



**MUNCHKIN**  
**Mansion**  
NURTURING TALENT

Parent Manual

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# **Munchkin Mansion Early Learning Centre**

## **Parent Handbook**

### **Thank you for your interest in Munchkin Mansion**

We are delighted that you have chosen Munchkin Mansion to provide for the needs of your child. We are a fully licensed facility by the Early Learning Branch of the Government of Saskatchewan. This handbook has been created so that there are no misunderstandings and so that parents are aware of Munchkin Mansion's requirements.

This handbook covers our childcare philosophies, business policies and expectations.

As well as the Child Care Act 2014 and Child Regulations 2015 as a Licensee.

These regulations are available online :

[https://pubsaskdev.blob.core.windows.net/pubsask-prod/87922/87922-Child\\_Care\\_Licensee\\_manual-%252B2020%2529.pdf](https://pubsaskdev.blob.core.windows.net/pubsask-prod/87922/87922-Child_Care_Licensee_manual-%252B2020%2529.pdf)

Please read this handbook carefully and keep it for future reference.

Our curriculum delivers stimulating learning experiences in a safe environment that will enhance your child's social, intellectual, physical, and emotional development. We want to help your child increase their confidence and self-esteem by treating them as unique individuals and allowing them to express themselves in various facets. We strive to make your child's time at Early Learning Centre the best experience it can be for them and you,

the parents.

We are committed to supporting families by maintaining open communication, and we encourage parental involvement in our programming and care activities. Our objective is to care for your child the same way you would.

The Munchkin Mansion staff would be happy to address any of your questions or concerns, or please feel free to contact your Centre Director or Supervisor.

**Welcome to the Munchkin Mansion Family!!**

## **Munchkin Mansion Philosophy**

We believe that children learn more effectively through play. Our goal is to provide the guidance and stimulation required by children to choose activities and experience the world around them. We encourage language development, problem-solving, and decision-making, emphasizing the verbalization of feelings, thoughts, and ideas.

## **Munchkin Mansion Vision**

We strive to enable, energize and enhance childhood by fostering growth of mind, body and spirit, which will lead our children to become lifelong learners.

Children learn best when they have good self-esteem and feel confident in their capabilities. We provide experiences that allow children to build their confidence to be successful when facing new challenges. Every day there is time for children to develop intellectual and problem-solving skills, for creative arts, to be curious and inquisitive, for group activities, for unstructured free play, and rest.

## **Munchkin Mansion Mission**

We inspire to nurture young minds in a culturally appropriate environment and provide opportunities to realize their true potential.

## **Munchkin Mansion Early Learning Centre Values**

We believe:

- That each child is unique, valued and has the right to be loved and cared for.
- Parents have the right to pursue their education/career with the confidence that their child is being cared for in a safe, warm and loving environment.
- Having parents participate and be a part of their child's centre is the best practice for providing quality child care.
- Children have the right to programming that fosters cognitive, social, emotional, and physical development.
- Parents have the right to be informed and make choices about child care.



## **Board of Directors**

The centre is governed by a board of directors who's majority is parents of children registered in the centre as per Section 10 of The Childcare Act 2014.

Recruitment of members: Members will be elected for a one year term, and be chosen by nomination at the AGM.

There will be a minimum of 10 board members with 60% being current parents, 40% community representatives;

AGM: will be held in the month of April each year.

## **Hours of Operation**

Munchkin Mansion Early Learning Centre is open:

Monday to Friday, 7:30 am to 5:30pm

The Centre is closed on weekends and all statutory holidays of the Province of Saskatchewan. If a statutory holiday falls on a weekend, the preceding or following day will be taken as a holiday, and we will be closed.

