



YMCA of Pictou County Child Care Centre



2020



YMCA of Pictou County Child Care Centre – Parent Handbook

YMCA of Pictou County

As Canada's largest child care provider, we know childhood is a special time when the seeds of future success are planted. Our programs are based on a curriculum that encourages the physical, mental, and social development of your child.

The health and well-being of your child is at the heart of everything we do. At the Y, you'll find caring and dedicated staff who love to make every day a special day for your child.

Welcome

Welcome to YMCA of Pictou County Child Care Services. We take our job of caring for your children seriously. We believe the relationship between parents and our child services providers is essential to the healthy growth of your children and your family. We understand that parents need to have peace of mind, knowing that their children are in a safe, nurturing environment that fosters healthy development.

Thank you for selecting the licensed YMCA of Pictou County Child Care Centre as your family's choice for childcare.

Mission Statement

(YMCA of Pictou County)

The YMCA of Pictou County inspires healthy spirits, minds and bodies to thrive.

Our Vision

(YMCA of Pictou County)

To create a healthy and connected Pictou County.

Our Values

(YMCA of Pictou County)

Our values drive our decision-making and behaviors. In addition to the core values of the YMCA – Caring, Honest, Respect and Responsibility – we be:

- Proactive – Foreseeing new opportunities to enhance our community.
- Open-minded – Listening to our community, being sincere and advancing ideas.
- Brave – Building confidence through safe and positive spaces.



Mission Statement

(YMCA of Pictou County Child Care Centre)

The YMCA of Pictou County Child Care Centre seeks to enhance communities and enrich the lives of children in Pictou County by providing safe and supportive child care. YMCA of Pictou County Child Care Centre offers quality programs that promote the social, physical, intellectual and emotional development of children.

Our Philosophy

“Play is the highest expression of human development in childhood for it alone is the free expression of what is in the soul.”

Frederic Froebel

The YMCA of Pictou County Child Care Centre understands that children’s play is essential to healthy social and cognitive development.

The “Playing to Learn” curriculum is based on the fact that child’s play provides the foundation for language and literacy, for mathematics, science and technology and the arts. Insight into what a child is capable of learning at any given time is learned from the child’s play. The desired outcome is to develop the whole child by providing a carefully planned, flexible environment. Children learn through play and we provide enriching play experiences from which the children learn and grow.

The YMCA of Pictou County Child Care Centre offers affordable child care for children ages 3 months to school age.

Our Centre is open to all children. Inclusion will be ensured by administrative supports that provide good leadership, funding and staff training opportunities as well as daily programming that can be adapted when needed.

Dedicated to quality service, our focus is on the family and the importance of providing a stimulating, nurturing and secure environment – a special place where you are assured that your children will learn, in a happy, loving atmosphere.



Our Values

- Children have a right to a secure and enriching environment that fosters cognitive, social, emotional and physical development.
- Parents have a right to pursue education, job opportunities and personal growth, knowing that their children are cared for in safe and dependable arrangements.
- Families require support and services at the challenging stage of life when child care is required.
- Parent participation in their child's program develops personal growth, confidence in parenting and service to others.
- Parents should have opportunities to make informed choices about childcare from a variety of sources and modes.

Introducing Your Child

You are welcome to bring your child to visit the Centre before they start our program. We suggest that your child come in to experience the new environment that they will be in on a daily basis.

It may take a bit of time for your child to adjust to their new environment but with consistency your child will become comfortable over time. Feel free to bring in an object that is familiar to the child (such as a blanket or stuffed toy) if you think this will make their adjustment period easier.

Consistency in drop off and pick up times will help give your child a secure feeling. If your child is going to be very late, please call and let the Director know or leave a message with their Teacher(s).

Programs and Activities

Our YMCA provides an ideal environment for a child's development. With the unique combination of our facility (including indoor pool, gymnasium and studio) and the YMCA Playing to Learn curriculum, we are able to offer the children of Pictou County an exciting opportunity to learn and develop through a variety of stimulating activities. With our child care facility, we hope to accomplish our vision of a healthy and connected Pictou County through our community's future leaders.

