

## PARENT HANDBOOK



### OTSKOPIK'SAKI DAYCARE CENTRE

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## **Welcome to the Otskoipik'saki Daycare Center**

### **Dear Parents and Caregivers;**

Thank you for choosing Otskoipik'saki Daycare Center. We believe that our childcare program offers each child the opportunity for safe play and social interaction. We acknowledge that each child is unique and we encourage children to play, explore and experience activities. This will ensure your child's full potential to engage with their peers so they are prepared for pre-school.

Our goal is to offer a nurturing and welcoming program in a healthy and safe environment. This will allow parents and caregivers the peace of mind that they are seeking in order to attend to their daily business.

We look forward to meeting your child, you and your family. We encourage and welcome parent participation as we believe it will promote a higher quality experience for your child.

The childcare staff members are well-trained and provide a high standard of care and commitment to all children.

In order to assure a friendly, yet professional relationship, please be sure to read through the Parent Hand Book.

Sincerely

Otskoipik'saki Daycare Director

*"A Person's A Person, No Matter How Small" Dr. Suess*

## **Philosophy**

Otskoipik'saki Daycare Center believes investing into the future of Piikani through our children by showing respect to each child. We are committed to supporting each child's self-esteem and self-worth and value through positive care-giving.

AS A STAFF MEMBER I RESPECT THE CHILDREN IN OUR CARE THROUGH THE FOLLOW WAYS:

- I recognize the children's accomplishments
- I value the children's opinions
- I call the children by their names
- I consider each child a unique individual
- I care for children's property
- I make eye contact with each child
- I listen to what a child has to say
- I play with the children
- I do not interrupt a child who is talking
- I respond to the children's questions
- I allow children to make mistakes
- I value the children's opinions
- I remember that play is of great importance in each child's life

# Otskoipik'saki Daycare Center

## Parent Handbook

Revised February 3, 2020

### Enrolment

Before your child can be officially enrolled in Otskoipik'saki Daycare Center you must complete and provide the following documents:

Children with special needs will be identified within the Parent Registration Form to ensure that the daycare staff members are adequately trained to provide quality care for the child.

Completed Parent Registration Package

### Daily Drop-In

- Parent/guardian must call Otskoipik'saki Daycare Center before 9:00 am to ensure adequate space is available.
- Parent/guardian are to complete the Otskoipik'saki Daycare Center Registration Form, and have read and acknowledged Otskoipik'saki Daycare Center Parent Handbook.

### Hours of Operation

7:30 AM to 5:00 PM.....Monday to Friday

### Drop Off Procedure

Parent/guardian must sign in on the daily attendance sheet prepared weekly by the Daycare Center with the time and signature beside your child's name.

### Late Drop off Procedure

Parent/guardian must **notify Daycare by phone by 9:00 AM** if their child will be arriving late, in order to have a snack and lunch prepared for your child.

### Pick up Procedure

- Parent/guardian must sign out with time and signature beside your child's name.
- You must inform Daycare Center if another person besides yourself will be picking up your child.  
**Children will not be released to anyone under the age of 18.**
- If necessary, photo identification will be requested before child is released.

- Children will not be released to unauthorized individuals, unless prior arrangements have been made.
- If Daycare staff was not made aware of an alternate person to pick up your child, we will have to contact you to confirm that this is in fact permitted.
- Daycare staff will not be responsible to drive children home unless given authorization through the Parents Registration Form.

### **Late Pick up Procedure**

- Parent/guardian must **notify Daycare by phone by 4:00 PM** if they will be late picking up their child.
- Late pick-up fee will apply.
- Parent/guardian will be required to pay late fees at the time of pick-up.

### **Verification of Legal Custody for the Purpose of Child Pick-up**

In situations involving child custody issues, the Daycare Center must be notified of who is holding legal custody.

### **Visitors**

For the protection of all children and staff, each visitor must sign-in at Receptionist in the Visitor Book and indicate reason for visit.

### **Absences from Daycare as determined by Parent/Guardian**

- Parent/guardian will notify the Daycare if their child will not be attending by 9:00 AM.
- Parent/guardian will notify the Daycare if child will not be attending for an extended period of time (ex. hospitalization, family crisis) It will be at the discretion of the Director, how the fee's will be affected.
- If your child will not be attending daycare due to illness or any other reason, please let someone at the centre know as soon as possible, as well as the reason they will not be attending.

