



Edmonton Region Child Care Association

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# **Parent Policies & Procedures**

2023



# Edmonton Region Child Care Association

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Chapter	Program	Policy #	5b
Subject	<b>Fees and Payment</b>	Effective	December 1, 2017
Issue to	All Manual Holders	Page	
Issued By		Replaces	
		Date Amended	April 2023

## **Policy Statement:**

Families registered in ERCCA are responsible for the fees associated with the type of care required for their child. It is the families' responsibility to keep their fees up to date in order to secure ongoing childcare and to communicate change in care needs.

## **Purpose:**

To ensure families registered in our child care programs have a clear understanding of the fees associated with their child attending care.

## **Scope:**

The Board of Directors is responsible for setting fees for programs and services offered throughout the year. All program and service fees are reviewed prior to the preparation of the annual budget. Summer program fees may be re-assessed in the spring to ensure they match educator and programming needs.

## **Responsibility:**

The Executive Director will communicate any fee changes to the families at least 30 days in advance of implementation.

The Director or designate will review the fees and payments with families upon registration.

## **Definitions:**

The ERCCA offers the following the following program/service categories:

### **School Age Child Care (monthly)**

Child Care program provided to school- aged children in any or all of the following periods (before and after school/ during the lunch hours and when schools are closed)

### **Kindergarten (monthly)**

Child Care program provided to children attending kindergarten in any or all of the following periods (before and after school/ during the lunch hours and when schools are closed)

### **Day Care (monthly)**

Child care program provided to toddlers, pre-school children for 4 or more consecutive hours in each day the program is provided.



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## **Casual Care at the discretion of the Director**

Hours of care are infrequent and/or lower than full time registrants.

## **Procedures:**

All families are provided a fee schedule upon registration.

All families are required to pay a deposit within two weeks of receiving registration notification. The deposit is refundable to the family upon providing 30 days' notice of withdrawing from care. Should the family not provide 30 days notice the deposit is held.

Preferred method of payment is electronic funds transfer through preauthorized debit. Families complete this form as part of their enrollment: The Director, after consultation with the Business Administrator can accept alternate forms of payment ex: post dated cheques.

At the discretion of the Association a \$25.00 fee may be charged for N.S.F Payment

Should a child care account fall in arrears the Association reserves the right to impose a \$25 late Fee charge or withdraw further care until the fees are brought up to date.

No refund will be given for any portion of the fee for monthly services not used.

Official tax receipts will be issued electronically prior to the end of February of the following year.

Should a child care account remain in arrears and unresolved after 90 days, a collection agency will be contacted to support the collection process.

Summer fees may be higher than other months due to the increased activities and increased time in care for kinder and out of school care aged children.

## **Fee Increase**

Families will receive a change of fee notice at a minimum of 30 days prior to the effective date.

## **Subsidy**

Families are responsible for all aspects of subsidy. As part of the registration process a Subsidy Tips sheet is provided to support the application process. It is the families responsibility to comply with all provincial government policies and regulations related to subsidy. If subsidy is not received by ERCCA the payor is responsible for the difference. The payor will be notified of the amount due by ERCCA. The families deposit will not be refunded until verification that subsidy has been received for the last month of care.



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Chapter	Human Resources	Policy #	5f
Subject	<b>Food and Nutrition</b>	Effective	December 1, 2017
Issue to	All Manual Holders	Page	1 of 2
Issued By		Replaces	New
		Date Amended	March 2023

**Policy Statement:**

ERCCA aims to provide a well-balanced and nutritious diet, with an emphasis on introducing children to a wide variety of foods.

**Purpose:**

Provide a safe and positive eating environment, teaching children about food, and nutrition, communicating with families about food and nutrition and meeting dietary considerations of the children in care.

**Scope:**

Educators ensure all snacks are provided serving two of the four food groups as relayed in Canada Food Guide.

**ERCCA will reduce the availability and limit the sugar, sodium, and saturated fat content in foods offered.**

**Responsibility:**

Snack menu preparation is overseen by the Director to ensure Canada Food Guide is followed.

**Procedures:****1. Lunch and Snack**

The ERCCA provides snacks before school (between 7:00am-8:00am) and after school (approx. 4:00pm). Snacks are to include two servings from the food groups identified in Canada Food Guide.

**Allergies**

ERCCA will align with the school they are providing care from regarding being nut free, should the school be a nut free school then the child care will also be nut free.

If a child in our care should have an allergy to specific food our program, we will work with the family to see what accommodations can be made to support the child's nutrition needs.

Water is the preferred beverage for snack and mealtimes. ERCCA will supply milk for morning snack, as well as when indicated on the menu.

Lunches are provided by families for children who eat lunch at the centre. Please inquire with your program regarding lunch subscription.

Lunches can be heated at the centre. ERCCA can supplement a lunch should the child indicate they are still hungry; the educators will also bring this to the attention of the family.



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If a child is hungry outside of lunch or snack time, the educator will provide the child with a small snack (ex. fruit/vegetable). If the request is ongoing the family will be notified.

ERCCA promotes family style eating during snack and lunch: children will be seated while eating. No beverages will be provided to children while they are napping.

In the case of a pandemic or illness outbreak we will comply with all Public Health orders, which may include the discontinuation of family style eating.

## **2. Food Preparation**

In preparing snacks for children in its care, the ERCCA Food Handling Permit requires the following: Foods must come from an approved restaurant, store or center that has a valid food handling permit **(no home prepared foods are permitted)**.

Educator must be aware of the ERCCA's posted food handling procedures. Cooking/frying with the use of a deep fat fryer, broiler, or any such apparatus is not permitted.

ERCCA will ensure that all hot foods will remain kept hot and cold foods will be kept cold.

Dishwashers with sanitizer cycles will be used to disinfect all dishware. No towel drying is permitted. Dishware is to be air dried prior to putting away in cupboards. If dishwasher is not functioning, the centre will use disposable dishware until the dishwasher is repaired.

Cups, cutlery, plates and bowls cannot be washed by hand. In the absence of a dishwasher, only disposable dishes and cutlery will be used.

Food prep surfaces and tables must be cleaned with soap and water and then disinfected with a food safe cleaner prior to use and after use.

## **3. Food Handlers**

All educators are required within their first year of employment to complete Alberta Food Safety Basics 1.0 online course.

The Assistant Director and one educator per location will be required to take the Food Handler Certification Course provided by Servewell.ca, which is an approved course by Alberta Health Services.

## **4. Nutrition**

Baking and cooking experiences planned by ERCCA educators will ensure that they will have less than 15% Daily Value of either sodium, saturated fat, or sugar.

Families are prohibited from providing snacks to the childcare program for birthdays or other special events. If they are brought in, educators will not serve them to the children. Families are encouraged to celebrate children in another way, such as bringing in a favourite book, or art experience.

Children will only be given foods on the weekly snack schedule, unless families are informed of additional snacks for special occasions such as field trips, or special curriculum activities.

ERCCA will ensure that at least one fresh fruit or vegetable is available for every meal served.



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Chapter	Human Resources	Policy #	5h
Subject	<b>Off Site Play</b>	Effective	December 1, 2017
Issue to	All Manual Holders	Page	
Issued By		Date Amended	March 2023

## **Policy:**

Planning activities and field trips away from the ERCCA centre provides fun and rewarding experiences for children.

Maintaining a safe and secure environment for children in the care of the ERCCA extends to any playtime or excursions that are planned outside each centre, including the use of playground/gym equipment, sand play and field trips.

