

Policy & Procedure Manual

Little Ladybug's Child Care Center

Where Children Discover the World

Contact:

Tanya Dalton

6036 Coburg Road

Halifax, NS

Phone: 492-1986

E-mail: littleladybugs@gmx.com

A Chinese/Canadian Childcare Program for Children 18mos - 5years

Little Ladybug's Child Care Center

This manual has been developed to provide you with information about the centre's policies and procedures. These policies and procedures describe the responsibilities and rights of staff and employment issues. The policies comply with the current Nova Scotia Labour Standards Code and Regulations and with the Day Care Act and Regulations of Nova Scotia. Please read and keep this manual for future reference.

The policies that are listed in this manual can be revised. Staff and Directors may make suggestions for changes. After reflection and discussion, the recommendations will be presented to staff for input. Final decisions and amendments rest with the Director. Policies and Procedures will be reviewed annually.

Our Philosophy

Children do not exist in isolation. They are a part of a family, community and a busy interactive world. The Ladybug learning Centre curriculum reflects the importance of the connections between all of these relationships with each other, their family, their culture, their community and the world around them.

Through active learning experiences that incorporate what the children are interested in, the children are encouraged to be the authors of their own learning. Through their play, they engage in self-discovery, problem solving and collaboration with their peers. As they explore the environment examining relationships between objects, actions and people, the children learn a variety of concepts that they will later apply to new situations and experiences. Children are adventurers and explorers, and as educators, we are guides assisting them in understanding and expanding their discoveries.

We also believe natural connections through play to Chinese language and traditions provide children with a sense of pride and understanding of Chinese culture giving them a foundation to move forward in a multi-cultural Canada and a global world.

Mission Statement

To provide families with a high quality alternative child care option, where Chinese and Canadian cultures are explored and celebrated.

Our Goals

For Families:

- To provide a loving, nurturing environment for their child that is an extension of their family unit.
- To provide access to resources and information about Chinese and Canadian cultures including values, language, and traditions.

For Children:

- To promote each child's healthy motor, cognitive, social-emotional, adaptive and communication development.
- To promote each child's understanding and pride in Chinese and Canadian cultural experiences and realize that children themselves produce culture as they design, make and contribute to the program.
- to provide an environment that is dynamic and responsive to each child's individual developmental needs and abilities.

Our Program

Little Ladybug's Child Care Center offers a full day program for children aged 18 months to 5 years. our maximum capacity is 28 children a day. Nutritious snacks and meals with a multicultural focus are provided.

Little Ladybug's Child Care Center uses a child-centered approach, where teachers pay close attention and respond to each child's interests, abilities and learning style. Using a variety of hands-on materials, learning is made fun and functional. The children have opportunities to explore a wide variety of activities and play materials, which promote their motor, cognitive, social-emotional, adaptive and communication development.

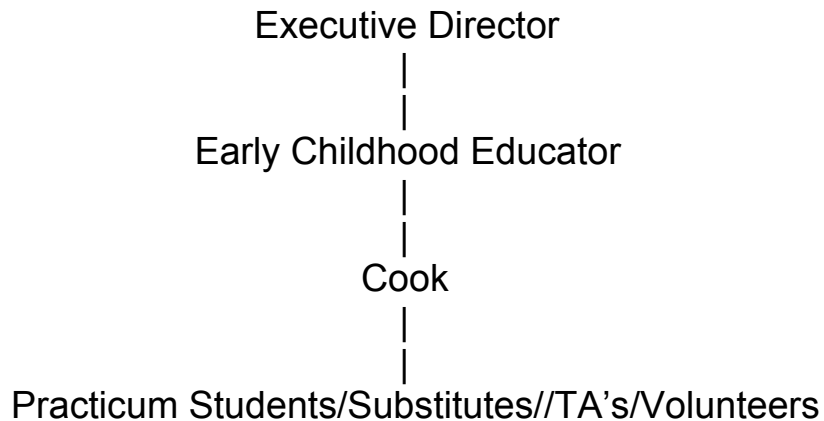
The curriculum is balanced between indoor and outdoor play activities, as well as a variety of individual, small group and large group activities.

