

Nebula Academy Daycare



Parent Handbook

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Welcome to Nebula Academy Daycare

It is our desire to provide your child with high quality care in a safe and nurturing environment. Our philosophy and objectives are simple. We believe that the children come first, and they are the central focus of our program. This program is designed to offer developmentally appropriate activities and experiences for the children. We watch and listen to the children, offer them choices, expand their individual needs for optimum growth; then we seek to provide it at their particular level of developmental areas in social, emotional, intellectual, physical and creativity. We believe the importance of play in children's healthy development. That's why we provide literacy and numeracy through play time according to their age groups.

We focus on work to develop a positive sense of self and of the world around them as a supportive place in which they can succeed. By creating an atmosphere of love, acceptance and fun, we seek to foster both a curiosity and a love of learning. As well, our goal is to encourage children's learning experiences with self-respect, self-control, responsibility and independence.

Nebula Academy Daycare operates with both a Director and a Supervisor. Their purpose is to control not only the day to day operations of the center, but also the direction of program development. All of our enthusiastic staff members have previous experience in working with younger children and have an Early Childhood Development education background. They are provided with continual in-service workshops and training programs, including First Aid Child Care Certification. Most important of all, they share a love for young children and are dedicated to providing high quality care for your child. The following information discusses the policies and procedures of our program. If you have any questions, concerns or ideas please feel free to approach us at any time. At Nebula Academy Daycare, we think of ourselves as assistants to you, the parent, and we would like to make communication the cornerstone of our relationship.

If you have any inquiries, please contact us at 780-761-0250 or email us at ecs@nebulaacademy.ca

Our Mission

Our mission is to offer and provide an environment for children where they will feel safe, secure and comfortable to pursue their learning experiences. We will strive to respond to their developmental needs, highlighting the areas of social, emotional, intellectual, physical and creativity. Our daycare program helps newcomer and immigrant children find a place in Canada society by being themselves. Our daycare mission is to grow self-confident and independent citizens for Canada.

Our Vision

The vision of the Our program is to work in partnership with families and the community to enhance the abilities and skills of the whole child, including social, physical, intellectual, communication, and emotional (SPICE) development under the light of Flight: Alberta's Early Learning and Care Curriculum Framework

Our Philosophy

Our philosophy is based on a holistic development of the child by giving them age appropriate learning, interesting, fun and enjoyable activities by taking their interests into consideration. We recognize that children have individual learning styles. So, as Nebula Academy Daycare's educators, we are committed to providing a stimulating, educational, play-based curriculum to guide the children's learning best, enhance their knowledge and meet their individual developmental needs. The curriculum is designed to allow flexible, spontaneous activities based on the children's interests, as well as those that are planned and facilitated by our educators. We are trying to keep our program and philosophy flexible according to the children's individual and families' needs. We believe in partnering with our parents to promote and enhance the child's growth and development.

Moreover, our philosophy emphasizes the importance of the responsive environment. That's why we create an environment for children that they can be more independent, creative, and feel belonging.

Developmental Needs

- ***Physical***

- Our educators encourage our students to work on mastering and refining a wide range of gross and fine motor skills under the light of the Alberta Early Learning and Care Framework.
- To develop their gross motor skills, our program spends at least an hour outside- half an hour in the morning and half an hour in the afternoon- that children can climb, jump, and run by following safety rules. The program has access to a playground that children can freely move and explore while taking calculated risks to test the limits of their mind, body, and environment. If the weather is not appropriate to go outside, we provide different materials for children that can experience balance movement in the classroom. The materials are balancing board, wiggle chair, bouncing ball, and climbing activities age appropriately. Moreover, we have dance and music time that children have an opportunity to choose which song they want to sing or dance.
- To develop our student's fine motor skills, we provide some activities to them that contain cutting, lacing, buttoning, scooping, zipping, etc. Also, our educators believe in the importance of sensory play. They make hand-made play dough, slime, and goop with children. Also, we provide them with some orbits in the water. We provide that materials in individual plastic bags or in individual bins for each child to follow Covid 19 Restrictions.
- To ensure the safety of all our students, we have exact times, spaces, and purposefully designed activities that children have the opportunity for play and playfulness with others.

- ***Social & Emotional Development***

Our program will be based on prepared activities and environment where we will foster children's moral development, self control, awareness of right and responsibilities. Also, we promote children's social and emotional development with the help of:

- Our educators will show interest in children's activities and pay attention to what they say. There will be a routine and clear limit for everything to make them emotionally strong. Within age appropriate limits, our children are encouraged to make choices about their play, and explore their own interests. The children's interests are observed and documented to serve as the basic guide for weekly program planning.

- We name feelings by using colors to make them more concrete for kids.
- We believe that sustainability and taking care of the same person is important to develop trust. So, we try to take subsidies or volunteers from people who the children are familiar with.
- With the help of social stories, good manners, pictures on the wall , and discussions in circle time, we develop skills for initiating healthy relationship.
- We mention "respect each other" throughout the year. That's why our students can express themselves freely in a safe, secure and non-judgemental environment. If we have an issue or realize someone treats others in an unrespectful way, the educators intervene the situation and we talk about it in circle time or with the child in a quiet area.

- **Intellectual**

To nurture our students intellectually;

- Open-ended materials are used in the classroom

To develop thinking skills and language:

- Our children profiles mostly consist of immigrants and newcomers. That's why language is a barrier for most of our kids when expressing their thoughts and feelings. We use the laminated cards that show the feelings, behaviors, or basic needs of the children, such as food, water, toilet, toy, book etc. to give the children a chance to express themselves and communicate with their peers and educators through those cards.
- To develop their thinking skills, we will use some activities that include patterns, story pattern cards etc.
- We will provide children with specifically designed blocks of various colors, shapes and sizes. Sand and water equipment and accessories will be provided to teach children about size, color, weight, temperature, measurement etc.
- When we are reading stories with children, we sometimes will not complete the story and ask them to tell us how the story would/might end.
- Let them play indoor and outdoor. We believe play is the most important way to teach children problem solving and critical thinking skills.