Our highly trained staff will have the skills to ensure they are providing a safe environment for children, prepare spaces that are conducive to learning, carefully determine what the children are ready to learn, actively participate in the child's



YMCA of Pictou County Child Care Centre – Parent Handbook

experiences, observe and document the milestones in the child's life to ensure age appropriate development.

Infant Program – Children ages 3 months to 17 months

Toddler Program – Children ages 18 months to 35 months

Our infant and toddler programs are a wonderful environment to introduce young children to childcare. Our nurturing caregivers develop trusting relationships with each child and their families to ensure a comfortable transition into the Child Care Centre. During the course of a day, the infants and toddlers engage in many activities such as: free play, art, snack, circle time, story time, and outdoor time including a neighborhood walk.

Preschool Program – Children 3 years to school age

Our preschool program runs all day and helps create healthy and respectful relationships amongst the children, their peers and between the children and the caregivers. The children learn important social skills such as: sharing, cooperation, respectfulness, and patience throughout the day. As stated in our philosophy, children learn while they play so we provide a wide variety of enriching play experiences which are child-directed to ensure that the children are interested, playing and learning.

Parent Involvement

Parents are responsible for monitoring the **Parent Information Boards** in the foyer of your child's classroom. You will find menus, daily schedules, planning sheets detailing program activities, and the YMCA of Pictou County Child Care Department policies and procedures. **Parent Meetings** are held two times a year for the purpose of discussing policies and procedures, having guest speakers and reviewing children's progress.

Parent Advisory Committee

The purpose of this committee is to provide a forum in which parents provide input and receive notice of any matters of interest or concerns to the parents. The meetings are held at least 2 times a year. All parents are welcome to attend these meetings and can add items to the agenda. The following items may be discussed at the Parent Committee Meetings

- The Safety, care and well-being of the children;
- The status of facility's or agency's license
- The programs provided by the licensee;
- The equipment and materials available to children;
- Staffing patterns and staff qualifications



YMCA of Pictou County Child Care Centre – Parent Handbook

It is also important to view the documentation that is located in your child's classroom. The staff prepares photos of the children as a communication tool for the parents. These documentations allow the parents to see their child's play throughout the day and the documentations explain their play and supports the learning experience that is taking place.

The YMCA of Pictou County Child Care Centre believes that parent-teacher communication is important for the creation of a healthy, child care environment. Please make an effort to stay up to date with our program information, and be sure to communicate to us any relevant information regarding your child's experiences outside of your program. We actively encourage our families to participate in Parent Meetings and to take advantage of our "open door" policy.

Parent information:

At any time you are able to find the following in the Child Care Centre:

- A copy of the Act and the Licensee's Manual for Regulated Child Care
- A copy of the Parent Handbook
- The license for the facility
- A copy of the report of the most recent inspection of the facility
- A copy of the licensee's behavior Guidance Policy
- A copy of the current menu
- A copy of the daily program plan and routine
- A list of the names of the current members of the parent committee
- A copy of the most recent minutes of the parent committee
- Notification of funding provided by the Minister
- Any information required by the minister

Hours of Operation

The YMCA of Pictou County Child Care Centre is open Monday to Friday 7:30 am - 5:30pm. Staff child ratios will be fulfilled at all times, including breaks.

The Centre is open year round, 260 days per year.



Staff

The YMCA provides quality childcare by employing qualified staff that fulfills our high expectations of program delivery. All YMCA staffs have appropriate training and/or experience. Childcare staffs are certified by an early childhood education training program and have standard first aid and CPR. We also strive to have our substitute teachers and program volunteers appropriately trained including an orientation to our programs, policies and procedures. All staff, substitutes and volunteers are screened through the Child Abuse Registry and have had Criminal Record Checks. All staff are encouraged by the YMCA to continue their education through courses, workshops, conferences, 13 mandatory training modules required for YMCA Playing to Learn, etc.

Volunteers

Volunteers are a valuable resource to our Child Care Centre. Our volunteers are given the opportunity to experience the responsibilities of child care professionals. We encourage participation of volunteers in order to provide opportunities for career exploration, community involvement and self-development. The program and the children receive tremendous benefits from the effort and commitment of volunteers.