The Children are introduced to the joy of two very different cultures throughout the day. English is the primary language used, but Mandarin is introduced in a natural way through storytelling, music, games poems and conversations. Our teachers use many language acquisitions techniques such as modeling and the use of real objects and pictures to enhance comprehension.

The children are also introduced to some of the values, traditions and the history of Chinese culture along with the introduction reflected in our diverse community.

Incidental teaching of Mandarin and Chinese culture will take place throughout the day through interactions and play. This allows the children to understand language and culture in meaningful contexts. Two group times within the day will also explore Mandarin and Chinese cultures through storytelling, music, dance, art and activities.

The Administrative Structure



Parent Advisory Committee

This committee is comprised of parent volunteers who are interested in offering support, ideas and guidance to the program. Parent input

will be sought regarding ways to expand and improve the program and parents will assist with fundraising efforts. The Parent Advisory Committee will form each year and will meet on a monthly basis or more if needed.

Personnel

The staff at Little Ladybug's Child Care Center consists of an Executive Director, Early Childhood Educators, Cook, as well as, substitutes and volunteers. There are two classes of Employees in the program.

1. Probationary - Less than three months of satisfactory service.
2. Permanent - More than three months of satisfactory service and whose position has been approved by the Executive Director.

All staff or volunteers who will have direct contact with the children in a child care setting MUST go through a check to determine they are not registered on the Child Abuse Register prior to commencement of their responsibilities. A criminal Record Check is also recommended.

Job Descriptions:

Executive Director

The Centre's Director is the owner and is the principle executor of the centre's policies concerning operations and programs. The Director is also responsible for the implementation, supervision, and coordination of all aspects of the operation of the centre in compliance with the Day Care Act.

Qualifications of the Executive Director - As per regulation 21A of the day Care Act and Regulations, the minimum requirement for the director is that S/he must have completed a training program in early childhood education or equivalent. A minimum of 3-5 years of experience working with children and families required. Administrative and Supervisory experience is also necessary. A current First Aid Certificate and course in infant CPR are also required.

Administration:

- Be accountable for the financial management of the centre, including revenue and expenses, payroll, records, bills, parent fees, bank deposits, statements, tax deductions on payments, grants, donations, petty cash, and subsidies.
- Develop and annual budget
- Collect subsidy and parent fees
- Maintain accurate attendance records
- Organize and attend parent Advisory Committee Meetings and provide regular updates on program and centre activities.
- Purchase supplies and equipment as needed
- Assist with appropriate officials in meeting annual licensing requirements.
- Ensure comprehensive insurance coverage for the centre
- Establish and maintain Children and Staff's confidential records
- Monitor availability of child care spaces and waiting list, and admissions, to maintain the maximum enrollment of children
- Post all required and relevant information for parents, staff and visitors
- maintain updated inventory records of supplies and equipment
- respond to and distribute mail and other correspondence as needed
- Establish open door policy for communication with staff and parents

Staff Relations:

- Keep staff updated on policies, procedures, changed, admissions, current field of research and ideas through regular staff meetings and communications.
- Responsible for interviewing, hiring, orientations, disciplining, and dismissal of staff.
- Plan and arrange training workshops for staff development
- Review and update job descriptions
- Support and supervise staff and ensure staff follow duties set by the job descriptions
- Complete annual staff evaluations
- Ensure sufficient staffing at all times, and maintain current substitute list.

Public Relations:

- Interview potential clients and register children
- Address parent complaints/concerns/comments
- Provide parents with information on program activities and changes
- Update Parent Policy Manual and publicity materials
- Act as a liaison between centre and community
- be knowledgeable about relevant community resources
- facilitate student teaching programs in cooperation with local educational institutions

Health and Safety:

- Ensure delivery of medical procedures and medications as required
- maintain a healthy and safe environment, ensure centre's compliance with fire, safety and health regulations
- Maintain updated medical information on staff and children.
- Complete menu planning in consultation with a public health nutritionist and prepare daily meals
- Ordering and purchasing of groceries and cleaning supplies
- Maintaining open communication between staff regarding food allergies and nutritional needs of the children

Program:

- Carry out annual program reviews and recommendations
- Assume teacher responsibilities for periods of time when necessary
- Ensure that progress reports on children are written semi-annually, and distributed to parents
- Keep up-to-date on issues relating to program design and delivery

Early Childhood Educator

The permanent, full-time teaching staff are responsible for the daily care, instruction and supervision of the children at the centre, under direct supervision of the Executive Director. Educators are responsible for the daily planning, implementation and evaluation of the program activities.

