

Class Room Policies

Administrative Records

Up-to-date records shall include:

- Daily attendance including arrival and departure times
- Staff certification, current first aid certification, and current criminal record checks (valid for 3 yrs.)

Portable Records

Portable records binder shall include the registration forms and emergency phone numbers for local emergency response services, poison control centre, and Teacher contact numbers.

Medical

The name of all children having allergies will be posted. No prescriptions other than emergency medications will be administered. Emergency medications require written parent consent to be administered according to the label directions. All emergency medications must be brought in their original labeled container and kept inaccessible to other children. The program shall record the name of medication given, the time it was given, the amount given and the initials of the person administering the medication. See the enrollment form for emergency first aid procedures.

Emergency Procedures

MINOR INJURIES

Minor injuries such as scrapes, cuts, and bruises will be treated to the best of the staff's ability, at the playschool. Parents will be notified of the injury at dismissal.

NON-LIFE THREATENING INJURIES NEEDING IMMEDIATE ATTENTION

First aid will be administered. Parents will be contacted immediately and asked to transport the child to a medical facility. If parents are not available, the emergency contact people will be notified.

LIFE THREATENING INJURIES

Ambulance officials will be contacted immediately. First aid will be administered until the ambulance arrives. Parents or emergency contact people will be called and informed of the injury and the medical facility the child will be transported to. If parents or emergency contacts are unavailable, a staff member will accompany the child and stay with them until the parents or emergency contact people arrive.

** We will record all injuries in our injury journal**

Supervision of Sick Children

The program will keep sick children as far away as practical from other children and the sick child will be directly supervised by an adult. Parents shall be called.

Health Care

(i.e. check blood sugar levels of a diabetic child)

The program may provide or allow for the provision of health care to a child if written consent of the parent is obtained or the health care is in the nature of first aid.

Incident Reporting

The program will disclose an intruder on the program premises, a child removed from the program by a person without parent/guardian consent, an injury requiring medical attention, a lost child or a child left on the premises after operating hours to licensing staff within two working days.

Fire Drills

Fire drills will be practiced throughout the year, following evacuation procedures. Portable emergency records will be taken on any emergency evacuation or outdoor activity.

Missed Classes

Any classes missed due to child's illness, vacation, etc will not be made up. The playschool will be closed for all public school holidays. All attempts will be made to make up missed classes due to inclement weather or teacher illness but please note the buses are not running the playschool is not open. The date of make up classes will be at the discretion of the teacher.

Misc. Policies

The policies regarding:

Chemical Management

School Emergency Plans

Health Sensitive Products

Medication/Personal Care

Child Abuse and Neglect

No Smoking on program premises or where childcare is being provided (ie playground)

Communicable Disease (child will need to be removed from class if a carrier)

A folder is kept in the filing cabinet in the storage room outlining how these policies are followed and records of all practice drills of these policies.

Volunteering

We are pleased to provide a teacher's aid. This means that parent volunteering can be at a minimum. Each child will have a day to be assigned the "special helper". This means it is his or hers day for show and tell. You have the opportunity to join your child in class that day.

These are job descriptions of the staff of the playschool.

Teacher

Responsibilities:

- A minimum certification of Child Development Worker is required
- Shall aid children in developing: a respect for others, a sense of responsibility, self- discipline and independence
- Shall attend executive meetings of the Association
- Shall keep executive informed of any changes that may need to be made in regards to policy and procedure
- Shall establish and enforce necessary rules to ensure student safety
- Shall inform the daily parent volunteer what his/her duties may be
- Shall inform parents/guardians of classroom events via written notices/newsletters
- Shall obtain and maintain Child Care First Aid Certificate and CPR (paid for by the association)
- Shall maintain First Aid kit and injury log
- Shall evaluate classroom equipment and supplies on an ongoing basis and advise the Association of items needed when necessary
- Shall prepare program plans, class room activities and fieldtrips at their discretion and/or in conjunction with the other program teacher
- Shall treat any problems or conflicts encountered by a child in the program with confidentiality

Teacher's Aid

Function: To assist the teacher in any way possible

Responsibilities:

- A minimum certification of Child Development Assistant is required
- Shall assist the teacher with class preparation before and after each class
- Shall undertake classroom supervisory duties when needed
- Shall participate in group activities (songs, story time, crafts, etc)
- During free play time:
 - o Help children that seem to be having difficulties
 - o Give ideas or suggestions for creative activities
 - o Read to children
 - o Play or help in centers
- Shall help with classroom clean up
- Shall respect the dignity of each child, by treating confidentially any problems or conflicts encountered by a child enrolled in the program