During transitions, the teachers know that they must prepare or have prepared the next activity before they finish their current one. On clean-up times, we praise children for being respectful and kind to their toys. We believe that when we encourage appropriate

behavior, they will feel more comfortable and know what's coming next. It is our practice to give them a few minutes warning that they can finish what they are doing and prepare for the next activity. We aim to make transition fun with the help of singing clean up songs or using a timer etc.

Moreover, we believe in the importance of the responsive environment. That's why we create an environment for children that they can be more independent, creative, and feel belonging. Also, our environment encourages positive social interactions and an understanding of each child's uniqueness. We encourage the children to develop problem solving skills and an understanding of the world around them by reading and reviewing social stories everyday. We believe that the childcare environment should be inclusive of all children, and we strive to offer programs that are supportive, caring, and creative. Because of this, we can say that our programs offer opportunities for growth and development in every area, while recognizing that each child is a unique individual.

- ***Inclusiveness***

Nebula Daycare Academy is open to all families regardless of race, cultural heritage, political beliefs, national origin, disability, marital status, or financial status. The Daycare embraces the differences in our community and strives to foster an understanding and appreciation of all.

As Nebula Academy Daycare Educators, we are aware that every child is unique and they have different needs to meet. With the cooperation of our speech therapist and occupational therapist, we are preparing and immersing the IPP or PUF goals in our program to promote our students' holistic development in class as well. Our school is accessible for the students and the parents with a wheelchair platform.

Moreover, since 2014, our family profiles mostly have consisted of immigrant and newcomer families. To be able to give every child the right to take early childhood education, our school has been providing financial ease such as giving sibling discounts, subsidy eligibility and tuition discounts / exemption for newcomers, Indigenous, immigrant, refugee, and low income families. We share and value cultural differences through putting their important days in our academic calendar and celebrate together in a respectful way. That's how we help newcomers and immigrant children find a place in Canada society by being themselves. Our school provides translators for parents to make their communication easier with the educators. Now, we hear lots of

good comments from parents about how well children can speak English and explain themselves in their family and in society. To reiterate, our daycare mission is to grow self-confident and independent citizens for Canada.

- **Community Resources**

Since 2014, Nebula Academy Daycare has used community resources effectively. Before Covid 19 restrictions, we organized indoor activities with the cooperation of different companies. For instance, we did a clay workshop for our kids by inviting Clay for Kids. We welcomed Cindy House for the puppet shows and Safely on the Board activity. We hosted Park Rangers to give information to our kids about safety in wildlife. We joined the science fair in Nebula Academy and made the presentation with our kids to the parents and other students. We joined the bake sale by selling pop-corn, hand-made slime, bakery with the children. At the end of the bake sale, we donate the money to the children's hospital. In spring and summertime, our school brought a petting zoo and bouncy castle to our playground. Moreover, we organized family workshops that consisted of 3 sessions. We made field trips to Telus science world, Tree House, Valley Zoo, and Safeway as outdoor activities.

Furthermore, our parents and volunteers from society can join us in the classroom. They were reading a story with children, baking cookies, making fruit salad, or art activities. Social gathering events will give children the opportunity to showcase what they learn. Also, children will have access to use the cultural center of the community.

That's how we taught our children to be citizens and active participants in society until now. After that, as Nebula Academy Daycare, we are planning to continue cooperating with community resources under the light of Flight's statement about community "Citizenship begins with the notion of active participation and engagement in local and global communities. Children have the right to participate in their early childhood communities and to be valued and respected for who they are and what they bring to the community." (2014, pp 30)

- **Nature and Scope of Parental Involvement**

Our policy is having an open relationship with parents. Since 2014, our parents have been part of our program voluntarily. Our parents came to our classroom to read stories with kids, help us indoor and outdoor field trips, make bake sales etc.

However, this year they are not allowed to enter our classroom because of COVID 19. We are still trying to keep in touch with parents by sharing our activities through the Class Dojo application. Also, we put a feedback and suggestion booklet besides our sign-in sheet for parents to encourage them to share their ideas, suggestions and comments with us. We are facing some struggles to keep communicating with all parents, but still we are doing our best in COVID 19 situation.

ADMISSIONS

Fees and Funding

Daycare fees are due on the First Day of each month, payable on or before the first working day of each month. This comes without exception unless prior arrangements have been made with the Director.

Childcare fees are paid monthly by MasterCard, Visa, or Direct Debit system that has been pre-arranged by the office at the time of enrolment. Fees are charged prior to the 7th of each month. Families can request a statement of their balance at any time.

A) Fees:

12-18 months old is **(half day \$500, full day \$850)**

19 months-3 years old is **(half day \$400, full day \$750)**

3 years-5 years old is **(half day \$400, full day \$750)**

Out of School **(only morning \$150, only afternoon \$650)**

Any extra activities such as field trips are not included in the regular monthly childcare fees. Parents will be required to pay these associated fees in addition to the monthly fee.

B) Subsidy:

A program called Child Care Subsidy assists parents to pay childcare costs. You may qualify for subsidies if you are working, attending school, looking for work or have special needs (child/parent). You will not qualify if you are on social assistance while

looking for work. If you feel that you may qualify for subsidy, you are required to complete a daycare subsidy form as soon as you obtain a childcare space. You can also apply on-line at [Child Care Digital Service \(alberta.ca\)](http://Child Care Digital Service (alberta.ca)). Once you have applied you will know immediately if you are eligible for subsidy and the amount you will receive. You will then have two months to submit all documents required to extend your subsidy. You must hand in to Nebula Academy Office a printed computer copy of your acceptance of subsidy.