Qualifications of the Early Childhood Educator - The teacher employed at Little Ladybug's Child Care Center must have completed a training program in early childhood education, or its equivalent, as

outlined in section 21A of the day Care Act and Regulations. Successful work experience in the field of early childhood education and the necessary personal qualifications, such as the ability to relate warmly to children, strong interpersonal skills, patience, dependability, flexibility, and physical stamina, are also required. All staff are screened through the Child Abuse Registry and have a criminal record check done.

Program responsibilities:

- In collaboration with the Executive Director, plan and implement daily balance of creative and resourceful active/quiet, indoor/outdoor/ individual/group developmentally appropriate activities that will foster the holistic development of each child.
- Keep updated on new program ideas and activities using resources
- Maintain resource files/library for personal use and use by team for planning purposes
- Maintain updated supply list for the classroom
- Organize space, equipment and materials as needed, for activities, and in compliance with the Day Care Act and Regulations, and centre policies
- Plan and implement activities, which stimulate creativity, learning, curiosity, exploration, community and multicultural awareness, and adaptive skills
- Plan, implement and evaluate Individual Program Plans and progress reports as needed
- participate in case conferences relating to IPP's with parents, specialists, and Director
- Comply with all centre policies and procedures, philosophy and mission statement.
- Establish and follow daily schedule for children

Interpersonal Relations:

- Welcome families and integrate each child into group activities upon arrival
- Maintain open communication and share ongoing information regarding concerns/comments about a child's program with parents, staff, specialists and director as needed and respecting confidentiality policies
- Notify Director of program needs

- Supervise teacher's assistants, substitutes, Practicum students and volunteers
- Use Appropriate language with children, and refrain from yelling, swearing, and using threats

Professionalism:

- Be knowledgeable about and comply with the Day Care Act and Regulations, and centre policies
- Dress Appropriately at all times while employed at the centre
- Attend regular staff meetings
- Maintain confidentiality of information relating to children, families, staff, and the Director
- Make and accept personal calls only on breaks (Except in cases of emergency)
- Each staff member is required to participate in professional development - a minimum of 6 hours of relevant workshops, lectures or training. Staff must request approval of the Director to receive remuneration for training.

Health and Safety:

- Maintain current First Aid
- Comply with policy and responsibilities outlines in the Health and Safety Policy
- Performs light household duties and simple repairs as required
- Implement monthly evacuation procedure for fire and other hazard procedures, and perform duties as outlines in the emergency plan
- Assist in maintaining readily accessible current list of emergency contacts and phone numbers for children and staff
- Monitor and replenish First Aid supplies when used
- Report accidents and injuries to Director and Parent of the child and complete injury report
- Change children's wet or soiled clothing when necessary
- Report incidents of suspected child abuse as outlines in the centre's provincial policies and procedures
- Release children only to authorized individuals

Cook

The permanent, part-time cook is responsible for providing nutritionally appropriate meals and snacks for children aged 18 months to 5 years. Other responsibilities include menu planning, purchasing, food preparation and service. The cook must have a food safe handling course, First aid and CPR, criminal record check and will be screened through the Child Abuse Registry.

Program responsibilities:

- Prepare and cook main lunch meal and prepare 2 daily snacks.
- Able to cook both western and Chinese dishes
- Prepare separate dishes for children with food allergies and sensitivities.
- Clean and sanitize kitchen and work areas
- Wash dishes
- Maintain inventory and records of food, supplies and equipment
- Manage kitchen operations
- Able to work with minimum supervision
- Keep records of menu changes
- Ensure the quality of food and determine size of food proportions
- Shop and prepare a list for menu items once a week.