Volunteers are not included in the child/staff ratio and are never left alone with children. Program volunteers must provide a criminal records check and child abuse registry check prior to working in the Centre. All volunteers are given an orientation to the centre and their hours of contribution are monitored.

Enrollment and Acceptance

The YMCA of Pictou County Child Care Centre is licensed to accommodate 57 children. We accept children between 3 months to school age. Each child's registration is accepted into the program on a "First Come First Serve" basis. There are a limited number of spots; moving forward, registration will take place for Full-Time spaces only.

A child is considered enrolled and will be permitted to start the program once all forms are completed and submitted.

These forms include:

- ◆ Registration Form
- ◆ Medical Form
- ◆ A Signed Preauthorized Payment Form
- ◆ Permission Forms (photography, field trips, etc.)



YMCA of Pictou County Child Care Centre – Parent Handbook

Wait list Policy

Once your child is put on the wait list and a space becomes available you will be contacted. If we are unable to contact you directly we will leave a message and wait 2 days before we move to the next person on the list.

Withdrawal Policy

Our YMCA requires one month's written notice in advance of withdrawal from our programs during the year. If notice is not given, that month's fees will be charged. Only the Manager of Child Care will make exceptions to this policy.

Dismissal Policy

The following circumstances will warrant termination or expulsion.

Assault or threat of assault by parent/guardian will result in immediate expulsion.

- Non-payment of fees
- Non-compliance with the policies and procedures of the centre.
- Parent's use of abusive language or any inappropriate behavior towards others.
- Any destructive, violent behavior by a child that is harmful to other children or staff. (Please see pg. 11, Behavior Guidance)
- Consistent lateness in picking up a child.

Communication

Parents are responsible for monitoring the “Parent Information Boards” in the Centre. Posted in this area for your viewing are: a copy of the Day Care Act and regulations, a copy of the parent handbook, the license for the facility, a copy of the report of the most recent inspection of the facility, a copy of the behavior guidance policy, a copy of the current menu, a copy of the daily program plan and routine, a list of names of the current members of the parent committee, a copy of the most recent minutes of the parent committee, notification of funding provided by the Minister, any information required to be posted by the Minister, planning sheets detailing program activities. Notices regarding special events or other important occurrences can also be found in this area. After enrollment into our program, we do have a private Facebook group for parents and staff to keep in communication. In order to be accepted into this private group, you will need to contact the Director to be approved. This ensures that we always know who is in our private group.



YMCA of Pictou County Child Care Centre – Parent Handbook

It is vital that we are kept informed of any changes in work phone numbers or emergency/alternative phone numbers. We need to know where you can be reached at all times when your child is in attendance.

It is also important that you communicate to us any relevant information regarding the child’s experience outside our YMCA child care program.

Fees

Effective September 1, 2020 (Annual fee increases happen In September)

Infants classroom \$42.00 per day

Toddler classroom \$37.00 per day

Middler classroom \$ 37.00 per day

Preschool classroom \$34.00 per day

Fees are payable through: pre-authorized VISA, MASTER CARD. All childcare fees will be billed on the 23rd of the month for the following months care. All pre-authorized payments will be withdrawn or charged on the 23rd. Payments made using cash, credit card or debit will only be accepted at the front desk of our YMCA building (Westville Rd Location).

NSF Payments - You will be notified by letter and a phone call with amount and date of your NSF payment. You will need to repay these fees plus a \$30.00 NSF fee within 2 weeks. Failure to do so will result in withdrawal of childcare services at that time.

Holidays when YMCA of Pictou County Child Care Centre is closed:

New Years Day	Thanksgiving Day
Good Friday	Remembrance Day
Christmas Day	Heritage Day
Victoria Day	Boxing Day
Canada Day	Christmas Eve (1/2 day closed at 12:00 pm)
Labour Day	
New Year's Eve (1/2 day closed at 12:00 pm)	

Full fees will apply to all holidays

Vacations: Childcare fees will be charged for all vacation and sick days during the year.



YMCA of Pictou County Child Care Centre – Parent Handbook

Tax Receipts: – A receipt will be issued in February.