Parent/guardian will notify the Daycare if their child will not be attending due to health reasons such as:

- The child is suffering from a communicable illness as we are required to record this in case of causing a breaking out.
- The child is too sick to attend daycare as there is no "sick room" at the daycare.
- If your child experiences any of the following please keep them home until they are better, or are well enough to participate in normal everyday activities:

- Fever greater than or equal to 100.5 degrees F.
- Pain - any unexplained or undiagnosed pain
- Excessive drainage (clear or discoloured) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s).
- Skin rashes as they are difficult to diagnose unless seen by a physician.
- Severe abdominal pain, vomiting or diarrhea.
- A deep, hacking cough
- Difficulty breathing or untreated wheezing
- Persistent cough
- An unusual yellow coloring of the skin or eyes
- Cuts or openings on the skin that are pus-filled or oozing
- Lice or nits
- Children should NEVER be medicated and then sent to daycare (i.e. given Tylenol to break fever). If this is taken staff should be notified of the reason.
- You should arrange for back-up care when your child is sick.
- There are no refunds or discounts for days that your child does not attend daycare. There are still costs associated with each childcare spot that unfortunately cannot be avoided if your child is not in attendance.

## **Medication**

- All medications are stored in a safe locked box that cannot be reached by children.
- Children are not given any medication without the parents' written consent.
- Written consent may only be on a "Permission to Administer Medications" form and all medications must be in their original bottles with original labels as labeled by Pharmacy with name, prescription and expiration date.
- Parent/guardian must indicate on the administering form the date, time, dosage and schedule of medicine, and then initial this information.
- For prescription medication, only the directions on the bottle will be accepted for administering the medication.
- In all instances staff need to know when the child received his/her last dosage of the medication, to ensure medication is given at appropriate times consistently.
- With any prescription antibiotics children may not return to care until they've had a full 24 hours of dosage, and are no longer contagious and ready to participate in daily scheduled activities to ensure they are well on the road to recovery.

## **Allergies**

- All allergies and dietary concerns will be clearly posted in each room. Kitchen staff will be made aware of any allergies and dietary concerns.
- Please note that we are a PEANUT FREE facility. If you send any food with your child, or donate any food to any functions held at the daycare please ensure that these foods are PEANUT FREE.
- If they do not have the appropriate symbols or ingredient list then they will not be served to anyone for safety reasons, and will have to be returned home, or discarded.
- If staff are required to administer the use of a prescribed Epi Pen. Parent/guardian will be notified immediately.

## **Absences from Daycare as determined by Daycare Staff**

The Daycare staff will contact parent/guardian to pick up their child for the following reasons:

- If your child is sent to daycare with any of the above listed symptoms, or if a symptom develops during the day they will need to be sent home.

## **Closures**

- Closed on all statutory holidays.
- Closed on days with unforeseeable occurrences such as no heat, no water, no electricity or other health and safety issues.
- In such occurrences, the Daycare Center will contact parent/guardian during the business hours. If the occurrence happens over-night, Daycare Center will attempt to contact parent/guardian as soon as possible that morning. Otherwise a notice will be made visible on the door.

## **Emergency Evacuation Procedures**

- In case of emergency (fire/flood/otherwise), children and staff will be evacuated as outlined in Piikani Nation guidelines.
- Emergency contact information will be transported along with staff, so you will be contacted.
- Emergency drills will be planned periodically for the safety of the children. Parent/guardian will be notified when these safety measures are planned.

## **Payment Schedule and Procedures**

- Payment will be accepted by cash, money order and debit made payable to Otskoipik'saki Daycare Center and must be paid by first day the month to the Daycare Receptionist, Director and/or Supervisor.

## **Signs of Child Abuse and/or Neglect**

- Staff are required to report any instances of suspected physical abuse or neglect of any children to their supervisor or director.
- If staff have reason to believe that any persons picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child.

## **Clothing Code**

- Children should come dressed in comfortable clothing appropriate for in-door or out-door play.
- A spare change of clothes is required for all children in case of soiling of clothes.
- Children under the age of 3, and those who are potty-training require at least two changes of clothing (including socks).
- We want to keep your children happy and comfortable.
- A separate set of indoor shoes is required at the daycare for each child at all times.
- Feet are required to remain covered by public health at ALL times when indoors.
- These "indoor shoes" can be simply a pair of crocs, or a pair of slippers, or even a separate set of sneakers.
- Indoor shoes also protect your child's feet in the event of a fire drill.
- Please ensure that you have proper outerwear provided for your child so that they are comfortable and don't miss out on outdoor play.
- If a child does not have proper outdoor wear they will have to remain indoors with staff.
- In the winter please leave an extra pair of mitts and hats with us if you can, or be sure to bring them everyday.

## **Potty Training**

Staff will support your efforts of potty training at home right through the day at Daycare. However, there are some key signs to look for before we are able to help you train your child. The key signs of readiness for potty training include:

- Children in the Toddler room will be getting prepared for potty training, so when they are transitioned into the 3/4 Room they will be potty trained;



- The child is able to pull down and up their pants and underwear/pull-ups on their own with little or no assistance;
- The child is able to communicate to you when they need to go to the bathroom; and
- The child is able to hold their bowels and bladder until they get to the potty once they realize that they need to go.