You may reach Munchkin Mansion at:

431 Nelson Road, Saskatoon SK S7S 1P2

Telephone: (306) 979-0632

Email: [info@munchkinmansion.com](mailto:info@munchkinmansion.com)

Founders: Jagriti Dhingra & Jyoti Sharma

Director: Darcie Anderson

## Registration

Munchkin Mansion is licensed for children six weeks to twelve years. We are licensed for:

Parents are requested to arrange an appointment for an initial visit at our centre, however during a pandemic tours will be done virtually. During this visit, parents will be able to tour the childcare space, ask any questions they may have, and meet with the director and educators. Parents are encouraged to visit our website at [www.munchkinmansion.com](http://www.munchkinmansion.com), where they can peruse our menu, curriculum, and enrollment package. Parents may fill out a waitlist application, and when it is received, parents will receive a phone call to come for a tour of the centre and receive an enrollment package. All forms in the admission package must be returned **before** your child's first day of attendance. All information must be completed – including Health Care Number, any subsidy applications and emergency contact persons to ensure your child's safety and security. The first month's fees must also be paid before your child's first day. as well as the deposit must be paid once the spot is confirmed. All children's files will be kept in a locked area when not in attendance by the director or management of the Munchkin Mansion. All parents will need to sign monthly attendance records to confirm accuracy of their child(ren)'s attendance.

We welcome children with exceptional/diverse needs based on our ability to accommodate the child.

## **Attendance Records**

All parents will be required to sign an attendance record monthly to confirm the accuracy of the records.

## **Fees**

Fees are charged monthly, and payment must be made on the first day of the month. To keep your registration current, it is our policy that our families use a pre-authorized payment plan with direct bank withdrawals.

Your child is not officially registered for the month until payment is made. Non-payment of fees or insufficient funds in paying fees will result in termination of all child care services, and your name and child care account will be sent to/shared with the Credit Bureau of Saskatoon and any other organization deemed necessary to collect outstanding fees.

Full fees will be charged for weeks with statutory holidays and for children who miss any part of the week due to illness or vacation time.

Munchkin Mansion requires a one month's fee deposit to secure your spot. This will be applied to your child's last month in care with our facility.

Our fee schedule is attached in a separate document.

## **Tax Receipts**

Your child care expenses may be tax-deductible. Please keep your receipts for income tax purposes. Munchkin Mansion will issue receipts annually. If you require monthly receipts, please advise, and we can provide those for you.

## **Financial Assistance**

Munchkin Mansion is licensed by the Ministry of Education Early Years Branch. The Government of Saskatchewan provides subsidies to families according to their income. Parents/guardians are responsible for submitting their information to the Government to apply for subsidy. Parents/guardians are also responsible for renewing their subsidy application before it expires.

Saskatchewan Community Resources/Child Care Subsidy Office allows approximately 15% of the total subsidy approval period for sick days and holidays. Children must attend the Centre for a minimum of 36 hours to receive full subsidy.

**Parents/guardians are responsible for full child care fees if the subsidy request is not approved/granted or the subsidy is put on hold.**

Child Care Subsidy Unit

2405 Station

Main Regina,

Sask S4P 4L7

Call toll free:

1-800-667-715

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## **Early Learning Education Consultant**

As a licensee we are assigned to an Early Learning and childcare program consultant who ensures that we are in compliance with the Child Care Act and Childcare Regulations as well supports with offering high quality care. If you have any questions or concerns regarding childcare please contact:

*Christine Gagne*

*ELCC Consultant*

*306-933-6041*

[christine.gagne@gov.sk.ca](mailto:christine.gagne@gov.sk.ca)

## **Custody and Access**

1. It is Munchkin Mansion's policy not to become involved in custodial disputes such as divorce, custody agreements or separations. Munchkin Mansion will not - unless ordered by the Court – act as a third party agency to supervise visitation rights by the non-custodial parent.

2. Unless there is a custody and access agreement ordered by the Court, Munchkin Mansion cannot withhold a child from either of his/her parents.
  
3. If both parents enter into a contract for child care while living together and then separate or divorce, Munchkin Mansion will ask the custodial parent to enter into a new contract with the Centre. A copy of the custody and access order will go into the child's file.
  
4. Nothing in this policy will affect the contracting parent's right to authorize any person to pick-up or drop off his/her child.

