



# PARENT HANDBOOK

*Park* **PLAY**  
community programs  
where we play, learn and grow



## PARK PLAY LOCATIONS

### Main Office

Executive Director – Paul Schubert	306-992-5401
Finance Manager – Leone Penner	306-992-5401

#### Head Office

1300N Courtney St, Regina, SK S4Y 0C5

### Early Learning Centre

ELC Manager – Lin Zhang	306-910-1414
-------------------------	--------------

#### Maple Campus

7451 Mapleford Blvd, Regina, SK S4Y 0C6

### Before and After School Care and Schools Out Care

B&A Manager – Sherry Bruneau	306-992-5401
------------------------------	--------------

#### Aspen Campus - St. Nicholas and Plainsview Schools

7695 Mapleford Blvd, Regina, SK S4Y 0C6

#### Cedar Campus – Holy Rosary Community School

3118 14 Ave, Regina, SK S4T 1R9

#### Cypress Campus – École Elsie Mironuck School

18 Wakefield Crescent, Regina, SK S4R 4T3

#### Juniper Campus – St. Bernadette School

727 McIntosh St N, Regina, SK S4R 5Z4

#### Oak Campus – St. Timothy School

280 Sangster Blvd, Regina, SK S4R 7H5

#### Rosewood Campus

1300 N Courtney St, Regina, SK S4Y 0C5

#### Willow Campus – École Harbour Landing and St Kateri Tekakwitha schools

4417 James Hill Rd, Richardson, SK S0G 4G0

### Preschool

Preschool Teacher – Staci Beros	306-992-5401
Assistant Preschool Teacher – Glenna Bundus	306-992-5401

#### Rosewood Campus

1300 N Courtney St, Regina, SK S4Y 0C5

## Find Us Online!

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

<http://parkplay.ca/>

PARK PLAY LOCATIONS.....	
1 Welcome to the Parents .....	1
2 Park Play Community Programs Inc. ....	1
2.1 About Us.....	1
2.2 Park Play Mission Statement.....	1
2.3 Purpose and Philosophy .....	1
3 Board of Directors Governance.....	1
4 General Information.....	2
4.1 Statement of Services.....	2
4.2 Admission .....	2
4.3 Organizational Structure .....	2
4.4 Fee Schedules .....	3
4.5 Hours of Operation .....	3
4.6 Daily Activities .....	2
4.7 Our Employees .....	3
5 Parent Responsibilities.....	3
5.1 Compliance with Handbook .....	3
5.2 Child Absence/Attendance .....	3
5.3 Fee Payment.....	3
5.4 Daily Check In .....	3
5.5 Daily Check Out .....	3
5.6 Illness/Communicable Diseases.....	3
5.7 Medication .....	4
5.8 Allergies/Dietary Needs.....	4
5.9 Communication .....	4
5.10 Fundraising and Donation.....	4
5.11 Toilet Training .....	5
5.12 Clothing .....	5
5.13 Sunscreen/Insect Repellent .....	5
6 Park Play Policies and Procedures.....	6
6.1 Withdrawing or Termination of Services.....	6
6.2 Confidentiality Policy.....	6
6.3 Late Payment Policy .....	6
6.4 Nutritional Policy and Procedure.....	6
6.5 Outdoor Play Policy .....	6
6.6 Personal Items Policy.....	7

6.7	<i>Late Pick Up Policy and Procedure</i> .....	7
6.8	<i>Transportation Policy</i> .....	7
6.9	<i>Off Premise Policy</i> .....	8
6.10	<i>Field Trips Policy</i> .....	8
6.11	<i>Child Management Policy and Procedure</i> .....	8
6.12	<i>Illness and Communicable Diseases Policy and Procedure</i> .....	9
6.13	<i>Pandemic Procedure</i> .....	9
6.14	<i>Accident Policy and Procedure</i> .....	10
6.15	<i>Unusual Occurrence Policy and Procedure</i> .....	10
6.16	<i>Child Abuse Reporting Policy</i> .....	10
6.17	<i>Parental Behavior Policy</i> .....	10
7	<i>Other Information</i> .....	11
7.1	<i>When a Child Can Return</i> .....	11
7.2	<i>Biting</i> .....	12
7.3	<i>Child to Employee Ratios</i> .....	12
8	<i>Additions and Changes</i> .....	13
	<i>Parent Acknowledgement Form</i> .....	14

## 1 Welcome to the Parents

Welcome to Park Play Community Programs Inc. (Park Play) We are excited to have you as part of our family! At Park Play every child is important. This is reflected in our rich programs that are designed to promote your child's growth and development: socially, intellectually, physically, and emotionally. Thank you for choosing Park Play.

