

EASCA Policies



2019

Accident Procedure Policy

In the event that a child is involved in an accident while attending the centre, the following measures will be implemented:

1. First aid will be administered immediately. All child care staff will maintain an up-to-date First Aid Certificate so any staff can administer first aid in an emergency situation.
2. If an ambulance is required for immediate medical attention, the child will be accompanied by a staff member. The child's parents will be notified immediately. Portable emergency information will accompany the child to the medical centre. All costs incurred for the use of an ambulance will be the responsibility of the parent.
3. When an ambulance is not necessary, but immediate medical attention is, the parent or emergency contacts will be notified by phone and advised to seek the necessary medical attention.
4. An injury/incident report will be completed and signed by the attending staff member, parent, and the Executive Director or Program Supervisor. It will then be placed in the child's file.
5. All serious incidents will be reported to licensing within 24 hours.
6. Parents/Guardians or emergency contacts must pick up child within 30 minutes of receiving our phone call.

Accreditation Policy

Accreditation is essential to providing quality care to our families. This policy outlines the guidelines and responsibilities of management, staff, parents, and board members so we can effectively and efficiently maintain and reach our accreditation goals each year.

1. The management team will post a calendar of our quality enhancement plan (QEP) goal deadlines.
2. All staff are responsible to work with the management team to create, reach, and maintain these goals.
3. The parents will be emailed and asked in person to help with any goals that require parent input.
4. The board will form an accreditation committee each year to ensure the board elements of the QEP are maintained.
5. The management team is responsible for creating and updating the online QEP and reminding staff of upcoming deadlines.
6. When the need to create a new QEP arises, the management team will ask the board, staff, and parents for input into these goals. This will be documented in meeting minutes.

Bullying & Harassment Policy

EASCA has a zero-tolerance policy when it comes to bullying and harassment. This policy applies to all children and parents that use our services. If we notice bullying behaviour in a child, it will be communicated to the parents and the steps for unacceptable behaviours will be followed in accordance with our Child Guidance Policy. However, when a bullying situation has been identified, EASCA reserves the right to suspend or terminate services immediately.

Bullying and psychological harassment is defined as unwanted conduct, comments, actions or gestures that affect another person's dignity, psychological or physical health and wellbeing, whether carried out in person or online (ie cyberbullying). Bullying and psychological harassment may result from the actions of one individual towards another, or from the behaviour of a group. Bullying and psychological harassment are often characterized through insulting hurtful, hostile, vindictive, cruel, or malicious behaviours which undermine, disrupt, or negatively impact another person.

Although there can be no exhaustive list, examples of behaviour and impacts that may signify bullying or psychological harassment include, but are not limited to:

Behaviours	Impact
<ul style="list-style-type: none"> • Insulting or derogatory remarks, gestures or actions • Rude, vulgar language or gestures • Malicious rumours, gossip, or negative innuendo • Verbal aggression and/or verbal abuse • Physical abuse • Shouting, yelling • Swearing, name-calling • Glaring or staring • Outbursts or displays of anger directed at others • Targeting an individual through persistent unwarranted criticism • Public ridicule • Verbal, written or physical threats and intimidation • Mobbing and/or swarming • Misuse of power of authority • Isolation and/or exclusion from activities • Cyberbullying • Exclusion 	<ul style="list-style-type: none"> • Undermines • Humiliates • Offends • Embarrasses • Intimidates • Threatens • Frightens • De-motivates • Demoralizes <p>Can Cause:</p> <ul style="list-style-type: none"> • Depression • Anxiety • Emotional distress • Physical distress • Absenteeism • Sadness • Loneliness

Cell Phone Use Policy

Purpose: The purpose of this policy is to define appropriate use of cell phones while working at EASCA in order to ensure the children are actively supervised both indoors and outdoors.

Policy: Staff are not to use their cell phone or smart watches at any time during their shift at EASCA unless on break or specific permission has been granted.

Procedure:

1. Cell phone ringers are to be turned off and kept in staff cubbies at all times while on shift. Cell phones should not be carried in staff pockets while on shift unless authorized to do so for a field trip or in the case of an emergency. After hours events are considered as on shift.
2. Cell phone use is only permitted during break times, unless specific permission has been granted otherwise.
3. EASCA has provided cell phones for staff to communicate while on field trips or away from the centre (ie. While in the gym or at the playground). These phones are to be used for these purposes only. Personal texting or use of the internet is prohibited. The camera on these phones may be used to take pictures of the children while at the centre or on field trips as these phones stay at the centre.
4. Staff will limit phone charging during work hours. If necessary, staff will discuss with their Program Supervisor and appropriate place for this (ie. The office).
5. Any staff member that observes a staff member violating this policy is expected to report this violation to management immediately. All information reported will remain confidential.
6. Administrative staff use EASCA Management cell phones to communicate with each other and staff during and after work hours but are expected to behave in a professional manner and limit use to when it is truly necessary by:
 - Limiting use when they are in ratio
 - Limit the time they spend communicating for work outside of work time to dealing with emergencies, staff calling in sick, and other more serious issues.
 - Only work-related apps will be downloaded and used on these devices

CHILD PROTECTION POLICY

Introduction:

The following document reflects the policies and procedures of the Edmonton After School Care Association (EASCA) with regard to supporting the well-being and safety of the children. Nothing in this document is intended to create or confer any additional legal or civil rights.

Policy:

EASCA strives to ensure that each child is provided with high quality care, and a safe environment free from potential dangers. Employees and volunteers, including work placement students, are expected to treat the children with respect and dignity. There will be no tolerance of any actions on the part of employees, volunteers or students that fall within the definition of child abuse. All employees, volunteers, and work placement students are required to sign 'EASCA: Child Abuse Prevention Agreement and it will be placed in their file.

There are times when staff may have to use force to control a child, to the child, or others safe. This may only be used to the extent necessary to protect the child, staff members and other children as set out by the Child Welfare Act. Any relevant legislation requirements will be followed with special reference to The Child Welfare Act. We believe that child protection requires everyone to take responsibility and that every child matters.

Examples of abuse include but are not limited to:

- **physical abuse**: the intentional use of force on any part of a child's body that results in injury such as hitting, kicking, and any threatened or attempted acts of this nature
- **psychological/emotional abuse**: anything that causes mental or emotional harm to a child, such as forced isolation, unwarranted restraint, verbal attacks, rejection, guilt, terrorization, withholding affection, inappropriate criticism, threats, humiliation
- **discrimination**: the unfair treatment of a person on the basis of prejudice or favoritism
- **bullying/harassment**: the act of tormenting by continued persistent attacks and criticism
- **shouting and/or inappropriate language**
- **sexual abuse**: improper exposure of a child to sexual contact or content, activity or behavior
- **neglect**: any lack of care which causes harm to a child's development or endangers the child in any way.

ABUSE COMPLAINT PROCEDURE

General Information

1. An employee, volunteer or work placement student who observes or is made aware of any possible or apparent inappropriate action shall immediately attend to the victim's welfare. Immediately contact the Executive Director or a Program Supervisor. If the incident involves the Executive Director or Program Supervisors, contact the Chair of the Board of Directors of EASCA. The incident MUST be documented and signed using the Incident Report Form.
2. An employee, volunteer or work placement student who witnesses or is aware of any inappropriate act by another and who does not immediately attend to the victim's welfare and report the incident to management as outlined

above, is subject to disciplinary action up to and including dismissal. Anyone making a complaint or giving evidence in good faith will not be penalized for doing so.

SUSPECTED ABUSE AND NEGLECT: If staff members notice signs of possible abuse or neglect, take these steps:

3. Do all you can to help the child feel safe and secure. If a child appears to be injured, call for medical assistance if necessary.
4. Call the Child Welfare office in your community. The law requires the person witnessing the signs of abuse to be the one who reports.
5. Notify the Executive Director that you have made a suspected abuse or neglect referral. If the Executive Director is unavailable, call the Program Supervisor or Acting Supervisor.
6. Complete an incident report to be kept on file in the office. **Do not send a copy of the incident report home, unless otherwise directed.**
7. A Child Protective Services officer may contact you for additional information. Do not give any information out over the phone and check identification before providing information in person.
8. If you see or hear something that leads you to believe that a child may be in an abusive situation, begin documenting observations. Alert the Executive Director or Program Supervisor to the situation and ask for suggestions. Any errors in reporting should be on the side of protecting the children. If you see a pattern, follow procedures 1-5 above.
9. If you have questions, call the Executive Director or Program Supervisor.

Employee Procedure

1. In the event that the accused/suspected abuser is an employee, volunteer, or workplace student, the Executive Director and/or Board of Directors will:
 - a) An emergency meeting of the Board of Directors will be called immediately to inform them of the incident.
 - b) Ensure that documentation is completed and that the needs and rights of all involved will be protected; if the incident involves a child, inform the child's parents or legal guardian
 - c) Respond promptly to all allegations of abuse where there is reasonable belief that abuse has occurred:
 - d) Relieve the alleged offender promptly of any centre duties and be placed on leave pending the outcome of the civil investigation or will be terminated
 - e) Contact the City of Edmonton Police Services. Follow their guidance in how the allegation/disclosure is to be handled.
 - f) Contact the Daycare Licensing Officer for the centre and/or sponsoring agency
 - g) Co-operate fully with all investigations by civil authorities
 - h) So as not to interfere with an investigation by civil authorities, no further internal investigation will take place while that investigation is pending
 - i) A review of the incident by the Board of Directors will commence upon notification by civil authorities to do so
 - j) Ensure that remaining employees are made aware that a confidential incident is being investigated and they are expected to co-operate fully with all authorities
2. If after completion of the investigation by civil authorities, an employee/volunteer has been substantiated of an allegation of child abuse, employment is immediately terminated, and the person accused will have been reported

to a governmental authority and would be subject to the sanctions of criminal and/or civil law.

