the support of their EA, families may be asked to keep their child home.

#### **4.7 Daily Schedules**

Although your child's schedule varies somewhat day to day, a typical day in one of our **Early Learning Programs** may be as follows:

- ✓ **Activity Time** - Children arrive and play in activity centers (puzzles, table manipulative, dramatic play, blocks, sensory, etc.) Specific activities vary based on age.
- ✓ **Snack and Lunch Time** - Nutritious meals and snacks are served to our children family style. The Educators sit with the children while they are eating, encouraging, and participating in quiet conversation.
- ✓ **Outdoor Time** - The backyard is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the length of outdoor time.
- ✓ **Rest Time** - The children are given the opportunity to nap or rest each day. It is important in healthy child development for all children to have some alone time to relax and rest their bodies.
- ✓ **Group Time** - Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, games, etc.

A typical day for B&A children at our centers may be as follows:

- ✓ **Activity Time** - Children arrive and play in activity centers (puzzles, table manipulative, dramatic play, blocks, sensory, etc.)
- ✓ **School Time** - Our Educators will walk the children to and from the school or bus stop. When the children return from school, they will be served afternoon snack. Every child is encouraged to take care of their own belongings and ensure they take their appropriate items to and from school each day.
- ✓ **Outdoor Time** - The yard is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the length of outdoor time.
- ✓ **Rest Time** - The children are given the opportunity to rest each day in a comfortable rest area of the room. It is important in healthy child development for all children to have some alone time to relax and rest their bodies.
- ✓ **Group Time** - Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, games, etc.

A typical day in one of our **Preschool Programs** may be as follows:

- ✓ **Arrival** - Children arrive and play in activity centers until all their friends arrive and are ready to start their learning. **Classes are 2 hours in duration, start and end times vary depending on location.**
- ✓ **Sharing Time** - A devotion is given. This often includes a Bible story, song and prayer, and learning a memory verse. Theme topics are discussed, and special theme activities of the day are introduced by the teacher.
- ✓ **Time for Play and Exploration** - Children participate in feature activities at all open centers.
- ✓ **Gross Motor** - Children participate in group games, creative drama, and other large motor activities.
- ✓ **Music and Story Time** - Children sing songs, learn finger plays, and listen to stories.
- ✓ After 2 hours of class children are dismissed to get dressed and go home.

#### **4.8 Our Educators**

At LELC we strive to provide nurturing, quality care in a highly interactive learning environment. Our qualified teachers are an integral part of providing this environment. Our educators have undergone a detailed interview and screening process, criminal and vulnerable sector checks, as well as first aid/CPR training. LELC recognizes the value of continual training and education for our ECE's. Each has qualified themselves to educate your child by achieving Early Childhood Education Level I or greater. They also participate in ongoing professional development opportunities specific to early learning.

#### **4.9 Curriculum**

Children learn by doing. They learn through play, experimentation, exploration, and experiences. LELC follows the *Play and Exploration Curriculum* developed by the Government of Saskatchewan. Play and Exploration promotes high quality early learning and care for children and families based on current early learning research and best practice. Educators build strong relationships with children and families, create environments that are child centered, and encourage exploration and creativity. Children are honored as active learners through their play, where children's ideas and interests reflect daily programming and experiences (Play and Exploration Early Learning Program Guide). Lutheran based learning topics and experiences are adapted into the program in this same manner.

#### **4.10 Government Licensing and the Early Learning and Child Care Consultant (ELCC-Consultant)**

LELC complies with the applicable Government licensing regulations and policies to ensure a quality environment for your children\*. The primary responsibility of the ELCC-Consultant is to enforce *The Child Care Act, 2014* and *The Child Care Regulations 2015* and to promote the high-quality care of children.

The role of the ELCC-Consultant includes but is not limited to:

- conducting an annual license review to ensure basic standard of care is in place
- monitoring facilities to ensure licensing requirements continue to be met
- conducting a minimum of two unscheduled visits per year
- attending a minimum of two board meetings per year
- addressing non-compliance when it is observed or when reports are received
- supporting parents and caregivers by providing information about supports available and encouraging facilities and boards to exceed requirements and provide the highest quality of care they can

If at any time you have questions or concerns that have not been resolved utilizing LELC's communication plan you may wish to contact our Early Learning and Child Care Consultant from the Ministry of Education, Early Learning and Child Care Sector.