Departure Time

If anyone else is picking up your child you must inform the YMCA Child Care Centre. Your child will not be released to anyone who does not have proper authorization. Any one new picking up your child will be required to bring a government photo ID upon pickup. Teachers should know the custodial agreements as it pertains to your family.

Late Pick up Policy

Our staff are not prepared, or required to stay late. It is your responsibility to ensure your child is picked up on time. When they are not picked up by 5:30 a late fee will be charged to you that you must pay the staff that are working. Late pick up fee will be \$1.00 per minute. This money is to be paid directly to the staff upon your arrival. If Children are not picked up by 6:00pm, Children's Aid will be contacted.

Transportation Policy

Children may be taken on excursions throughout the year. Buses may be rented or the children will walk. Parents will be notified 24 hours in advance and must sign a release form. Employees of the YMCA of Pictou County are not permitted to transport children in their vehicles.

Behavior Guidance

YMCA Child Care Centre focuses on providing well-planned programs, which will meet the needs of individual children. This generally eliminates most obvious opportunities for inappropriate behavior.

The following forms of discipline shall never be used.

1. Corporal punishment including but not limited to the following:
 - Striking a child directly or with any physical object
 - Shaking, shoving, spanking or other forms of aggressive physical contact.
 - Requiring or forcing a child to repeat physical movement
2. Harsh, humiliating, belittling or degraded responses of any form, including verbal, emotional or physical.
3. Confinement of or isolation of a child or children.
4. Food is not used to reinforce positive behaviors or withheld as a consequence for inappropriate behaviors.



Prevention Strategies:

- a. Clear, consistent and simple limits will be established and explanations when needed for limits will be explained to children.
- b. Limits will be stated in a positive way, and children will be periodically reminded.
- c. Opportunities for children to make choices will be provided.
- d. Behavior will be focused on, not children.
- e. Minor incidents will be ignored. As long as behavior is not compromising their safety, the safety and rights of other and safety of the environment.
- f. Children will be given notice of transitions.
- g. Appropriate behavior will be modeled and encouraged.
- h. Interaction with children.
- i. Positive behavior will be reinforced and acknowledged. We try to catch them being good.

Our YMCA realizes the importance of parents and teachers working together as partners in the Child Care process, in order to create a consistent and stable environment for children. If a child's team has determined a routine-based plan (RBP) is the best option to manage behaviors, the RBP will include a plan for replacing and/or reducing the behaviors.

Teachers will inform parents of any behavioral concerns. If necessary, a meeting will be scheduled so parents and teachers can share information and form a consistent behavior management plan.

Positive Behavior Support (PBS)

In the event that a child persists in challenging behaviors and does not respond to our general behavior guidance policies, a Positive Behavior Support plan will be put in place. A PBS plan is used as an individualized approach to address challenging behavior.

To create a PBS plan, the following steps will be taken;

1. Bring together a team of individuals who are knowledgeable about the child and who may have concerns. (A PBS plan is most effective when families and teachers are consistent in working together)
2. A functional assessment is used to identify the meaning/purpose of the challenging behavior to the child.
3. A behavior support plan is developed. This plan will include (1) Strategies to modify curriculum, environment, activities and interactions to prevent occurrences of challenging behavior. (2) Teaching procedures to teach the child



YMCA of Pictou County Child Care Centre – Parent Handbook

- skills in place of behavior. (3) Strategies to ensure that skills are learned, acknowledged and that challenging behaviors do not continue.
4. A Follow up will be completed to evaluate any changes in regards to behaviors.

Drugs/Alcohol:

Children will not be released from our YMCA Child Care program to a parent/guardian who is under the influence of drugs or alcohol.

In such circumstance, the staff will call the other parent/guardian, or emergency contact person, and request that they come pick up the child. The police will be contacted if the child is taken from the YMCA despite staff concerns.

Outdoor Play

Our Centre provides opportunities for outdoor play, unless wind-chill factors exceed -25C or the temperature is -25C, or if there are other forms of inclement weather. We ask that families dress their children accordingly to existing weather conditions. We recommend the following:

Spring - Wet days: splash pants, jacket, rubber boots, hat and raincoat

Summer - Hot days: shorts and t-shirt, running shoes, hat, jacket or sweater.