3. If an allegation of child abuse is unsubstantiated, disproved, or found not credible by the civil investigation, the Board of Directors will inform the parties of the outcome of the investigation. If necessary, continued efforts will be made to maintain the good name of the accused and provide for his or her well-being. If there are any future steps that can be taken to assure a return to normal relationships at Edmonton After School Care Association, the Board of Directors in consultation with the Executive Director will consider those steps.

4. If the evidence is inconclusive as to the validity of an allegation of child abuse, or it is determined that the conduct complained of does not constitute child abuse, two factors must be balanced. First, the safety and well being of the alleged victim and the Edmonton After School Care must be protected. Second, the rights of the accused must be considered. Based on the charge and the nature of the evidence, employees, volunteers and work placement students may be placed on corrective action or terminated under the personnel policies of the Edmonton After School Care Association.

5. Upon completion of the review, the involved parties shall be advised of the general conclusions reached and actions taken. All such communications shall be documented. All information related to the complaint and review will be handled in a sensitive and confidential manner; however the information may be used in a subsequent review of the incident or in a court hearing.

***The Edmonton After School Care Association retains the right at all times
to modify this protocol on a case-by-case basis in order to respond to specific situations
and issues that may require an alternate response.***

Child Guidance & Interactions Policy

Purpose: Nurturing a child's self-image is of prime importance in our approach to child guidance. The staff and the learning environment provide opportunities for the children to develop self-control, socially acceptable behaviors, and respect for materials and for other people. Reasons for guidance should include safety and health, socialization, and emotional security.

Policy: Staff will assist children in a facilitating manner in doing their own problem solving, and expressing themselves verbally and physically. Staff will also help children develop a sense of empathy for others, and respect for others' ideas and choices. It is the goal of the centre to enhance the child's self-esteem and although a behavior may be deemed as inappropriate, it in no way should be a reflection of the child or their self-worth. Parents and staff will be notified of this policy through the parent handbook and during the orientation to the program. Staff explain our policies to the children through group discussions, creation of class rules and one on one talks as needed.

Procedure:

Consistency is important when dealing with children. Our staff will try to incorporate the methods parents use with their child(ren) as long as these methods are constructive and fall within our guidelines. Parents are encouraged to support and cooperate with the staff in any situations that may arise at the centre.

Encourage appropriate behaviours in children:

1. Provide praise, acknowledgment and encouragement to children for appropriate behavior ("You put all of your outdoor clothes in your cubby - That's terrific!")
2. Modeling and encouraging problem solving using the problem solving steps (If two children are arguing over a toy, a staff might say "You both want to play with that toy. Maybe you could play with it together. Maybe Jack could play with it first and then Jill could have a turn. Maybe Jill could help me water the plants until Jack is finished. What do you think?")
3. Giving children choices ("We're going outside right now. You can bring out the soccer ball out or we can play tag at the park")
4. Rewarding positive behaviours through tangible incentives (eg. Name in Draw, Room Points)
5. Preparing children ahead of time for what is to come ("We'll be getting ready to go outside soon, so in five minutes we'll start putting the toys away.")
6. Setting an example/modeling behaviors (staff/volunteers/work placement students should change their indoor/outdoor shoes as the children are required to do this)
7. Treating children the way you want them to treat others

Discourage inappropriate/unacceptable behaviours:

1. Expressing why certain behaviors are inappropriate ("It upsets me when you hit me because it hurts me")
2. Using logical and natural consequences ("If you throw the Lego, you'll have to pick them up.")
3. Setting limits and giving directions ("Let's not play with the beach balls inside. We can save that for when we go outside.")

4. Consequences of inappropriate behavior must respect the child's emotional and physical well-being. Consequences should be immediate, predictable, reasonable, and consistent. Acceptable consequences are:
 - Withdrawing privileges (if a child throws blocks, the staff may say: "I see you're not building with the blocks safely, please find something else to play with.")
 - Moving the child to a different group/situation that diffuses the problem. Staff will follow up with the child to offer guidance. Moving the child does not mean isolating them.

11. Child Guidance will be carried out according to the following guidelines:
 - Children and staff will work together to "create" the rules. Children will then sign them to show they agree to them.
 - children will be expected to deal with the consequences of their own actions, (eg. cleaning up spilled water or sand)
 - children will be encouraged and assisted to work out conflicts with each other verbally using the problem solving steps
 - children will be redirected from a situation if there is danger to themselves or others, if equipment or the facility is being abused, or if there is infringement on others physical and/or emotional well-being
 - parent(s) will be notified of the incident if needed and will be required to sign a behaviour or injury report

12. The following consequences for inappropriate behavior are not permitted to be used at the centre:
 - physical punishment or degradation
 - emotional deprivation
 - harsh, belittling or degrading responses that would humiliate a child or undermine their self-respect
 - denial of basic necessities, including shelter, clothing, bedding, food or drink
 - physical restraint, confinement, or isolation (ie. Time Outs)

Continued Misbehaviour:

When a child is having continued difficulties at EASCA, the staff will continue documenting these scenarios and will regularly discuss the behaviour with the child's parent(s) in order to work together to help the child succeed.

Staff deal with repeated unacceptable behaviors in the following way:

- documentation of incidents that require a parent signature
- all staff discuss the child's difficulties at staff meetings to brainstorm possible solutions

If an unacceptable behavior is repeated, a Behaviour Intervention Contract will be implemented, at the discretion of the Management Team.

A Behaviour Intervention Contract is as follows:

- The difficulty in behaviour and the contract are discussed with the child's parents
- A reasonable time frame for improvement is set and then carried out at the centre.
- If necessary, appropriate agencies may be contacted for consultation
- At the end date of the contract, the behaviours are reassessed to determine if positive changes have occurred.

If, at the end date of the Behaviour Intervention Contract, the unacceptable behaviour has not changed the child's care will be immediately terminated.

Examples of unacceptable behaviours that could result in a Behaviour Intervention Contract are:

- Purposeful physical harm to staff or other children
- Repeated running away from the group or centre

* This is not an exhaustive list. Behaviour Intervention Contracts will be handled on a case by case basis at the Executive Director/Program Supervisor's discretion.

EASCA makes a very strong effort to encourage the positive growth of all children in our care. However, if a child is persistently and unduly disruptive to the program, to the extent that other children or staff in the program are being adversely affected, EASCA may suspend or cancel child care services without notice.

Please note: Should a child be suspended or have their care terminated, no portion of child care fees will be reimbursed for the time the child spends away from the centre.

Child Release Policy

Purpose: To ensure that children are kept safe and only released to authorized people.

Policy:

1. EASCA will not release a child to anyone who does not appear on the registration form as a parent/guardian, or an authorized alternate pick-up person.
2. If anyone other than the parent/guardian or alternate pick-up people listed on the registration forms is to pick up a child, the parent/guardian must talk to a staff face to face with a written record of who will be picking up their child. Emails or phone calls are not accepted forms of communication for this.
3. If, at any time, a person is unknown to the staff, including parents/guardians, they will be asked to produce picture identification for verification.
4. A child will not be released to anyone under the age of 14. All pick-up persons must have valid, government issued photo ID (ie. Learner's permit or passport).
5. If a parent or their authorized person is in a state of inebriation, the child will not be released to this person. Parents or emergency contacts will be called. If the person becomes belligerent or aggressive, the police will be called.
6. A child will not be released to a cab driver at any time. Parents/guardians or emergency contacts must pick up the child.
7. Child and family services will be called if the child is left after hours for more than 30 minutes.
8. Children must be picked up by their parent/guardian or an authorized pick-up person, and cannot walk/bike home, or leave the centre unaccompanied once they have arrived at EASCA, even if the parent/guardian calls.
9. Families will be charged a late fee of \$1.00/minute for every minute their child is left at the centre after 6:00pm. Please read the Late Fee Policy for more information on this fee.

Communications Policy

Purpose: To keep parents and staff well informed of all issues relating to the running of the centre and to the welfare of the children and to seek appropriate feedback from parents and staff at all times.

Policy: Edmonton After School Care Association (EASCA) will maintain consistent communication with its stakeholders in various ways throughout the year. This will include such mediums as personal conversations, e-mails, newsletters, surveys, functions, and our website.

Procedure:

The procedures set out below will ensure the availability of information on any matter relating to the operation of EASCA, to both parents and staff, while maintaining confidentiality at all times.

1. Information from Management and The Board of Directors

- Management endeavours to keep parents and staff informed of issues relating to the general running of the centre through the monthly newsletter, regular email communications, our website (EASCA.org), the parent information bulletin board, and informal communication in person. Formal reports are presented at all board meetings and the AGM.
- Policies and handbooks can be found on the EASCA website and can be printed out if requested.
- Parent participation in policy making is encouraged through joining the EASCA Board of Directors.

2. Information from Staff

- Parents are informed through a range of communication channels including: parent orientation when a child begins at the centre, newsletters, injury and behaviour reports, resources, photographic displays, informal chats with staff, and information posted on the parent information bulletin board.
- Information about the weekly programming is displayed for parents to see.

3. Information from Parents

- Parents are required to complete an enrollment form providing information about their child(ren). Parents are required to inform the centre about any subsequent changes to this information (e.g. change of address, and information about immunization). Updates of this information will be done according to licensing standards.
- Parents are required at all times to ensure the centre has a current contact telephone number and to provide contact details for those who may be contacted or who can collect their child in an emergency. Full addresses must be provided for both emergency contacts. Emergency contacts **MUST** be people over the age of 18, other than the parents, who live within Edmonton and surrounding areas.
- Parents are encouraged to inform the Program Supervisor and centre staff about any matters that may affect the behaviour or welfare of their children at the centre, (eg. if a child has not slept well or a parent is away from home). This information will be written in the staff communication book by the staff who received the information so that it can be communicated to all staff in the centre. In some situations, the centre may be proactive in seeking this information.
- From time to time, feedback about the centre may be sought from parents through questionnaires, or informal discussions.
- Parents are required to inform the centre if their child will be absent and, if ill, to advise the nature of the illness and whether the illness is contagious. **Parents not following this procedure will receive one warning in writing (by email), if it happens again they will be charged a \$25.00 non-compliance fee for every time they do not let**

the centre know that their child is not going to attend the program for the day. If this occurs more than 3 times, the fee will increase to \$50 and the child's care may be terminated.