**Comany Yokhanna (she/her)**  
**Government of Saskatchewan**  
Early Learning and Child Care Consultant  
Early Years Branch, Ministry of Education  
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Saskatoon, SK Canada S7K 2H6  
Tel: (306) 933- 6041  
[comany.yokhanna@gov.sk.ca](mailto:comany.yokhanna@gov.sk.ca)

*\*Please note that although the Ministry of Education does not officially regulate or monitor LELC Preschool Programs or Martensville B&A Program, LELC strives to follow and adhere to all applicable regulations.*

## **5.0 Parent Responsibilities**

### **5.1 Compliance with Handbook**

Parents will be required to comply with center rules as set forth in this Parent's Handbook and sign the Parent Acknowledgment Form.

### **5.2 Annual General Meeting**

LELC encourages all parents to attend the Annual General Meeting that takes place each October. Notification of the meeting date circulated to all parents at least 10 days in advance of the meeting.

### **5.3 Child Absence/Attendance**

Prorated fees are not provided for absences, illness, vacation or bus cancellations. We require all absences, illness, and vacation to be reported to the Director prior to or the day of the absence. For further clarification, refer to LELC's "Illness and Communicable Diseases Policy and Procedure".

### **5.4 Fee Payment**

All **childcare** fees are collected via pre-authorized debit from the parents designated account on either the 1<sup>st</sup> or 15<sup>th</sup> of the month, for that month of care. Families with multiple children enrolled within an LELC program, can choose to split payments on both the 1<sup>st</sup> and 15<sup>th</sup> of the month. **Preschool** fees are collected via pre-authorized withdrawal on the 1<sup>st</sup> of the month, for that months program. Full payment is required for statutory holidays and for days your child is absent (i.e. sickness, holidays, etc.). Upon payment, receipts for fees are issued via electronic communication from head office the following month. See "Late Payment Policy" for late or unpaid fees.

Parent Fee Reduction Grant is eligible for all children under the age of 6 years. Therefore, childcare fees are reduced to \$10.00 per day equaling an average monthly fee of \$217.50 for full-time care. Families utilizing care under 10 days per month will be charged the daily rate. When a child turn 6 years of age, their eligibility for the fee

reduction grant expires the month following their 6<sup>th</sup> birthday. Parents are then responsible for the childcare fee in its entirety.

Alternate care for your children may qualify for reimbursement on days of reduced hours. Upon presentation of a signed receipt from an alternate care provider, parents may be reimbursed up to 90% of the full daily rate. *The receipt must state alternate caregivers name, Social Insurance Number, number of hours required, charge per hour, and date of care.*

### **5.5 Drop Off**

Parents must accompany their children into the building, sign them in, and take them to their designated classroom ensuring an Educator has acknowledged their presence before leaving. No children are permitted in the building prior to 7:00 a.m.

### **5.6 Pick Up**

All children must be picked up and signed out by a parent or approved person over sixteen years of age by 6:00 p.m. Anyone allowed to pick up the child (ren), must be listed within LELC's parent engagement software (ProCare) or be approved verbally or in writing with the Director. LELC reserves the right to refuse any individual access to our property for drop-off or pick-up if they have created a problem. Anyone staff do not recognize will be required to show picture identification. If anyone out of the ordinary is to pick-up your child, please contact the Director prior to that time. It is the parent's responsibility to notify the Director and make changes to the "Additional Authorized Pick-up" section within ProCare whenever necessary. Please see the "Late Pick-up Policy" for applicable charges for late pick up.

All parents, guardians and alternate pick-up's are required to comply with all Saskatchewan Government laws that pertain to motor vehicles as well as transporting children. Children 18 months – 6 years of age, weighing 20 – 65 pounds must be in a front facing convertible car seat. Children under 7 years of age, 145 cm (4'9") in height and 80 pounds in weight must use a booster seat. No child under the age of 12 years should be transported in the front seat of any vehicle.

### **5.7 Illness/Communicable Diseases**

These guidelines are for the welfare of all our children and staff. To provide a safe and healthy environment we rely on parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's healthy development. We feel that if your child is too sick to play outdoors then they are too sick to come to one of LELC's Programs.

Please inform the Educator within 24 hours if your child is diagnosed with a serious illness or contagious disease. A child that is ill or has a temperature of 38.3° or above must be kept at home.

A child that is too ill to remain in their applicable Program shall be supervised and cared for until the child can be picked up by a parent. A child will be sent home if he/she has a fever of 38.3° or above; if he/she is vomiting or has diarrhea; and/or if it is suspected that he/she has a contagious illness. If your child is physically unable to partake in daily activities due to suspected illness, they will be sent home. In the event you are called to pick up an ill child, you must pick up your child immediately. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the child's "Emergency Contact Form". LELC reserves the right to request a doctor's note prior to returning. For more information, refer to LELC's "Illness and Communicable Diseases Policy and Procedure. "

## **5.8 Medication**

All medication to be given to your child must be in the original bottle with the instructions clearly printed on it as provided by the Doctor's prescription or by the pharmaceutical company. All medicine including prescribed and over-the-counter medications must be in an up-to-date bottle and not be outdated. All prescription medication must have the child's name on the script. Ask your pharmacist for an extra bottle for your childcare facility. A "Medication Form" needs to be filled out prior to the administration of any medication. LELC reserves the right not to give medication if the dosage is questionable or not according to the label. Medication is kept in a locked box in the fridge and/or in a high cupboard when in the Center.