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

## 2 Park Play Community Programs Inc.

### 2.1 About Us

Park Play was started to fulfill a need in our community to care for children through our Early Learning Centre (ELC), Preschool, Before and After School Care, Schools Out and Summer Day Camps. Over the years we have connected with the schools and the families in the areas to find out how we can best serve the community.

### 2.2 Park Play Mission Statement

The mission of Park Play is to nurture and care for children in the development of heart, mind, and body involving parents and community.

### 2.3 Purpose and Philosophy

Park Play is a non-profit agency designed to help children grown and develop into great young people and adults through play and hands on learning.

**Our programming is developed to:**

- ❖ Nurture a positive self-concept in children. This means encouraging children to accept themselves and others as they are: as unique beings with talents and limitations, while accepting and appreciating others.
- ❖ Enhance the social development of children by encouraging and developing positive, loving relationships, and good manners.
- ❖ Enhance the emotional development of children by helping them manage feelings and express them in a constructive way.
- ❖ Enhance the intellectual development of children by encouraging a desire to learn, fostering thinking processes, and helping children to acquire and use verbal skills.
- ❖ Enhance physical development of children by promoting balanced and good nutrition, and by developing their large, fine, and sensory motor skills.
- ❖ Nurture the creative development of children by helping them express themselves through various arts, and helping children appreciate the beauty of creation.
- ❖ Enhance parental skills in the education of their children by increasing knowledge of child development and ways to interact with their child.

Park Play's vision is to be recognized as an outstanding Child Care organization.

## 3 Board of Directors Governance

Park Play is a non-profit organization overseen by a Board of Directors. The members of the board are selected from the community and the Park Play families consisting of business people and parents.

## 4 General Information

### 4.1 Statement of Services

Park Play is a self-supporting, educational non-profit agency. We offer the following programs:

- Early Learning programming for children 18 months – 6 years – All year
- Pre-School Program – School Year
- Before and After School Care – School Year
- Schools Out Care
- Summer Day Camps for school age children – July and August.

Our daily activities and programs consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups.

### 4.2 Admission

Enrollment in our program is open to all families of our communities. We operate on a non-discriminatory basis. Only the child(ren)'s parent or legal guardian may enroll a child (proof of custody may be required). All forms provided to you upon registration must be completed before your child may attend Park Play.

### 4.3 Organizational Structure



## 4.4 Fee Schedules

### Park Play Early Learning Programs

Toddlers	\$790
Preschool	\$730
Kindergarten	\$700

### Park Play Pre School Programs

2-day program	\$185
Discount for ELC registrants	(\$50)

### Park Play Before and After School Care

Part Time (AM or PM)	\$225
Full Time (AM and PM)	\$300

### Park Play School's Out Care

per day	\$55
per 4-day week	\$185
per 5-day week	\$220

### Park Play Summer Day Camps

per 4-day week	\$185
per 5-day week	\$220

A non-refundable registration fee of \$50 per child is collected at time of Preschool, Early Learning Centre and Before and After School Care registration. Summer Camp and Schools out fees are collected at registration.

## 4.5 Hours of Operation

All Programs are closed on the following Saskatchewan Public Holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Saskatchewan Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

### 4.5.1 Early Learning Centre

#### Weekdays

7:00 a.m. to 6:00 p.m., Monday through Friday.

The Early Learning Centre reduces its operating hours on Easter Monday, Christmas Eve and Boxing Day as well as ONE staff Professional Development Day per year. The receipt of alternate care must be submitted and shall include the individuals full name, social insurance number, date, amount, and signature to be considered.