We will always encourage children to use the potty regularly and we begin to introduce sitting on the potty as soon as the children move into the toddler group.

When your child does potty train, we ask that you provide extra clothing and remove soiled clothing daily.

### **Daily Routine**

Daily activities that are age appropriate will be developed by Daycare staff and will change based on weather conditions.

### **Blackfoot Language and Culture**

The Daycare staff will provide age appropriate teachings of Blackfoot language by utilizing, toys, colors, stuffed animals, food, family relationships, and items in the center. Story time will also include traditional Blackfoot legends (ex. Napi and the rock).

### **Items Needed from Home**

- Diapers and Rash Ointment (Training pants or pull-ups for those who are potty training).
- Spare Clothing – including underwear and socks, at least 2 complete sets for those potty training.
- Sunscreen/ Sun Block and a hat.
- Insect repellent.
- Weather appropriate clothing - jacket, snow pants, hats, mitts, boots etc. – lack of weather appropriate clothing will prevent your child from enjoying our outdoor play time, please ensure you dress your child for outdoor play everyday
- Please ensure that children come dressed in “play” clothes. Although we are careful while doing art and playing outside; there are instances where clothes could become dirty and stained.
- Extra supplies can be left at the daycare and replenished when necessary space permitting.

### **Snack and Meal Times**

- All snacks and meals will be prepared by the daycare according to the posted menu.

- Any food allergies or dietary concerns will be adhered to strictly, please note any posting of allergies of other children so that if you ever send food with your child that you can adhere to them as well.
- Throughout the day water drinks are available for the children as needed.
- At all times during drinking and eating, children are required to be seated and not engaged in any play activity.
- This is to ensure safety (to avoid choking) and to promote healthy eating/drinking habits.
- Under no circumstances will young children be allowed to walk around or play with bottles in their mouths.
- Pacifiers are encouraged for use at nap time only if your child requires a bottle at nap.
- Staff will assist child with bottle feeding.
- Under no circumstances will children be allowed to go to sleep with bottles in bed as this is also to ensure safety (prevent choking) and to prevent dental problems.

### **Parent's Grievances and Suggestions**

We at Otskoipik'saki Daycare Center are committed to being very open and honest, and if any parent should have any grievances, please do not hesitate to contact the Daycare staff or Director in order to resolve any grievances. It is in our best interest to maintain a healthy relationship with parents/guardians in order to provide quality care for the children.

We welcome any comments or suggestions from the parents/ guardian to enhance the Daycare Center. We have provided a suggestion box that will be available in front reception area. Written suggestions can be submitted for review by Daycare Director, and any submissions that are feasible and within reason will be considered.

### **Parent Involvement**

Our doors are always open to parents who would like to be involved in their child's care. If any parents wish to volunteer at the center, please contact any staff member.

### **Photographs/ Media**

We like to take pictures at the daycare to share with the children, and to demonstrate to the parent/guardian how much fun we have at daycare. We do have a few daycare photo albums that we place these pictures into (that do not leave the daycare center) and from time to time a photograph maybe used in Otskoipik'saki Daycare Newsletter or Piikani Nations Newsletter and or website consent form in Parent Registration Form page 11.

### **Special Events**

- The Daycare will attempt to celebrate special events such as Valentines, Easter, Halloween, and Christmas. Notification will be given prior to events and parents/guardians are encouraged to volunteer and/or participate.
- Birthday parties will be held at the end of the month and will include all the children who had a birthday within that month. If a parent/guardian would like to bring something special, please let the staff know.

### **Withdrawal of Services**

A **MINIMUM 2 WEEKS WRITTEN NOTICE** is required for termination of childcare services. Or parent/guardian will be billed for the next month childcare fees.

## Parent/Family Handbook and Fee Agreement – Family Copy

(your copy to keep)

Child Name: \_\_\_\_\_

Daycare Fees: \_\_\_\_\_

I/We (the undersigned) have read the parent handbook for Otskoipik'saki Daycare Center and understand all the information, policies and procedures outlined in the handbook. We (the undersigned) have also received a copy of the Parent Hand Book for our own records and reference.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement, we acknowledge that the information supplied in the registration form regarding our child and the information supplied below is true and accurate to the best of our knowledge.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Operator's Signature

\_\_\_\_\_  
Date

## Parent/Family Handbook and Fee Agreement - Daycare Copy

(Detach and return completed)

Child Name: \_\_\_\_\_

Type of Care (please circle one):

**Full-Time Care** (Monday to Friday)

**Preschool Only**

**Part-Time Care:**

Monday/Tuesday/Wednesday/ Thursday/Friday

Daycare Fees: \_\_\_\_\_

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By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement, we acknowledge that the information supplied in the registration form regarding our child and the information supplied below is true and accurate to the best of our knowledge.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date