## **5.9 Allergies/Dietary Needs**

It is the parent's duty to inform LELC of any food or other known allergies that affect your child and to fill out and submit the required forms. This allows us to alert all the educators to be on guard. These forms must be updated by parents if/when new allergies are diagnosed. Emergency related medication (inhalers, EpiPen's, etc.) are stored in a location which is easily accessible to the teacher in the case of an emergency.

If your child requires a special diet other than what is provided by LELC it is the parent's responsibility to provide the required food.

A water bottle labelled with the child's name is required and will be left at the center (not applicable to Preschool Programs).

## **5.10 Communication**

The success of our program is based on establishing a partnership between our parents and our educators. Open and frequent communication will help your child have a positive early learning experience. We will make every effort to keep you informed regarding your child's day and overall development.

Should you have any concerns that have not been resolved satisfactorily through simple communication with the staff you may wish to formally address the Director of your center who can then take the issue to the Executive Director. If the concern remains unresolved it is then that you may request the issue be taken to the Board of Directors. At this point if the resulting resolution is still unsatisfactory, you may wish to contact the Child Care Consultant from the Ministry of Education.

**Parents are required to update all emergency data as needed, including address, home, cell and work phone numbers, and individuals authorized to pick up your child. LELC must be informed of any custody situations in advance and will request that the proper paperwork be in the child's file.**

### **Electronic Communication**

LELC regularly communicates with families via email or text alert, it is important that you provide email addresses and cell phone numbers to receive messages, reminders, and alerts from your Director.

Upon enrollment in our childcare services, your Director will send you an invite to join our parent engagement platform (ProCare). Through this software we post messages, photos, and updates on your child's experiences throughout the day. You may download the application from your mobile app store. Please familiarize yourself with the features of the app. By joining, you are allowing your ELCC Director to contact you via this method.

You will be provided an invitation and PIN upon enrollment into the program. Our preschool programs use the Seesaw app for communication and children's portfolios.

All means of electronic communication are confidential and unique to only our LELC community. Your child's information is safe and secure.

### **5.11 Fee in Lieu of Fundraising, Fundraising and Donation**

LELC operates as a self-supporting non-profit charitable agency which is financed primarily by fees, government grants, donations, and fundraising. Types of fundraisers may vary from one year to another, depending on the ideas of committee members and parents. Please consider contributing to these fundraising efforts. Proceeds from donations and fundraising profits help supplement cost associated with environment upgrades that cannot fit within the yearly budget. Your fundraising efforts will support your child's individual program directly.

A Non-refundable **Fee in lieu of fundraising** is required for each child enrolled within one of LELC's learning programs. The fee is withdrawn monthly with your regular program fee through pre-authorized debit, and will be eligible for tax credit at the end of each year. The monthly charge is seen separately on your monthly statements. Money collected from this fee will subsidize a portion of LELC's material and supply costs. Fees as per program are:

Child Care Programs (Infant - Kindergarten graduate)	\$10.00 per month (12 months)
School Age Programs	\$5.00 per month (12 months)
Preschool Programs	\$2.50 per month (10 months)

### **5.12 Toilet Training**

Toilet training is best accomplished with the cooperation of Educators, parents, and children. Children learn toileting skills through consistent positive encouragement from adults at home and at the Center.

Toilet training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and Educators should discuss how they will cooperate to encourage toilet training. This discussion will help the child by keeping consistency between home and the Center.

Each child will begin at a different time and progress at a different rate. The Director and Educators are available as a resource to answer any questions about your child's toilet training progress at LELC. Children should be dressed in sweatpants or pants without buttons, so children can quickly get to the toilet as needed. Several complete changes of clothes should be kept at the Center during this process. Children **MUST** be toilet trained to enroll in our **Preschool Programming**.

### **5.13 Clothing**

We encourage you to dress your children for play and comfort as the seasons change. Expect your child **to get dirty!** Our curriculum is focused children's play and exploration of the world around them! Children will have opportunities for messy, indoor and outdoor play each day. It is required that you send your child in clothing that can be stained and dirtied while your child explores the messy elements of paint, mud, food and whatever else they find intriguing! One set of extra clothes can be left at the center in case of a spill or accident.