**In instances where the court has been involved in the child's guardianship, Munchkin Mansion requires a copy of any legal documentation indicating parental custody and (if applicable) a copy of the court order limiting or restricting access to a child.**

## **Withdrawal and Dismissal**

Munchkin Mansion requires **one month's written notice to withdraw from care – due on the first day of the month before the month of withdrawal.**

Munchkin Mansion prides itself on being a warm, caring and inclusive environment for children and families. The following circumstances will warrant immediate termination of services to the parent:

- Non-payment of fees within the expected timeframe
- Non-payment of subsidy – if the parent is eligible for subsidy, and if non-payment is due to the parent not sending in required information to the assessors.
- Non-compliance with policies and procedures of Munchkin Mansion.
- Parent's/guardian's use of loud, rude, or foul language or inappropriate behaviour toward others, including staff and children.
- A child's consistent violent or destructive behaviour that is harmful to children or child care providers.
- A parent/guardian's lack in collaborating with supporting their's child(ren)'s questionable behavior while attending our centre.
- Consistent lateness in picking up a child or a non-pickup.



- Assault, or threat of assault, made by any parent/guardian to others, will warrant immediate termination, and the police will be called.

## **Our Caring and Qualified Staff**

All of our staff are carefully chosen, first by an interview and then by a working interview on the floor, to make sure they are the perfect fit for our vision. All of our educators have a passion for working with children and aim to enrich the children's lives in their care.

Our Early Childhood Educators have an ECE Level or are working towards completing one. They must be certified in First Aid and hold current CPR certification. All staff and volunteers (past and potential) complete a Criminal Record and Vulnerable Sector Check before beginning work with Munchkin Mansion.

## **Our Program**

Munchkin Mansion implements a pre-school curriculum. Educators plan developmentally appropriate activities that can be modified for each child's unique abilities.

All of our activities are intentionally planned to strengthen and encourage children's cognitive, physical, social and emotional skills.

Munchkin Mansion also believes in holistically supporting the whole child; this includes their spiritual development. This means that through love, understanding and empathy, we can support the child to become loving, understanding and empathetic.

## **Specialized Services:**

- Activities off the premise
- transportation on special outings, with consent of parent/gaurdian
- parent involvement
  - input into our centre

- being a member of the board of directors
- fundraising activities
- volunteering for activities and outings

## **Child Guidance**

Our goal at Munchkin Mansion is to have children be able to make appropriate choices, choices that reflect empathy and understanding. We also want children to understand that there are consequences for their actions. We never use “time-outs” or any method of discipline that shames or condemns the child. We use different redirections strategies to encourage positive behaviour and decisions.

## **Methods for Child Guidance**

Munchkin Mansion believes that children both want and need boundaries. Our educators are firm and consistent in setting these boundaries. Expectations are reasonable, attainable and are clearly communicated to the children. There may be times when an educator will observe a situation between two children, allowing time for them to work it out themselves. If

the children's safety ever comes into question or the educator feels that there may be a need for guidance, the educator will step in to provide guided choices to the child/children.

We have several ways of guiding and redirecting behaviour:

- **Redirection:** guiding a child into a more appropriate activity or situation
- **Logical and Natural Consequences:** making sure children are aware of the results of their choices and actions
- **Limit Setting:** boundaries and limitations are communicated and maintained
- **Modelling:** educators demonstrate appropriate behaviours and interactions
- **Providing Choices:** educators offer appropriate choices and inform children of the consequences.
- **Distraction:** intervening with another activity or a simple touch
- **Transitions:** providing children with enough time to finish their activity
- **Being Proactive:** educators know their children and will redirect BEFORE a negative situation happens.
- **Positive Reinforcement:** paying attention to desired behaviours and ignoring negative behaviours (safety is always considered)
- **Validation:** children's feelings are always validated and acknowledged; children are encouraged to label their feelings

**A child's behaviors will be documented and addressed with parts. A verbal warning will come first followed by a written warning. If the child's behaviours are not addressed within a 60day period it may lead to the child being removed from the centre.**

## **The Daily Routine**

When you first enroll your child, we would encourage you to send them the week prior to their start date for a few hours a day. This helps the child adjust to their new environment, caregivers and peers. Naturally, there may be a few tears in the beginning. Please be confident that our educators are skilled in helping your child adjust. We suggest that you bring your child into the room, settle them in, say good-bye and leave. We understand that this adjustment can be just as unsettling for you as parents/guardians. Our educators will help you with this transition.