Teachers Assistants and Substitutes

Are employed at Little Ladybug's Child Care Center depending on the needs of the classrooms. Positions may be part-time or full-time permanent or temporary. All staff are screened through the Child Abuse Registry.

Qualifications - It is recommended that teacher's assistants and substitutes have completed training in Early Childhood Education and/or Special Needs, and previous successful field experience. Other required skills and attributes are similar to those required for all teaching staff. The teacher's assistants and substitutes are responsible to the permanent teaching staff and to the Executive Director.

Responsibilities:

- Offer support to the teaching staff as required
- Offer input into the design and implementation or individualized routine-based program plans and program activities

- Assist in the classroom activities as required
- Assist with the supervision of the children, students, and volunteers at the centre
- Part-time teacher's assistants and all substitutes will be responsible for submitting a form to the director stating the date and hours worked for each shift worked for payroll purposes

Practicum Students

The teaching staff and the Director supervise practicum students. One teacher will assume the responsibility of Supervisor for a practicum student. Their institution and their personal goals while participating in the centre activities will determine duties of the student. Students will be expected to gradually assume more responsibility as the length of time at the centre increases. Students will follow the same guidelines for substitutes, with addition that they will never be left alone with the children. Practicum students are unpaid and are therefore not included in staff/child Ratios.

Volunteers

Volunteers are always welcome at Little Ladybug's Child Care Center to assist teachers in the classroom and on outings. They will work under the direction of the Director, and under the guidance of the staff. Requirements and responsibilities will vary with the situation. Volunteers will also be responsible for signing in and out of the volunteer binder, stating the date, classroom and hours worked for filing purposes. All volunteers are screened through the Child Abuse Registry

Staff Performance Evaluations

All staff will participate in the annual performance evaluation, based on job descriptions. The Executive Director will be responsible for the evaluation of staff. The Director will conduct Regular staff supervision in order to review staff performance throughout the year. Parents will be asked to complete anonymous questionnaires for the purposes of these evaluations.

Salaries

The Executive Director will review salaries annually. Salary levels are based on Education, qualifications, position and responsibilities, experience, and annual performance evaluation. Staff will be paid on a bi-weekly basis. The annual Salary increases for permanent staff will be based on basic salary adjustment set annually, on further staff development and training, and on performance evaluations. Salaries are kept confidential.

Hours of Operation

Little Ladybug's Child Care Center is open Monday to Friday from 7:30am to 5:30 pm. The centre does not close for winter storms, unless in the event that Public Transit Services are not running. Full-time staff will work Monday to Friday for a 8 paid hour day with a 1 hour unpaid break, totaling a 40 hour work week. Part-time teaching staff will work Monday to Friday, for a total of five paid hours a day, totaling 25 hours a week. for a total of five paid hours a day, totaling 25 hours a week. The part-time cook will work Monday to Friday for a 5.5 paid hour day, with a .5 hour unpaid break, totaling a 27.5 hour work week.

Shifts

Executive Director - 8am - 5pm
Full Time Staff - 7:30am - 4:30pm
Full Time Staff - 8:30am - 5:30pm
Full Time Staff - 8:30am - 5:30pm
Part Time Staff - 8am - 1pm
Part Time Staff - 12:30pm - 5:30pm
Cook - 9am - 3pm

Staff are responsible for the following duties when opening the centre

- Unlocking the doors at 7:30am
- Checking the heat to make sure it is warm enough
- Turning lights on in the centre

- Greeting the children and families as they arrive and signing them in and writing down any relevant information to pass onto other teachers

Staff are responsible for the following duties when closing the centre

- Signing children out when they leave at the end of the day
- Remains at the centre until all children have been picked up
- Allows only authorized persons to pick children up
- Check to ensure that all lights are off
- Ensure that all electrical appliances are turned off
- Classrooms are clean and tidy

Staff Children in the Program

Any staff that have children in Little Ladybug's Child Care Center are responsible for their teaching duties. If your child becomes sick at the Center, the other parent will have to come and pick the child up. If the teacher's child is already home sick, it is the responsibility of the teacher to make the necessary arrangements. Your child being home sick may be able to count as your vacation days, however it is the discretion of the Director to make this judgment.