In the winter, send your child with weather appropriate boots, winter coat, snow pants, mittens, a scarf, and a toque. In the summer, send your child with a swimsuit/trunks and/or swimmer, swimming towel, sunscreen, bug spray, hat and appropriate footwear. **We suggest that all clothing brought or worn to the center be labelled with your child's name.**

### **5.14 Diapers**

Parents are to provide diapers, wipes, and diaper ointment (if needed) for your non-potty-trained children. It is recommended that you bring a package of diapers to leave at the Center. You will be notified when your child is running low on diapers, wipes, and diaper ointment.

### **5.15 Sunscreen/Insect Repellent**

Parents are to provide one bottle each of sunscreen (SPF30 or higher) and insect repellent (10% Deet or less). These will be shared between all children at the center during the summer months. If your child has certain sensitivities, please label your bottles, and inform the staff you wish for them to use only that product on your child.

#### **Insect Repellent:**

- ✓ Insect repellent with a concentration of Deet at 10% or less will be used on children aged 17 months to 12 years.
- ✓ Insect repellent containing less than 10% DEET provides for approximately 2-3 hours of protection and will therefore be applied twice per day (approximately 11:00 a.m. and 4:30 p.m.) while at Day Care for children ages 2 to 12 years and once a day for children 17 months to 2 years (approximately 11:00 a.m.). For children under 2, hands and face will be avoided and in children 2 to 12 parts of the hands that may have contact with the eyes or mouth will be avoided.
- ✓ Insect repellent will be applied 15 to 30 minutes after the sunscreen has been applied and immediately before going outside.

#### **Sunscreen:**

- ✓ Insect repellent may decrease the effectiveness of a sunscreen by approximately 33% when sunscreen and insect repellent are used together.
- ✓ Sunscreen will be applied first (next to the skin).
- ✓ Sunscreen will be applied 30 minutes prior to going outdoors (approximately 11:00 a.m., 2:00 p.m. and 4:30 p.m.).
- ✓ A sunscreen with at least a SPF of 30 may help to make up for the decrease in effectiveness caused by the insect repellent.

## **6.0 LELC Policies and Procedures**

LELC reserves the right to terminate care for failure to adhere to any policies presented in this or any other LELC handbook (Child Management Policy, etc.)

### **6.1 Withdrawing or Termination of Services**

LELC requires 30 days' written notice of withdrawal of services. **Notice must be provided on or before the 1<sup>st</sup> day of the previous month and will not be accepted mid-month.** Failure to notify the Center may result in the charge of all regular fees until appropriate written notification is given.

### **6.2 Confidentiality Policy**

All requested personal information is kept confidential and in a locked filing cabinet.

### **6.3 Late Payment Policy**

Fees are payable on the 1<sup>st</sup> or the 15<sup>th</sup> of the month with the entire balance due by the 15<sup>th</sup>. Any overdue accounts as of the 20<sup>th</sup> of the month are subject to the late fee of **\$10/day**, and written notice of the overdue account will be issued to the parent. If payment is not received in full within 30 days of receiving written notice the parent will receive written notice of termination of services effective the last day of the current month. A final opportunity

for payment of all past due charges will occur the next business day. At that time, a certified cheque or cash will restore services in full.

All payments returned NSF will be charged \$20 per occurrence. LELC reserves the right to terminate the childcare agreement after three (3) payments returned NSF. Any overdue balances that exist upon termination are sent to Collections.

#### **6.4 Nutritional Policy and Procedure**

All food served is nutritious, healthy and provide a balanced diet in accordance with the Canadian Food Guide. Menus are prepared in advance and posted for parents to view. Each child will be encouraged to eat what is prepared and to try new items as introduced. However, as per regulations, it is unacceptable for our educators to force unwanted food on a child. It is ultimately your child's decision to eat their meals as provided. Children requiring special foods (lactose free milk, etc.) must have these items supplied by their parent/guardian. **Please alert our staff of any food allergies or food restrictions. Please be aware that all our Centers are "peanut and tree nut" free.**

- ❖ **Early Learning Programs:** All children are served a morning snack, lunch, and afternoon snack. For infants and younger toddlers, please communicate the child's nutritional need daily with staff. Breastmilk and/or formula is to be supplied by the parent if required.
- ❖ **B&A Program:** B&A children will be offered a morning snack before they are taken to school or bus stop. Lunch is not provided on school days off and during summer months, please pack your child a school safe lunch and small snack.

#### **6.5 Outdoor Play Policy**

LELC believe that outdoor play is important for your child's well-being and healthy development. Our policy is if your children are well enough to attend the Center, they are well enough to participate in the outdoor activities. In the winter children will play outside providing the temperature is not below -25°C, regardless of the wind chill factor. Children will also stay indoors if the wind chill factor rises above -28°C. In the summer, children will play outdoors providing the temperature below +28°C. In both cases, temperature will determine length of outdoor play. LELC requires that each child receive a minimum of 40 minutes of outdoor activity per day weather permitting.