C) Parent Portion

The parent portion of the fee is the total fee, minus the amount you receive from subsidy. If you receive funding from support for independence (welfare), please give your social worker's name, phone number, and office location to the Nebula Academy Office. We will give you a letter to hand in to your social worker in order to arrange payments directly to the center; the director will also contact the social worker. If you are paying the parent portion yourself, these monthly fees are payable to the Nebula Academy Office on or before the first working day of the month.

HOURS OF OPERATION:

Our hours of operation are Monday to Friday, 8:00 am to 5:00 pm.

Out of School Care Hours:

Morning hours **8:00am to 8:50am**

After school hours for kindergarten **12:00pm to 3:30 pm. (Thursday 3:00pm)**

After school hours 3:30pm to 5:00pm **(Thursday 3:00 pm to 5:00pm)**

Daycare hours:

8:00am to 5:00pm

We will be closed on all Statutory Holidays, board approval days, and other designated days. We will also be closed for the Christmas and New Year's Holiday, stretching to a period of one week. for 10 days.

ADMISSION POLICY

Admission Policy Admission is open to children 12 month to 12 years old, whose individual needs and family needs can be met through our program. The children, space and staff ratio are always according to the guidelines set by the government. A registration form is to be completed and returned along with the \$100 non-refundable registration fee at least one month prior to start date unless otherwise stated by the office. The form will ask about basic background information of the child including medical and contact information. Any changes to address, contact phone numbers, emergency arrangements, family status, allergies or medical problems must be notified with the office and daycare promptly. It is very important to us that you hand in a One-Month Written Notice when you withdraw your child from the centre. We also reserve the right to refuse care of your child. This includes any reason the Director and or license holder deems necessary. This could either be late fees, not meeting your child's needs, staff abuse by family, illness, etc. In such a case, you will be given a termination notice from the Center.

CUSTODY POLICY

We try to avoid involvement in access disputes of children, but if it does happen, we uphold the protection and best interests of the child first. Access disputes between parents or other family members may be complicated by the fact that legal custody has not yet been decided by the court or formal agreement such as a consent order.

The following guidelines will be applied regarding whether or not to release the child:

- If you have any custody and access arrangements by way of consent or court order we request a copy for your child's records. However, it is not daycare responsibility to interpret, determine and enforce these orders.
- If the child's mother or father that is listed on the registration form and/or that we have met comes to pick up their child, we will release that child to that parent. This will include anyone listed on the authorized pick up list on your child's registration.
- If you have sole custody and can provide a document that clearly defines the non-custodial parent's access we will not release the child. Should the situation arise when a non-custodial parent comes to pick up a child, we will ask for

supporting documentation for access and contact the sole custodial parent and the Edmonton Police if necessary. In these circumstances, it is very important to have regular communication with your child's teacher and with the director.

ARRIVAL AND DEPARTURE

Making arrival and departure a happy time for the child helps to set the mood for his/her day. Try to allow enough time and not rush your child or yourself.

- **On Arrival:** Please bring your child into the entrance of the daycare and make sure the teachers are aware of your child's presence. A parent must also sign his/her child in on a daily basis. Please don't leave the center without saying goodbye to your child. Our educators help you to say goodbye to your child.
- **Attendance:** Please contact us before 10:00 a.m. if you plan to be late or will be delayed. If the child is not attending daycare for the day, or for a number of days, we require a phone call to the office so we can adjust staffing ratios. If you have not notified us of absences and we cannot reach you for more than two weeks, we will consider your child withdrawn from the center.
- **On Departure:** Please make sure the teachers are made aware that the child is leaving the center. A parent must sign his/her child out on a daily basis. Also, a signature is required at the end of each month to verify your child's hours.
- **Late Pick Up:** (*Late Fees*)

The late fee schedule is as follows:

- After 5 p.m. the fee for the **first** time is \$1.00 per minute until 5:30 p.m. (maximum charge: \$30.)
- The fee for the third time's \$3.00 per minute until 5:30 p.m..
- If late six times in any seven-week period the family will get a last reminder and the family will be removed from the centre.
- At 5:30 p.m., if we have not heard from you, we will contact your child's emergency contact person.

Staff on duty will complete a late fee payment form, which is to be signed by the parent/guardian. By signing the form the parent/guardian acknowledges that they are late and agrees to the amount due. The fee is payable to the staff member(s) on duty. This policy will be reviewed with all staff annually and the staff will sign to demonstrate they have read and understood the policy

DROP OFF & PICK UP POLICY

All Parents/Guardian are required to Sign In/Out the children everyday & mark their signature on the form at the end of the month. Remember to Sign In when you arrive, and please make sure to hand in your child to the staff. Upon departure, remember to Sign the child out.

All children must be dropped off by 10 a.m. and picked up by 5 p.m. It is important to make personal contact with a staff member. Remember to close the room upon drop-off & pick up times. Only designated pick-up person(s) on file will be allowed to take a child from daycare. Any change/s to the designated pick-up person (s) on file must be submitted in writing. We will NOT release your child to unauthorized persons.

*Note: Even with Authority, if we are unfamiliar with the person picking up your child from daycare, **picture identification will be requested.** A phone call will be requested as well. A phone call is made if the childcare provider is still in doubt.*

Nebula Academy Daycare has no legal Authority to refuse the Release of a child to either parent except in the case of a legally served court order. A copy of a Signed court order stating custodial assignment must be in a child file to refuse release to a parent. Any Additional information or question regarding these and related matters should be discussed with the director.

Releasing Children from Nebula Academy Daycare

Children are released from the center only to their parents. If you wish to have someone else pick up your child, we require written permission, or inform the main teacher of the full name. **When that designated person comes, we shall require a photo id for identification before releasing the child.** The same shall apply if you are unexpectedly delayed. The phone call made to the Nebula Academy office will serve as the official release. Your child will not be released unless these conditions are met.

Withdrawals

We require a written notice, one month in advance; or a one full month's fee is required if your child is leaving the center.

FOIP POLICY

All information provided on your child's registration form and during your enrollment will be confidential and shared in accordance with the Alberta Government daycare licensing requirements and accreditation policies.