- Parents are required to inform the centre of any custody and access arrangements. Parents must provide copies of relevant documentation. Custodial parents must also provide in writing the names of the people who:
 - a) may collect the child from the Centre
 - b) by law have right of access to the child
 - c) by law are forbidden to have access to the child or
 - d) by law have right of access to the child subject to conditions (such as supervised access)

4. General Information

Parents/caregivers are informed of general information about the running of the centre, as follows:

- Programming sheets and information about the current programming are posted on the parent information board.
- The children's snack menus are displayed in each room, and on the website.
- Wherever possible, email will be used to circulate information. All emails are blind carbon copied to protect parent e-mail addresses.

5. Community/School Communication Policy

School communication will be maintained, as follows:

- EASCA has an Information Sharing Policy that all parents sign as part of the registration package. This gives permission for EASCA to discuss matters that affect the children both at EASCA and the school so that we can provide the best care and support possible.
- A parent volunteer will attend monthly parent council meetings, give a report prepared by the centre, and share information obtained at the meeting with the Program Supervisor.
- School council minutes will be stored electronically.
- EASCA will keep its staff informed about all school events and opportunities for them to further develop their relationship with the school. EASCA Staff and children will support school events by attending them when schedule allows. Information on special events, school field trips and other schedule changes will be shared with staff through staff meetings and in the daily communication book.
- Staff will maintain an open and positive relationship with all school staff members.

Community communications will be maintained, as follows:

- A representative of EASCA will attend monthly sector meetings when available. Pertinent information from the meetings will be shared with staff, at the next staff meeting.
- Community contact information is available on the Staff Information Board.
- EASCA will create, facilitate, communicate, and encourage opportunities for meaningful community involvement.

Confidentiality Policy

Purpose: To respect the privacy of the children, parents/guardians, employees and associated agencies of Edmonton After School Care Association (EASCA).

Policy: Information related to a child, family, employee or associated agency will not be shared with any party outside of the childcare centre without written permission.

Procedure:

1. Parents who have custodial rights have unlimited access to the records of their child(ren), upon request.
2. Employees of EASCA and the Executive Members of the Board of Directors, who have signed the Confidentiality Agreement and have a clear criminal record, will be permitted access to records.
3. Child files will not leave the site without permission of the family and/or Executive Director.
4. No information about an EASCA family may be released to another agency without the written consent of the family, **unless required by law**.
5. Information about a child may be shared between the school and child care program (EASCA) as agreed to by parents on our Information Sharing Agreement signed upon registration.
6. Information that families give to EASCA Management will be shared with other employees, on a need to know basis.
7. All EASCA employees and members of the Board of Directors are required to treat information about the families responsibly and with discretion. Information about EASCA families or staff members is not a suitable topic of casual conversation among staff or in the presence of children.
8. All information related to the centre, including information regarding children, families, employees, and associated agencies is confidential and should not be discussed with anyone outside of EASCA without prior approval from the related party. Employees that violate this policy will be subject to personnel action as determined by the Executive Director and/or Board of Directors. When warranted, such action may include suspension or dismissal. Board members that violate this policy will be subject to removal from the Board of Directors.
9. During Board meetings, situations with families that are causing issues at EASCA can be discussed, but names will not be used. However, the Executive members of the Board are permitted to discuss these issues with each other and the Management Team.
10. Staff files are only to be viewed/discussed by the Management Team, Executive Board members, and the employee the file belongs to.

Electronics and Media Policy

Purpose: Children's access to electronics and media during childcare hours will be limited to encourage the children to engage in more social activities such as: LIT (Leaders in Training), clubs, recreational games and dramatic play.

Policy: Children's access to electronics and media is monitored and limited. Children will only have access to age appropriate computer games and will have monitored, restricted access to the internet. and electronic active games will be the only video games played at the centre. All music will be age and theme appropriate for children. Movies that are shown must be rated G or PG. It is the responsibility of the child care staff to ensure only quality and appropriate media is used and to develop a system of monitoring use of media.

Procedure:

1. Computer and electronic device access is limited to forty minutes (in 10 minute turns) per week, per child, divided into two days. Children will sign-up for their access time and only age appropriate games will be played. Website that the Management Team have approved will be the only sites children are allowed to access.
2. Leaders in Training may have computer time to create programming or club sign-up sheets and research for club information or homework. This will only happen with direct staff supervision.
3. Safety software must be installed on all computers with internet access to ensure the children cannot access websites that we have not approved.
4. Movies will be limited to special occasions only. Only movies rated G or PG will be shown. All new families are asked to sign a general consent form that advises us if their child(ren) can watch such movies or if the parent requires notice of the movie prior to watching it.
5. Electronic games and devices from home will not be allowed at EASCA.
6. Children may not use cell phones while at EASCA, however they may use the centre phone should they need to contact their parents for emergency purposes. If they bring a cell phone to EASCA it must stay in their backpack. If it is brought out, it will be put in the office until the parent comes to pick them up.
7. Children may also suggest songs to staff that they would like to have in the center and the staff may purchase age appropriate versions for use on the EASCA iPad or centre cell phones.
8. The EASCA iPads and centre cell phones are to be used by EASCA staff only, they are not toys for the children to use. If the children would like to use them to listen to music the staff must be the only one to control the device.

Emergency and Evacuation Policy

Purpose: To ensure the safety of all children and staff at EASCA.

Policy: Fire drills are to be practiced on a monthly basis, and designated routes will be practiced with the children. If an actual emergency necessitates the evacuation and closure of our centre, the children will be taken to a pre-determined relocation site. The parents will be contacted immediately and asked to pick up their child at the relocation site as soon as possible.

Evacuation Procedures:

IN CASE OF FIRE:

1. The person detecting the fire will sound the alarm.

IN CASE OF FIRE DRILL:

Alarm is sounded by the Executive Director, Program Supervisor, or Fire Inspector. All staff are aware of the locations of fire extinguishers.

2. ATTENDANCE AND PORTABLE RECORDS

These are picked up by the staff in charge who also leads the group of children to the nearest exit and out of the building. The evacuation routes are specific to each centre and posted near the door of each room.

3. TO BE CARRIED OUT BY THE LAST STAFF WHO LEAVES THE CENTRE:

- * Check washrooms, kitchen, all play areas and cubbies
- * Close windows, doors, shut off appliances, lights untouched

4. DONE BY STAFF IN EACH ROOM:

- * Roll call taken at least 100 feet from the school

5. DONE BY EXECUTIVE DIRECTOR, PROGRAM SUPERVISOR, OR PERSON IN CHARGE:

- * Call Fire Department in case of real fire
- * Using portable records, call parents in the event of a real emergency

6. DO NOT RE-ENTER BUILDING WITHOUT PERMISSION OF THE EDMONTON FIRE DEPARTMENT.

7. IF A DRILL, THE EXECUTIVE DIRECTOR, PROGRAM SUPERVISOR, OR PERSON IN CHARGE WILL INSTRUCT THE CHILDREN AND STAFF TO RETURN TO THE CENTRE.

(Monthly fire drills are held with the weather taken into consideration)

Relocation Procedures

In case of real fire or other emergency, children will be evacuated to:

EASCA Meadowlark
9150 160 Street
780-481-2968

EASCA Afton
16604 91 Ave
780-484-7622

In the case of any other emergencies (ie. Lock Downs or Tornado Drills), EASCA will follow the school's policies regarding their evacuation procedures. We will practice them with the schools on a regular basis and will follow these procedures after hours as well.

Reviewed/Revised: April 2019

Field Trip Policy

Policy: To ensure outings are as safe as possible.

Procedure:

1. EASCA will notify parents in advance of all fieldtrips. Information will be included regarding transportation, any special arrangements, and the ratio of staff to children.
2. A parent or legal guardian will sign a consent form for all fieldtrips requiring transportation and any other special arrangements. This consent form will outline supervision and transportation arrangements.
3. A well-stocked first aid kit along with portable attendance records will be taken to all off-site activities.
4. At least one staff within every grouping of children and staff must possess current First Aid and CPR certification.
5. When possible, fieldtrips will be planned as part of the overall curriculum and /or children's interests and will provide learning opportunities through hands-on participation.
6. If a new location for a field trip is being planned, the caregiver will visit the site ahead of time, if possible, to determine the safety of the location, what experiences the children may gain, age-appropriateness, and the best route of transportation to take.
7. Additional staff may be needed to provide adequate supervision and will be scheduled ahead of time. Parents may be asked to volunteer as well.
8. Children will be counted before leaving the childcare centre, upon arrival at the site, during the fieldtrip several times, and again at the time of departure to ensure that all children are accounted for. Attendance checks, using our 15 min attendance checklist, will be completed every 15 minutes on these trips. On field trips that divide the children into groups, the staff is in charge of doing this 15 min check for only their group. Parents will be notified of staff to child ratios in the permission form for all fieldtrips.
9. The Program Supervisor will have a cell phone in case of emergency on all off-site activities.
10. A specific caregiver will be assigned to each group of children. Each group will have the emergency contact information for their children, a first aid kit, and their 15 min attendance checklist.
11. A staff member will always accompany children to a public restroom. If the children are not the same gender as the staff member, that staff member will remain outside the door to the restroom until the children are finished.
12. All children will wear identifying information that gives the facility's information (T-Shirt).
13. While on walking and biking trips the caregivers will model pedestrian safety, bike safety, and teach the children to only cross/ride when traffic signals indicate it is safe, and only after looking left, right, and left again.
14. If a child has medication needs, their assigned caregiver with First Aid will be responsible for taking and administering the medication as needed.
15. No staff member without all of their credentials (Certification, Criminal Record Check, First Aid) shall be left alone with the children at any time. No parent shall ever be left alone with any child(ren) other than their own.
16. When walking with children one adult must always lead the group while another follows the group at the back. Other staff will be placed throughout the group of children.