When Environment Canada's Air Quality Index (AQI) is rated 3 or lower, the children's outside time is not restricted. When the AQI is between 4-7, LELC may restrict the outdoor play to shorter periods of time. We will remain indoors when the AQI is 8 or higher.

#### **6.6 Personal Toys Policy**

LELC has a wide variety of toys, games, and other resources to offer children during their time at the Center. **Personal toys are not permitted in the Center**, as they can cause disputes and can be broken or lost. The exception to this is designated show-and-tell or comfort items approved by the director. LELC is not responsible for broken, lost, or stolen toys or clothing. No toys guns, war toys or other toys of destruction are on LELC premises.

#### **6.7 Late Pick Up Policy and Procedure**

All children and parents must be **gone** from the center by 6:00 pm. Should an emergency arise, and you are unable to pick your child up at the designated time, a phone call is a required to let the staff know of your late intentions. Preschool children must be picked up at the end of your designated class end time.

Any late pick-ups (after 6:00 p.m. or after preschool end time) will be subject to the following charges.



From 6:00 pm – 6:15 pm or any portion thereof – a \$15.00 charge.  
From 6:15 – 6:30 – an additional \$15.00 charge.

First 15 minutes after Preschool class end time - \$15.00 charge  
Next 15 minutes after Preschool class end time – an additional \$15.00 charge

**The time of late pick up will be recorded and verified by a staff member and the parent.** Charges will be invoiced to the parent account at the end of the month and will be included for withdrawal from their account by pre-authorized payments the following month.

If we have not heard from or have not been able to contact the parent, we will phone the child’s listed emergency contacts. If we cannot reach the parent or an emergency contact by 6:30 pm, or 30 minutes after Preschool end time, LELC will contact Mobile Crisis and wait for further instruction. During extreme weather conditions exceptions may be made at the discretion of the Director.

At the Director’s discretion, a child’s care may be terminated if they are consistently picked up late (more than 3 incidents a month).

### **6.8 Transportation Policy**

Parents are responsible for their child’s transportation to and from the Center. Lutheran Early Learning Centers Inc. will provide transportation via bus or arranged Educator/parent drivers for field trips as the opportunities arise. LELC complies with all Government laws that pertain to motor vehicles as well as transporting children.

Educators escort **B&A and Kindergarten children** to their school or bus stop ensuring a safe transition into school care. This transportation is not governed by the Ministry of Education therefore parents must sign LELC’s “Transportation Permission Form” granting LELC permission to transport their child to and from the school or bus. Ratio’s for school/bus walks are maximum 15 children to 1 Educator. The transporting educator must hold valid CPR/First Aid certification.

School children are picked up at a designated meeting place at the school or bus stop and escorted back to the Center. Educators will sign the children back into ProCare upon arrival. There is no transportation available for B&A and Kindergarten Children on days the school buses aren’t operating due to inclement weather.

Children who attend our Daycare Program AND a **Preschool Program** in Warman and Martensville will be escorted to and from the preschool program by an educator who will sign them in and out of the daycare.

### **6.9 Off Premise Policy**

The Educator responsible for taking children off premise will carry a backpack with a first aid kit, emergency contact information, and one cell phone. The children wear yellow vests when they are away from the Center.

### **6.10 Field Trips Policy**

The children at LELC will go on occasional field trips. Advanced notice will be given to parents before the trips. “Excursion Consent” forms must be completed and returned before the scheduled trip, as only children who have returned this form will be eligible to participate. Parents may be asked to provide a small sum of money to cover the admission and/or transportation costs for the trip.

Parents may also be called upon to help with transportation and/or supervision. As a driver on behalf of LELC, you will be covered to a minimum of \$2,000,000.00 of liability insurance in the event of an accident. Parents require a current police record check (within 6 months of issue) when assisting with field trips.

*Any driver on behalf of LELC is required to comply with all Saskatchewan Government laws that pertain to motor vehicles as well as transporting children. Children 18 months – 6 years of age, weighing 20 – 65 pounds must be in a front facing convertible car seat. Children under 7 years of age, 145 cm (4'9") in height and 80 pounds in weight must use a booster seat. No child under the age of 12 years should be transported in the front seat of any vehicle.*

### **6.11 Emergency Practice Policy and Procedure**

It is imperative that all of our LELC programs conduct monthly Fire Drills to provide familiarity to staff and children in the event of an emergency. Tornado and lockdown procedures are also regularly practiced and recorded. All fire drill and emergency procedures are posted at each exit of each Center.