ADMINISTRATIVE POLICIES AND PROCEDURE

CHILD GUIDANCE POLICY

Nebula Academy Junior Kindergarten Daycare believes that children should be cared for in a setting that uses positive reinforcement and guidance in accordance with Alberta Early Learning and Child Care Act under Child Guidance Section, rather than punishment, when behavior exceeds the acceptable.

On a daily basis, staff will use the "calming down techniques", which start with taking the child in a quiet and comfortable place where you won't be disturbed. Then, take a couple of minutes to focus on your breathing, close your eyes, become aware of any tension in your body, and let that tension go with each out-breath. Imagine a place when you can feel calm, peaceful and safe. After that we talked with children about the unwanted behavior and consequences. These techniques help us to teach children at an early age to understand how their actions might have consequences to themselves, others and their surrounding environment. We are expecting these techniques to teach the children empathy and acceptance of others that are different from themselves.

Children will be given clear and definite limits, in a positive way, to ensure their safety, the safety of others and the safety of our surrounding environment.

If a child's behavior frequently puts the child or others at risk, the staff will document the behavior and then arrange a meeting with the parents. At this time, we will work together to establish a consistent set of guidance, techniques to help the child change their behavior.

Children will be offered many opportunities to make choices throughout the day and to become aware of the consequences of their choices.

The 3 R's

1. Reinforce Positives
2. Redirect negative behavior
3. Remove a child from the situation

Guiding the Behavior of Three, Four, Five and Six-year olds

1. Room planning that minimizes traffic and discourages running is a must.
2. This age group's curiosity levels are increasing so we prepare and put out interesting activities in all centers, with each child's current level of achievement, interest, ability and needs in mind.
3. Establishment of a routine is still necessary, alternating quiet and active activities.
4. Close parental relationship is all the more encouraged as the child is growing.
5. Consistent guidance and reminder to children about usage of materials and equipment is recommended for their age to help their awareness about their physical limits and body functions.
6. We will encourage behavior we want with words of praise.
7. As well, we set clear limits and are consistent in our ways.
8. We focus on what the child can do, instead of what he/she cannot do.
9. If any undesirable behavior occurs, we will redirect the child to another activity as an opportunity to change that behavior. Staff members always explain in a language the child understands.
10. If however, the child continues to perform the undesirable behavior, we shall give the logical consequences of his actions. We apply problem-solving approaches that encourage self-control, a sense of responsibility and recognition of the needs of others.
11. Aggression, fighting, hitting will be intervened and stopped immediately. The staff is trained to teach and help them solve the problem without hitting or any harmful physical contact. As well, active listening is practiced to acknowledge feelings.

12. If any child loses control of his emotions and throws a temper tantrum, our priority will be to ensure his/her safety and deal with the situation once they have calmed down or let go of their negative behavior.

Inclusion and Diversity

Currently, we are fortunate to have children of various cultural backgrounds from around the world. That is why cultural heritage is integral to the program planning of our staff members. Before COVID 19 restrictions, the children were free to bring some cultural toys or any items for days when there is a show and tell. We encourage parents and families to always share with us their traditional celebrations and special occasions. In this way, everyone can take part in the activity and a way to ensure that our materials and toys are culturally diverse. Please note however, that we are not responsible for the loss or damage of these items, so please consider this when choosing items to bring.

HEALTH AND SAFETY

NUTRITION POLICY

Children are encouraged to eat healthy food. We don't provide food for children. We ask parents to provide the meal for their child/ren. We are a **nut-free** childcare center. We have the morning snack time between 10:00 am to 10:30 am. An afternoon snack time is between 3:00 to 3:15 pm while lunch time is at 12:00 pm.

BIRTHDAYS POLICY

Birthdays are special to children. Every child's birthday is celebrated during our school year. If you wish to have a birthday party for your child, please arrange this outside of preschool class times. Parents are welcome to bring a special snack for their child to share at school. We suggest muffins, cupcakes or cookies. Please do not bring cakes or cupcakes with icing. Keep in mind that we are a peanut-free daycare. We will plan to celebrate in our center. On this day, your child will visit the birthday box to pick a toy and the class will sing Happy Birthday.

All healthy food items must arrive unopened as packaged by the manufacturer or it will not be accepted. **Remember**, if you would like to celebrate with your child's birthday at school please,

Bring In Really Tasty Healthy Delicious Appetizing Yummy Snacks!

Birthday treat suggestions Goodie Bag Suggestions

- Fruit popsicles
- Fruit cups
- Yogurt
- Rice Cakes
- Fruit Muffins
- Fresh Fruit
- Hand Snacks
- Stickers
- Markers/Crayons
- Books
- Chalk
- Bubbles
- Coloring Books
- Puzzles

USE OF PESTICIDES POLICY

We are always informed of the current pesticide use by the City of Edmonton. Likewise, we do not use any pesticides in the center unless absolutely necessary. When this happens, it will be done in a very safe manner that will not endanger the children's health and safety. It will be conducted after daycare hours, and we follow the city's recommendation of avoidance from 48 hours to 72 hours. As well, we restrict the use of aerosol sprays or products in the children's playrooms while children are in attendance.

Appropriate Clothes

Our center is an active and busy place. Your child may be involved in messy play activities. We ask that you dress your child in play clothes. Please, label and bring at least one extra pair of underwear, pants, shirt and socks for your child.

Outdoor play

We are fortunate to have one big playground area outside the center. The children will play outside at least once a day, weather permitting. The children remain indoors between 12:00 p.m.-2:00 p.m. during hot sunny days.

To help make their outdoor play more enjoyable, we ask that:

- Please, apply sunscreen to your child/ren every morning in summer time.
- The children come with appropriate outdoor clothes. (Ex. hat, mitts, and warm jackets for cold weather, etc.)

If we feel the need to cancel outdoor play due to weather conditions, our staff members are instructed to write down the temperature figures to justify cancellation of the outdoor play. Currently, we do not go out if the temperature is at -18 Celsius or below, including the wind chill factor.