Fall - Cool days: pants and t-shirt, running shoes, hat, jacket or sweater.

Winter - Cold days: parka, ski pants, hat, warm boots, mitts

Special Events

We believe that exploring outside of our Centre is an important way to expose the children to many experiences in their community and is a vital and fun part of learning. This may include community walks or community events close by.

In the event that a parent wishes that their child does not attend these particular events, the parent will be responsible to make alternate arrangements for the care of their child. This form is included in the registration package for you to sign and hand in.



Research, Photography and Videotaping

Parents sign a general release in the registration forms giving permission for their child to be photographed or videotaped while attending our Centre. Pictures may be used for promotion of the program or class projects and for our private Facebook group for parents.

Nutrition

Children attending the YMCA of Pictou County Child Care Centre will be provided with a nutritious lunch, a morning and afternoon snack. Our menus are posted on the parent board, and adhere to Canada's Food-Guide and the Nova Scotia Manual for Nutrition in Regulated Child Care Settings. We ask that food from home not be brought to the Centre unless it has been requested for a special occasion.

Our Child Care Staff and care providers are responsive to children's cues around hunger and provide snacks outside of the regular schedule as required. Children are not forced to finish food that has been served.

In keeping with our Playing to Learn Curriculum, our staff will create a home like environment during meal times where the children eat in small groups and encouraged to serve themselves in order to become more independent. Our staff will eat with the children and provide role-modeling.

Donated or Purchased Food

In accordance with the Nova Scotia Manual for Nutrition in Regulated Child Care Settings section 5.4 and 5.6:

"Child care facilities that hold a Food Establishment Permit can only purchase or receive donations of food or beverages in accordance with the Department of Agriculture Food Safety Regulations."

"Some foods may be donated to or purchased for regulated child care settings under the following circumstances:

-The food is considered to be a low risk food by the department of agriculture, including whole fruits and vegetables that have not been cut except for the purpose of harvesting and dry non-potentially hazardous backed goods (ie. Those that do not contain cream, custard, cream cheese, meat, or any other potentially hazardous foods as a filling or a topping; and the food brought into the program is acceptable to the licensee.



Allergies/Special Dietary Considerations

The YMCA of Pictou County Child Care Centre is **Peanut Free**.

If there is a child with Special Dietary Considerations, it should be identified during the enrollment process and documented on the child's file. Foods and beverages brought from home are identified on the child's enrolment. Information regarding a child's special dietary considerations is visibly posted in the appropriate locations. .

Solid Foods

We believe that parents should have the pleasure of introducing new foods to their children, so we will not feed any foods to an infant without parental direction. We will work with parents to develop an appropriate feeding timetable based on the child's development and on parental preferences. Each infant will be kept on their individual feeding schedule.

We will provide baby food that has been made from fresh produce. If you prefer you may choose to provide these foods for your infant.

Breastfeeding

Breastfeeding has been shown to be the best form of infant nutrition, providing a multitude of health benefits to both child and mother. Mothers who are able to breastfeed their children are encouraged to do so for as long as they desire. We are eager to provide the support you need to continue your breastfeeding relationship with your child while they're in our care. You are welcome to come and nurse your baby at any time of the day. Breastfeeding mothers will be provided with a clean private place with access to a comfortable chair for nursing.

Space in the refrigerator will be available for expressed milk; please provide ready-to-use bottles labeled with the child's name and date. Ready-to-use bottles must be taken home daily for cleaning.



Bottle Feeding

In order to provide the cuddling benefits of breastfeeding, babies will always be held closely when being bottle fed and bottles will never be propped. Parents are responsible for providing ready-to-use bottles of formula labeled with the child's name and date. Bottles must be taken home daily for cleaning.

Supplies

Because children grow and change very quickly the supplies they need can change frequently. Children require a complete set of seasonally appropriate clothing kept at the Centre. Please remember to update these outfits as the weather changes and as your child grows.

Parents must also supply diapers, wipes or training pants for their child's exclusive use. It is your responsibility to make sure your child has enough supplies each day; however we will try to notify you when your child's supplies are getting low. If supplies run out during the day we will be in contact with you to provide the necessary supplies as needed.