### **6.12 Child Management Policy and Procedure**

We believe that children need limits to feel secure about themselves and their environment. The purpose of child management is to ensure everyone's safety and to preserve a quality learning environment while recognizing the needs and rights of individuals. At LELC, we strive to develop a positive relationship between the educator and the child. We also believe that if an interesting and challenging program is offered to children, then behavior issues are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

Respect and learning are the basis for all child management practices. Children are guided with respect and taught about appropriate behavior in a way that protects their self-esteem. Caregivers model problem solving and understanding of others. Where developmentally appropriate, children are actively involved in solving their conflicts and problems through talking with peers and thinking of solutions together.

The goal of discipline is to help children develop their own self-control. Our educators are trained to be aware of your child's undue stress and to anticipate children's needs. They provide children with reasonable limits and gentle reminders to ensure appropriate behavior. Educators help children to see consequences of their actions and words, which help develop the child's empathy and compassion.

Removing a child from the group is always a last resort. With a brief time away with an educator, the child has time to settle down and talk about what happened. Ongoing issues will be discussed with the parents and solutions will be established together.

When not developmentally appropriate, the following behaviors are considered unacceptable:

- ✓ Hurting themselves or others: such as hitting, biting, kicking, etc.
- ✓ Aggressive behavior towards children and educators
- ✓ Abusive or inappropriate language
- ✓ Using toys and materials in an inappropriate manner
- ✓ Any other behavior determined by the Director to be unacceptable

If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place. Those in attendance will be the parents and/or guardians, the child's lead educator, and the Director. This may be called by any of the individuals previously mentioned.

If the child's behavior becomes out of control and/or the child fails to respond to the measures set out in the behavior intervention meeting, the child may be sent home. This is at the discretion of the Director.

After multiple attempts at intervention strategies, **termination of services** may take effect if the severity of a problem is great enough that it could endanger the safety of the child and/or other children. The parent or guardian will be notified, and termination may be effective immediately. The Center considers this to be a drastic measure. We will not resort to such action unless the child's behavior significantly and directly threatens the physical or mental safety and well-being of one or more of the other children or the educators. If services are terminated, the parent or guardian will be responsible for full fees up to the end of the current month.

### **6.13 Accident Policy and Procedure**

All staff at LELC are required to obtain and maintain a current First Aid/CPR certification. If a child sustains an injury while at one of LELC's programs the following actions will occur:

For **Minor** Injuries: first aid and comfort are given to the child. An incident report will be filled out by witnessing staff, read, and signed by the parent/guardian, signed by the Center Director, and placed in the child's file.

For **Major** Injuries: the injury/illness of the child will be assessed, first aid will be administered by an appointed Educator, the parent/guardian or emergency contact will be notified immediately, and an ambulance will be called. The Director or an appointed Educator will accompany the child to the hospital and take the emergency portable file with them and report any details of the accident to the attending medical personnel. The Director or appointed Educator will stay with the child at the hospital until the parent/guardian or emergency contact arrives. See "6.16 Unusual Occurrence Policy and Procedure" for further details.

*The order of steps may vary. Parents will be liable for all expenses incurred if hospitalization is necessary (transportation, etc.)*

### **6.14 Unusual Occurrence Policy and Procedure**

Safety is a top priority for LELC. Yet, there are times when a child will have an accident or incident. If a child attending a facility sustains an injury requiring medical treatment or is involved in an unusual occurrence, LELC will immediately notify the parent of the child, or their emergency contact and fill out the mandatory forms. "Injuries/Unusual Occurrence Report" will be signed by 2 Educators, a member of the Board of Directors and the parent/guardian. Within 24 hours the Director will notify the Early Learning Consultant with the particulars of the incident and plans are put in place to help prevent future like incidents. Copies of the incident are kept in the child's file.

### **6.15 Child Abuse Reporting Policy**

The Government of Saskatchewan requires that LELC and all members of childcare institutions be aware and report to the appropriate authorities all suspected cases of child abuse.

At LELC, law requires Educators to report anything of a suspicious nature. All incidents or suspected incidents will be turned over directly to Child Protection Services for investigation.

### **6.16 Parental Behavior Policy**

All adults must always set a good example to children. Physical attacks and threatening behavior, abusive or insulting language verbal or written to staff, parents and care givers, children, and other users of LELC will not be tolerated and will result in withdrawal of services and permission to be on LELC premises.

If employees have reason to believe that any person picking up a child from an LELC program or center is under the influence of any controlled or uncontrolled substance LELC employees have the right to ask that the child be picked up by someone else. If the person leaves the center with the child, the employees will immediately contact the RCMP and report the situation to Child and Family Services.