We have a daily routine that we try our best to follow. Once a child has spent some time with us, they will begin to know the routine and be able to predict what happens next.

Our daily routine includes time for active play and quiet/rest times, opportunities for interactions with peers and educators, as well as alone time. There are activities such as arts & crafts, science experiments, circle time with songs, fingerplays and stories, music, movement and dancing and outdoor play

## **Excursions and Transportation**

All children are required to fill out an excursion and transportation consent form before the first day of attendance. Children will go on neighborhood walks, leaving documentation including which children, and staff in attendance, where they may be located, and contact information made available to other staff and management left at the facility.

Transportation will only be used as public transit to get to activities and excursion out of walking range. Excursions requiring public transportation will be posted for parents at least 48hours in advance of said outing. Children unable to use public transportation, if unable to be accommodated at the centre, may be required to find alternative care for that particular excursion.

## **Arrivals and Departures**

We ask that parents provide an expected arrival time upon registering your child, which should be included in the Agreement for services contract. This will help us schedule drop-offs and pick-ups without congestion at the door. Please inform us of any changes in drop-off or pick-up times.

Parents/guardians are to bring their child into the centre and to an educator on duty. ***Our responsibility begins when you inform us that your child has arrived and we have signed them in.*** Our responsibility ends once the child/ren have left the Munchkin Mansion

staff's supervision, upon the parent/guardian entering the centre and the child being brought to them.

To schedule staff appropriately, we ask you to inform us if your child will be arriving later than usual.

We will not release your child to anyone under the age of 12 years. Your child will not be released to any person other than those named by the registering parent unless given written/verbal permission by the said parent. Proof of identification will be required from any person arriving to pick up the child/ren other than the registering parent.

Munchkin Mansion will take the following steps if we believe that the person picking up the child is under the influence of alcohol or drugs.

1. Advise the person that the child WILL NOT be released and offer assistance to the person.
2. Call the child's parent/guardian or alternate emergency contact to arrange pick up.
3. Notify the police if the child or their family is at risk of personal injury or harm.

## **Centre Policies**

### **Child Care Facilities COVID Guidelines**

Our centre adheres to the child care facilities guidelines in regards to the COVID pandemic practises as written in the Re-Open Saskatchewan plan. All staff, parents, and children above three are encouraged to wear a mask at all times if they are able to do so.

Hand sanitizing is required upon entering the facility of each adult. Each child is required to wash their hands before joining their group. Highly used surfaces are sanitized several times throughout the day. Equipment and toys are cleaned 1-2 times per day.

All blankets and bedding are washed daily. Children will leave their blankets at the centre, if their bag must go home, they will need to be sanitized once returning to the centre.

### **Health and Wellness Policy**

In order to maintain a good standard of health, Munchkin Mansion maintains awareness of the children's health throughout the day. If a child is unable to participate fully in the daily programming (this includes the ability to go outside), the child will be considered too ill to attend the centre.



A child should be kept home if they:

- Has a temperature of 99.5 F (37.5 C) or higher
- Is vomiting or has diarrhea
- Has an undiagnosed rash or a discoloration of the eyes
- Has persistent pain
- Is not well enough to attend school
- Has a communicable disease
- Any cold-like symptoms such as cough, runny nose
- Shortness of breath/difficulty breathing

Munchkin Mansion Staff will take children's temperatures each morning and record. Staff will also monitor children's health throughout the day.

1. Any symptoms (runny nose, cough, difficulty breathing, fever, vomiting, diarrhea) will be documented and communicated to the parents and supervisor.
2. Staff/Supervisor will contact the parent/guardian to come and pick up the child if any of these symptoms are present. Please note that due to the Covid 19 pandemic, we take all of these symptoms seriously for our children, families, and staff's safety and health.
3. If a parent/guardian cannot be reached, the emergency contact will be called to come and pick up the child.

4. When ratios permit, a sick child will be isolated from the group until he/she is picked up from the Centre. (The child showing any COVID-19 related symptoms will be kept in the isolated area, and this includes immediate need to pick-up)
5. The educator and supervisor will assess any bumps to the head, and parents will be notified. Any injury requiring more medical attention would require a call to 911, and the parents would be notified.
6. If a child is picked up due to Covid 19 related symptoms, the parent or guardian will be required to to be 48hrs symptom free before they are able to return to the centre.