Please remember to label all articles with your child's name.

Personal Belongings

Please label all personal items with permanent marker. If something gets lost but has your child's name on it, you are more likely to have it returned. We encourage the children to become independent by putting their belongings away in their cubbies. With some children sharing cubbies, personal belongings can be easily misplaced.

Children must have appropriate outdoor footwear (boots, runners, etc.) and indoor footwear (clean non-marking runners for the gym) at all times.

We are not responsible for lost or damaged personal items.

Toys from Home

We ask that parents do not allow their children to bring their own toys to the Centre. Toys from home are often lost, broken or stolen.

If a child does bring a toy from home into the program, they will be required to put it away until they're picked up.



YMCA of Pictou County Child Care Centre – Parent Handbook

On certain days the Centre may have “show & tell” and on these days only toys from home will be allowed. Children will be notified as to which day will be “show & tell”.

We are not responsible for damage to children’s property or for lost articles.

Diapering

Diaper changing is considered part of our daily routine and the child being changed is involved in the diaper change through conversation about what is happening, choosing, holding and handing the clean diaper to the care provider.

The changing table is located in the room where care providers can change diapers while still supervising the children. Care providers’ hands are always washed before and after a diaper change. The child’s hands are washed after a diaper change. The changing surface is cleaned and disinfected after each use. Each classroom has space for the storage of your child’s diapering supplies; please check supplies frequently to ensure that your child has an adequate amount.

Health Policies

At the YMCA, we are concerned about the health and safety of all children and staff at the Centre. Staff is strict about enforcing health regulations. Infections spread rapidly with a child care centre, so universal precautionary measures are taken at all times.

Illness:

1. If your child is going to be absent due to illness, please call the Centre. Please do not send your child if there is any question of illness, as we are not equipped to accommodate sick children. Children who exhibit the following will not be accepted for care:
2. Children who exhibit conditions of illness which make him/her unable to cope with the regular activities of his/her program.
3. Children who exhibit symptoms of a contagious or transmittable illness (ie. Fever, diarrhea, vomiting, infection, persistent coughing, swollen glands, unidentified rash, pain/aches, chicken pox, etc.)
4. If your child becomes ill while attending the centre, you will be notified immediately and you will be expected to have an authorized person pick up your child within a reasonable amount of time.
5. Please inform the staff if your child has a contagious condition which has been diagnosed by a medical doctor.



YMCA of Pictou County Child Care Centre – Parent Handbook

6. You will be informed of any contagious condition your child may have been exposed to while at the Centre.
7. Once diagnosed with a contagious condition, your child is not Permitted to return to the Centre until past the contagious period of the condition.

Health Guidelines:

Fever – Whenever your child’s temperature reaches 38.5 C (101 F) and they display any other symptoms, such as hot dry skin, excessive perspiration, unusual breathing, symptoms of a cold, poor appetite, ear pain, vomiting or changes in bowel movements, we will request you pick up your child immediately.

Diarrhea – Your child may need to be picked up after the second incident in one day. Your child can return back to the Centre 24h after their last bout of diarrhea.

Vomiting – Your child may need to be picked up depending on the severity.

Strep Throat- Your child can return to the centre after 24 hours of medication.

Contagious Skin Rash – Your child’s rash must be diagnosed by a physician and treatment started before the child may return.

Head Lice – You will be notified and treatment must be applied before child may return. Your child cannot stay in the classroom with live lice present.

Warts/Open Sores – If the program includes swimming, children may be prohibited from entering our pool. The Aquatics Director has complete authority in ensuring public swim healthy guidelines are met.

Conjunctivitis/Pink Eye – Your child will need to be picked up. Your child cannot return until 24h after antibiotics are started and they feel well enough to participate in Centre activities.

Chickenpox - Children are infectious prior to the onset of the rash. They may attend if they feel well enough to participate in center activities.