### **6.17 Illness and Communicable Diseases Policy and Procedure**

If your child becomes ill at the Center, the child will rest, and the educator will contact the Director. The Director or an appointed Educator will assess the child and take their temperature. If the child's temperature, by ear, is **38.3° or higher the child must be sent home**. A judgement call may be made if evidence of an illness is present but is not accompanied by a high temperature (ex: vomit and/or diarrhea, rash, lice, unable to participate in daily activities due to illness or suspected illness, etc.). Children with a communicable disease category I or II are required to be away from the Center for the time period stated by SHA. **Please see section 7.1 for details.**

The Director or an appointed Educator will notify the parent. If the parents are unable to be reached, one of the family's emergency contacts will be notified to come get the ill child. We ask that when your child is ill and needing to be picked up that you do so promptly. This is for the health of all children enrolled, families, and staff at the Center.

Pursuant to *The Child Care Regulations, 2015*, LELC is required to report to a Public Health Officer if a child attending the facility has a category I or category II communicable disease. Category I communicable diseases include COVID-19, influenza and other respiratory illnesses. All licensed child care providers are required to notify a local Public Health Officer when there is an unusual number of individual with similar symptoms or there are concerns about a specific communicable disease.

A sign will be posted of any communicable disease that has been reported to the center.

**At the discretion of the Director, further information may be requested upon re-entering the Center.**

### **6.18 Pandemic Procedure**

LELC centres are licensed and governed by the Early Learning and Child Care Branch. When a pandemic is declared by the Saskatchewan Health Authorities (SHA), the local Medical Health Officer will decide whether schools and daycare settings need to be closed based on how serious the situation is.

#### **During a pandemic, LELC will:**

- ✓ Contact our local Public Health Officer with any communicable disease determined within our programs.
- ✓ Inform the LELC Board of Directors of relevant information about the pandemic and offer measures they can use to stay healthy and safe.
- ✓ Communicate to staff whether they should go to work.
- ✓ Communicate to parents whether children should be attending if the child or a family member is ill.
- ✓ Communicate to staff and parents if Saskatoon Public Health, SHA or LELC must close the classroom or centre.

#### **Communication vehicles will include:**

- ✓ Notices on doors
- ✓ Text message via ProCare and/or applicable apps
- ✓ Emails to families/staff
- ✓ Updates to LELC's Facebook page

LELC will strive to continue providing service during a pandemic. However, if a Public Health Officer orders closure of a center(s), we will comply with their directive.

If staffing levels are reduced due to illness, we will attempt to continue providing uninterrupted care if we are able to meet minimum licensing staff to child ratio requirements. LELC may also decide to close a center or reduce services if we are unable to meet minimum staffing requirements, alternate care may be offered at another location. Fees may be reimbursed when care cannot be provided but will be decided upon on a case by case

scenario. Only when a receipt of alternate care is submitted will fees be considered for reimbursement. The receipt must include the individual's full name, social insurance number, date, amount, and signature.

## 7.0 Other Information

### 7.1 When a Child Can Return

The following is a guideline for when children can return to the Center after having the following diagnosis. For more information, please consult your Director or the Caring for Kids website at [www.caringforkids.cps.ca](http://www.caringforkids.cps.ca). For category I and II Communicable diseases, directors will report the case to SHA and follow their instruction as provided.

- ✓ **FEVER FREE:**  
Your child must be fever free for 24 hours without medication.
- ✓ **VOMIT FREE**  
Must not have vomited for 24 hours.
- ✓ **UNCONTROLLED DIARRHEA:**  
Defined as an increased number of stools compared with the child's normal pattern. The child cannot return until he/she has had normal stools for 24 hours. If the child has more than one uncontrolled bowel movement while at the Center, they will be sent home.
- ✓ **COVID-19 & VIRAL RESPIRATORY INFECTIONS:**  
Any individual should stay home for 5 days from the onset of symptoms when diagnosed with any severe respiratory infection including but not limited to: COVID-19, influenza, pneumonia, RSV, whooping cough and croup. The individual will only be accepted back into care when they are well enough to participate in all activities within their program. Monitoring respiratory illness activity provides an early warning mechanism to detect increased circulation of COVID-19, influenza and other respiratory viruses within our programs. LELC recommends that children, parents and staff wear a mask when displaying symptoms of any respiratory illness.
- ✓ **MENINGITIS:**  
The child may return to the Center once they have received at least 24 hours of appropriate antibiotic therapy, and a doctor has determined they are well enough to return to the Center.
- ✓ **PINK EYE:**  
24 hours after documented treatment has begun.
- ✓ **HAND-FOOT-AND-MOUTH DISEASE:**  
The child may return to the Center when they are well enough to participate in all program activities.
- ✓ **RINGWORM:**  
The child may return after one full treatment has been applied.
- ✓ **SCABIES:**  
The child may return after one full treatment has been applied.