ERCCA educators follow routine procedures to ensure that children remain safe while engaging in such play or excursions.

ERCCA are trained to respond quickly to locating a lost child by following the Lost Child Procedure.

## **Scope:**

ERCCA Educators follow routine procedures to ensure children remain safe.

ERCCA Educators incorporate activities into their off-site excursions, including the use of the playground. Director or alternate will ensure educators have their planning incorporate outdoor play and/or off site activity.

Director or alternate will ensure the outdoor checklists are completed daily.

## **Purpose:**

To ensure children remain safe while they receive opportunities for experiences outside of the day-to-day routines.

## **Procedures:**

### Playground Inspection/Safe Sand Play

- 1) Prior to providing children access to playground structures and sand play areas, ERCCA educators conduct an inspection of the area to ensure that the equipment is in working order and sand areas are clear of debris and unsafe objects.
- 2) Children are not permitted to play in the sand without shoes.

### Playground/Gym/Excursions/Field Trips

- 1) By signing the Admission Agreement: Outdoor Play and neighbourhood walks, given at registration, parents give permission to ERCCA educators to supervise their children at the gymnasiums, playgrounds, areas and facilities adjacent to the site they attend as well as any local excursions that may be scheduled within the communities in which the sites are located and have been signed off on. Any activities that might stretch children regular physical limits or be consider riskier. Ie. Skating, do require parental consent.
- 2) For planned field trips outside of the communities, ERCCA provides written communication to families about each field trip. Families must sign a form (Appendix A) giving permission for their children to be



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transported to (walking, either by a rented bus, local public transit or ERCCA bus) and participate in field trips.

- 3) Children may not attend a field trip without receiving parent/guardian permission. If a parent/guardian does not wish to have the child participate in a field trip, they must find alternate care for the day.
- 4) Prior to departing on a field trip, educators complete a checklist ensuring that they carry with them all the necessary items (including emergency contact information, medication, first aid kits) – Refer to Field Trip Checklist (Appendix B)
- 5) While on a field trip, children wear pinnies with the ERCCA's emergency phone number for quick identification.
- 6) Field trip ratios will be as follows meeting the minimum ratios of

Toddlers	1:4
Preschool	1:6
Kindergarten	1:8
School Age	1:12

## **Cancellation of Field Trips**

- 1) While on a fieldtrip, educators and children wear ERCCA pinnies for quick identification and with the program's contact information.
- 2) It is the responsibility of the parent to ensure children arrive at the program 30 minutes prior to departure times. Special arrangements may be made in advance to accommodate families with special circumstances.
- 3) Field trips may be canceled on short notice due to inclement weather or unforeseen circumstances. Families will be informed of the field trip cancellation through text or email.
- 4) It is the responsibility of parents/guardians to provide the ERCCA with current contact information to ensure that they can be made aware of field trip cancellations on short notice.
- 5) The ERCCA does not typically allow children to be dropped off or picked up from field trip locations.
- 6) It will be acceptable on a case by case based on location of fieldtrip, as well as the ease and safety of the transition.
- 7) Prior to departing on a field trip, educators complete a checklist to ensure they are prepared.





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## Appendix A

Example of field trip form

### **Field Trip Permission**

Edmonton Region Child Care Association will be taking the children on a field trip from Room: \_\_

Location (incl. address): \_\_\_\_\_

Date: \_\_\_\_\_

Departure & Return Times: \_\_\_\_\_

Transportation: \_\_\_\_\_

A fee of \$\_\_\_\_\_ is requested. For your child to participate in this field trip, your signature is required. Please indicate if you are able to come.

This field trip will be supervised by ERCCA educators in a ratio of \_\_\_\_\_ educator to \_\_\_\_ children.

Print Child's Name	Parent Signature	Parent Attending?



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## Appendix B

### Field Trip Check List: *To be completed prior to leaving program*

<b>DATE:</b>					
Field trip confirmation					
Group lists prepared/ratio has been met					
Master group list to F.T. supervisor					
Children and educators have ERCCA field trip pinnies					
Emergency backpacks					
Cellphone					
First aid kits					
Directions/address					
Payment / cheque					
Sunscreen & insect repellent					
Coolers with lunches/water/cups/snacks					
Sign posted on door w. cellphone number & return time					
Toys & equipment					
Confirm parent permission signed					
Children used washroom					
Children dressed appropriately					
Check school doors					
Key to get back in					
Doors locked / alarm turned on					
Educators review "Lost Child Procedure"					



# Edmonton Region Child Care Association

Chapter	Program	Policy #	5m
Subject	<b>Parent/Guardian Complaints</b>	Effective	January 2021
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	January 15, 2021

## Policy Statement:

The ERCCA acknowledges the importance of providing a process for parents/guardians to communicate complaints and concerns relating to the operation of the child care program.

The ERCCA is committed to responding to complaints or concerns in a timely manner.

When issues of an operational nature are raised, the Executive Director will work with staff and parents/guardians to seek resolution. The Executive Director will report to the Board of Directors on complaints or concerns raised and steps that were taken to reach resolution. The Executive Director will report unresolved issues to the Board of Directors and it will be determined whether Board involvement is required.

## Procedures:

- 1) Parents/guardians must first raise concerns/complaints with their child's immediate child care worker. The child care worker will attempt to resolve the issue raised and report to their Site Director.
- 2) If a parent/guardian is not satisfied that the issue has been addressed, they may wish to discuss their concerns with the Site Director. The Site Director will work with parents/guardians and the child care worker to resolve the issue. The Site Director will inform the Executive Director of the concern/complaint and steps taken to seek resolution.
- 3) If a parent/guardian is not satisfied that the issue has been addressed, they may discuss their concerns with the Executive Director. The Executive Director will attempt to resolve the issue, and will report to the Board of Directors on the steps taken to seek resolution.
- 4) Unresolved issues may be communicated to the Board of Directors by the parent/guardian and/or the Executive Director. A determination will be made whether Board involvement is required.

If it is determined that the parent/guardian is not satisfied that the ERCCA has taken every effort to address their concerns and continue to have questions as to whether the program can meet the needs of their child, they may wish to consider withdrawing from the program.



# Edmonton Region Child Care Association

Chapter	Program	Policy #	5n
Subject	<b>Hours and Days of Operation</b>	Effective	Dec. 2018
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	June 2023

**Policy:**

ERCCA follows employment standards and licensing standards in establishing house and days of operation.

**Scope:**

ERCCA Board of Directors are responsible to approve closure dates. From time-to-time closure dates may be adjusted based on needs of families in the Association.

**Purpose:**

To clearly define the days ERCCA is operational to all members.

**Responsibility:**

Executive Director to publish closure dates prior to the next year in the following locations:  
Website/posted in programs/communication to families via email.

**ERCCA Days / Hours of Operation:**

ERCCA childcare programs operates from 7:00 am to 6:00 pm, Monday to Friday, excluding the following holidays:

New Year's Day;  
Family Day;  
Good Friday;  
Easter Monday;  
Victoria Day;  
Canada Day;  
Civic Holiday in August;  
Labour Day;  
Thanksgiving Day;  
Remembrance Day;  
Christmas Day;  
Boxing Day.

- ERCCA will be closed a day in lieu, on the next work day, if the holiday falls on a weekend.
- The Association also has a professional development day allocated for staff to attend the workplace and we are closed for child care. Advance notice of this date will be supplied to families as part of the posted closure dates.



