

SUPERVISION

Infant and Preschool Children

Children are supervised at all times. Whenever possible, I am in the room with the children under my direct supervision. When direct supervision is not possible, I am within hearing distance and am readily available to attend to the children.

When toilet training, preschool children will use the potty or toilet in the basement washroom. I may take all preschool children downstairs during scheduled potty breaks. Outside these scheduled breaks, either the children in the playroom or the child in the washroom may briefly be indirectly supervised.

I have security cameras installed in the nap/playroom, sunroom, basement and outdoors which allow me to supervise these areas from a distance if necessary when direct supervision is not possible. The indoor cameras do not record and therefore I cannot check what occurred in the past, only what is going on at the time I am viewing the monitor or my computer screen.

During outdoor play I remain outside with all children under six years of age. On rare occasions older preschool children who have demonstrated the ability to behave appropriately with indirect supervision have been permitted to play outside with the school-age children. I require that the parent(s) sign an indirect supervision form before this can be allowed.

NOTE: *Whenever possible* I will accompany *kindergarten* children to and from Glenelm School as it is school policy to have a responsible adult do this, I ask that the parents designate an alternate for times when this is not within my ability. If no alternate is designated and I am unable, the child will not attend school.

School-age children

School-age children who attend my family child care home are *not* accompanied by me to and from school. School-age children are expected to go to and from school via the specified route. If supervision and/or transportation to school is required or desired, the parents are responsible for arranging this. I am not responsible for children walking to and from school once they leave my yard. They are encouraged but not required to walk together with other children in my care. If a child fails to return to my home within a reasonable amount of time of leaving the school, I will contact the school. If the child's whereabouts are not known I will contact the parent or alternate immediately.

While in my care, school-age children are supervised to protect their health and safety, according to their development, age and temperament. This means that if they have demonstrated responsible behaviour they may be allowed outside in the back yard while I am inside with the younger children. Most often I am within hearing distance and I visually check on their activities at least every 15 minutes.

Written permission will be required to allow children to leave my home, i.e. to visit friends, to attend after school programs etc.

All Children

If there is any time when the behaviour or actions of a child jeopardizes the safety and well being of themselves or others, indirect supervision privileges will be suspended.

Children who are careless with equipment or disruptive within the group may have fewer liberties than the child who has demonstrated thoughtfulness and accountability.

Supervision of a child is the parent's responsibility while the parent is in my home or yard. I am responsible for each child between the time that a parent or alternate leaves at drop off time and the time a parent or alternate returns to pick up their child.

I will not take responsibility for loss of or damage to any personal belongings (toys, games, clothing, etc.) that the children bring to the daycare.

SAFETY

I will release the child(ren) only to those individuals identified by the parents or listed on the child's enrollment form. Any person that I have not previously met may be asked to show identification.

In the case of parental separation or divorce, I do not have the right to deny access of the child (ren) to either parent unless I have in my files a copy of the custody agreement &/or the restraining order. Please be specific.

As per licensing regulations and guidelines, I am trained in Emergency First Aid and Infant and Child C.P.R. My training is updated regularly as required.

Emergency evacuation routes are posted at the front door along with a complete copy of my enhanced safety plan. The children are familiar with these routes and procedures as we go over them monthly. In the event that we have to leave the house we will go to the emergency evacuation location and the parents will be contacted.

Any and all changes in telephone numbers, addresses, etc., for yourselves and your designated alternates must be reported as soon as possible. If your contact info is not updated I will be unable to notify you in case of emergency.

I strive to make my home, its contents and my yard as safe as necessary. Depending on the ages, abilities and support needs of the children currently enrolled in my care there may be some restrictions applied to the toys and equipment available for use. If children bring toys or other items from home they will have the opportunity to show their item to others at circle time but will otherwise be asked to leave them in their cubby to take home.

Cleaning supplies, medications, sunscreen, insect repellent and other hazardous products are kept in locked storage cabinets out of reach of children.

HEALTH

Children should be kept home if they have vomited that morning or the night before, have diarrhea, any communicable disease or a rash that has not yet been diagnosed as not being contagious.

PLEASE NOTE: I do not have a "sick room" where your child can go if not feeling well, therefore your child must be well enough to participate in the usual activities and be around all other children in order to attend.

Parents will be called to pick up their children if I find **lice &/or nits** on them during child care hours. Children cannot return to our family child care home until they have received treatment with a lice killing shampoo AND all nits have been removed from the child's hair.

I will only administer prescribed and/or patent medication under the following conditions:

- The parent has given written permission - forms available on request.
- The parents bring the medication.
- The medication is supplied in its original container in the case of patent medicine, or a container supplied by the pharmacist in the case of prescribed medicine and must be properly labeled.

I may request that a child be on any antibiotics for one full day before returning to daycare. This is to allow time for any reaction to the antibiotic to occur before re-entering the daycare. A note from the child's Doctor may be required to confirm that the child is able to attend day care.

If a child becomes ill while attending at daycare, I will contact the parent or alternate who will then pick the child up. The parents will take responsibility for alternate care arrangements for their child(ren) when the child (ren) is (are) sick. In the event that an ambulance is required for the child, the parents will be responsible for the charges incurred. There is a separate Emergency Transportation Permission form to be filled out and signed.

Upon enrollment the parents will indicate on the Child Information Form any significant health history, i.e. allergies, asthma, chronic ear infections, hearing problems, developmental issues. If repeated observations of the child indicate a health problem, the parent will be notified and a subsequent follow-up by a health-care professional would be encouraged. I agree to work cooperatively with parents and health care professionals in carrying out all treatment plans.