17. The Program Supervisor will ensure the field trip checklist and attendance are completed each time they will be leaving the centre on an outing.
18. A note will be posted on the door advising families where we went, what time the group plan to be back, and how they can get in touch with the staff.
19. Parents are not to send money with their children on field trips. If any children come with money on a field trip day, they will be asked to leave this money on site. Money can be kept in the office for safe-keeping. If discovered on a field trip, the child will be asked to keep the money in their pocket. **EASCA is not responsible for any lost or stolen money.**
20. Children are not allowed to bring cell phones or electronic devices on field trips.

Food & Nutrition Policy

Purpose: To ensure that all children are exposed to a healthy and well balanced diet. The snack program shall be developed to provide for high nutritional quality, quantity, and variety of foods. It will also offer valuable learning experiences, and encourage good attitudes and habits towards food.

Policy: EASCA will provide nutritious food in accordance with the Canada Food Guide.

Procedure:

1. The food served will be reflective of Canada's Food Guide. In each of the food portions there are many possibilities for wise food choices according to the likes and dislikes and/or cultural backgrounds of the children.
2. The child care centre will provide two nutritious snacks, one in the morning and one in the afternoon. A drink of water or milk will be offered. Snacks are served in the morning for an hour between 7:00am-8:30am and for a maximum of an hour immediately after school. **We do not offer snacks for your child outside of these times.**
3. Children bring their own lunches and eat for half an hour depending on the schedule of the school. If the child does not have a lunch a suitable replacement option (usually a meat or cheese sandwich and fruit) will be given. Should an alternate lunch be provided, a note will be sent home with the child explaining any issues, and the parent will be charged a fee (as outlined in the parent handbook) each time.
4. **EASCA does not allow nuts or nut products AT ANY TIME to be brought to the centre.** If any of these products are sent with your child they will be left uneaten and labeled explaining that your child was not allowed to eat it at EASCA as it contained nuts.
5. Any snacks brought from home for birthday party or other celebratory purposes must be from a store-bought facility. They must be in their original packaging and contain a list of ALL ingredients. Otherwise this treat will not be shared with the children. Staff may consume at their own risk.
6. Hot lunch is offered optionally at an additional fee. A special order form will be sent home with the monthly menu and fees information.
7. The program will offer other cooking experiences for the children in the form of staff-led programming or a child-led cooking club. There should be a balance between treat/dessert recipes and healthier choices. Staff are encouraged to alternate between these on a weekly basis. The children who participate in these activities will be given the chance to eat a small portion of it or it will be sent home with the child.
8. If sweet treats are used or made as part of an activity, then they will be sent home with the child to eat at the parents' discretion. Birthday snacks that parents have brought in that are sweet will also be sent home with the child. For special activities, such as LIT or year end parties, if sugary or unhealthy snacks/drinks, or candy will be served, special permission slips will go home.

Illness Policy

1. The parent is responsible for informing the staff of any medications being administered at home in case of a reaction during the day.
2. Parents are required to keep their child home if they are displaying **ANY** of the following:
 - a) fever (38 degrees or higher, especially if persistent)
 - b) diarrhea/vomiting (2 or 3 times in 3 or 4 hours)
 - c) undiagnosed rash/skin condition
 - d) communicable disease (other than mild upper respiratory tract infection)
 - e) obviously infected discharge (thick and colored, especially green, red or brown)
 - f) lethargy and irritability
 - g) persistent pain
 - h) cough (frequent bouts - 3 to 5 times/hour, especially if choking or vomiting)
 - i) head lice (staff must be notified of any case of head lice and the child cannot return until they are free from both live adults and nits)
2. A receiving staff member who notices any of these symptoms in a child or has reason to believe a child is exhibiting these signs or symptoms will contact the parent/guardian of the child and ask that the child be taken home or to a doctor for a note confirming that the child is healthy and not infectious.
3. If a child is showing other symptoms of ill health, the parent will be asked to take the child home or to a doctor.
4. If a child begins displaying any of the symptoms listed above at the centre, they will be isolated from the other children. The parent or emergency contact will be called to remove the child within 30 minutes of the phone call. Failure to do so will result in us calling Child and Family Services.
5. If a child has a urine accident they will be responsible to clean themselves. If the child has an accident involving feces, a parent will be responsible to bring them clean clothes and clean them up. We do not have the facilities or staff clearance to clean up children's private areas. We do not have spare clothing for children who have accidents. If parents do not provide a spare set of clothes and a child has an accident, parent/guardian/emergency contacts will be called and expected to come and provide fresh clothing, or pick up the child, within 30 minutes of our contact with them. We do not have a private place for soiled children to sit and wait for long periods of time. If necessary, the parent/guardian/emergency contact will be responsible for cleaning up any classroom or bathroom spaces affected by the child's bathroom accident.
6. Staff will record and document all children who are ill including the name of the child, date they were first observed ill, name of staff member who identified the illness, time the parent was initially contacted, name of staff person who contacted the parent, time the child was removed from the program and the date the child returned to the program. Once three children are showcasing the same symptoms it is reported to Alberta Health as an outbreak. Alberta Health contacts the families to ensure they are taking all precautions.

EASCA Incident Reporting Policy

Policy: All serious incidents that involve EASCA children, families, staff, volunteers or property will be objectively documented and signed by the staff member involved, the parent of the child (when applicable) and the Executive Director or Program Supervisor and will then be filed.

Purpose: The EASCA incident reporting policy is a system designed to protect the children, families, staff and volunteers of EASCA. Through these reports we will become more aware of unsafe areas, children that may need immediate assistance, practices requiring revision, and training needs.

Procedures:

- 1) EASCA staff are to follow the reporting policies listed below for any of the following incidents observed during working hours:
 - Accidents
 - Symptoms of child abuse or neglect
 - Child behaviour concerns
 - An incident of violence with children
 - Atypical (unusual) behaviour or inappropriate language by children
 - Concerns regarding a child's physical or emotional health
 - Threats made, or violence perpetrated, by adults or other children
 - Unsafe practices by staff (lack of supervision, etc.)
 - Atypical (unusual) behaviour or inappropriate language by adults
 - Harassment or discrimination
 - Conflicts or concerns raised by community members, parents, or staff
 - Violations of code of conduct, including confidentiality
- 2) Parents or volunteers who witness or observe an incident are to report it to a staff or a member of the Management Team.
- 3) All incidents involving children while in the care of EASCA must be recorded. This includes, but is not limited to, incidents observed in the centre, on the playground, on the bus, on a field trip, etc.
- 4) If a staff member engages in improper, unsafe, or disrespectful behaviour, or uses inappropriate language on the job, this should be reported immediately to the Management Team. These concerns will be handled at the discretion of the Management Team.
- 5) Staff will complete incident reports as noted below. Staff failing to complete/return incident reports as required will be subject to disciplinary procedures.
- 6) Serious illness of or injury to a child that occurs while the child is attending EASCA and any other incident that occurs while a child is in attendance that may seriously affect their health or safety must be reported to the Management Team, and they will handle it accordingly.
- 7) Serious incidents that must be reported to Licensing as Critical Incidents include: death of a child, injury, allegation of abuse, missing or lost child, a young person involved in crime, child removed from a program without permission, emergency evacuation or unexpected program closure, intruder on premises, illness or injury requiring emergency medical services and hospitalization, error in the administration of medication, and child left on premises after hours. Incidents must be reported immediately to licensing staff by telephone, fax or email. The Incident Report form (found on the Government website) must be completed and submitted to the local Child and Family Services Authority's licensing office within 24 hours of the incident. This will be handled by the Management Team.

CHILD ACCIDENT, INJURY OR ILLNESS: When there is a serious incident, all staff must work together as a team to protect the children. When an incident occurs that affects a child, **take care of the child first**. The health and welfare of that child is the first priority. Immediately assign another staff to contact a member of the management team for direction on the next steps to take/best course of action. Call 911 if, in your judgment, medical assistance is necessary. Ensure that the other EASCA children are safe.

- 1) **Accidents with Possible Serious Injuries:** If the accident or illness is serious (possible broken bones, stitches needed, seizure, allergic reaction, head injury of any kind, etc.):
 - a. Take care of the child. Begin First Aid.
 - b. Notify the centre Program Supervisor.
 - c. Contact the parents to notify them of the incident. If unavailable notify the emergency contact. Ensure you leave voicemail messages if nobody answers the call and let the parent know what has happened and where to find you or how to contact you.
 - d. Call 911 if emergency assistance is needed.
 - e. Complete an incident report form and have both the parent and Supervisor review and sign it. Give one copy to the parent and give the original to the centre Program Supervisor.
- 2) **Accidents with Moderate Injuries:** For moderate injuries (~~any blood present, any other bodily fluids present, bumped head,~~ a child complains of pain, possible sprain, vomiting, prolonged nosebleeds, etc.):
 - a. Take care of the child. Provide First Aid as needed.
 - b. Contact the parents to notify them of the incident. If you feel the child's condition warrants it, ask them to come and pick up the child. If this is the case, contact the Management Team first.
 - c. Complete an incident report form and have both the parent and Supervisor review and sign it.
- 3) **Accidents with Minor Injury:** For accidents with minor injury (any minor cuts or scrapes with, or without blood):
 - a. Take care of the child.
 - b. Notify the parent(s) when they arrive to pick up the child or send a note home with the child, if necessary.
 - c. An incident report is not required to be filled out

CHILD BEHAVIOUR REPORTING: If an incident involves an EASCA child's behaviour (such as an incident of violence, unusual behaviour, behaviour with age inappropriate sexual overtones or inappropriate language by children), follow the procedures below.

- 1) If another child is injured or frightened, immediately separate the children and have one staff comfort and provide care for that child.
- 2) Have a second staff try to calm and redirect the child who is acting out.
- 3) Complete a Behaviour Report for the child who has exhibited the unacceptable behaviour. If this behaviour has led to another child being injured, either emotionally or physically, then an Injury Report must be filled out for that child as well.
- 4) If the incident is severe, a member of the Management Team, and they will contact the parent.