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- Any additional closure days and/or reduced hours may be established and will be announced to parents.
- When Christmas Eve (December 24) and New Year's Eve (December 31) fall on operational days, the ERCCA centers will survey families to determine who needs care and the hours of care required. The program may operate on reduced hours.
- ERCCA will survey families regarding their proposed attendance on all non-school days to aid in program planning for that day. Should attendance to the program be **lower than seven children the site will close** for the day and families can choose to bring their child to the designated site for care or for their child not to attend. This includes September 30 closures.



# Edmonton Region Child Care Association

Chapter	Program	Policy #	5p
Subject	<b>Inclusion/Diversity</b>	Effective	January 2021
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	April 2023

**Policy:**

Our Association aims to provide a child care environment which is free from bias and prejudice in which children learn the principles of equity and respect for the uniqueness of each person. Differences in backgrounds, culture and abilities are valued and families are actively encouraged to share their experiences with educators and other families.

**Scope:**

Directors must provide leadership to ensure shared commitment from the childcare team towards achieving equity and anti-discrimination practice in all aspects of the service. Their role will include making sure policies and procedures are implemented and providing the necessary support to create the conditions needed to address diversity and inclusion effectively.

All educators must support all children in their development as active citizens by valuing and respecting their uniqueness. Educators need empathy and the understanding of practice of relationships to incorporate diverse perspectives and experiences into daily curriculum that reflect the diversity of our program and community that support children to co-construct their positive sense of self and others.

**Responsibility:**

All involved are responsible to protect and value all children in the child care setting, foster empathy and provide accurate information about difference, and from deep, caring connections across all dimensions of human diversity to enable children to think critically about and challenge bias.

Executive Director will ensure relevant legislation is considered in the actions of the Association. (Human Rights Legislation)

**Definitions:**

Inclusion is involvement and empowerment, where the inherent worth and dignity of all people are recognized. Child Care program that promotes and sustains a sense of belonging; it values and practices respect for the talents, beliefs, backgrounds, and ways of living of its members.

Diversity is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs.

**Procedures:**

Educators will ensure their planning is respectful of the diversity in their childcare setting.

Educators will nurture each child's construction of knowledgeable and confident personal and social identities within a culturally responsive practice.



# Edmonton Region Child Care Association

Chapter	Program	Policy #	5r
Subject	<b>Parent Access</b>	Effective	
Issue to	All Manual Holders	Page	1 of 1
Issued By		Replaces	New
Issued		Date Amended	May 6, 2023

**Policy Statement:**

Reflects our commitment to the family ensuring they can access the program without barrier.

**Purpose:**

ERCCA is committed to encouraging strong connections between our many shareholders, but especially our members. To accomplish this, ERCCA is committed to providing open access for parents to support ERCCA activities through unscheduled onsite visits or volunteering opportunities with our programs.

**Scope:**

All members of ERCCA

Volunteer activities may include, but are not limited to, activities such as arts and crafts, cultural presentations, and sporting activities.

**Definitions:**

ERCCA Stakeholders: Parents/ Guardians, Siblings, community members, Extended family of children in care, school

**Responsibility:**

Directors are to ensure the activities being presented in the childcare environment are relevant and appropriate.

**Procedures:**

To ensure a positive experience of families wanting to participate in our program, the following are procedures are to be considered.

- 1) Parents/Guardians who will volunteer are required to provide a Police Security Clearance with Vulnerable Sector Check
- 2) ERCCA stakeholders who wish to join field trips using ERCCA transportation should provide advance notice to the Director so that space on the ERCCA bus can be confirmed.
- 3) Members who wish to lead ERCCA activities should communicate with the Director at least one week prior to discuss and plan volunteer led activities. This will ensure the materials & etc. are on site for the activity.
- 4) Volunteer activities are subject to the oversight and approval of ERCCA and may be cancelled without advance notice.



# Edmonton Region Child Care Association

Chapter	Human Resources	Policy #	5s
Subject	<b>Late Pick Up</b>	Effective	July 1, 2019
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	May 2023

## **Policy Statement:**

Our childcare centres close their operations at 6 pm. We request families in our care to respect our closure time and pick up their child/ren prior to closing.

## **Purpose:**

To ensure all families registered in our programs are aware of our hours of operations and know the results of a late pick up.

## **Scope:**

ERCCA educators who are designated as closing educators. to ensure the family completes the late pick-up documents and procedures are followed.

Director/ Assistant Director to ensure the late situation is reviewed and invoiced should the situation warrant.

Executive Director, notified at the discretion of the Director based on the situation and number of late pickups.

## **Responsibility:**

### Families

- Ensure they have reviewed our parent handbook and are aware of our late pick up policy.

### Closing Educators

- Follow procedure as outlined.

### Director/Assistant Director

- Ensure new families are provided with an orientation that encompasses late pick up policy.
- Review the late pick-up circumstances and determine if late fee charges apply. Amend TimeSavr as appropriate and notify business administrator and Executive Director.

### Executive Director:

- To become involved when a late pick up goes beyond 30 minutes and a 3<sup>rd</sup> party needs to be involved.
- To become involved with repeat family as care may be withdrawn.





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## **Procedure**

### **Late Pick-up of Children**

Children must be picked up no later than the 6:00 pm closing time (or other specified closing times, if earlier).

Two educators must be scheduled with the designation of closing educators.

If a child is late getting picked up, educators can begin to call at 6:05pm starting first with the primary pick up person. Communication is by telephone call, NOT by text;

One educator is designated to call while the other educators is with the child/ren. Both educators should be in the same room in the childcare facility;

If the primary does not answer, do not leave a message, call the alternate phone number. Call the second primary following the same procedure, one number and then the second number. If no answer, call back and leave messages. Indicate on the message you will be calling emergency pick up contacts and if you do not hear by 6:30pm emergency services will be called.

At 6:15pm begin to call emergency designated pick up contacts as listed in TimeSavr. Request for them to pick up the child from our care.

Emergency pick up can pick up the child:

- Call primary contact to inform child is being picked up

- If you have called your Director/ Assistant inform them of the pickup arrangements

- Ensure educator stay until child is picked up

- Complete late pick up document and have emergency pick up sign

Should you not be able to reach anyone at this time:

- Call Director to inform them of the situation.

- If you cannot reach the Director, call the Executive Director.

At 6:30pm if no one has contacted you from the child's family, or designated pick-up people listed the incident is now considered a critical incident and must be reported.

Call Child Abuse Hotline 1-800-387-5437 reporting your centre name and a child is not yet picked up. The individual on the other line will request information and guide as to next steps.

### **Charging the Parent:**

Role of the educator is to provide the parent with the Late Pick-Up form for them to complete.

1<sup>st</sup> late pick up is a warning.

2<sup>nd</sup> late pick up is a second warning.

3<sup>rd</sup> late pick up is charging the parent. \$1 per minute late per family.



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Further late pick-ups will be charged \$10 per minute per family.

The calculation of late picks ups will be to view the previous 3 months of attendance to confirm late pick up frequency.

The pickup person will be asked to complete a late form that will be forwarded to the Director. Late fees will be invoiced to family's accounts.

No cash is to be collected on site.

Time of pick up will be derived from the time listed on TimeSavr..

If arrangements for late pick-up have not been made by closing time, an attempt will be made to contact you. If you cannot be located, alternate or emergency contacts provided on the child's registration form will be asked to pick up the child(ren).

In the event that no arrangements have been made to pick up the child 30 minutes after closing time, an appropriate agency will be notified (Child Abuse Hotline and 911).