#### 4.5.2 Before and After Care

##### Weekdays

7:00 am to first bell  
final bell time to 6:00 pm

On Professional Development Days our Before and After care is canceled and we offer School's Out at our Rosewood location. Before and After is closed, and no classes are offered 2 weeks over the Christmas season, the February break and the easter break.

Before and after care follows the start and end dates as defined by the school boards.

#### 4.5.3 Schools Out Care

##### School Professional Development Days, February Break and Easter Break

7:00 am to 6:00 pm

#### 4.5.4 Preschool

##### Morning Sessions

9:00 am to 11:30 am

##### Afternoon Sessions

12:45 pm to 3:15 pm

When registering your child, you will select either morning or afternoon sessions. Please see the fee schedule for available class options\*.

Preschool is closed, and no classes are offered 2 weeks over the Christmas season, all Regina Public school Divisions Professional Development Days, February Break and Easter Break. Closures will be communicated with families well in advance.

Preschool start date is to be the Monday following Labor Day Weekend and finishes the Friday before school ends.

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

### 4.6 Daily Activities

Although your child's schedule varies somewhat day to day, a typical day in one of our **Programs** may consist of:

- ❖ **CREATIVITY** – This includes activities that encourage the children to use their creative side, including arts and crafts, building, science experiments or even creative writing.
- ❖ **FUN & GAMES** – At B&A children get the option to participate in activities that foster teamwork, encourage physical activity, and develop strategy. These games are played either in the gym area or outside, weather permitting, and include everything from tag to dodgeball. Other games that encourage critical thinking and strategy include card games and board games, which are B&A favorites.
- ❖ **LIFE & SOCIAL SKILLS** – These activities reflect the value of community and foster the children's personal growth. At Park Play we encourage new friendships as well as learning new skills that last a lifetime.

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

- ❖ **Arrival** - Children arrive and play in activity centers until all their friends arrive and are ready to start their learning. **Morning classes begin at 9:00 am and afternoon classes begin at 12:45 pm.**
- ❖ **Sharing Circle** - Theme topics are discussed, and special theme activities of the day are introduced by the teacher.
- ❖ **Time for Play and Exploration** - Children participate in feature activities at all open centers.
- ❖ **Gross Motor** - Children participate in group games, creative drama, and other large motor activities.

- ❖ **Music and Story Time** - Children sing songs, learn finger plays, and listen to stories.
- ❖ **Class is dismissed to get dressed and go home. Morning classes end at 11:15 am and afternoon classes end at 3:00 pm.**

## 4.7 Our Employees

At Park Play we strive to provide nurturing, quality care in a highly interactive learning environment. Our teachers are an integral part of providing this environment. Our employees have undergone a detailed interview and screening process, criminal and child abuse record checks, as well as first aid/CPR training.

# 5 Parent Responsibilities

## 5.1 Compliance with Handbook

Parents will be required to comply with program rules as set forth in this Parent's Handbook and by continuing to have your child enrolled in our programs you acknowledge this responsibility.

## 5.2 Child Absence/Attendance

Absences, illness, and vacation will be charged at the regular monthly fee. We request that all absences, illness, and vacation be reported to Management, supervisor or by contacting the administration office at EMAIL: info@parkplay.ca or PHONE: 306 993 5401 prior to or the day of the absence. For further clarification refer to Park Play's "Illness and Communicable Diseases Policy and Procedure".

## 5.3 Fee Payment

All **childcare** fees are collected via pre-authorized debit from the parents designated account on either the 1<sup>st</sup> of the month, or post-dated cheques dated the 1st for that month's care.

Full payment is required for statutory holidays and for days your child is absent (i.e., sickness, holidays, etc.). Receipts for fees are issued via electronic communication from head office annually. Receipts are available monthly if required. See "Late Payment Policy" for late or unpaid fees.

## 5.4 Daily Check In

Parents must accompany their child(ren) into the building and sign them in while ensuring an Employee has acknowledged your presence before leaving. Children will not be permitted in the building prior to 7:00 a.m.

## 5.5 Daily Check Out

All children must be picked up and signed out by a parent and/or approved person over sixteen years of age by 6:00 p.m. Anyone, including all parents, who are to be allowed to pick the child(ren) up, must be recorded in our systems or be approved in writing or by verbal approval with Manager. You are able to add the additional individuals on the website under the family profile. Park Play reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for picture identification. If anyone out of the ordinary is to pick-up your child, please contact Management prior to that time, in addition to them being on registration.