How to Fill Out a Report

- 5) During planning time or when you are not directly in ratio:
 - a. Complete the relevant report form (either Injury, Behaviour, or Incident). In the "description of the incident" section, describe the incident and state what you observed. Refrain from using terms that

suppose things or put feelings onto the child that they did not physically express. Describe what you did to intervene and what the consequences were. Do not use any names of children other than that of the child of the family who will be signing the report.

- b. The report must be signed by a member of the Management Team before being given to a parent to sign.
- c. Have the parent sign the form and place form in office for filing.
- d. If a parent requests a copy the incident form, it can be photocopied for them. The original will remain in the child's file.

CONCERNS REGARDING ADULTS:

- 1) If a parent has a general complaint, attempt to assist them and address their concerns. If you are unable to assist them, please refer them to the Parent Grievance Policy on our website.
- 2) With other adult incidents, such as unsafe practices, atypical behaviour (including being impaired by drugs or alcohol), and inappropriate language, take action to protect the children, volunteers and other staff as necessary. If a parent appears to be impaired by drugs or alcohol when picking up their own child, the child will not be released to a parent who appears to be impaired and emergency contacts will be called. If the parent become belligerent, call the Police immediately and inform the management team. Complete a written incident report form and provide it to the Management Team.

To protect EASCA children, fill out a report if something concerns you but does not fit into any of the categories above. Contact your supervisor if you have questions. Complete the written incident report form and have it signed by witnesses if the incident occurred at EASCA.

Inclusion and Diversity Policy

Purpose: To ensure that everyone is treated equally.

Policy: All staff, parents, visitors and children are treated with respect and equality and appreciated as an individual with unique abilities, skills, and knowledge. We celebrate cultural differences and act to create an environment for children that assist them to acknowledge and value these differences and similarities in our community. We actively plan opportunities and experiences for the children that will encourage inclusive attitudes, knowledge, and skills that they will need to live in an increasingly complex and diverse world.

Procedure:

1. Staff will develop positive and comfortable relationships with each child and family through informal chatting, open discussions, and collecting relevant information about the family's unique context. They will also work to include each child's home language and literacy experiences into the program.
2. Review and provide resources in the environment that promote positive messages about diversity.
3. Provide a diverse range of activities that introduce different aspects of various cultures (eg. food, music, dance, and celebrations).
4. In conversations, staff will be mindful of the variety of family structures, languages, traditions, and experiences. This encourages children to feel comfortable about their differences and become aware of other children's differing contexts.

Children with additional needs:

1. Staff will support children with additional needs by becoming familiar with their impairment or condition and liaising with disability services to ensure that the centre is meeting the needs of the child and the family.
2. Provide accessible play facilities and scaffold play interactions with other children.
3. Setting up the child for success is important to EASCA. If we cannot provide adequate resources and support for the child, then we may refuse care.

Diversity:

1. Talk with families about their customs, values and beliefs.
2. Ask families to share how they celebrate different occasions.
3. Purchase resources that reflect a variety of cultures and families.
4. Provide dolls, dress up clothes, puzzles, and artifacts that reflect a fair balance of the backgrounds of people in Canada.
5. Ensure that children hear and experience music and songs from a range of cultures.
6. Introduce children to cooking experiences and foods from various cultures.
7. Staff model inclusive language that is gender appropriate and bias free.
8. Encourage families and community members with a diverse range of skills and experiences to become involved in the sharing of their knowledge, stories, and abilities with the children.

Medication Policy

Purpose: To ensure the safe administration of medicine to the children in our care.

Procedure:

1. Medication will only be administered by a child care staff member with current first aid and after parental consent has been received, and the appropriate form(s) has been properly filled out.
2. All prescription and non-prescription (eg. Tylenol, cough syrups etc) medications must be brought in a **LABELLED PHARMACY CONTAINER** showing physician and/or pharmacist and patients' name, date of issue, and dosage. It shall be administered according to label instructions only. No out-dated/expired medications will be administered.
3. A medication consent form must be completed by the parent that includes the date, child's name, the name of drug, dosage, time, and parent signature. Medication will **NOT** be accepted via lunch boxes or back packs. It must be given to staff upon arrival. When staff administer the medication they must record the date, time, medication, dosage, and their signature. These forms will be updated according to licensing standards.
4. Emergency medications, and severe medical conditions, require an Emergency Plan. This will be stored with any emergency medication and in a central location for all staff.
5. Edmonton After School Care Association, at the discretion of the Management Team, may refuse to administer medications or procedures at the centre (eg. insulin injections, oxygen, suppositories) for which the staff do not have the expertise or confidence to administer.
6. Herbal or holistic medications or supplements will not be accepted or administered at any time.
7. All medications, with the exception of emergency medications, will be kept in a lock box. All medications will be kept out of reach of the children. Emergency medications will be taken with staff any time the group is offsite, including, but not limited to, the playground, outdoor space, and gym at EASCA.
8. Any items containing medicinal ingredients must be given to the staff upon arrival. This includes non-medication items such as cough drops and lip balm. Any non-medication items in a child's possession that are found to contain medicinal ingredients will be stored in a lock box in the office until pick-up time and will not be administered to the child, or self administered by the child.

Missing Child Procedures Policy

When there is a suspected missing child, all staff will work together to follow the procedures.

Procedure

When a child that is expected does not arrive to the centre within **10 minutes** of the bell ringing, EASCA staff will practice the following procedure:

1. Ask the supervisors and other staff if they know anything about the child (see level 2 for more information)
2. Look throughout the school to find the child. Speak to the office to see if the child was in class or picked-up during school time. (see level 3 for more information)
3. Call the parent of the child to see if they were picked up. (see level 4 for more information)
4. If the child cannot be located, follow the procedures laid out in the EMERGENCY PROCEDURES section

***These steps also apply to fieldtrip situations, and should always be carried out within 10 minutes of the above-mentioned time frame ***

There are five basic levels of concern and action when a child is missing. It is hoped that all “missing child” situations will be easily resolved before reaching the fifth level. The “Missing Child Procedures” apply to all situations where it is expected that the child be at the centre but for some reason they have “not arrived” or have “gone missing”.

LEVEL 1: Identify the Situation

All staff are responsible for all children in the centre, not just those in your group. Usually, the situation will and should be identified by the person most directly responsible for that child (ie: the staff in charge of that specific group.) The staff member noticing the potential problem has both the responsibility and the authority to immediately take steps to deal with the situation by taking the next steps outlined below.

LEVEL 2: Double Check for Explanations

Check the communication book, ask other staff, and school teachers if they know of the whereabouts of the child or have received an explanation from the parents or as to the reason for the child not being there. (Depending on the situation, you may want to ask if the child was upset for any reason, when they were last seen.)

LEVEL 3: Look

If no satisfactory explanation is given and the child is still “missing” then retrace and look for possible places the child may be (within the “normal” realm of the centre/school/playground/fieldtrip location). Enlist the help of others if you feel it is necessary. (ie: have the school page the child to the office, custodian assistance, have older children check the washrooms.) You must act quickly, so if you must enlist the help of others, ensure that your group of children is handed over to another supervisor. Always keep each other informed about the actions of staff members.

LEVEL 4: Communication

The staff member who took charge of the situation, is to immediately inform the program supervisor (if the person taking action is not the supervisor) and/or the Executive Director that the child is not at the centre/with the group/cannot be found. The Program Supervisor or a designated staff member is to phone the parents to seek an explanation and/or advise them of the situation. If the parents cannot be contacted, the phoning will be extended to the emergency contacts. If unable to speak with any of the contacts (parents or emergency contacts), it is advisable that the staff member calling leave messages (when able to) specifying their name, the date, time, concern, and request to contact the centre (remember to leave the phone number) as soon as they can. Document who was phoned at what time. If the parents are contacted and provide an explanation, briefly discuss and remind them of the extreme importance of informing the centre of changes to their schedule, and informing the staff when taking the child away from the centre. If the parents are contacted and are unaware that the child is not there, suggest they call the child's

friends to make sure they have not gone there. Wait to 5 minutes hear back from them before following emergency procedures.

If one of the following are true, then LEVEL 5 procedures must be put into action:

- The parents are contacted and they are unaware of any reason why the child is not there and also believe the child must be missing
- Due to the surrounding circumstances it is believed the child may have run away

LEVEL 5: EMERGENCY PROCEDURES - MISSING CHILD

1. Gather all available staff (all but 1 needed in ratio) to begin looking outside the “normal realm” of the centre and re-check some of the normal areas as the possibility exists that the child may be hiding. If the child is located, discuss and follow up the situation with the child and complete a “Behaviour Report” form to be reviewed and signed by the parent(s). Document all steps, and inform the parents and supervisors that the child has been found.
2. If the child is not located within 5 minutes, re-contact the parent(s) and the Program Supervisor, update them of the situation, and let them know that the centre will be contacting the Police immediately to report the child missing.
3. Contact the Police to report a missing child. Have the child’s registration file, and a picture of the child available for the call, as well as all the steps that have been taken to this point. If the child is under the age of 6 or 7, they will send a police car immediately and take down the details when they arrive. If the child is older, be ready to give the police a complete description of the child and any details surrounding the “disappearance”.
4. The Program Supervisor or Assistant Director is to immediately phone the Executive Director who in turn will contact the Chairperson of the Board of Directors. The Program Supervisor will keep in contact with the Executive Director and inform them of any new developments. The Executive Director will keep the Chairperson informed as needed.
5. Assist the police and the parent(s) in any way possible.
6. Completely fill out an “Incident” form, adding information as necessary during the search, ie: phone calls made, parental response, etc. Program Supervisor, Assistant Director, Executive Director, or the person designated in their absence, must contact licensing to report a critical incident at this point

The Program Supervisor is to maintain ongoing communication and liaison with the parent(s), police and the Executive Director until such time as the child is located. Ensure a thorough follow-up is conducted with the family (parent(s)) and the child, Program Supervisor, Assistant Director, and the Executive Director regarding the disappearance. The Board of Directors will be kept informed by the Chairperson.