- ✓ **MOUTH SORES:**  
Must have a doctor's note stating that the child is non-communicable.
  
- ✓ **RASH:**  
With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is a non-communicable disease.
  
- ✓ **HEAD LICE:**  
Cannot return until appropriate treatment has been administered. Retreatment after ten (10) days is mandatory. In reoccurring cases all nits must be removed before the child can return to the Center.
  
- ✓ **IMPETIGO:**  
24 hours of appropriate antibiotic treatment received. Please keep your child at home if draining lesions cannot be kept covered.
  
- ✓ **CHICKEN POX:**  
Cannot return until all lesions have dried and crusted over – generally 5 days after the start of the rash.

## **7.2 Receiving and Storing Medication**

A "Medication Form" **must** be filled out in its entirety for all medication received by the Center. **All medication must be in its original bottle or container.** All non-prescription medication must be labeled with the child's first and last name. When medication is complete the "Medication Form" must be signed by a parent and then will be placed in the child's file. Medication is always kept in a locked box while in the Center. Medication that requires refrigeration will be kept in a designated locked box in the refrigerator. Emergency related medication (inhalers, epipens, etc.) is stored in a location which is easily accessible to the educators in an emergency and will accompany the child on any outing away from the Center.

## **7.3 Administering Medication**

The Director or an appointed educator will administer the medication and will initial the "Medication Form". When medication is authorized to be administered, four "rights" must always be observed, they are as follows:

1. **Right Patient** – confirm it is the right child
2. **Right Drug** – confirm the name of the medication on the bottle with the name on the "Medication Form"
3. **Right Dosage** – confirm the dosage is the same on the bottle and the "Medication Form"
4. **Right Time** – Refer to the "Medication Form" for the time to be given

## **7.4 Biting**

Biting is common and is a developmentally appropriate behavior in young children, especially 9-30 months. Generally, children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs briefly because of a child's incapacity to communicate. Children may become upset by a new experience and may bite as a response. While biting during the toddler years is developmentally appropriate, it can be upsetting to parents when it occurs.

LELC's biting prevention strategies include:

- ✓ When children bite out of frustration or anger, the child will be redirected to another activity and/or will be shown a way to communicate what he/she wants.

- ✓ Teachers will encourage the use of language to express wants and needs.
- ✓ Parents will be notified if their child is bitten, however, to protect privacy of families, parents will not be informed of the biter.
- ✓ Biting incidents will be communicated to the parents of the biter to ensure teachers and parents are working together to understand and prevent the behavior.
- ✓ If a child is bitten and the skin is not broken, the area will be cleaned with soap and water, a cold compress applied, and the child will be soothed.

If the bite breaks the skin: (as per Well Beings: A Guide to Health in Child Care)

- ✓ Allow the bite to bleed gently, without squeezing.
- ✓ Clean the wound carefully with soap and water.
- ✓ Apply a mild antiseptic.
- ✓ Review hepatitis B immunization records for both the biter and the person bit.
- ✓ Check personal medical record of the child (or staff member) who has been bitten for the date of their last tetanus shot.
- ✓ Contact the local Public Health Unit about any bite that breaks the skin. They may require referral to a physician and, possibly blood tests, depending on the circumstances.
- ✓ Notify the parents of both the biter and the child who has been bitten as soon as possible.
- ✓ Write and file an "Injury Report" of the incident.
- ✓ Observe the bite wound over the next few days. Advise the child's parents to see a doctor if redness or swelling develops.

A fact sheet about bites in Child Care is available at [www.caringforkids.cps.ca](http://www.caringforkids.cps.ca).

### **7.5 Child to Educator Ratios**

Child to Educator ratios are set out by the Government of Saskatchewan for LELC Early Learning and B&A Programs. The following shows the maximum ratios that we observe:

<b>Age Category</b>	<b>No. of Children</b>	<b>Educators Required</b>
Infant (6 weeks - 18 months)	3	1
Infant (excursions)	2	1
Toddler (18- 30 months)	5	1
Toddler (excursions)	3	1
Preschool (2 1/2 - 5 Years)	10	1
Preschool (excursions)	5	1
School Age (6 - 12 Years)	15	1
School Age (excursions)	10	1

## **8.0 Additions and Changes**

LELC reserves the right to edit or adapt the policies in this handbook as the needs arise. The Center will make all changes and additions available at the time these changes are made. Families will be notified of these changes through written communication at the time they are made effective.