YMCA of Pictou County Child Care Centre – Parent Handbook

DISEASE	SYMPTOMS	RETURN DATE
FEVER	The degree of fever is not as important as the child's behavior (cranky, fussy, irritable, sleepy, lethargic) Look for a rash or other signs of illness. If the fever exceeds 39C or 102F, the child should see a doctor.	When the child can participate fully in all parts of the program.
VOMITING	Vomiting/upset stomach	24hours after vomiting has stopped and child can participate in all parts of the program.
COLDS	Stuffy or runny noses, sneezing, watery eyes. Thick greenish discharge usually indicates an infection	When the child can participate in all parts of the program.
FLU	Sore throats, muscular aches, fever, chills, vomiting, and diarrhea can be involved.	When the child can participate in all parts of the program.
DIARRREAL DISEASES	Abnormal loose stool	Children will be kept at home until diarrhea stops (24hours after last bout)
STREP THROAT (Group A)	Red and painful throat, fever, swollen neck glands, white patches on tonsils	24-48hours after antibiotics are started
PINK EYE (conjunctivitis)	Tears, redness of the eye lining, irritation, followed by swelling and puss discharge.	24 hours after antibiotics are started
IMPETIGO	Spreading sores which can develop golden colour crusty area. Little dot like sores spread around the original sores. Can appear on the face, hands, legs and buttocks	24 hours after antibiotics are started
CHICKEN POX (varicella)	Very itchy rash starts with pink bumps. Watery discharge.	5-6 days after rash appears. When all chicken pox are scabbed over
PERTUSSIS (whooping cough)	Intermittent spasms of coughing: leads to choking and or vomiting causing reddening in the face.	After 5 days of treatment.
HEAD LICE	Severe itchy scalp, eggs or nits which are tiny pearly white objects that stick to the hair shafts. *check other children and family members	Until treatment is complete and all nits are removed. Cannot return with live lice present.
FIFTH DISEASE (human parvovirus)	Red patchy or lace-like rash on face, fever, headache, sore throat, cough, congestion	When the child can participate fully in all parts of the program.



YMCA of Pictou County Child Care Centre – Parent Handbook

infection)		Once rash appears, no longer infectious.
HAND, FOOT & MOUTH (coxsackievirus)	Fever and headache, sore throat, decreased appetite, lack of energy, small painful sores inside mouth (tongue and gums)	No treatment or restrictions from program.
SCABIES	Severe itching, small blisters or a generalized rash	Until first course of treatment is complete.
RING WORM	Ring-like rash with raised edge, itchy, flaky.	When rash disappears.
PIN WORMS	Tiny, thread like worms around anus and nearby skin. Typically no symptoms prevail.	When the child can participate fully in all parts of the program.
ROSEOLA	Fever induced rash on face and body.	When the child can participate fully in all parts of the program.

Medications:

The staff can administer prescription drugs. It will only be administered when a release form is completed by the parent/guardian.

All medication must be contained in the original pharmacy container, labeled with the child's name, dosage, name of medication and expiry date. We suggest you request the pharmacist to put medication into two labeled containers so that one can be left at the Centre and one at home.

All medication must be given directly to staff and will be stored in a secured area. Each time a new medication time frame becomes necessary for your child, you will be asked to complete a new medicine form.

Labeling and release form requirements also apply for asthma and allergy medications. Children with asthma or allergies must have their medication at the Centre at all times.



YMCA of Pictou County Child Care Centre – Parent Handbook

Emergencies

In the case of a serious accidental injury or illness we will make an immediate call for an ambulance and then attempt to contact: (in order)

1. Parents/Caregivers
2. The designated emergency contact person.
3. The child's physician.

Child Abuse

Any suspicion of child abuse is immediately reported to Children's Aid.

In Nova Scotia, it is everyone's legal obligation to protect children. This responsibility involves identifying and reporting a child who is/or might be in need of protection.

All staff and volunteers are trained through our YMCA Canadas Child Protection training.

Confidentiality Policy

Access to a child's information record is given only to the legal guardians of the child and the staff of the centre. 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, in the case of suspected abuse, the appropriate child protection agency.

Parents should be aware that, in the case of non-payment of fees, pertinent information will be provided to an external collection agency.

No other information, verbal or written, regarding a child or their family can be released to anyone other than the guardians of the child without the written permission of the guardian.

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

Custody Arrangements:

Parents asked to explain custodial arrangement when enrolling their children in our YMCA of Pictou County Child Care Centre. When special circumstances apply, such as denial of access to one parent, the YMCA requests written documentation of custody and access schedules.