Procedures for Non Board Member Parents/Guardians Attending and Addressing Meetings of the Board of Directors

Meetings of the EASCA Board of Directors (“Board”) are open to all full members and ex-officio members of EASCA who have been granted permission to attend either by becoming Board members at the Annual General Meeting, or requesting to attend a specific meeting. Anyone attending a Board Meeting is subject to the procedures established by the Board as outlined herein.

Definitions:

Full Member

To become a Full Member, an individual must:

- Have a child attending one of the Centres; and,
- Pay the monthly fees as set from time to time by EASCA.

Ex-Officio Member

Former Full Members or interested community Members who wish to contribute their skills or time to the Centre may become Ex-Officio Members.

Notification of Board Meetings

Board meeting dates and locations will be posted in the monthly newsletter and parent website (EASCA.org). Should changes occur, all board members will be notified.

Distribution of Agenda and Minutes of Board Meetings

An agenda of the matters to be considered at a given Board meeting will be available no later than one day prior to the meeting. Copies of the agenda will also be available at the Board meetings. Any items that the programs would like to discuss will be emailed to the Board Chairperson by the Executive Director and Program Supervisors the Monday prior to the meeting, to be added to the agenda.

Minutes of meetings of the Board will be available to full members upon request. Minutes of Board meetings (or portions thereof) held in closed session will not be available to the public.

Closed Sessions

Closed sessions may be held at the beginning and/or the end of each Board meeting. Only those persons authorized by the Board to remain at the closed session of the meeting will be permitted to remain. Other persons will be excused from the closed portion of the meeting.

Closed sessions will be held to discuss items of a confidential nature, including but not limited to: personal matters about an identifiable individual (including families and staff), employment issues, litigation or potential litigation affecting the program, the receiving of advice that is subject to solicitor-client privilege.

Participation in Open Board Meetings

The Board will permit presentations at Board meetings by full members of EASCA so long as the following procedure is adhered to:

Addressing the Board

Persons wishing to address the Board at a Board meeting must submit written notice of the request to the Board Chair at least seven (7) days prior to the Board meeting. The request shall include a brief written description of the specific matter to be addressed, and must be accompanied by any written material that the person will want to distribute to the Board. Persons will only be permitted to address the Board with respect to matters of governance.

Requests to address the Board will be considered by the Chair of the Board in the order of receipt of the requests.

Persons requesting an opportunity to address the Board will be notified of the Chair's decision at least 3 business days prior to the Board meeting.

Person addressing the Board will be required to limit their remarks to fifteen (15) minutes, depending on the issue.

No more than three presentations will be heard at any given meeting of the Board. The presentations will be made at the commencement of the portion of the meeting which is open to full members.

If after presenting an item to the Board, a decision has not been made within the initial predetermined time frame specified by the Board, a person may check in with the Board by sending an e-mail to **eascaboard@easca.org**

If recurring incidents take place after a matter has been resolved, a person may submit written notice to the Board to revisit the item as an alternate solution may need to be discussed. Requests to address the Board will be considered by the Chair of the Board.

If an answer or solution is unable to be provided by the Board and further exploration into the issue is required, the individual, upon the Board's approval, may provide additional information in order to assist the Board in reaching a resolution. Requests to address the Board will be considered by the Chair of the Board.

The Board is not obligated to respond to a presentation.

Full members may also address the Board by providing a letter or memorandum to the board via e-mail: **eascaboard@easca.org**. While the Board may consider matters rose in such correspondence, it is not obligated to respond to it.

In some cases, the Chair may determine that it is more appropriate for a person or a group to address their comments to a specific Standing Committee of the Board, or to some other body. In these situations, arrangements for presentations will be facilitated by the Executive Director.

General Procedures Regarding Attendance at Board Meetings by Non-Board Members

Non-Board members are asked to notify the Board Chair if they plan to attend a Board meeting.

Any members may be asked to leave a Board meeting if they are conducting themselves improperly or if they are otherwise disrupting the meeting, as determined by the Chair, and they may be prohibited from attending future meetings.

Reviewed/Revised: March 2019

Outdoor Play Policy

Purpose: Play is an integral part of personal expression, interpersonal growth, and community building. We want play time to be safe, fun, and a positive learning experience for our children.

Policy: We appreciate and respect the playground and school yard we have to enjoy. We will encourage the children to play safely, having fun, being creative, and using their imaginations.

Procedure:

1. Children will be encouraged to partake in physical play outside in all kinds of weather, as long as safety is not compromised by doing so. Staff are expected to participate in these activities with the children.
2. Outside play will be limited to 15 min when the temperature is below -15, with the maximum being -20. In the summer months, outdoor play will be limited to 15 min when the temperature is above 25 degrees, with the maximum temperature being 30 degrees. Windchill and humidity are included in these temperatures. When temperatures fall outside of these guidelines, children will be given alternate indoor physical activities. Staff will check the weather online and by visual check, prior to going outside. These guidelines apply, regardless of whether the schools we are based in go out.
3. Children must understand and respect the physical boundaries of our play area.
4. Children will only play in areas where there is a staff member present.
5. No gun play with sticks, shovels, or other improvised media is allowed. Staff must redirect violent play into constructive and peaceful interacting.
6. Children must respect the property and building, regardless of location (ie. Field trips to parks).
7. Parents will ensure that their children bring appropriate outdoor clothing and footwear for the weather at all times (No flip flops or crocs are allowed). If a child does not have proper outdoor wear, the activities they can participate in will be limited due to safety.
8. Staff are to ensure that children wear the provided appropriate clothing and footwear for outside play.
9. EASCA is not responsible for providing appropriate clothing if it has not been provided by the parents. Should there not be enough staff to provide that child alternate activities indoors, the parents will be called to come pick-up their child immediately.
10. The outdoor play routine will be modified according to the seasonal changes in the time the sun sets. During the winter, when the daylight hours are the shortest, outside play time will only be allowed until 15 minutes before the sunset. Sunset times will be posted daily so parents are aware.
11. Outdoor activities will adhere to the guidelines stated in the outdoor play section of the programming policy.

Parent Grievance Policy

Interactions between families and staff/management must be respectful and productive to ensure the dignity of everyone involved. We welcome comments, questions, and concerns, but these must be conveyed in a way that upholds out respectful environment. Any form of harassment is not permitted and will not be tolerated.

Edmonton After School Care Association (EASCA) follows the following Grievance Policy in order to solve possible grievance issues in the most effective manner. This policy serves as a guideline, but the EASCA Board of Directors will make the final decision in regards to all escalated matters.

Our policies have been created, reviewed, and approved by the Management Team and the Board of Directors, with the best interests of all parties in mind. All policies are in line with licensing regulations. Before filing a complaint, please refer to our policies on the specific issue(s). These can be accessed on our website (EASCA.org) or a staff can print a paper copy the following day after receiving a request.

The following procedure will be followed whenever a parent/guardian has a particular grievance:

STEP 1: Within 72 hours of learning about the incident, the parent/guardian may ask for a meeting with the Program Supervisor to address their complaints.

STEP 2: If the issue remains unresolved, the parent/guardian may write a letter of grievance addressed to the Executive Director (executivedirector@easca.org) or can request to schedule a meeting. Meetings will be limited to 20 min.

STEP 3: If the issue still remains unresolved, the parent/guardian may write a letter of grievance addressed to the Board Chair at eascaboard@easca.org. The Board Chair will decide whether to bring the grievance to the full Board for discussion.

If the grievance is presented to the Board, the parent/guardian may be asked to speak with either the full Board or a sub-committee of the Board. The decision of the Board is final. The parent/guardian will receive a letter with the Board's final decision.

EASCA believes that all decisions are made with the best interest of the child(ren) in mind. We as adults have the right to disagree, but the children come first.

Privacy Policy

Purpose: To inform stakeholders about EASCA's practices related to the collection, use and disclosure of personal information which may be collected by us through your filling out EASCA forms or otherwise providing information through participation in our programs. By filling out the forms, either yourself or on behalf of your child or ward and by participating in our programs, you consent to the collection, use and disclosure of your personal information as defined and, if applicable, the personal information of your child or ward in accordance with the following terms and conditions.

Policy: This policy applies to personal information about the employees, children in our care, their parents/legal guardians, their siblings, and other individuals who are involved in their care. Edmonton After School Care Association (hereafter referred to as EASCA) is committed to protecting the privacy of its employees, members/clients, the children in our care and confidential business information.

Procedure:

For the purpose of this statement, 'personal information' is defined as any information about an identifiable individual that includes, but is not necessarily limited to, race, ethnic origin, colour, age, marital status, family status, religion, education, medical history, criminal record, employment history, financial status, address, telephone number and any numerical identification such as Social Insurance Number. Personal information also includes information that may relate to the work performance of the individual, any allegations, investigations or findings of wrongdoing, misconduct or discipline. Personal information does not include the name, job title, business contact information or job description of employees of an organization.

Why do we collect personal information?

EASCA collects information as a requirement of the Child Care Licensing Act, as enforced by the Ministry of Children and Youth Services and as required by the Regional Health Unit. The information is collected to assist us in screening potential employees and volunteers and to aid us in providing a safe, stimulating and supportive environment for employees, members/customers and their children.

The information collected includes but is not limited to contact information (e.g., name, address, e-mail address, telephone number), age, skills and educational background, employment history, Social Insurance Number, Health Card Number and immunization history, record checks (e.g., police records check, Intervention Check and/or reference checks for employees, students and volunteers) and information on medical conditions, allergies and medications.

EASCA also collects financial information (e.g., banking information on personal cheques, direct deposit applications or pre-authorized debit applications) from employees and members/clients.