Repeated late pick up of children may result in loss of child care services provided by ERCCA. A meeting will be arranged with the family to attempt to resolve the issue. If the late pick up continues the Executive Director will notify the family in writing that child care services will not continue.



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## Late Pick-Up Record

Date \_\_\_\_\_ Arrival Time \_\_\_\_\_

Child(ren) \_\_\_\_\_

Parent(s) Reason \_\_\_\_\_

I, \_\_\_\_\_ picked up my child(ren) late today at  
\_\_\_\_\_ pm.

I understand that a late fee of \$1.00/minute/family will be charged and **Invoiced**; according to the ERCCA Parent Handbook.

The total late fee is \_\_\_\_\_.

[Late fee policy reminders](#)

- 1) If arrangements for late pick-up have not been made by closing time, an attempt will be made to contact the parents/guardians. If parents cannot be located, alternate or emergency contacts provided on the child's registration form will be asked to pick up the child(ren).
- 2) In the event that no arrangements have been made to pick up the child by half an hour after closing time, an appropriate agency will be notified.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Educator Signature & Printed First Name

\_\_\_\_\_  
Date

Office Use ONLY Payment Processed	Date	Payment Amount (\$)	Payment Method
			<b>INVOICE</b>



# Edmonton Region Child Care Association

Chapter	Program	Policy #	5u
Subject	<b>Termination of Enrolment/ Change in Enrolment</b>	Effective	December 1, 2017
Issue to	All Manual Holders	Page	
		Date Amended	February 2023

## **Policy:**

Should families require a change in child care, ERCCA wishes to ensure families have opportunity to regain their holding fee.

ERCCA also understands that child care may not be the most suitable environment for all children and may also request a family leave our care:

- the centre is unable to meet a child's needs.
- a child's behaviour is violent, uncooperative or a danger to themselves or others;
- lack of cooperation of parents concerning issues that need to be addressed;
- inability or refusal of parents to comply with the policies of the centre; and
- non-payment of child care fees.

If ERCCA terminates enrolment, notice in writing, stating the reason and effective date of will be provided to the family.

## **Procedure:**

### **Notice of Withdrawal / Change of Status**

ERCCA requires families to provide notice in writing, 30 days prior to the withdrawal of care to receive their holding fee returned.

1) If parents or guardians wish to withdraw children from ERCCA or change status from full time to part time or drop in, or from part time to drop in, 30 days' notice, in writing, is required. Such notice must be received and acknowledged by the Director, Site Director or person in charge at the centre.

2) In lieu of the required notice, the holding fee will be retained.



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## **Summer Child Care**

**July and August:** Parents or guardians must notify ERCCA, in writing by June 1<sup>st</sup>, should they wish to stop childcare during the months of July and August and wish to return to care in September.

- 1a) If the childcare program is at capacity with a wait list, the families must continue to pay for care to ensure their spot. Should they wish to decline payment they will be withdrawn from the program and placed on the wait list.
- 1b) In the order of family notice date, should the program find a family who is interested in summer only care the original family requesting the summer off will not be required to pay fees.

If the childcare program is not at capacity, they can accommodate a summer absence without the families needing to pay for fees.

## **Extended Vacation Leave**

ERCCA respects that families may need to take a leave from child care. Should a length of absence exceed 30 days and the family wishes to retain their space the following guidelines apply:

- If the program is working from a waitlist, the family must pay to retain their space;
- If the family chooses not to pay for their time away, they are withdrawing care from the program and may be put on the waitlist;
- If there is no waitlist, they may on a case-by-case basis be able to go on an extended absence and retain their childcare spot.

Note: absences under 30 days if the program does not have a wait list the family can go to drop in fee



# Edmonton Region Child Care Association

Chapter	Health and Safety	Policy #	6b
Subject	<b>Toileting</b>	Effective	August 2019
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	May 6, 2023

## **Policy:**

ERCCA can accept registration for children, aged 3 and up, who are full toilet trained with the exception of one location which is able to accept children under the age of three and in diapers.

ERCCA embraces toileting as one of the self-help skills children learn. Children will be supervised as age appropriate and guided to ensure sanitary procedures and personal hygiene are adhered too.

## **Scope:**

ERCCA educators are accountable to the children in their care ensuring washrooms are available to them when needed.

## **Responsibility:**

The Director, or Assistant Director are responsible to inquire and ensure the child entering our care is able to independently use the toilet.

ERCCA educators are responsible to escort pre school and kinder children to the washroom.

ERCCA out of school care educators are responsible to ensure the whereabouts of the children in their care and properly identify the children who have left the room to attend the washroom.

ERCCA families are responsible to provide extra clothes for the child to be kept at the program.

ERCCA educators are responsible to ensure proper supplies are in the washroom as well as reminder posters for children to wash their hands.

## **Procedures:**

### **Out of School Care:**

- Child in our care expresses to an educator they need to leave the room to use the washroom.
- The educator acknowledges the child request.
- The child or educators then marks the child out on the whiteboard or secondary attendance, with the reason as washroom.
- The child attends the washroom unescorted.
- Upon return the child moves their name on the whiteboard back into the program and lets the educator know they have returned.
- Should a reasonable amount of time go by, 5 minutes and the child not return back to the room from the washroom, the educator will go and look for them.



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- Should the child not be in the washroom the educator will then treat the situation using our lost child procedure.

## **Kinder Care and Pre School:**

- Educators regularly take children to use the washroom during transition times.
- Educators regularly ask children if they need to use the washroom.
- Children are escorted to the washroom by the educator.
- Educator shares with room partner how many children they are taking with them to the washroom.
- Educator remaining in childcare room must acknowledge that room partner left the space with children for the washroom.
- Children are encouraged to use self help skills while using the washroom.
- Educators stand outside of the washroom door.
- Educators are available to support the child should they request it.
- Educators direct child to wash their hands after using the toilet, stools are provided for the child to step up should they be able to reach the supplies for hand washing.
- Educators use proper hand washing techniques after helping children in the washroom.
- Educators and children return back to the classroom and let room partner know they have returned.

## **Pandemic Washroom Procedures:**

- Cohort go together if it is for hand washing- cannot go with another cohort group
- Each cohort must use their own designated toilet
- After each use educators must sanitize the sink/toilet
- Individual children may attend the washroom but they must be escorted by an educator to ensure proper hand washing occurs and the educator must sanitize the washroom area
- Washrooms and sinks will be labelled which cohort can use which stalls (Check with the school, if they allow). Please assist children in ensuring this procedure is followed



# Edmonton Region Child Care Association

Chapter	Health and Safety	Policy #	6c
Subject	<b>Diapering</b>	Effective	Dec 1 2017
Issue to	All Manual Holders	Page	1 of 1
Issued By		Replaces	3.3.10
		Date Amended	April 2023

## **Policy:**

ERCCA provides care to children registered in our toddler rooms program that are not toilet trained. Educators will follow Capital Region Health guidelines in ensuring the process of diapering, disposing of and cleaning the surface area is in compliance. Child Care will only use disposable diapers should a child be in need of diaper and not have any on site. Parents will provide all supplies for diapering (diaper/wipes/cream).

## **Purpose:**

ERCCA educators involved in changing diapers and the diaper changing area/supplies have the potential to spread germs and diseases. Following proper procedures and room set-up will reduce the contamination of the setting (hands, furnishings, and floors) and decrease the risk of the spread of illness.

## **Scope:**

Educators who are participating in diapering of children must follow the policy and procedures.

## **Responsibility:**

The Director, or alternate, will provide all new educators with an orientation to the policy and procedures.