Please remove the drawstrings from their jacket hoods. We want to avoid having these getting caught when they are using the playground equipment. Also, please label all clothing items as children do have similar belongings.

Playground Guidelines

Children are wearing their outside shoes when in the playground. The staff members are instructed to change the footwear of the children as they go out. During the summer months, we do not allow flip flops as this may cause tripping. We do not tolerate foul language, swearing and name calling from the children. Any child that displays this unpleasant behavior will be kindly warned by staff , and the parent notified about the child behavior.

Playground Safety

We have a playgrounds located Entrance of the center. The play structures comply with CSA standards, are free of toxic plants and cushioned by sand all over. Our staff members always conduct a safety inspection before children are allowed to get inside the playground. We remove any broken toys, garbage and other hazards.

Indoor Play Safety

In our daycare center, we make sure that playtime is fun and full of learning experiences. In doing so, we are taking steps to ensure that everyone is safe and that the room is free of what poses a risk or danger to children.

We have smooth floors and non-skid surfaces. When we have rugs, we choose the skid-proof rugs. All toy shelves and bins are within eye level and easy reach for children. Toys are not stacked on top of each other. The toys are stored in bins. All toys are disinfected and sanitized daily, Rugs are disinfected daily with a steam cleaner.

Our room is wide, clear and arranged so as not to create “runways” for children. All electrical outlets have safety covers, the fridge and teacher cabinets are located out of reach from children. Any spilled liquid is immediately wiped and cleaned. Regular

lighting is bright enough for good visibility in each room. Commercial art materials are stored in their original containers out of children's reach.

As well, our staff members are located as they can see the areas used by the children.

NAP TIME POLICY

We feel that napping is both an important and necessary part of our infants daily schedule. We offer flexibility on the lengths and times of infant naps but it is our goal to have all infants napping from 12:30-2:30 p.m to help with their transition to your toddler room. We do offer naps to infants throughout their day as their schedule deems, but strive to adjust them to this schedule during their stay in the baby room.

All staff at Nebula Academy Daycare feels that Toddler hood is a very exciting, busy and sometimes stressful time in children's lives. We feel that to help all toddlers get the most of their time here with us they need to have a scheduled rest time. Our toddler groups rest from **12:30-2:30 each day**. Children in our toddler room do not have to sleep but do have to lie quietly on their beds for this period. Staff are not able to "keep toddlers awake" during this time and therefore most children do fall asleep during this period. If children do wake independently during this time, or do not end up falling asleep after 30 minutes of resting, we will provide quiet activities for them on their beds. Please note we will not wake a sleeping toddler until 2:30.

Handwashing

Handwashing is very important and effective in the prevention of spreading illness. The staff has songs and activities to teach children the proper handwashing procedures. The children know that they are to wash their hands during : entering the classroom, before and after eating, after using the bathroom, after sand and water play, and messy art activities.

In addition, the staff knows he/she must wash hands after wiping noses. Handwashing is required as well before and after handling of food, giving medications and assisting children with toileting.

The staff also knows to perform proper handwashing after any contact with potentially infectious materials such as nasal discharge especially bleeding, vomit, feces, wounds, infected eyes and after contact with animals.

Cleaning and Disinfecting

We have very good, systematic and effective policies regarding the cleanliness of the center and disinfecting of all toys and equipment. We use a solution that is 5ml bleach into 1 lt water.

The next pages will show you the utmost care that we take to ensure the safety and prevention of illness to children in the center.

Toy Safety:

1. Our toys are smooth, non-absorbent and easily cleanable.
2. All toys used in the facility are examined before and after use for safe construction, small parts, breaks and cleanliness.
3. Bringing toys from a child's home are discouraged because of COVID 19 restrictions.
4. Books that cannot be cleaned are stored in a dry area.

Recommended Arts and Crafts Products:

1. Only non-toxic arts and crafts products are used in child care facilities. The products should bear at least one of the following labels:
 - CP (Certified Product) Seal. AP (Approved Product) Seal.
 - Health Label (Non-Toxic) Seal of the Art & Creative Materials Institute, Inc.
 - Crayons should have "non-toxic" on the label.
 - Products bearing the CL (Cautionary Label) or
 - Health Label (Caution Required) – may be used with supervision.

Face Painting:

1. Only products designed for use on the body can be used for body art and face painting.
2. Crayola crayons, Sharpie markers and any other products not designed for skin contact SHOULD NOT be used for face painting.
3. We consult the Environmental Health Officer or Health Canada for more information.

Leaves:

1. We avoid using leaves that may have chemicals from insecticide spraying on them.

2. We visually inspect the leaves for insects and larvae. These may still reside on the leaves, especially if the leaves are still soft and moist.
3. We are aware that bacteria, molds, dust and mites on the leaves may cause respiratory problems for children with allergies.

Scissors:

1. We use safety scissors that can cut paper, cardboard and stiff plastic, but cannot cut hair, clothing or fingers.
2. Toddlers are especially given blunt-edged, colorful scissors but are still useful in cutting through recycled papers or construction papers. .

Styrofoam:

1. Care is taken in the use of Styrofoam. We are aware that young children may choke on small parts if swallowed.

Toilet Paper or Paper Towel Rolls:

1. Use is acceptable if not wet.

As a precaution:

1. We throw out costume jewellery that may contain lead.
2. We throw out costume jewellery that is peeling or broken.
3. We do not give children adult jewellery to wear or play with, it may contain lead.
4. We do not allow children to suck or chew on any jewellery.

General Recommendations for Playdough:

1. Playdough is not used during a diarrhea or vomiting outbreak in child care facilities.
2. Children wash their hands before and after handling playdough.
3. Toys used in conjunction with playdough are cleaned and disinfected after the play activity.