## **Infectious and Contagious Diseases**

Parents are requested to inform Munchkin Mansion if there has been a positive diagnosis of any infectious or contagious disease within 24 hours of the diagnosis. The centre is also responsible in contacting public health and following their recommendations as per Part III of the Licensee Manual- Section 26- Communicable diseases.

A child who has contracted an infectious or contagious disease may be excluded from the centre until the infectious period (as described by Saskatchewan Health) is over and the condition has cleared up.

The Director/Supervisor will inform other parents on Himama that an infectious disease has been introduced. This will include the name of the disease, the particular symptoms of the disease and the number of days an infected child must be excluded from the centre as described by Saskatchewan Health.

During the Covid 19 pandemic, parents/guardians are requested to inform Munchkin

Mansion if a child or family member has undergone a test for Covid 19.

## Regulations for Communicable Disease

### Provided by Saskatoon Health

Disease	Incubation Period	Infectious Period	Exclusion Period
	(The time it takes for the first signs or symptoms after the germ enters the body)	(The time during which a germ can spread to other people)	(The time a child must stay at home to prevent the spread of the infection)
Whooping Cough (Pertussis)	6 – 20 days	As soon as illness begins and for three weeks or until completion of 5 days of appropriate treatment	First 5 days of appropriate treatment (or if untreated for three weeks from beginning of coughing attacks)
Measles	8 – 13 days (rash comes 2 – 4 days after illness starts)	Four days before to 5 days after rash appears	Five days from the time rash appears
German Measles	14 – 21 days	4 – 7 days before, to 5 days after rash appears	Five days from the time rash appears
Mumps	14 – 21 days	One week before, and for the duration of swelling	Seven days after swelling appears
Chicken Pox	14 – 21 days	Usually 1 – 2 days before rash but may be up to 5 days after the appearance of last crop	Exclude until scabs are apparent and the child is feeling well
Scarlet Fever and Strep Throat	2 – 5 days	Duration of illness or until 24 hours after the start of antibiotic treatment	Exclude for a minimum of 24 hours of antibiotic treatment and until feeling well and no longer fevered

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These are the **minimum requirements** and should be considered only as a **guide**.

**Children with the following diseases must be treated before returning to the center.**

- eye infections
- head lice
- scabies
- impetigo
- ringworm
- scarlet fever
- strep throat

**Children with the following diseases may not return to the center until they have been seen by their family doctor and have a note or certificate stating that they are well enough to return:**

- measles
- German measles
- Croup
- mumps
- Whooping cough

**Children who have signs of illness, such as:**

- rashes (pending diagnosis)
- sore throats (pending diagnosis)
- diarrhea/vomiting
- fever 99.5 (37.5) or higher

**Should not attend the center until they are well and/or have been treated by a doctor.**

**Children who have vomited, had diarrhea, or had a fever may not return to the centre until they have had a full 24 hrs at home without one round of vomiting or diarrhea or have been fever-free for 24 hours without the use of Tylenol, Advil, Motrin, etc.**

**Children who are not feeling well enough to be part of the center's program or are not supposed to play outdoors need to stay home.**

## **Medication Policy**

Educators with a First Aid certification will administer medication when requested. A medical authorization form, provided by the educator, must be filled out by the parent indicating the date, name of child, prescribing doctor, name of medicine, dosage, and times to be given.

**For safety reasons, all medication must be in its original container with the prescription marked indicating date, name of child, prescribing doctor, name of medicine, dosage, expiry date, and times to be given.** If necessary, you may ask your pharmacist to provide you with two labelled bottles, one for home and one that can remain at the centre.

Non-prescribed medication can be administered as long as the medical authorization form is filled out. The medication **must be in its original container and specify that it is suitable for the child's age, and/or a doctor's note accompanies the medicine.**

All medications will be stored in a locked box, up and out of the children's reach. Every time there is a new medication, you will be required to fill out a medication form. **Medication is NEVER to be left in a child's cubby or bag. Unless it is an emergency medication such as an inhaler or epi-pen.**

Medication forms are also required for Vaseline or bum cream, any lotions put on the skin, sunscreen and bug spray, or any other item placed on a child's skin/lips. All of these items are to be labelled with the child's name.