How We Use Your Personal Information

EASCA uses personal information to ensure the safety of children in its care and that of our employees, students and volunteers. Contact information is used to facilitate communication between EASCA and its members and to ensure that parents or emergency contacts can be reached as necessary. We also issue reminders and important updates through our e-mail distribution list.

EASCA uses information about skills, employment history, records/reference checks, etc. to employ the best suitable candidates.

EASCA uses health information to help ensure the most appropriate response to any health care situation that may arise.

Financial information is only used for the purpose of collecting fees and/or paying wages and submitting government remittances.

EASCA maintains files with your information. Only staff with a legitimate need to access this information has access to these files.

When We Disclose Your Personal Information

EASCA does not disclose personal information to individuals, organizations or corporations outside of its own organization at any time or for any reason, except with the consent of the individual or as required by law.

EASCA may share personal information with a third party engaged to assist us in providing services to you or to carry out one or more of the purposes described above (e.g., auditor, health unit, a collections agency). These service providers are prohibited from using such personal information for any purpose other than to provide this assistance and are required to protect personal information disclosed by EASCA and to comply with the privacy legislation and general principles within this Privacy Statement.

EASCA reserves the right to disclose personal information to a third party if a law, regulation, search warrant, subpoena or court order legally requires us to do so.

Knowledge and Consent

Having read this statement and by accepting employment and/or enrolling your child in our child care program and providing us with the personal information requested you consent to the collection, use and disclosure of your personal information.

The form of consent that we seek, including whether it is expressed or implied, will largely depend on the sensitivity of the personal information and the reasonable expectations of the individual in the circumstances. When you fill out an EASCA form, for instance, you imply that we may use that information for the purpose for which you filled out the form.

If EASCA will be using or disclosing personal information for purposes that have not been stated in this statement and that we do not feel would be obvious to you, we will first obtain your expressed consent.

You may withdraw, or restrict/limit, your consent at any time, subject to legal or contractual restrictions and reasonable notice.

In certain circumstances, personal information can be collected, used or disclosed without the knowledge and consent of the individual (or his/her parents/legal guardian). For example:

- If it is clearly in the interests of the individual and consent cannot be obtained in a timely way, such as when the individual is seriously ill or mentally incapacitated.

- If seeking the consent might defeat the purpose for collecting the information, as in the context of an investigation of a breach of an agreement or a contravention of a federal or provincial law; or

If there is an emergency where the life, health or security of an individual is threatened

How Long is Your Information Retained?

We retain personal information only as long as it remains necessary or relevant for the identified purposes, and in accordance with legal requirements.

How We Protect Your Personal Information?

We have procedures and policies in place and make all reasonable efforts to ensure that personal information, in both paper and electronic format are protected against the risk of loss, theft, unauthorized access, disclosure, copying, modification or destruction. For example, access to your personal information is restricted to select employees, there is limited access to offices where information is stored and we use computers that are password protected and encrypted as needed.

How Can You Access Your Personal Information and Check Its Accuracy?

EASCA relies on the information provided by you when enrolling your child(ren) in our child care program or when beginning employment. You are welcome to look through you or your child(ren)'s file(s), however we ask that you submit a request to the Executive Director to do so.

However, in certain situations we may not be able to provide access to all of the personal information we hold about an individual as there are numerous exceptions to the access principle under the Personal Information Protection & Electronic Documents Act (PIPEDA). For example we cannot provide access to personal information about another individual if they have not consented, or to information that could reasonably be expected to threaten the life or security of another individual. Also we cannot provide access to information that was generated in the course of the formal dispute resolution process. If we are unable to provide you with all the information contained in your file or your child's we will attempt to sever the sensitive information from the file prior to fulfilling your access request.

EASCA strives to maintain accurate records of your personal information; however, this cannot be achieved without your help. In this ongoing effort, we ask you to provide us with up-to-date information as changes arise.

Program Review Policy

Purpose: To provide all our stakeholders the opportunity to provide us with the feedback and support we need to continue to provide high quality childcare. To ensure that all of our policies reflect the current and future needs of our stakeholders.

Policy: We will provide our stakeholders with a variety of opportunities to evaluate the program and use the feedback gained to update our policies and procedures annually.

Procedure:

1. Parents may be asked to complete surveys throughout the year.
2. Staff may be asked to complete an annual survey.
3. Outcomes of the surveys will be compiled and shared with families and staff as appropriate.
4. Staff will work to achieve current or new goals, set through collaboration between them and the management team, throughout the year. Progress will be discussed on a regular basis with supervisors. A Performance Improvement Plan will be implemented, if necessary.
5. Management will review the Employee Handbook with staff as issues arise.
6. All policies will be reviewed regularly with staff during staff meetings to ensure they are being followed. Each staff will sign off on policies as they are reviewed.
7. EASCA will follow the Accreditation policy to ensure Quality Enhancement Plans are created, followed, and maintained.
8. The Board of Directors will prepare an Annual Report to be shared with parents, and other stakeholders at the Annual General Meeting.

Reviewed/Revised: April 2019

Programming Policy

Purpose: To provide clear guidance to staff programming for the children attending EASCA.

Policy: Yearly, weekly and daily planning will reflect the philosophy and long term goals of the program as well as individual interests, strengths and developmental needs of the children. Daily plans will provide a balanced program of child initiated and adult directed activities including individual and small group activities, routines and transitions to support social, emotional, physical development and cognitive skills.

Procedure:

1. Weekly planning will be posted in each room for the parents and children to easily see.

2. Activities will be planned with the children's input and:

- Be responsive to children's interests, backgrounds, preferences, needs, and abilities.
- Provide opportunities for the children to celebrate individual differences and unique qualities.
- Use current and developmentally appropriate resource materials.
- Have resource materials referenced on the planning sheet.
- Incorporate a variety of planned and spontaneous activities.
- Have spontaneous activities recorded in the programming.
- Limit gender and racial stereotypes
- Cover all areas of child development

3. Activities

Weekly activities will include several of the following: drama and music, literacy, science, math, open ended art, woodworking, working with tools, community awareness activities, cultural theme activities (based on children's backgrounds when possible) and nutrition and health activities (including: hand washing, healthy eating, physical fitness, dental care and safety). These will be open-ended in nature, as much as is possible.

Children will be involved in the creation and preparation of the activities as much as possible. Staff are not to create demos for the children.

4. Play centres

The centres will be reviewed weekly as a part of the program planning process and changes will be made based on the planned topics and interests of the children. Staff will ensure that each centre has a sufficient amount of materials and equipment for the number of children in the room. All play centres will reflect the weekly theme with the addition of toys, props, and other materials.

The dramatic play centre should be changed weekly to keep it interesting and reflect the emerging interests of the children.

5. Recreation

The children will be provided a variety of recreational opportunities each day with a focus on cooperative games, skill development, and team work. The children will go outside at least three times daily weather permitting.

If the weather does not permit outside play, alternate indoor activities will be planned.

A mandatory group game, led by staff, will be played at the beginning of outside play time, so that all the children get at least 5-15 min to learn the physical and social skill we are promoting.

Toys and equipment will be made available during physical activities times. Staff will plan a few activities for the children to choose from during free play time.

6. Field Trips

Field Trips will be planned on most holiday breaks. All field trips must be approved by the Program Supervisors before booking to make sure they are within the budget. These trips should be planned to match the theme/interests of the children. There should be a balance between off-site and in-house field trips.

Kinders must go on one field trip at least every other month (this can be in-house or off-site). The last field trip of the year should be party themed.

7. School Partnership

EASCA will support school events by attending them when schedule allows. Programming should reflect the intent to attend these events.

8. Community Partnership

Staff will provide information and materials that encourage the children to become involved in community projects and support interest in the broader community (ie. Visits to the local Senior's Centre). Weekly programming will also offer activities that promote community involvement (ie. Garbage pick-up at the playground).

9. Programming feedback

Staff will ask the children for suggestions to help guide programming, toy and equipment purchases, and decor for each room.

Using the programming template, staff will record the actual/spontaneous activities to show what was actually done each day.

Staff will provide feedback as to how the activity went and what they might do differently or the same next time. Staff are encouraged to record feedback as soon as possible so it is fresh in their minds.

10. Programming time frames

Staff will be given approximately 30 minutes per day (2 hours per week) to complete the next week's programming and will be given 30 minutes each afternoon to prepare activities.

Activities should be chosen that are not always material intensive and the preparation and clean up time should be taken into consideration. Activities should be chosen that can mostly be done with materials already at the centre, so that we are not always purchasing items for every activity.

If any extra materials are required for the programmed activities, they should be requested the week before so the materials are available for the day they are required. A copy of the activity description must be put in the programming binder (photocopied from activity book, or printed from the internet), so any staff can set-up and lead the activity.

Supplies for activities (excluding food items) will be purchased the week before by the Program Supervisors or delegates. Staff should not purchase programming supplies without receiving permission from the Program Supervisors first. If permission is not requested or given, the receipts will not be reimbursed.

10. Summer Programming

The Program Supervisors will plan weekly themes and book field trips based on child interests and requests. From this the summer calendars will be created. The calendars should be ready to send out to the parents by the end of May.

The staff will complete the rest of the summer programming. Each staff member will be assigned one to two weeks of programming to complete. Both centres will work together to plan special themed days and events throughout the summer. Programming will be reviewed by the Management Team to ensure it meets all requirements, before it will be deemed complete.

Summer programming and shopping lists for summer supplies need to be completed by the second week of June so all supplies can be bought prior to the summer. Certain programming items may not be purchased if they do not fit within the budget, so shopping lists should not include large items for purchase (ie. Sports equipment).

11. Other info

Consider the following when programming:

- All activities should be planned based on child requests/interests.
- What do I want the children to learn from this?
- What information can I add to this activity so the children learn something new?
- If you change your programming one day, it needs to be documented on the programming form.
- Documentation should be provided on how the activities went each day (can be brief).
- Allow for creation of spontaneous activities.
- Resources used need to be included on the programming sheet.
- Are the activities developmentally/age appropriate? How can the programming be tweaked so youngers and olders can participate in the activity at the same time?
- What books can I add to further the learning on the topic?
- How can I connect the activity to the community?
- How can I connect the activities to the cultures represented at the centre? How can I introduce new cultures to the children?
- Time frame for the activity. Can it reasonably be done within one day, or should it be carried over multiple days?
- How much prep will be involved in this activity?