Home-made playdough must:

1. Contain salt to prevent the growth of bacteria (the salt acts as a preservative and to discourage children from eating playdough).
2. Be stored in sealable containers (zipper style plastic bags or clean yogurt type containers with lid) and labeled, and
3. Discarded after 2 week

Water Play Tables Guidelines:

1. Water tables are not used during a diarrhea or vomiting outbreak in child care facilities (see “detecting and reporting outbreaks” section).
2. Children wash their hands before and after using the water play table.
3. The water tables have a drain and no connection to the water and sewage system if it is too large to be emptied manually.

Sand Table Play Guidelines:

1. Sand tables are not used during a diarrhea or vomiting outbreak.
2. Children wash their hands before and after using the sand table.
3. Spilled sand is swept and thrown away. They are never put back into the sand table.
4. Staff members are strictly supervising children during playtime to ensure sand is not thrown towards each other, especially on the face of clothes pockets.

Safety Inspections

The staff member tasked to open the daycare completes the indoor and outdoor safety inspection prior to opening it for the day at 8:50 a.m. All safety concerns are reported to the Director and documented in the staff handbook and corresponding checklist. Any toy or equipment removed from a homeroom is reported to the director as well.

HEAD LICE POLICY

In case of a head lice breakout, we immediately notify health authorities so they can come and support us in eradicating and preventing the problem. Each staff member knows how to screen each child everyday for signs of any head lice. If we find any on your child, we shall contact you to pick your child from the centre. If you also find any on your child, please notify us so the problem can be rectified without making it worse.

We ask that you treat the head lice problem, including the nits, before your child can resume attending the center. When your child comes back, we shall make another screening to ensure that all nits are eliminated (this is because facts show that treatment of the head lice kills only 80% of the nits. That means you must make a thorough check of your child’s hair and remove any spotted nit). There is a second treatment to follow after the first one and you must apply this. We shall then request the confirmation after 7 days. As well, we ask that you complete any additional treatment to prevent re-infestation.

MEDICAL EMERGENCY

In case of a medical emergency, the parent or emergency contact person will be contacted immediately. If neither is available, the child will be taken to the nearest medical facility depending on the nature of their injury, either Royal Alexander Hospital (10240 Kingsway Ave) or to the Ideal Medical Centre (12147 82 St NW). A staff member or director will escort the child and is tasked to contact the parent or the emergency contact person if the situation calls for a procedure requiring parental consent. If the child requires an ambulance, it will be at the cost of the parent.

ACCIDENT and ILLNESS

Upon enrollment of the child, parents are asked to fill out a medical history portion that asks for the medical status of the child, up-to-date immunization records, health care card number, and any known allergies or medical conditions.

Any child who has fever, diarrhea, vomiting, undiagnosed rash/skin condition, obviously infected discharge, lethargy and irritability, persistent pain, cough and communicable diseases as listed in Schedule 1 to the Communicable Disease Regulation (AR 238/85) should be kept at home. If the child has a fever, diarrhea or vomiting, please keep your child at home for 24 hours after all symptoms are gone without the aid of Advil, Tylenol or other fever-reducing medication.

The situation is different with the COVID 19 precautions. In accordance with the Covid-19 Alberta Health, no child or staff should be onsite with any of the noted symptoms (fever, dry cough, stomachache, headaches, or sore throat) including a runny nose.

For all children with a cough, they are required to be isolated for 10 days from onset of symptoms OR receive a Negative COVID-19 test and feel better before returning to school.

For children with just a runny nose, the child is required to stay home and monitored for 24 hours. If their symptoms improve, they can return to school. However, if the runny nose does not improve, then testing is recommended.

MEDICATION POLICY

- Medication is not to be left in a child's bag or locker. It is to be given to staff members directly.
- We are not allowed to administer outdated medicine, medication with another person's name on it, or more than the prescribed dosage unless with Doctor's permission.
- Medicine is to be in the original container listing the child's name, dosage, time to be given, name of medication, name of prescribing doctor and name of pharmacy.
- Patent medicating will only be given for 3 days, if it is more; a Doctor's approval is required.
- All medicine must be properly signed in on the medication form in order to be dispensed. Failure to properly sign in medicine will force the staff NOT to dispense medicine to your child.
- Please write your child's name, prescription name and number, dosage, time to be given, and your signature on the medication form each day.
- Parents are required to provide information in writing to the centre about when medications and herbal remedies were given to the child prior to arriving at the centre.
- Parents are required to take medication and herbal remedies to the family home after the authorized period has ended. As well, the staff is required to return it to the parents after the authorized period has ended.
- The staff will observe children carefully for 15 minutes for allergic reactions after receiving medication or herbal remedies.
- Parental consent for administration of medication is stored in the portable record binder. All staff can reach easily when they need to.
- All staff members are informed which (if any) children use emergency medications, where the medications are stored, and how to administer them if necessary.
- We Ensure that staff/providers responsible for a child who requires health care (additional to giving medication) are trained in the proper method of administering

the type of health care required by the child and this is documented in the staff's and child's files.

A guideline to follow in determining in bringing your child to the center:

If they are unable to participate in a group or if they require one on one, they should not be in our care. If you have any questions regarding these policies feel free to ask us. It's better to know before the situation arises.

Accident Report

Parents will be required to sign an accident report whenever children receive First Aid treatment at the center. The staff member prepares the report as soon as the First Aid is administered and the child is comforted. We do not see every injury that a child receives, especially when a child does nothing to draw our attention to the injury. If you have concerns, please feel free to bring them to our attention.

These reports will be kept on file for up to one year. Please note that every staff member is required to check any type of marking like a bruise, cut or discoloration on every child's skin upon arrival. The main teacher shall deal with this in a professional, friendly and non-accusing manner. If we find any, we shall ask the parent about it so we are properly informed and we can administer treatment should it require any. If however, the mark is noticed after the parent has left; the staff member shall ask another staff member for awareness purposes, thereby providing a witness. Accident reports are also used in the following circumstances:

- Any type of negative encounter with a parent;
- Any type of serious negative behavior by a child;
- If a child has bitten and been bitten;
- A child has had to be put for a quiet time in order to calm down;
- A child has spoken about any type of pain that they feel on the body

Any critical incidents will be reported to the licensing officer the same day & in writing within 2 working days. This may include an emergency evacuation, program closure due to an emergency, 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 etc.