It is the parent's responsibility to notify Park Play and make changes to the family profile whenever necessary. Please see the "Late Pick Up Policy" for applicable charges for late pick up.

## 5.6 Illness/Communicable Diseases

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

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

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

## 5.7 Medication

At this time Park Play will only assist in the delivery of emergency medicine such as EpiPen for severe allergic reactions. All EpiPens or other emergency medications should be in the child's backpack for easy access. Park Play does not store or supply any medication.

## 5.8 Allergies/Dietary Needs

It is the parent's duty to inform Park Play of any food or other known allergies that affect your child and submit the required information during registration. In the event of changes to your child's allergies etc. please notify the office as soon as possible. This allows us to alert all the staff to be on guard. Emergency related medication (inhalers, EpiPen's, etc.) should be placed in the child's backpack which is easily accessible to the employees in the case of an emergency.

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

A water bottle labelled with the child's name and placed in their backpack is recommended.

## 5.9 Communication

The success of our program is based on establishing a partnership between our parents and our employees. Open and frequent communication will help your child have a positive early learning experience.

Should you have any concerns that have not been resolved satisfactorily through simple communication with the employee you may wish to formally address the local supervisor or the administration team at the admin office who can then escalate the issue as appropriate. If the concern remains unresolved it is then that you may request the issue be taken to the Board of Directors.

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

### 5.9.1 Electronic Communication

Park Play regularly communicates with families via email, it is important that you provide email addresses to receive messages, reminders, and alerts from Park Play.

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

## 5.10 Fundraising and Donation

Park Play operates as a self-supporting non-profit agency which is financed primarily by fees, donations, and fundraising. Types of fundraisers may vary from one year to another, depending on the ideas of committee members and parents. Please consider contributing some of your time and talents during these projects. The

proceeds from donations and fundraising profits help supplement programming supplies and environment materials/upgrades to our programs.

### 5.11 Toilet Training

Children MUST be toilet trained to enroll in our **Preschool Programming, Before and After School Care, Schools Out and Summer Day Camps.**

### 5.12 Clothing

We encourage you to dress your children for play and comfort as the seasons change. Because our program is based on play and exploration your child *may* get dirty while doing crafts! Children will have opportunities for outdoor play each day, weather permitting. It is required that your child be sent with one set of extra clothes in case of a spill or accident. In the winter, your child must be sent with weather appropriate boots, winter coat, snow pants, mittens, a scarf, and a toque. In the summer, your child must be sent with a swimsuit/trunk and/or swimmer, swimming towel, sunscreen, bug spray, hat, and appropriate footwear. **It is strongly suggested that all clothing brought or worn to the Park Play have the child's name on it.**

### 5.13 Sunscreen/Insect Repellent

#### 5.13.1 Summer Day Camps

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

Insect Repellent:

- ✓ Insect repellent with a concentration of Deet at 10% or less will be used on children aged 17 months to 12 years.
- ✓ Insect repellent containing less than 10% DEET provides for approximately 2-3 hours of protection and will therefore be applied twice per day (approximately 11:00 a.m. and 4:30 p.m.) while at Day Camp.
- ✓ Insect repellent will be applied 15 to 30 minutes after the sunscreen has been applied and immediately before going outside.

Sunscreen:

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

## 6 Park Play Policies and Procedures

### 6.1 Withdrawing or Termination of Services

Park Play requires 30 days' written notice of withdrawal of services. **Notice must be provided on or before the 1<sup>st</sup> day of the previous month.** Failure to notify Park Play will result in the charge of all regular fees until appropriate written notification is given.

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

### 6.2 Confidentiality Policy

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

Access to a child's information record is given only to the legal guardians of the child and the staff of Park Play. In the case of an emergency or injury to the child, information may be released to the proper authorities, medical staff attending a child, or, in the case of suspected abuse, the appropriate child protection agency.

No other information, verbal or written, regarding a child or his/her family can be released to anyone other than the guardians of that child, without written permission of the guardian. If a child or family could benefit from our interaction with an outside agency, we will ask for a release of information to be completed and signed after detailed communication and parental consent.