## **Procedure:**

Following Alberta Health Services- Environmental Public Health Diapering Procedures

1. Place the child on change surface. Never leave a child unattended on a changetable.
2. Remove and discard soiled diaper.
3. Clean skin with a single-use towel, wiping from front to back.
4. Use a single use dispenser for ointments and creams.
5. Apply a fresh diaper and dress the child.
6. Wash or wipe child's hands.
7. Remove the child from the change area.
8. Clean and disinfect the change surface. If there is visible contamination, clean the surface with hot water and soap first.
9. Wash your hands with soap and water.
10. Wipe change table with approved disinfectant: Oxivir contact time is 1 minute
11. Ensure storage of disinfectant is out of reach of children.





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Educators will document each diaper changes.

Disposable diapers: Put into a washable, durable garbage container, that is lined with a plastic bag. The container must have a tight-fitting lid that is kept closed between uses.

Cloth diapers: Place diapers into a covered container or sealed bag without rinsing.

The diapering area needs to be kept clean and the proper equipment and materials should be on hand and readily accessible.

Diapering location and surface:

- Separate diapering area from feeding and food preparation areas
- Use a diapering surface that is smooth, non-absorbent and easy to clean
- Do not rinse or wash cloth diapers or soiled clothing. Refer to the infection control considerations for cloth diapers resource for recommendations on cloth diaper use
- Discard disposable diapers using a foot activated garbage receptacle with a disposable liner
- Post and follow appropriate diapering procedure

Creams, ointments and wipes:

- Prevent contamination of creams and ointments. Use squirt or squeeze containers, a new single use applicator or a new pair of disposable gloves when applying creams and ointments. Use cream/ ointment only if requested by the parents, and only for the designated child
- Label creams, ointments and wipes for each child

Hand sink:

- Provide a designated hand sink with hot and cold running water adjacent to diapering table
- Provide liquid soap and paper towels in dispensers

Cleaners and disinfectants:

- Provide appropriate cleaner and disinfectant at or near the diapering table. Label the spray bottle with the disinfectant name. Ensure disinfectant is accessible but stored away from children's reach.



# Edmonton Region Child Care Association

Chapter	Health and Safety	Policy #	6d
Subject	<b>Rest Time</b>	Effective	January 2021
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	April 2023

## **Rest Time**

ERCCA does not schedule a rest time for children into its program. However, the childcare rooms are set up to allow for a quiet area for children to rest if needed.

Toddler aged children at Holy Spirit Site will have a scheduled rest time from 12:30-2:30.

Individual rest mats can be provided and will be disinfected after each use. Each child will have their own blankets/sheets that will be stored in the child's cubby and washed on a weekly basis. Toddlers will have cots that will be stacked and stored sheets will be washed weekly by ERCCA staff and parents will provide blankets that will be sent home weekly to be washed.

## **Responsibility:**

ERCCA educators respect children's and family's needs and expectations related to rest time; will speak with families about their child's individual needs and to be aware of the different values and beliefs parents have regarding resting. The determination for a child to participate in a rest will be made with the guidance of the family, and the needs of the child, as the most important factors.

Children will be provided a safe and appropriate space in which to rest, uninterrupted.

As much as possible, the rest will take place at a time that meets the developmental needs of the child.

## **PROCEDURES**

When providing a rest time for a child, take the following steps:

- Consult with a parent about their child's need to nap or rest during the day
- Observe the child for signs that they need to nap
- Schedule a nap or rest time as appropriate
- When a child needs a nap outside of the scheduled nap time, a mat will be placed in the designated quiet area and the child will be given their blanket from home.
- Sleeping mats will be placed in the designated areas prior to the scheduled nap time and the children's blankets will be placed on top.



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- Observe the child while napping or resting, and based on your observations, and consultation with a parent, adjust the child's nap or rest time to meet the child's developing needs.
- Sleeping equipment will be sanitized every Friday and the children's blankets will be sent home to be washed.

## **BEST PRACTICES FOR SAFETY**

The primary safe resting and sleeping practices for children are:

- The resting environment, equipment and materials will be safe and free from hazards
- Staff must monitor resting children at all times
- All children will rest with their face uncovered

Sleeping Equipment:

- ERCCA educators conduct a safety check of the sleeping equipment on a regular basis.
- Educators will note any concerns and take steps to ensure they are addressed.
- Any sleeping equipment that cannot be repaired immediately is removed from use until repairs are made.
- Sleeping equipment, including bedding, is washed weekly or more often if soiled.



# Edmonton Region Child Care Association

Chapter	Health and Safety	Policy #	6i
Subject	<b>Sun and Bug Safety</b>	Effective	January 2021
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	January 2021

Applying Sun Screen and Insect Repellant: ERCCA will provide and apply sunscreen (minimum SPF 30) and insect repellant to children before going outside as necessary by UV ratings. Parents sign ERCCA agreement should they wish to have the centre provide and apply sunscreen and insect repellant to their child.

If parents wish to provide their own sunscreen/insect repellant, they should complete the agreement form for Sunscreen & Insect Repellant – Parent Provided and bottles must be labeled with the child's full name.

ERCCA prohibits the use of aerosols in our child care programs, this includes the use of family supplied aerosol sunscreen.

## Bug Safety

Minimize the need for insect repellents:

- Remove any stagnant or standing water to prevent mosquitoes from breeding (and for safety reasons)
- If possible, avoid going outdoors at peak biting time
- Encourage parents to provide children with lightweight, light-coloured clothing that covers the body (long-sleeved shirt and long pants as removable top layers), as well as shoes, socks and ahats
- When serving sweet foods such as juices and fruits that may attract stinging insects, keep children's hands clean and clean up spills quickly
- Keep garbage containers and compost bins tightly sealed and away from playareas.

We closely follow label instructions when an insect repellent is used.

We ensure that children always wash their hands when returning inside and before eating when an insect repellent is used.

## Sun Safety

Outdoor activity, including some time spent in the sunshine, is important for children's physical fitness and lifelong health. Active outdoor play can help prevent obesity, a growing childhood health concern in Canada. Being exposed for brief periods to peak sunlight also supports the body's production of vitamin D.

Although sun exposure plays a vital role in ensuring adequate vitamin D production, protecting children from overexposure to the sun remains very important.



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- We ensure children avoid direct sun exposure during sun peak hours, typically between 12 pm and 2 pm
- We check the UV index daily all year long and take appropriate protective actions
- We encourage parents/caregivers to provide children with light, loose clothing that covers the body (long-sleeved shirt and pants as removable top layers) and a sun hat with a wide brim that shades ears and eyes
- Natural and/or built shade is available in outdoor play areas
- We apply sunscreen on children at least 30 minutes before going outdoors; Applying sunscreen 30 minutes before sun exposure allows time for the active ingredients to reach the stated protection level
- Reapply sunscreen every two hours and after swimming, towelling or vigorous play. This includes waterproof sunscreen
- Check the expiry date of the product and don't use after the expiration date
- We apply sunscreen before insect repellent, if both are being used.



# Edmonton Region Child Care Association

Chapter	Health and Safety	Policy #	6I
Subject	<b>Sick Child</b>	Effective	January 2021
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	January 15, 2021

**Policy:**

ERCCA Child Care is committed to maintaining a healthy environment for children, families in our care.

**Scope:**

Educators will monitor the health of the children in their care and report illnesses as required by Capital Region Health standards. Educators will inform families of their ill child.