Children with asthma medications or epi-pens MUST have their medication at the centre AT ALL TIMES.

## **Sunscreen and Mosquito Repellent Policy**

Sunscreen and mosquito repellent will be applied to children ONLY when provided by the parent/guardian and when a medication form has been filled out. Educators will not use any sunscreen or mosquito repellent that is expired.

## **Late Pick-Up Policy**

Munchkin Mansions hours are 7:30 am - 5:30 pm. If your child is picked up after 5:30 pm, a late fee of \$1 per minute will be charged and be payable to Munchkin Mansion BEFORE your child returns to the centre.

If you will be late picking up your child, please notify educators on the Himama app.

If the centre has not been in contact with a parent/guardian or emergency contact by 5:45pm, the educators will then contact Saskatoon Crisis Nursery and follow their directions for the child.

NOTE: Multiple late pickups may result in termination of childcare.

## **Clothing and Toys from Home**

Children should come to childcare in comfortable, easy to move in clothing that they can freely explore without the fear of getting dirty. Send your child in appropriate clothing for the weather outside.

Winter: We go outside until -25C (including windchill). Please send your children with ski pants & jacket/snowsuit, mittens/gloves, toques, neck warmers, winter boots.

We go outside every day when we can.

Summer: We go outside until 28C. Please send your children with hats and appropriate clothing for the weather. Children will be encouraged to play in the shade between 25-28C, and play times will be shortened. Water will be accessible during outdoor play above 20C.

Remember that as children play and explore, things can get messy. Spills happen. Paint happens. Send your child an extra set of clothing (pants, shirt, socks and underwear) just in case.

Children are also required to have a pair of indoor shoes. These shoes must have a sole on them; slippers and flip flops are NOT permitted.

It is also recommended that children leave special toys and home toys at home or in their vehicle at drop off.

**We are NOT responsible for lost or stolen items.**

## **Nutrition**

Munchkin Mansion provides a breakfast, lunch and afternoon snack. All of our meals follow the Canada Food Guide. Milk is provided at breakfast and lunch, and water is provided for the afternoon snack. We encourage children to try everything on their plate. Children are never forced to eat something or to finish their plate.

If your child has any allergies or food/dietary restrictions, please inform your educator. All allergies and cultural diversities will be respected. All Educators, the Director and the cook will be made aware of the allergies and or food restrictions. The information will be posted in the kitchen, the child's room, and in their personal folder.

If your child requires specialty items (Halal meat, vegan foods, etc.), you will be asked to provide them to the centre, and they will be prepared, in addition to the meal.

On your child's birthday, please feel free to send a special snack, letting the educators in your child(ren)'s room ahead of time. Remember that we are a NUT FREE facility, so make sure items are appropriate.

In the event that there are severe allergies in your child's centre, food restrictions will apply.

## **Rest period**

Munchkin Mansion requires that each child has a nap time/rest period for the day. This happens after lunch, around 12:45 pm and continues until 2:45 pm. Children are not required or forced to sleep but are encouraged to have some quiet rest time with their

blanket/pillow or soft toy. Children who do not sleep will be provided with opportunities for quiet activities.

Please send a blanket, pillow and soft toy for your child. These items are to REMAIN at the centre and are washed daily during COVID.

## **Duty to Report**

All adults in Saskatchewan have the duty to report suspected abuse of a child.

Abuse and neglect refers to circumstances that may be harmful to a child's physical, emotional or psychological health.

- Physical abuse – any action, including discipline, causing injury to the child's body.
- Sexual abuse – any action involving a child in sexual exploitation or sexual activity including touching, exposure, using a child in the making of/or viewing pornography.
- Emotional maltreatment – expecting a child to be able to do things he or she cannot do, embarrassing or insulting a child, making hurtful comments about a child's appearance, intelligence, size, ability, etc.
- Neglect – failing to provide a child with enough food, proper clothing, shelter, health care, or supervision.
- Domestic violence – exposing a child to a pattern of abusive behaviour or threats of abusive behaviour by one caregiver against another (hitting, kicking, restraining, slapping, throwing objects, intimidation, stalking, etc.).