Social Media Policy

Purpose: To ensure that staff, parents, and children are aware of the correct use of their information with regard to social media outlets. EASCA takes the safety and privacy of children, families, and staff very seriously and has developed this policy to control these aspects of our childcare business operations.

Policy:

1. All child photos and videos will be kept off of social media, unless otherwise signed off on by the parents. This will be for advertisement purposes only. A violation of this is cause for immediate dismissal.
2. If staff are posting information on social media websites, they are not to associate themselves with our company, unless it is for advertisement purposes. In the case of advertisements it should be done only done by the Management Team, at their discretion.
3. The name of a child, or identifying information, will not be used in any publication or educational use of the image or video.
4. Communication with parents via email will only happen through the Program Supervisors or Executive Director.
5. The EASCA websites will only be maintained by the Program Supervisors or Executive Director. They will abide by the centres' policies regarding confidentiality and will be responsible for the content they create.
6. Volunteers and staff will not have pictures or videos of children stored on their personal devices.
7. Parents will sign a consent form regarding the use of their child's videos and photos as part of the registration package, which will be kept in their file on site.
8. Any photos or videos parents have taken while attending EASCA events must not be posted on social media if they contain the faces, names, or identities of children or staff, unless written consent has been given by all parties. To do otherwise is a violation of FOIP regulations.

Reviewed/Revised: April 2019

Staff & Family Relations Policy

Purpose: To avoid conflicts of interest between staff and families. These conflicts of interest lead to liabilities for EASCA and should be prevented.

Policy:

1. Staff are not allowed, at any time, paid or unpaid, to provide care or services for EASCA families outside of EASCA hours, except for EASCA events authorized by management (ie. Sleepovers & EASCA camp).
2. Staff are not to give individual presents to children or families attending EASCA.
3. Staff cannot attend EASCA children's birthday parties or other family events (eg. Family dinners, Christmas parties, etc).
4. Staff may not advertise or solicit work for any other businesses they may work for while at EASCA. Staff cannot use EASCA's name to endorse any other employment or business.
5. Staff cannot invite families to attend their personal events.
6. Parents cannot advertise or solicit business for their companies on EASCA grounds.
7. Personal numbers and emails should not be given out to parents. Any electronic parent communication will only be sent via EASCA management emails or cell phones.
8. Parents may request meetings with the Management Team during operating hours. Any request must be submitted a week before.

Violation of this policy will result in disciplinary action.

Sunscreen Policy

The sunscreen policy has been developed to ensure that all children and staff participating in this program are protected from skin damage caused by harmful UVB and UVA rays of the sun. This policy will be implemented throughout the summer months (June – August).

1. All children and staff will wear sunscreen (non-aerosol) daily with an SPF of at least 15 on all exposed skin.
2. Parents/Legal Guardians will be responsible for applying the sunscreen prior to the morning drop-off.
3. Parents/Legal Guardians will be responsible for providing their child(ren) with labelled sunscreen (non-aerosol) to take with them for later applications.
4. EASCA staff will be responsible for ensuring thorough follow-up applications occur after one hours in water, two hours of direct sunlight, and/or any other time as needed. Children will apply their own sunscreen, supervised by staff, and may be assisted with hard to reach places for application (specifically, exposed parts of the back and neck). Staff will remind these children to apply sunscreen throughout the day.
5. The children’s sunscreen will be brought on outdoor field trips to keep their skin protected throughout the day.
6. EASCA children are not allowed to participate in our program at any time for failure to comply with this policy. If a child refuses to apply sunscreen, staff will immediately inform the Supervisor, and, if necessary, parents, as this is a Licensing and Health & Safety regulation.
7. Please note that these decisions were made to protect the children and staff from the dangers of ultraviolet rays. Our staff have been trained on this subject and understand their responsibilities and consequences for failure of observing this policy.
8. Parents will sign a copy of this policy upon enrollment in the program.

Supervision Policy

Purpose: To reduce the risk of harm to children by preventing injuries and accidents. It also promotes positive, responsive and intentional learning environments for children and child care providers. The purpose is also to ensure that children make it to and from our centre safely and to define the guidelines surrounding that transportation. It will also guide staff in the correct safety procedures.

Policy: All staff will work together to effectively supervise the children in our care at all times. Staff will accomplish this by being aware of the physical environment and observing children's play and behaviour. Administrators will ensure staff are regularly reminded of safety guidelines, policies and current best practices.

Procedure:

Employees will be aware of the physical environment and:

- Conduct regular safety checks of the program and equipment to remove hazards.
- Position equipment and arrange the environment to allow for clear and easy supervision of all play areas in the room.
- Ensure that emergency information and pick-up lists in the attendance books are current and that alternative pick-up arrangements and reported absences are recorded in the communication book for all staff to refer to.
- Notice when children and families arrive and depart to ensure that record children's attendance and numbers in the room are accurate at all times using white boards and paper attendance.
- **Staff will do a visual attendance check every 15 minutes during the day. Paper attendance will be used for this check outside. Staff will record the time the check was done, the number of children in attendance during that check, and staff will initial that they did the check. Supervisors will sign the finished sheet to approve that they were completed accurately. There will always be a running total at the top of this sheet so that the number of children present at the check can be compared to the number there should be.**
- Ensure that emergency medications, first aid kits, and emergency contact numbers are kept on hand at all times.
- Will adhere to the cell phone policy at all times while in ratio.
- Maintain proper ratio at all times, keeping in mind that cleaning, cooking, or engaging in non-work related conversation with other employees is considered as being out of ratio.

Employees will observe children's play and behavior by:

- Directly and closely monitoring children when carrying out activities that may involve some risk, such as play near water, near doorways, or during transitions times when children may gather in larger groups.
- Participating in play and anticipating what may happen next in order to provide them with the opportunity to assist children and intervene in the event of potential danger.
- Listen closely to children, even those who are not in the direct line of sight (such as those in outdoor play spaces, or children playing in another play centre).
- Position themselves to allow for the supervision of the entire group of children.
- Monitor children's health to identify early signs of fever, illness, or unusual behavior.
- Watching and participating in children's play to ensure that children are playing in a safe and friendly manner.

The Management Team will promote safety by:

- Reviewing supervision policies with staff regularly, particularly when there are programming changes (for instance when the children are outside more, or when new children may enroll in the program)

- Ensuring that attendance sheets are used to record actual arrival and departure times, and update times online to reflect these.
- Ensuring that 15 min attendance checks are done outside and will sign off on these.
- Ensuring that the room number/ratio counts are done during all transitions.
- Ensure that simple safety rules for children are posted and followed in the centre (eg. “when we are indoors, we walk”)
- Ensure staff maintain staff to child ratio at all times.
- Complete regular evaluations of the staff and provide feedback and training where needed.
- Update policies regularly to maintain up to date safety regulations and procedures.

Transportation Policy

Edmonton After School Care Association (EASCA) is not responsible for the transportation or delivery of children to the Association's premises. However, if a child is expected and does not arrive at the Association's premises, every effort shall be made to notify the parent. Exception is made for kindergarten children attending the school and their transportation from their classroom to our centre.

Procedure:

1. The parent will notify EASCA in writing or by phone call if their child will not be in attendance on a particular day.
2. The staff member who receives this information will write the information in the staff communication book and will let all staff know that they will be away.
3. In the morning, EASCA's responsibility ends when the bell rings.
4. When a child that is expected does not arrive to the centre within 10 minutes of the bell ringing, EASCA staff will make every effort to check with the school and/or the child's family to locate the child.
5. If a child is expected to be detained for a school activity, parents are responsible to inform a staff member that this will be occurring so the staff member can find out what time to expect them at the centre. When the child is finished, they will walk to the centre immediately and check in with a staff member. If it is a spontaneous activity, the school is responsible to let us know, either verbally or by phone. The program will provide the contact info to the school for this purpose. If the child is enrolled in an after hours school club, EASCA is responsible to pick them up from said club.
6. All kindergarten children will be picked up from their class by an EASCA staff member throughout the school year. Morning EASCA kindergarten students will also be dropped off at their class by a staff.
7. Any parent requiring transportation for their child at the end of the school day (i.e. a kindergarten child to the bus at the end of the school day) will need to make arrangements with the school to provide a designated pick-up person as EASCA does not have the manpower to assist in this way.
8. Parents are required to accompany their children into EASCA every morning and sign them in and must come to the center to sign them out when they are leaving at the end of the day. The only exception to this rule is if the child is being sent directly to school in the morning after the bell has rang. If the group is outside the parents must talk to a staff directly to make sure their child is signed in or out. This way the staff know how many children are in their care at all times.
9. When the children are taken on field trips, we will either be walking if it is nearby, using public transit, or we will rent a third party school bus through a transportation company to transport the children to the destination. Should we ever be involved in an accident, all parents or emergency contacts of the children will be notified immediately. Roll call will be done before leaving the childcare centre, during the fieldtrip, and again at the time of departure for return to the childcare centre to ensure that all children are accounted for. 15 min attendance checks will also be on these trips. On field trips that divide the kids into groups, the staff is in charge of doing this 15 min check for only their group. Note: Parents will be notified of staff to child ratios in the permission form for all fieldtrips.
10. **The above procedures must be followed by staff and parents each and every day. Parents not following the above procedures will receive one warning in writing (by email). If it happens again they will be charged a \$25.00 non-compliance fee for every time they do not bring their child in and sign them in, when they do not approach staff and let them know that they are picking up their child, or if their child is not going to attend the program for the day. If this occurs more than 3 times, the fee increases to \$50 and the child's care may be terminated. These steps are put in place to keep your children safe and prevent missing children.**