**Purpose:**

ERCCA Educators must maintain a good standard of health within the centre. As such, children who are not able to participate in the normal program activities due to illness or other situations are considered to be too ill to attend. Parents are asked to keep their child at home or to attend the program and pick them up.

**Procedures:**

Children cannot attend ERCCA if ill and unable to participate in activities normally scheduled.

Families will be informed of sick child procedures through reading the parent handbook and signing off on the child registration form.

Educators will observe changes in behaviour of children (lethargy, mood, changes in behaviour) and take temperature using a no touch thermometer. During outbreaks, or pandemics, children will be monitored regularly, and at random to ensure no new cases have started.

If a child becomes ill while at the center, parents or guardians will be contacted immediately and asked to pick up the child. The child will be kept as far away as is practicable from the other children. This may include, a mat provided in a quiet area of the room away from other children or moving the child to the office when possible; to be supervised by a primary educator.

While ill, children at the ERCCA centers will be directly supervised by a primary educator until parents can arrange for the immediate pickup of their child.

Educators will record the illness on the ERCCA "sick child tracking form". This form includes the name of the child, the time and date when the child became ill, the name of educator who contacted the parent, the time they were initially contacted, the time the child was removed from the program and the date the child returned to the program. As well record the name of the educator who first identified the child as ill. Once completed, these forms will be stored in the child's file.



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Where an educator knows or has reason to believe that a child is exhibiting signs or symptoms of illness such as vomiting, fever, diarrhea, or a new or unexplained rash or cough the ERCCA educator will ensure that the child's parent is contacted immediately to arrange for pick up of the child from the program.

If the child's care requires more attention than the ERCCA can provide or if the child poses a risk to the health of others the ERCCA reserves the right to make arrangements to have the child immediately removed from the program.

The ERCCA will accept children back into the program after a period of no less than 24 hours of being symptom free and members may be asked to provide medical documentation to verify that the child does not pose a health risk.

If a parent cannot be reached to arrange for the immediate pick-up of an ill child, the ERCCA will initiate alternate pick-up arrangements with the child's emergency contact.

If the parent/emergency contact does not make arrangements to pick up the child, the ERCCA reserves the right to contact appropriate agencies to ensure the wellbeing of the child. Parents who repeatedly do not arrange for the immediate pick up of their child, may be withdrawn from the program for the protection of the health and safety of the child care environment.

Educators must complete the public health tracking form when they are told a child or educator is away sick with any of the following symptoms: vomiting, diarrhea, fever, unexplained rash, or contagious disease. If an outbreak is confirmed, educators will notify the Director/Executive Director who will call and make the report as required by Alberta Health Services.

## Outbreak Management:

Once Alberta Health Services (AHS) has confirmed the program is in outbreak status the next steps will occur:

- Guidance from AHS will be followed
- Families will be notified via email communication and posted signage
- Masking will be available for all educators.
- Parents, visitors, volunteers will be asked to mask up upon entry.
- Daily temperature checks will continue with additional checks during the day.
- In the affected room, all toys will be sanitized daily, any mouthed toys will be placed in a bin to be sanitized
- Increased signage and communication of the importance of hand washing
- Any child showing symptoms will be isolated and the family contacted to pick up the child.



# Edmonton Region Child Care Association

Chapter	Health and Safety	Policy #	6m
Subject	<b>Transportation of Children</b>	Effective	January 2021
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	April 14, 2023

**Policy:**

ERCCA will transport children from ERCCA programs to their designated location in a safe manner ensuring the health and safety of the child.

**Scope:**

ERCCA Educators who are transporting children are required to know in advance who they are transporting/the time of departure-pick up and the destination.

Directors or alternate will ensure all transportation information is gathered, documented and shared with educators to ensure the safety of the child and that they are delivered to their destination as required.

Parents are required to complete & sign a transportation agreement form that includes the details of the transportation arrangements.

Private vehicles will never be used to transport children unless Alberta Transportation has issued and Operating Authority for the specific vehicle.

ERCCA Yellow bus driver will possess a valid Class 2 license along with the S Endorsement certificate.

**Purpose:**

To ensure the safety of children enrolled in ERCCA during their time of care are required to be transported by an educator from their child care location to their designate location.

**Definitions:**

Designation locations are defined as follows.

- Play school program;
- Yellow bus;
- Kinder classroom;
- Elementary school

**Procedure:**

During transportation, children will be closely supervised. Attendance will be checked before departure from the centre and before leaving the school and again when children arrive at the centre. Attendance is completed both by roll call and number count.





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Children attending school inside the same building as ERCCA program location:

- For kindergarten or preschool children, ERCCA educator will walk the child from ERCCA child care to their room prior to the start of their class. For children grade 1 or older, the children will be sent to their classes on their own, under the supervision of school staff.
- ERCCA educator will ensure the child is marked out of the ERCCA program.
- ERCCA educator will do a roll call of remaining children to ensure all are present.

Upon pick up

- ERCCA educator will proceed to the school room prior to its end time (< 5 minutes)
- ERCCA educator will sign the child out of play school and transport them back to ERCCA child care.
- ERCCA educator will sign the child into care.
- ERCCA educator will do a roll call of children in care.

Children attending an Elementary school where they must be walked to and from school.

- ERCCA will escort children from ERCCA programs to their elementary school by walking the children, leaving the child care location in reasonable time to ensure the child is not late for school.
- A designated pick-up location is established at the elementary school for the children to gather after school or the educator will directly pick the child up from their classroom. Prior to leaving the school site ERCCA educators will do a roll call, both with the names of the children in care and a head count.
- Prior to leaving ERCCA site roll call is completed by one educator and confirmed by the second. Both names of children and a head count are conducted.
- Children are walked on public sidewalks with one educator in the front of the line and one in the back given appropriate ratios.
- Should an educator pick children up by themselves they will walk in the middle of the line.
- ERCCA educator will ensure they have the emergency back pack as well as the cell phone upon transportation.
- In inclement weather ERCCA will transport children by walking and ensure the child is dressed with appropriate weather apparel.

Children attending an Elementary school where they are transported by ERCCA yellow bus

- ERCCA educators will escort children from the child care centre to the yellow bus and go on the bus with the children.
- ERCCA educator will ensure they have the emergency back pack as well as the cell phone upon transportation.
- Attendance is completed prior to leaving the school to get onto the bus/ and again upon entering the bus.
- When the bus arrives at the destination, ERCCA educator will escort children to their school and remain until the children are inside the school and the bell has rang
- Upon pick up of children from school at least one educator stays with the bus at all times when children are present. Kinder children are picked up directly from their classroom
- Attendance of children is taken as they arrive at the bus and is taken again before the bus departs to the ERCCA sites.
- One staff is assigned to pick up kindergarten children at the designated pick-up spot and directs all other children to the bus.
- In any situation where the bus cannot be used (i.e.. Bus won't start), children will be transferred to and from school in taxis. One educator must be in each taxi that has children, often requiring round trips where the educator drops off a group at ERCCA, then returns in the taxi for the next



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group of children. There must be an educator waiting with any children at the school, as well as an educator at ERCCA to receive the children being dropped off.

You have confirmed the child is not with the group or the centre, these are the next steps:

- Find an educator to watch your group of children and then go about looking for the child back tracking your route.
- The educator looking for the child should take the cell phone with them if readily available.