Parents/Guardians are responsible to update their children's files when there are changes of address, work/home phone numbers, etc. All staff respects the confidentiality of families.

### 6.3 Late Payment Policy

Fees are payable on the 1<sup>st</sup>. Any overdue accounts as of the 20<sup>th</sup> of the month are subject to the late fee of **\$10/day**, and written notice of the overdue account will be issued to the parent. If payment is not received in full within 30 days of receiving written notice the parent will receive written notice of termination of services effective the last day of the current month. A final opportunity for payment of all past due charges will occur the next business day. At that time, a certified cheque or cash will restore services in full.

Banking fees that will be collected are \$45 for each NSF item. Any overdue balances that exist upon termination are sent to Collections. All fees are payable by Pre-Authorized Debit from the parent account.

### 6.4 Nutritional Policy and Procedure

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

**School Aged Programs:** School aged children will be served a breakfast before they are taken to school or bus stop. They will receive afternoon snack upon arrival back at the center after school. Park Play does not provide lunches for Schools out and Summer Camp days. Please provide a bagged lunch for all Schools Out Days and all Summer Camp Days.

### 6.5 Outdoor Play Policy

Park Play believes that outdoor play is important for your child's well-being and healthy development. Our policy is if your children are well enough to attend the program, they are well enough to participate in the outdoor activities. In the winter children may play outside providing the temperature is not below -25°C, regardless of the

wind chill factor. Children will also stay indoors if the wind chill factor rises above -28°C. In the summer children will play outdoors providing the temperature is below +28°C. In both cases, temperature will determine length of outdoor play.

## 6.6 Personal Items Policy

Park Play has a wide variety of toys, games, and other resources to offer children during their time at the program. Please label all personal items with permanent marker. If something gets lost but has your child's name on it, you are more likely to have it returned. We ask that parents not allow their children to bring their own toys to Park Play. Toys from home are often lost, broken or stolen. If a child does bring a toy from home into the program, he/she will be required to put it away until he/she is picked up.

Park Play is not responsible for broken, lost, or stolen toys or clothing. No toys guns, war toys or other toys of destruction are allowed on Park Play premises.

## 6.7 Late Pick Up Policy and Procedure

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

Preschool children must be picked up at the end of your designated class end time.

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

- ❖ Each 15 minutes or portion of after the scheduled program end time – a \$15.00 charge – as an example if you pick your child up within the first 15 minutes it will be \$15.00, if you are 40 minutes late you would be  $3 \times \$15.00 = \$45.00$

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

If we have not heard from or have not been able to contact the parent, we will phone the child's listed emergency contacts. If we cannot reach the parent or an emergency contact by 30 minutes after scheduled program end time, Park Play will contact Mobile Crisis and wait for further instruction. During extreme weather conditions exceptions may be made at the discretion of the Site Supervisor.

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

## 6.8 Transportation Policy

Parents are responsible for their child's transportation to and from the program. Park Play will provide transportation via bus or arranged Employee/parent drivers for field trips as the opportunities arise.

### 6.8.1 Before and After Care Rosewood Location

Park Play Rosewood location will be providing bus transportation to and from the following locations:

- ✓ MacNeill
- ✓ St. Angela
- ✓ St Nicholas
- ✓ Plainsview

A Park Play staff member, in addition to the bus driver, will accompany the children on the bus to ensure children get off at the correct school. A Park Play staff member will meet children at the school and stay with the children until the bus arrives.

Park Play uses a bus that is owned and operated by either:

- ✓ Rosewood Park Alliance Church
- ✓ Park Play Community Programs Inc

The bus is required to be certified every year by SGI. By law, anyone who drives the bus must possess a Class 2 or Class 1 license, which requires a regular driver's medical exam. Again, the safety of your child(ren) is our main priority.

We may occasionally treat the children to a nice walk from the schools back to the church. We may choose to take advantage of the nice weather, or we may not have access to a bus driver due to illness or being out of town. We are within the walking boundaries of the three schools, and we would always have at least two staff members with the children to ensure their safety.