Illness

A) Exclusion from the Center Due to Illness

Your child should remain home if any one of the following occurs:

- The child's temperature is 38.5 C/ 101.3 F or greater
- The child is vomiting frequently
- The child has diarrhea
- The child has a communicable disease

B) Sudden Illness

Any child who becomes ill (one of the above occurs) at the center will be cared for as well as possible to ensure his/her comfort. You will then be called and advised to take your child home and to consult a Health Professional. If a child is sick with a contagious disease, the child will be kept in an available room separate from the other children. The child will be directly supervised by a primary staff or program director. Until the parent or guardian comes to pick up, in the meantime primary available extra staff or director can read a story, fix a puzzle or some other quiet and relaxing activity with the child.

C) Returning After an Illness

- The body temperature returns to normal.
- The vomiting and diarrhea has subsided for twenty-four hours.
- The child has been on a prescription medication for a minimum of twenty-four hours
- The contagious period for a communicable disease has passed.

OFF –SITE ACTIVITY AND EMERGENCY EVACUATION

The childcare facility is structured to provide a safe place for children to explore. However, other environments off-site aren't child friendly. We deem it important to make outing as safe as possible while allowing children to learn from their experiences in a variety of settings.

Because of COVID 19 restrictions, we are not able to do any off-site activities. However, you can find our off-site activity policy & procedures below;

- Nebula Academy daycare will notify parents in advance of all field trips requiring transportation and any other special arrangement necessary.
- A Parent or legal guardian will sign an informed consent form for all field trips requiring transportation and will be responsible for any fee. The consent form will include:
 - Where we will go
 - Date and time
 - How we will departure and arrive back to school
 - How we supervised the children
 - What we need for that trip
 - How they can reach the staff during the activity
- A well stocked first-aid kit along with the children's emergency contact number will be taken during the off-site activity.
- At least one staff person with a current first aid and CPR certification must accompany children on offsite activities.
- Field trips will be planned as part of the overall curriculum or children's interest and will provide learning opportunities through hands-on participation.
- Whenever possible the caregiver will visit the site ahead of time to determine the safety of location, what experiences the children may gain along with age-appropriateness and to plan the route of transportation.
- Additional staffing may be needed to provide adequate supervision and will be scheduled ahead of time for these off-site activities.
- Children will be counted before leaving the centre, during the field trip, and again at the time of departure for return to childcare to ensure that all children are accounted for.
- At least one staff member will have a cell phone in case of emergency on all off-site activities.
- A specific caregiver will be assigned to each group of children.
- A staff member will always accompany children to the public restroom.
- While on walking trips the caregiver will model pedestrian safety and teach the children to only cross at the corner, when traffic signals indicate it is safe, and only after looking left, right and left again.

- Caregivers will keep younger children together on walking trips with the aid of a travel rope (a knotted rope) that the children hold onto which is stretched between 2 caregivers while they walk.
- Children may also hold the hand of an adult or use other means that keep the child physically connected to an adult at all times.
- The staff member will explain the boundaries of the park or areas that are acceptable for play before play commences or activity site.
- The main teacher informs all children to always stay with their teacher and line friends all the time, and not to wander alone, away from the group.
- If a child has medication, the primary staff of group will be responsible to take and administer the medication as needed
- Children will all be given an identification plastic card holder or label to wear for field trips. This plastic card holder or label will include their name and phone number of parents as well as daycare and instructions on what to do if this child is found without an adult.
- All Children at Daycare will be taught what to do in case they become separated from the group:
 - Stay calm
 - Stay where you are
 - Don't wander

When the policy applies:

This policy is enforced anytime children are away from the property of the childcare program. Nebula Academy Daycare will cover policies, plans and procedures with all new staff during orientation training. They will sign that they have read, understood, and agreed to abide by the content of the policies.

During enrollment, this policy will be reviewed by the program director with the parent and have the parent sign that they have read, understood, and agreed to abide by the content of the policies.

EMERGENCY EVACUATION

An emergency evacuation happens during: program closure due to an emergency; an intruder on the premises; a child removed from daycare by a

person without parent/guardian consent; an injury requiring medical attention; and a lost child or left on premises after operating hours wherein it will be reported to a licensing officer within 24 hours.

Once a month, a surprise fire drill is conducted. The Child Care Practitioners have an established Evacuation and Fire Drill Procedure. This procedure is posted on the Parent Board for your review. At least once a year, an inspector from the City of Edmonton Fire Prevention Division checks that the drills are done on a monthly basis, ensures the correct procedures are followed, and that the staff is aware of their duties; including knowing that all electronics are functioning properly.

In the case of an emergency evacuation, we will immediately walk the children to the meeting place, which is in the outside playground. Once we have done the headcount, the director will then walk everybody to the relocation site, which is the Safeway located 8118 118 ave. Parents will be contacted as soon as possible.

EMERGENCY EVACUATION PROCESS

Upon the sounding of the alarm, all primary and support staff members are responsible for the children in their group. The school is equipped with fire alarms and chemical extinguishers. Emergency evacuation will be practiced monthly and posted on the bulletin board in the classroom. Staff members will be required to review the emergency evacuation procedure regularly. Fire drills will be practiced monthly to inform the children of the procedures. The procedures are as follows:

Fire Drill

- Staff will get a hold of the portable emergency file. Children will be gathered and follow the staff member to the nearest main double door and line up
- Staff members assist/volunteer will close all doors and windows and follow the children
- Staff will check that the number of students on the board are all accounted for during the line up at the double doors by doing a headcount
- Staff member will lead the children down the stairs to the exit double doors and anyone will follow in a single file
- Staff member will be guide children outside and line them up on the sidewalk near the playground located north of the school
- Staff member will take attendance

- Everyone will return to the building when permission is given

If it is unsafe to return to the school, class will assemble at Safeway located 8118 118 ave. Parents will be asked to pick up their children from this location. Staff members will contact the local child care office and report the incident and submit an Incident Report Form within two working days of the incident occurrence.