Late Departure of Children

Parents who pick up their child after 5:30pm will be charged \$10.00 for every 15 minutes, or parts of that they are late. The money will be paid directly to the staff members who have stayed late with the child. For safety reasons, two staff members are to remain with the child.

Acceptance of Fees

Only the Executive Director will accept fee payments and fill out receipts. In the absence of the Executive Director, the Teacher in Charge will carry out the responsibility, in which a form will be filled out by the parent and signed by the parent and staff person to accompany the payment.

Injury Reports

Staff are required to complete an injury report form for any accident, that requires First-Aid treatment by the staff. It will be signed by the staff member who administered the treatment, and by the Director. It will be shown to the parent and signed by the parent and then placed in the child's file. Parents are to be informed of the injury at an appropriate time (depending on the extent of the injury), maintaining confidentiality of any concerned parties.

Emergency Medical Treatments

If a child requires emergency medical treatment, the child's parent/guardian/emergency contact will be notified immediately.

Once the parent/guardian/emergency contact arrives at Little Ladybug's Child Care Center, it is the parents responsibility to transport the child to receive emergency treatment.

If the child's condition is believed to be life threatening and if the parent/guardian and/or emergency contact cannot be reached immediately, a Ladybug Learning Centre staff member will accompany the child to the IWK Health Centre. An Ambulance will serve as the means of transportation.

If the Parent/guardian/emergency contact cannot be reached and the child's condition requires emergency medical treatment, but is NOT life threatening, a taxi may serve as the means of transportation for the child and the Little Ladybug's Child Care Center staff member.

The child's Emergency Card, containing medical information will be taken by the Little Ladybug's Child Care Center Staff member.

At the hospital, the child will receive treatment as soon as the parent arrives and gives consent for treatment. Hospital authorities have stated they will ONLY ADMINISTER EMERGENCY TREATMENT,

WITHOUT PARENTS PERMISSION, IF THE CHILD'S CONDITION IS LIFE THREATENING.

If it is NOT possible to reach the parent/guardian and/or emergency contact, attempts will be made to contact a relative.

Once treatment is administered, and if the child is able to leave the hospital, the child will return to Little Ladybug's Child Care Center with the staff member or leave with the parent/guardian/emergency contact. The child will only return to the centre if the parent/guardian/emergency contact could not be contacted.

Rules of Conduct

The following conduct is NOT acceptable for Employees of Little Ladybug's Child Care Center and will not be condoned. Offenses will result in discipline and may include suspension without pay or discharge.

- The willful neglect, physical or verbal abuse of a family or child
- Unauthorized use of centre equipment and/or supplies
- Neglect, willful abuse or destruction of centre property
- Misuse of confidential information pertaining to families and co-workers
- Insubordination
- Lack of attention to work on duties assigned
- Dishonesty and falsification of records
- Chronic tardiness or absence
- reporting for work while under the influence of or suffering from the effects of alcoholic beverages or illegal drugs or the use or consumption of the same while on duty
- Using leave for purposes other than reason granted
- Violations of any Centre policies in place

Discipline Procedures

The Centre endorses the concept of corrective discipline which has as its objective to encourage and guide employees to correct

unsatisfactory performance with the termination as a last resort. The following are the requirements of discipline.

- The standard of performance must be reasonable and must be known to the employee concerned and the employee must have good reason to expect disciplinary action if the standard is not met
- The standard must be objectively and consistently enforced
- There must be proof that the employee did not meet the standard
- Corrective action should take place as soon after the incident as possible while respecting the employees privacy
- the employee must be told that their performance is not acceptable and does not achieve the appropriate standard
- Before a consequence is administered, the employee must be provided with an opportunity to offer an explanation
- The consequence must take into account the seriousness of the incident, the employee's performance record and the employee's explanation
- The levels of discipline available in order of seriousness are oral warning, written warning, suspension without pay and termination
- Oral warnings and written warnings may be administered by the Director. Loss of pay is also determined by the Director.
- it is the responsibility of the director to ensure that any consequence is adequately documented in the employee's file and that the employee is provided with a copy of any such documentation
- Employees who continue to feel that they have been treated unjustly or consider themselves aggrieved by any actions or lack of actions by the centre, can invoke a formal grievance procedure. This involves submitting a written grievance letter to the Director who will consider the letter and take the appropriate action. In the event that the employee is still aggrieved, they may take the matter to the Labour Board or appropriate group.