### 6.8.2 Early Learning Centre - Preschool

Children who attend our **Early Learning Centre** and Rosewood **Location Preschool Programs** will be escorted to and from the preschool program by a staff member and signed in and out of the Early Learning Centre.

## 6.9 Off Premise Policy

The Employee responsible for taking children off premise will carry a backpack with a first aid kit, emergency contact information, and one cell phone.

## 6.10 Field Trips Policy

The children attending our Schools Out and Summer Camp programs will go on occasional field trips. The parents must acknowledge the transportation option when registering the child.

## 6.11 Child Management Policy and Procedure

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

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

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

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

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

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

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

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

After 3 documented attempts at intervention strategies during a one-month period, **termination of services** may take effect if the severity of a problem is great enough that it could endanger the safety of the child and/or other children. The parent or guardian will be notified, and termination may be effective immediately. Park Play considers this to be a drastic measure. We will not resort to such action unless the child's behavior significantly and directly threatens the physical or mental safety and well-being of one or more of the other children or the employees. If services are terminated, the parent or guardian will be responsible for full fees up to the end of the current month.

## 6.12 Illness and Communicable Diseases Policy and Procedure

If your child becomes ill while attending a program, the child will rest, and the employee will contact Management. Management or an appointed Employee will assess the child and take their temperature. If the child's temperature, by ear, is **38.3° or higher the child must be sent home**. A judgement call may be made if evidence of an illness is present but is not accompanied by a high temperature (ex: vomit and/or diarrhea, rash, lice, unable to participate in daily activities due to illness or suspected illness, etc.). Children with a communicable disease are required to be away from the program by recommendations laid out by Public Health. Please see section 7.1 for details.

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

If there is reason to suspect a child attending a facility has a category I or II communicable disease as outlined in the *Child Care Regulations, 2015* Management will immediately notify the public health officer and follow any instructions of that officer to reduce the transmission of communicable diseases.

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

At the discretion of Management, a doctor's note may be requested upon re-entering the Center.

## 6.13 Pandemic Procedure

When a pandemic is declared within the Saskatchewan, the Medical Health Officer will decide whether schools and daycare settings need to be closed based on how serious the situation is.

### During a pandemic, Park Play will:

- ✓ Inform the Park Play Board of Directors of relevant information about the pandemic and offer measures they can use to stay healthy and safe.
- ✓ Communicate to staff whether they should go to work.
- ✓ Communicate to parents whether children should be attending if the child or a family member is ill.
- ✓ Communicate to staff and parents if Saskatchewan Health or Park Play closes the program.

### Communication vehicles will include:

- ✓ Notices on doors
- ✓ Emails to families/employees
- ✓ Updates to Park Play's Facebook page



Park Play will strive to continue providing service during a pandemic. However, if a Public Health Medical Officer dictates closure of a programs, we will comply with their directive.

If staffing levels are reduced due to illness, we will attempt to continue providing care, if we are able to meet minimum ratio requirements. Park Play may also decide to close a location or reduce services if we are unable to meet minimum staffing requirements, alternate care will be offered at another location.

#### 6.14 Accident Policy and Procedure

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

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

For **Major** Injuries: the injury/illness of the child will be assessed, first aid will be administered by an appointed Employee, the parent/guardian or emergency contact will be notified immediately, and an ambulance will be called. Management or an appointed Employee will accompany the child to the hospital and take the emergency portable file with them and report any details of the accident to the attending medical personnel. Management or appointed Employee will stay with the child at the hospital until the parent/guardian or emergency contact arrives. See 6.15 Unusual Occurrence Policy and Procedure for further details.

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

#### 6.15 Unusual Occurrence Policy and Procedure

Safety is a top priority for Park Play. Yet, there are times when a child will have an accident or incident. If a child attending a facility sustains an injury requiring medical treatment or is involved in an unusual occurrence, Park Play will immediately notify the parent of the child, or their emergency contact and fill out the mandatory forms. "Injuries/Unusual Occurrence Report" will be signed by 2 Employees, a member of the Board of Directors and the parent/guardian. Copies of the incident are kept in the child's file.

#### 6.16 Child Abuse Reporting Policy

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

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

Park Play staff will contact Social Services Intake at 306-787-3760 and report the information immediately. They are available 24/7.