The daycare's evacuation procedures and relocation site are clearly posted on the wall next to the office in the daycare. This posting includes all relevant information pertaining to emergency procedures and relocation sites. A copy of the site plan showing emergency exits is attached.

Lock down Drill

- All doors will be locked.
- Staff get the phone/ cellphone with them
- All children will be moved to the washroom at the back of the Center - away from the windows,
where the children can be involved in quiet activities.
- Lights will be turned off.
- Authorities will be contacted - "911"
- This will remain in effect until notification from Police Department

PROGRAM DESCRIPTION

Staff Qualifications

Working with children in a group setting requires specialized skills and knowledge to ensure that programming and interactions are positive and challenging. All of the Child Care Practitioners at the center have been formally trained in Early Childhood Development from an accredited college. They have been certified by the Government of Alberta and have First Aid in Child Care Certificates as well as clear security checks.

There are 3 levels of staff certification: Level 1-Child Development Assistant; Level 2-Child Development Worker; Level 3-Child Development Supervisor. For every 4 staff members, a level 2 or higher is required to be on site during operational hours.

The program director has a level 3 or exemption and may or may not be counted in ratio on all day.

Program Planning

We are trying to follow program planning that is always based on the children's interest and is spread out on all the learning experiences. Naptime is dedicated to the staff members devoting effort to plan their ideas, activities and free play opportunities. This is also the period when they can write on the children's portfolios about prior or recent observations, organize the children's files and review the parents' communication notebook.

All staff members have one hour per week to meet and discuss program planning as a team.

Hiring Process

Our director interviews each of the staff one to one before they are hired. We have a 3 months probation period for each staff member. Before they begin to work, we ask all our staff and volunteers to provide;

- criminal record check with vulnerable sector which is dated not earlier than 6 months,
- intervention record check,
- minimum three reference letters from the non-relatives to check their professional backgrounds.
- A physician note that states the applicant is mentally and physically able to care for children.

The hiring process is non-discriminatory and encourages multiculturalism to address the diversity of children in the daycare.

Personnel Policy and Procedure

The director and daycare supervisor are responsible for the orientation of the staff members and introducing them to the children's families. Orientation is conducted on the first day of work to set the expectations right and begin a beneficial working relationship. They are given a Staff Handbook, as well as the Policy and Procedure

Manual. Each staff member is asked to sign a form stating that they read and understand all policies and procedures, sign the Confidentiality Agreement, Code of Conduct Agreement and the Code of Ethics Agreement.

Each staff member has a personal file, including evaluations conducted and observations by accredited government agencies for quality purposes.

Staff Confidentiality Policy

Staff members are not allowed to discuss with fellow staff members, spouses/friends or other families any of the following:

1. Issues involving any form of abuse, including that of a child at the center or of a staff member.
2. Accidents, whether inside or outside, involving children. All accidents are documented and reported to the director.
3. Private matters like payroll and position within the centre. All staff members come from various working experiences, training and background. Therefore, it is not possible for everyone to be on equal footing in terms of pay rate. This also includes any private discussions or agreements entered by the staff member with the director.
4. Children's behavior, especially with parents of other children. Only the parent of that specific child is to be informed of the behavior.

Staff/Child Ratio

We recognize that children need continuity and stability. Our Practitioners are responsible for the same group of children each day. To best meet the needs of the children in our care, we adhere to staff/child ratios at all times. There are also times when we exceed the requirements by having support staff or additional staff to help out.

The following is the staff/child ratio for each age group:

- 0-12 months = 1:3
- 13-18 months = 1:4
- 19-35 months = 1:6
- 36-54months = 1:8
- 54 months and up - 1:10

Development Each of the children in the center from all rooms (infant, toddlers and 3 to 5 yrs) has a portfolio containing their arts and crafts and progress report notebooks. These are always open for the parent or guardian to check and made available by the staff members.

Technology and TV policy

We have a computer and TV available for use only for teachers. Teachers can use it to support the project that children are working on that week/month. (Memorization surah, or only educational videos for kids)

Partnership With Families: (Work on together with supervisor)

What to Bring Checklist: Musts...

- ❑ 2 Extra sets of clothing including socks
- ❑ A Blanket/pillow
- ❑ Indoor shoes/Outdoor shoes
- ❑ 3 Kleenex Box
- ❑ Kids water bottle
- ❑ Enough food for your kids for 2 snack time 1 lunch time.
- ❑ A picture of your family

Note:

The term "parent" refers to the parent or legal guardian or the adult who assumes the parental role in the care of the child. As well, the term "Child Care Practitioner" refers to all adults who work in the field of child care including early childhood educators and family resource program personnel.

Thank you

We look forward to caring for your child and interacting with you on a regular basis. We are certainly aiming to provide you with positive experiences in life. Please feel free to approach any of us anytime in the center.



**NEBULA ACADEMY DAYCARE
PARENT HANDBOOK ACKNOWLEDGEMENT FORM
2021-2022**

Dear Parents, Please familiarize yourselves with the school policies detailed in the Parent Handbook posted on our website [Nebula Academy – Nebula Academy of Edmonton \(nebulafoundation.ca\)](http://Nebula Academy – Nebula Academy of Edmonton (nebulafoundation.ca))

Should you have any questions, concerns or remarks regarding school policies please feel free to contact us at 780 761 02 50. Otherwise, please sign and return this form to the office prior to the start of school.

Sincerely,
Nebula Academy Daycare

ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have read the Nebula Academy Daycare Parent Handbook. I agree to adhere to the policies and procedures set forth in the Parent Handbook.

Parent signature

Date