Social Services and Child Protection

Saskatoon (Centre) 1-800-274-8297

## **Injuries, Unusual Occurances**

If a child attending the centre results in an unusual occurrence requiring medical attention (ambulance, police, hospital or medical clinic) the centre staff will contact 911, the parent/gaurdians and the ELCC program consultant. A report is required to be filled out, and signed by each party, as well as sent to the ELCC program consultant.

## **Minor Injury Procedure**

There may be times when minor injuries occur at the centre. All educators are certified in CPR and First Aid. Educators will first tend to the injured child and provide appropriate first aid.

All injuries will be documented on a Minor Injury Report form. This form will document where and when the accident happened, what happened and what the result was. This form will be

signed by the educator, director and the parent/guardian. The form will then be filed in the child's file.

## **Smoking and Vaping Policy**

There is to be no smoking or vaping on the premises, including the outdoor play areas. Staff members are not allowed to smoke at any time while they are supervising children. Staff members who smoke may do so on their designated breaks, off of the centres' property and out of sight.

## **Fire Drills and Emergency Evacuations**

Fire drills are held once a month and practised at different times of the day. The children are escorted out of the centre to a safe meeting point by the educators. The children are counted and roll called. The number of staff, children and the time it took to evacuate the centre are documented. Fire drills will be practiced at different scenarios, using different exits etc.

## **Weather Guidelines**

Children will not go outside on days where the temperature is below -25 degrees with or without windchill. Children will also have outdoor time restricted outdoors when the temperature is above 27 degrees. Children will be provided with water, and monitored for symptoms of heat exhaustion, with a maximum outdoor time of 30min, before going indoors to cool off.

## **Child Abuse or Neglect**

In Saskatchewan, it is every person's responsibility to report any suspected abuse or neglect to the appropriate authorities.

The Child and Family Services Act (1989) requires that a Child Care Provider who has reason to suspect that a child has suffered or is suffering from abuse (neglect, emotional, physical, sexual, psychological) that may have been caused or permitted by a person who has or had charge of the child, must report the suspected abuse to Child and Family Services.

If an educator/staff or parent/guardian suspects abuse, they will call Social Services directly and follow specific directions from them. The reporting procedure is entirely confidential.

## **Staff**

Munchkin Mansion values mutual respect between staff and families. Verbal abuse will NOT be tolerated in any form against an educator or family member.

Physical abuse towards an educator, staff or another family will result in immediate termination of childcare.



## **Confidentiality Policy**

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

Parents should be aware that pertinent information will be provided to an external collection agency and any other organization deemed necessary to collect outstanding funds in the case of overdue accounts or bad debts.

Parents are responsible for updating children's files if there are any changes in address, contact numbers, etc.

## **Parent Participation and Communication**

Munchkin Mansion provided you with access to our app called Himama when you enrol your child. This application gives you updated pictures, videos and messages right to your phone so you can be involved in your child's day.

It is also recommended that you communicate with your educators upon drop-off or pick-up and concerns or questions you may have regarding your child or their care.

We recognize that mornings are quite busy, so feel free to leave updates on your child's sleep, eating or mood on the Himama app.

We encourage parents to feel free to communicate a congratulation, concern, or complaint.

We encourage you to discuss them with the Supervisor or Director – congratulations may be given directly to staff members. Any complaints should be made discreetly and quietly in the absence of the children.

We will be doing fundraising throughout the year for supplies and activities in the centre. Parents are expected to participate in at least one fundraiser yearly. We would also appreciate parental involvement in a fundraising committee.

On day 1 parents should bring :

- all paperwork not already submitted
- change of clothes
- blanket and or stuffie for quiet time
- diapers or pullups if required
- formula and bottles if required
- any special dietary foods
- appropriate outdoor clothing
- water bottle
- indoor shoes

**Please make sure all items are clearly labeled**

## **Parental Concerns**

Any time a parent/guardian has a concern, their first step should be to communicate said concern to the educators in your child/ren's room. If that does not resolve concern, the next step is to talk with the director. If after talking to the director the concern is not adequately dealt with the parent should submit a written concern to the board to address.