#### 6.17 Parental Behavior Policy

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

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

## 7 Other Information

### 7.1 When a Child Can Return

The following is a guideline for when children can return to the program after having the following diagnosis. For more information, please consult your manager or the Caring for Kids website at [www.caringforkids.cps.ca](http://www.caringforkids.cps.ca).

- ✓ **FEVER FREE:**  
Your child must be fever free for 24 hours without medication.
- ✓ **VOMIT FREE:**  
Must not have vomited for 24 hours.
- ✓ **UNCONTROLLED DIARRHEA:**  
Defined as an increased number of stools compared with the child's normal pattern. The child cannot return until he/she has had normal stools for 24 hours. If the child has more than one uncontrolled bowel movement while at the Center, they will be sent home.
- ✓ **VIRAL RESPIRATORY INFECTIONS:**  
Depending on the virus, the child may return to the Center when they are well enough to participate in all program activities.
- ✓ **MENINGITIS:**  
The child may return to the Center once they have received at least 24 hours of appropriate antibiotic therapy, and a doctor has determined they are well enough to return to the Center.
- ✓ **PINK EYE:**  
24 hours after documented treatment has begun.
- ✓ **HAND-FOOT-AND-MOUTH DISEASE:**  
The child may return to the Center when they are well enough to participate in all program activities.
- ✓ **RINGWORM:**  
The child may return after one full treatment has been applied.
- ✓ **SCABIES:**  
The child may return after one full treatment has been applied.
- ✓ **MOUTH SORES:**  
Must have a doctor's note stating that the child is non-communicable.
- ✓ **RASH:**  
With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is a non-communicable disease.
- ✓ **HEAD LICE:**  
Cannot return until appropriate treatment has been administered. Retreatment after ten (10) days is mandatory. In reoccurring cases all nits must be removed before the child can return to the Center.
- ✓ **IMPETIGO:**  
24 hours of appropriate antibiotic treatment received. Please keep your child at home if draining lesions

cannot be kept covered.

- ✓ CHICKEN POX:  
Cannot return until all lesions have dried and crusted over – generally 5 days after the start of the rash.

## 7.2 Biting

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

Park Play's biting prevention strategies include:

- ✓ When children bite out of frustration or anger, the child will be redirected to another activity and/or will be shown a way to communicate what he/she wants.
- ✓ Teachers will encourage the use of language to express wants and needs.
- ✓ Parents will be notified if their child is bitten, however, to protect privacy of families, parents will not be informed of the biter.
- ✓ Biting incidents will be communicated to the parents of the biter to ensure teachers and parents are working together to understand and prevent the behavior.
- ✓ If a child is bitten and the skin is not broken, the area will be cleaned with soap and water, a cold compress applied, and the child will be soothed.

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

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

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

## 7.3 Child to Employee Ratios

Child to Employee ratios are set out by the Government of Saskatchewan for Park Play Early Learning and School Age Programs. The following shows the maximum ratios that we observe:

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

## 8 Additions and Changes

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

## Parent Acknowledgement Form

I have received and read the Park Play Parent Handbook. I expect to be guided by the rules and policies therein. I further understand that my child's enrollment in Park Play may be terminated by Management of Park Play at any time for any reason. I understand and agree that the Parent, in whole or in part, is not a contract of enrollment, nor is it evidence of a contract between Park Play and me. I also acknowledge that the terms and conditions set forth in this handbook may be modified, changed, or deleted at any time provided such changes are in writing and approved by the Executive Director/designee of Park Play. Any agreement between Park Play and me of any kind pertaining to any term or condition of my child's enrollment or its termination must be in writing.

---

Parent Name (Please Print)

---

Child's Name (Please Print)

---

Parent Signature

---

Date

---

Park Play Manager Signature

---

Date







**early learning  
centre**

**preschool**



**daycamp**

*before and after*  
**school care**

**school's out**

**7451 Mapleford Blvd, Regina, SK S4Y 0C6**

**Offering Programs Throughout Regina**

**306.992.5401 — [info@parkplay.ca](mailto:info@parkplay.ca)**

**Find us on Facebook at**

**<https://www.facebook.com/parkplayregina>**

**online registration — [www.parkplay.ca](http://www.parkplay.ca)**