<b>A. Blair McPherson</b>	<b>Cell # 780-984-3757</b>
<b>Avonmore</b>	<b>Cell # 780-914-1210</b>
<b>Belgravia</b>	<b>Cell # 780-278-2672</b>
<b>Garth Worthington</b>	<b>Cell # 780-914-2643</b>
<b>Grandview Heights</b>	<b>Cell # 780-903-3027</b>
<b>Holy Spirit</b>	<b>Cell # 587-598-4723</b>
<b>Jan Reimer</b>	<b>Cell # 780-914-1611 OR 780-940-9354</b>
<b>Joey Moss</b>	<b>Cell # 780-221-0442 OR 780-221-8171</b>
<b>Malmo</b>	<b>Cell # 780- 990-5792 OR #780-953-7692</b>
<b>Shauna May Seneca</b>	<b>Cell # 780-914-2628</b>
<b>St. Stanislaus</b>	<b>Cell # 780- 919-3954</b>
<b>Windsor Park</b>	<b>Cell # 780-940-9484</b>

- The educator with the cell phone should be, if on a field trip, checking the voice mailmessages.
- As other educators find out about the missing child, double up the groups to enable more staff to look for the child. (i.e. half staff watching children and half staff looking for the missingchild).
- If you are in a school location, check with the office and if possible have them announce the name of the child on the intercom and a meet up location.
- Phone the parents. If you are not able to get a hold of parent/ emergency contacts or they cannot verify the attendance, call 911.

## *If the Child Is Not Located Within 15 Minutes*

- **Phone Police “911”** Tell them you need help locating a missing child and give them your location.
- Director is called to inform them of situation
- Executive Director is called by Director
- Executive Director informs the Board Chair

## **Once child is found:**

- Critical Incident is reported as a lost child to Children Services/Licensing using the lost child reporting form.
- An on-site investigation is conducted by the Executive Director and Director, changes to required to policies as a result.



# Edmonton Region Child Care Association

Chapter	Health and Safety	Policy #	6q
Subject	<b>Inclement Weather</b>	Effective	January 2021
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	July 21, 2023

**Policy:**

Our priority for the centre is the health and safety of the children. It is ERCCA's desire to remain open during most periods of inclement weather, however due to extraordinary circumstances due to weather or unforeseen business interruption, ERCCA reserves the right to close the facility.

**Scope:**

The Executive Director in consultation with the Director and appropriate 3<sup>rd</sup> party experts will determine how to respond to inclement weather situations. The Director or Alternate will ensure the appropriate individuals are called based on the procedure.

**Purpose:**

Develop a policy to support the activity of the centre should there be inclement weather.

**Definitions:**

Inclement Weather: refers to severe or harsh weather that is cold and wet (stormy, rainy or snowy).  
Example: Hurricanes/ Tornadoes

**Procedures:**

Closure of ERCCA will not occur without the consultation of the Executive Director and Board Member.

The Director will call the Executive Director and together they will gather evidence as to what the next steps will be.

Should a closure be deemed, the child care centre will:

- keep the children in a safe place based on the inclement weather
- ensure emergency procedures are followed
- contact families of the closure and request them to pick up their child when the situation is safe.
- contact the appropriate lessee to inform them

The priority is the safety of the children in the program and open communication.

Educators will continue to be paid for their scheduled time.

**Weather - Outside Play**

The official website to check the weather conditions is Environment & Climate Change Canada-



# Edmonton Region Child Care Association

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## Weather Information - Environment Canada

We are required by the Child Care and Early Years Act to have two outdoor play times - morning and afternoon.

If a child is not able to participate in outside play due to illness, he/she should not attend child care.

### **Winter Cut-off (including wind chill)**

We do not go outside when it is colder than -20°C. Temperatures between -15°C and -20°C, educators will use their discretion regarding the length of time outside, wind gusts, sunshine and how the children are coping.

### **Summer Cut-off (including humidex)**

During the hotter months we ask parents to ensure their child has a water bottle and ready to go outside with them. Educators will use their discretion to limit time outdoors, seek shade, offer water, and water play, squirt bottles, etc. depending on situations.

We also exercise caution when the air quality is poor. All children will remain indoors when the air quality index is 7 or higher as well as when wind gusts exceed 65 km/hour as posted for our local area.

### **Cancellation of Field Trips**

- While on fieldtrips, educators and children wear ERCCA pinnies for quick identification and with programs' contact information.
- It is the responsibility of the parent to ensure children arrive at the program 30 minutes prior to departure times. Special arrangements may be made in advance to accommodate families with special circumstances.
- Field trips may need to be cancelled on a short notice due to inclement weather or other unforeseen circumstances.
- If ERCCA determines that a field trip must be cancelled, staff will use the daytime email and phone contact information provided by parents/guardians to advise on the field trip cancellation.
- It is the responsibility of parents/guardians to provide the ERCCA with current contact information to ensure that they can be made aware of field trip cancellations on short notice.
- The ERCCA does not typically allow children to be dropped off or picked up from field trip locations due to safety concerns.
- Parents picking up/dropping off children from field trip locations will be accepted on a case-by-case basis, based on location of field trip, as well as the ease and safety of the transition.
- Educators will prepare permission forms at least 3 business days in advance, allowing parents time to prepare and make arrangements.
- Prior to departing on a field trip, educators complete a checklist to ensure they are prepared.



# Edmonton Region Child Care Association

Chapter	Health and Safety	Policy #	6r
Subject	<b>Communicable Disease/Outbreaks</b>	Effective	January 2021
Issue to	All Manual Holders	Page	
Issued By		Replaces	April 25, 2023
		Date Amended	

## **Communicable Disease**

Controlling communicable diseases in a child care is essential to providing a safe and healthy environment for all children and educators. Children who have contracted a communicable disease must be removed from the facility as soon as possible. Educators will notify parents as to whether a medical certificate is required prior to the children's return to the program.

To prevent, detect and manage a communicable disease:

- 1) Parents are encouraged to inform staff when their child has contracted or has been in contact with someone who has a communicable disease.
- 2) Parents are encouraged to seek early medical treatment for their child if there is any suspicion of a communicable disease.
- 3) Educators will inform all parents whose children may have come into contact with a child who has contracted a communicable disease, providing them with resources on how to manage the disease.
- 4) Educators will comply with the provincial requirement to report communicable diseases to the Alberta Health Services

Definitions:

An outbreak is defined as

- A sudden increase in occurrences of a disease in a particular time and place. It may affect a small and localized group or impact upon thousands of people across an entire continent.

A pandemic is defined as

- A disease epidemic that has spread across a large region, for instance multiple continents or worldwide.



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## Responsibility:

### Measures to Promote Good Hygiene

To reduce the risk of disease in child care settings, the facility should meet certain criteria that promote good hygiene.