When parents are in the process of determining custody in the courts, we are unable to deny access to either parent, until we receive court documentation indicating the permanent arrangement.

Staff must protect themselves from being involved in marital disputes by explaining the YMCA's legal responsibilities and continuing the focus on the care and well-being of the child

Inclusion Policy Statement

It is the responsibility of our YMCA Educators to ensure that every child feels valued and that his or her family feels welcome and comfortable.

Our purpose is to enhance each child's physical, social, emotional and intellectual development. We accomplish this through a YMCA developmentally age appropriate curriculum called "Playing to Learn", which is child centered and play based. We will adapt our curriculum to ensure participation by all children. We believe children have a right to quality childcare and value and respect children of all races, religions, cultures and abilities.

Our Centre is open to **all** children and we will accommodate them in the regular program.

We will ensure inclusion in our Child Care Centre by:

1. Administrative Supports

- Provide good leadership
- Secure sufficient funding (i.e. apply for Supported Child Care)
- Provide staff training opportunities
- Encourage open communication with staff
- Be responsive to community's needs
- Build partnerships with parents
- Collaboration and mutual respect with outside agencies, (i.e. Early Intervention, Dept. of Community Services)

2. Daily Programming

- By respecting children and ourselves
- By sharing love and attention
- By having predictable routines
- By having a positive attitude
- By working as a team
- By providing needed adaptations (i.e. widening the space between tables for ease of movement of a child in a wheelchair.)



YMCA of Pictou County Child Care Centre – Parent Handbook

- By using a child centered curriculum called “Playing to Learn” which is child centered and play based.
- By adapting the curriculum when needed.
- By following a goal planning process where there is a team effort approach. Parents and other professionals will play a direct role. The goal once embedded in the program routine will become the child's Routine Based Plans.

COVID-19

During the COVID-19 Recovery Phases, It is the responsibility of our YMCA families as well as our YMCA educators to adhere to the current YMCA Operational Safety Plan Covid-19 Recovery Phase document as well as guidelines given by the Government of Nova Scotia. This information will be included in the registration package. Please contact the Director if you do not have access to this information.



YMCA of Pictou County Child Care Centre
Daily Schedule

Time	
7:30 am	Greet children and families upon arrival
8:30-11:30am	Morning snack is available Small group experiences in the classroom, and playground. These experiences may include activities in: literacy, mathematics, science, dramatic play, music and movement, visual arts, block construction, fine and gross motor development. Outdoor/gross motor opportunities include: playground time, community walks and planned shared experiences.
11:30-12:15pm	Lunch and Wellness routine
12:15-2:00pm	Sleep Time
12:45-2:00pm	Quiet activities for children that are waking up
2:45-5:30pm	Small group experiences in the classroom, and playground. These experiences may include activities in: literacy, mathematics, science, dramatic play, music and movement, visual arts, block construction, fine and gross motor development. Outdoor/gross motor opportunities include: playground time, community walks and planned shared experiences. Afternoon snack is available Clean up and Home time.

Subject to change



YMCA of Pictou County Child Care Centre
Infant Daily Schedule

Time	
7:30am	Infants arriving in their room
8:00-9:00am	Morning Snack
9:00-10:00am	Morning naps
10:00-11:00am	Floor time crawling, playing with other kids, one on one time Small group experiences in the classroom, and playground. These experiences may include activities in: literacy, mathematics, science, dramatic play, music and movement, visual arts, block construction, fine and gross motor development. Outdoor/gross motor opportunities include: playground time, community walks and planned shared experiences.
11:00-1:00pm	Lunch Time and Wellness routine
1:00-2:00pm	Floor time crawling, playing with other kids ,one on one time
2:00-3:30pm	Afternoon Nap Time
3:00-5:30pm	Small group experiences in the classroom, and playground. These experiences may include activities in: literacy, mathematics, science, dramatic play, music and movement, visual arts, block construction, fine and gross motor development. Outdoor/gross motor opportunities include: playground time, community walks and planned shared experiences. Afternoon snack is available Clean up and Home time.

Subject to change