Abuse Policy

Little Ladybug's Child Care Center follows Reporting and Investigating Allegations of Abuse and Neglect - A protocol for staff working in Regulated Early Childhood Care Settings and Child Welfare Agencies, and , Child Abuse Prevention and Child Protection a Manual for Child

Care Practitioners working in Regulated Early Childhood Care Settings as laid out by Community Services.

Resignation

Any Employee wishing to resign must provide written notice to the Director, ONE FULL CALENDAR MONTH prior to departure.

Termination

An employee may have their employment terminated as follows:

- An employee may be discharged from their position due to lack of financial resources or lack of further need of the position. The Labour Standards Code with regard to dismissals will be followed. The centre will provide written notice of discharge within two weeks of the effective termination date
- An employee may be discharged for just cause (Rules of Conduct)
- An employee on probation may be discharged without notice

Professional Development

The Director shall be responsible for ensuring that regular ongoing in-service opportunities are available to all staff. The Director shall act as a resource in staff orientation and the facilitation of in-service opportunities. External professional development will be encouraged and based on staff interest.

Employee Attendance

The Executive Director will be responsible for maintaining the staff attendance records. These records will be kept on file and made available upon request. All employees are required to be punctual for work. Should the employee anticipate being late, they are required to contact the Executive Director. Chronic tardiness or absence without leave will be addressed by the Director.

General Holidays

Permanent staff will be paid for the following holidays:

- Labour Day
- Thanksgiving
- Remembrance Day
- Christmas Day
- Boxing Day
- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Natal Day

If any designated holiday falls on a Saturday or Sunday, then the holiday will be observed on the Monday immediately following. You must show up for your scheduled shift before and after the holiday in order to qualify for getting paid for the holiday. The Centre will be closed the week between Christmas and New Years Day.

Vacations

All employees with 12 months service shall receive two weeks paid vacation annually, PLUS one week at the Christmas closure. Permanent Full-time Employees will earn annual paid vacation time in accordance with their years of employment, up to twenty working days (includes the week at Christmas) as follows -

- New employees are entitled to a vacation upon successful completion of one year of employment
- Employees who have fulfilled two years service, will be entitled to have one extra day vacation. An extra day vacation will be accumulated with every two years of service for a maximum of five extra vacation days.
- Employees are to arrange vacation dates at least two months in advance
- Annual vacation must be taken in the fiscal year in which it is earned and is based on hiring date of employment,

- However, unused vacation time up to 5 days can be carried over to the next year, with the approval and consent of the Executive Director.

Sick Leave

All full-time employees will be granted 8 days per year sick leave. Part-time employees will be granted 6 sick days per year sick leave. A medical certificate/documentation from an advising physician is required for sick leave in excess of three consecutive days. Please note that sick days are for use by the staff person affected, NOT for family members or appointments, unless approved by the Executive Director.

Maternity/Parental Leave

All employees are entitled to receive maternity/paternal benefits under the provision of the Employment Insurance Act and shall be entitled to unpaid leave of absence for the period of time during which they are entitled to receive there benefits.

Leave of Absence

Employees may apply for an unpaid leave of absence which shall be granted at the discretion of the Executive Director.

Compassionate Leave

When an immediate family member of an employee dies or becomes serious ill, the employee shall be entitled to a paid leave of absence for a period not exceeding 10 days per annum. The members of the immediate family of the employee include their Partner, children, parents, in-laws, siblings, and grandparents.

Court Duty

An employee who is required to serve as a juror or is subpoenaed to testify as a witness in court proceedings will be entitled to be absent with pay for those days.

Discrimination

Little Ladybug's Child Care Center will not permit discrimination against applicants or employees on the basis of race, creed, colour, disability, gender, age, marital status, or country of birth. This applies to recruiting, hiring, assigning of work, rates of payment, training, opportunities for advancement or conditions of employment.