- ERCCA has separate sinks for preparing food and washing hands. Food handled in areas separate from the toilets and diaper-changing tables.
- Toilets and sinks are cleaned and readily available for the children and staff. Disposable paper towels are used so each child will use only his own towel and not share with others.
- Toys that children put in their mouths are sanitized before others can play with them.
- All doors and cabinet handles, drinking fountains, all surfaces in the toileting and diapering areas are cleaned and disinfected at the end of every day.
- Food brought in from home is properly stored. Food prepared on site is properly handled.
- Children and educators are instructed to wash their hands throughout the day, including:
  - When they arrive at the facility
  - Before and after handling food, feeding a child, or eating.
  - After using the toilet, changing a diaper, or helping a child use the bathroom (Following the diaper changing guidelines, the educator's and child's hands should be washed and the diaper-changing surfaces must be disinfected.)
  - After helping a child wipe his nose or mouth or tending to a cut or sore
  - After playing in sandbox
  - Before and after playing in water that is used by other children
  - Before and after educators giving medicine to a child
  - After handling wastebaskets or garbage
  - After handling a pet or other animal

## Procedure

### Communicable Diseases

- An educator cannot be at the child care facility with symptoms of a contagious illness, such as rash, sore throat, fever, sneezing, coughing, runny nose, stomach cramps, vomiting or diarrhea.
- If AHS has excluded a child or staff from the child care facility because they have a contagious illness, that child or staff is not allowed in the child care facility. They can safely return to the facility after 24 hours if the symptoms disappear.
- Label all children's personal items: bottles, combs, brushes, toothpaste, toothbrushes, clothing and pacifiers. Personal items need to be stored and handled in a safe and sanitary manner at all times and should not be shared between children. Bottles need to be properly cleaned and sanitized between uses.
- Objects that become contaminated by body fluids such as saliva, mucus, feces, vomit, or other discharge, must be stored in a separate, labeled container intended for cleaning and disinfection



# Edmonton Region Child Care Association

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## Outbreak & Pandemic Management

- If the number of children and/or staff that have become sick with similar symptoms is more than usual, the facility may be having an outbreak.
- During an outbreak, the facility must operate differently than usual, to prevent the illness from spreading to many people.
- If you suspect there is a possible outbreak of illness at your facility, you are required to report the details to AHS and follow AHS guidelines to manage the illnesses.
- To prevent outbreaks, make sure any child that becomes sick with diarrhea and/or vomiting is kept separated from other children in the child care facility.
- For children with other kinds of symptoms (not diarrhea and/or vomiting), contact Alberta Health Services for what actions to follow. Symptoms, precautions and restrictions will be implemented and relayed to parents based on specific symptoms as identified by Alberta Health Services
- Should an outbreak be identified by Alberta Health Services, the following procedures will be implemented:
  - Educators & FDH Providers will
    - Continue to follow effective hand washing practices.
    - Continue to follow procedures for sanitizing of toys and touch surfaces.
    - Monitor children for signs of identified symptoms of the disease.
    - Remain at home or off duty when feeling ill.
- Should the situation be upgraded to a pandemic by the World Health Organization, the following procedures will be implemented:
  - FDH Providers, Educators and children will maintain consistent, effective handwashing.
  - Families, FDH Providers and Educators that travel outside of Canada
    - Families
      - Travel outside of Canada, particularly to high-risk areas may result in self isolation and exclusion from the program for a specified period.
        - This decision will be made based on recommendations from Alberta's Chief Medical Officer
    - Educators & FDH Providers
      - Travel outside of Canada, particularly to high-risk areas may result in self isolation and exclusion from the program for a specified period.
        - This decision will be made based on recommendations from Alberta's Chief Medical Officer
- The centre will follow Alberta Health Services guidelines should a case be confirmed at the centre and/or closure is recommended.
- Decisions regarding payment of monthly fees during a closure will be made on a case-by-case basis by the Board of Directors





# Edmonton Region Child Care Association

Chapter	Human Resources	Policy #	6s
Subject	<b>Release of Child/ Authorized Pick Up</b>	Effective	January 2021
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	April 25, 2023

## Drop Off and Pick Up Policy

The safety of children is of paramount concern to ERCCA. To track all drop-offs and pick-ups of children, parents/guardians are required to sign children in/out in Timesavr.

Generally, persons who are picking up children must be at least 18 years of age and must bring a valid photo identification. In exceptional circumstances, and only with the parent/guardian's written consent, a younger individual may be permitted to pick up a child.

When children are being picked up from the centre, educator will ensure that the person doing the pickup is authorized to do so and does not appear to be unwell or intoxicated.

## Release of Child/ Authorized Pick Up

- Only designated pick-up person on file will be allowed to take a child from daycare. Any change/s to the designated pick-up person on file should be informed to educators or assistant director. **We will NOT Release your child to unauthorized persons.**
- No legal Authority to refuse the release of a child to either parent except in the case of legally served court order. A copy of a signed court order stating custodial assignment must be in a child's file to refuse release to a parent. Any additional information or question in regard to this and related matter should be discussed with the director.
- Children are released from the center only to their parent. If parents wish to have someone else to pick up their child, parents should inform the educators or assistant director of the person's information with full name, phone number, and address. When that designated person comes, we shall require a photo ID for identification before releasing the child. The same shall apply if parents are unexpectedly delayed. The phone call made to the program or assistant director will serve as the official release. The child will not be released unless these conditions are met.
- If an educator suspects the person picking up the child is under the influence of alcohol or drugs, the parent/guardian will be referred to the designated person in charge who will offer suggestions for alternate transportation (i.e. a taxi). If the parent/guardian is uncooperative, the police will be called to make a report of a person suspected of driving under the influence of alcohol or drugs.

Note: Even with authority, if we are unfamiliar with the person picking up the child from centre, picture identification will be requested. A phone call will be requested as well to confirm with a parent.





# Edmonton Region Child Care Association

Chapter	Fundraising	Policy #	7b
Subject	<b>Fundraising Activities</b>	Effective	January 2021
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	

The ERCCA will conduct fund raising activities and fund development strategies according to its annual plan and budget approved by the Board.

All fund-raising ventures must have a target or intended target along with a plan to expend the funds. Fund raising initiatives may be undertaken by the Board or staff. In all cases, the Board must review and approve an initiative before it begins to ensure it is suitable for the Association and its members. All fund raising activities must be conducted in accordance with all municipal, provincial and federal legislation, including but not limited to:

- Alberta Gaming
- Canada Revenue Agency Regulations
- Alberta Societies Act
- Alberta Charities Act
- Personal Information Protection Act (Alberta)
- Personal Information Protection and Electronic Documents Act (Alberta)

The Board of Directors is responsible for designating at least one Board member to oversee all fund raising that is initiated by the Board itself. The Executive Director will identify at least one staff member to oversee any staff-initiated fund raising plans. This person (Board or staff member) will be identified as the Key Fundraising Contact. The Key Fundraising Contact is responsible for ensuring the proper handling of funds raised, including putting in place secure procedures for handling cash received and depositing funds into the designated bank account. The Executive Director will provide assistance regarding the handling of all funds.

At the conclusion of the fund-raising initiative, the Key Fundraising Contact will provide a summary of the fund raising activity or event, provide an accurate financial accounting of monies spent and earned as well as a recommendation on whether to continue the venture in the future.



# Edmonton Region Child Care Association

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Chapter	Fundraising	Policy #	7c
Subject	<b>Donations</b>	Effective	January 2021
Issue to	All Manual Holders	Page	
Issued By		Replaces	New
		Date Amended	

## **Policy Statement:**

The ERCCA is a Registered Charity with the Canada Revenue Agency (CRA). Donations and contributions may be made to the ERCCA by anyone wishing to do so and at any time throughout the year.

The Executive Director is responsible for overseeing the issuing of official tax receipts. All official tax receipts are completed in accordance with all rules and regulations established by CRA.

The Tax Receipt template is located in Appendix A of this policy.

*Appendix A*



# Edmonton Region Child Care Association

## OFFICIAL DONATION RECEIPT FOR INCOME TAX PURPOSES

Receipt # **XXX**

Edmonton Region Child Care Association Charity Registration #: 11923 6081

RR0001 4716-115 St.

Edmonton, AB

Donated by:

Date donation received:

Address:

Date receipt issued:

Location issued:

Eligible amount of gift for tax purposes: \$

Authorized Signature: