

# Program Plan

## Prématernelle La Vérendrye

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### **Program Hours of Operation:**

Monday \_\_\_\_\_ 8:25am \_\_\_\_\_ to \_\_\_\_\_ 11:25am

Tuesday \_\_\_\_\_ 8:25am \_\_\_\_\_ to \_\_\_\_\_ 11:25am

Wednesday \_\_\_\_\_ 8:25am \_\_\_\_\_ to \_\_\_\_\_ 11:25am

Thursday \_\_\_\_\_ 8:25am \_\_\_\_\_ to \_\_\_\_\_ 11:25am

Friday \_\_\_\_\_ 8:25am \_\_\_\_\_ to \_\_\_\_\_ 11:25am

# Table of content

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<b>Program Hours of Operation:</b> .....	<b>1</b>
<b>What is the program’s child care philosophy</b> .....	<b>3</b>
<b>Our Goal</b> .....	<b>3</b>
<b>How the program will meet the physical, social, intellectual, creative and emotional needs of children in the program</b> .....	<b>3</b>
The Centre experience: .....	3
The Centre programme: .....	3
Program development .....	4
<b>Our program premises</b> .....	<b>5</b>
<b>Our child care program resources</b> .....	<b>5</b>
<b>Parental involvement in the child care program</b> .....	<b>6</b>
<b>Evaluation and improvement of the child care program</b> .....	<b>6</b>
<b>List of staff positions and responsibilities</b> .....	<b>7</b>
<b>Prématernelle La Vérendrye Staff</b> .....	<b>8</b>
Child Development Supervisor (Administrator) .....	8
Child Development Worker (Primary teacher) .....	8
Child Development Assistant (Assistant).....	9
<b>Staff and our program’s administrative policies and procedures</b> .....	<b>9</b>
<b>Staff and volunteers</b> .....	<b>9</b>
Child Discipline Policy .....	11
Off-site Activity and Emergency Evacuation .....	12
Accident or Illness .....	13
Incident Reporting.....	14
Potential Health Risk Policy .....	14
Supervised Care for Sick Children.....	15
Administration of Medicine Policy .....	15
Health Care Policy .....	15
Smoking .....	15
Nutrition Policy.....	16
Children’s Records.....	16
Administrative Records Policy .....	16
Portable Records .....	17
Emergency Procedures.....	17
Supervision Policy and Practices .....	17

## **What is the program's child care philosophy**

We believe that children need the opportunity to develop intellectually, emotionally, physically, creatively and socially, through play within their Francophone heritage. We also believe that children learn best when they are in a safe and nurturing environment. Children will be given the opportunity to choose from a variety of play centres based on their particular interests. Examples of these centres would be: water, sand, dramatic play, art, manipulatives, blocks, music and literacy.

## **Our Goal**

Our goal is to provide our children with experiences and opportunities to learn their French language and culture in a Francophone program. We aim to provide an environment for the children to identify with their heritage through socialization with their peers. We will allow children to develop creatively in a non-bias and safe atmosphere which encourages self-expression within the dynamics of the many cultures within the centre.

We feel that our program can be of considerable benefit to children. For many children just the stimulation of being with other children is a new experience. This helps the child develop ways of working with other people. It is our desire to make each child feel comfortable and happy in the centre.

## **How the program will meet the physical, social, intellectual, creative and emotional needs of children in the program**

In order to ensure that the philosophy and goals of the Centre are being achieved; that the Centre's program is successful; and that the children will be receiving quality care, the following elements are considered and adopted when developing the Centre's Program.

### ***The Centre experience:***

- ✚ Should be pleasurable for both children and adults. Humour, laughter and fun should be a part of every day.
- ✚ Utilize play as an indispensable avenue to learning (emotional, social, intellectual and physical). Children use play to translate experience into something internally meaningful to them; play clarifies concepts, provides emotional relief, facilitates social development and creates periods of satisfying delight.

### ***The Centre programme:***

- ✚ Bases learning on actual experience and participation, young children learn through their senses (taste, touch, smell, hearing and sight).

- ✚ Has variety, providing children with many different kinds of experiences as well as changes in basic experiences.
- ✚ Has stability and regularity combined with flexibility.
- ✚ Is comprehensive, considering the development of the physical, emotional, social, creative and intellectual self.
- ✚ Is fashioned around individual needs of the child, allowing each child to develop as an individual and an independent learner.
- ✚ Is planned with definite objectives in mind, days are planned to fit into the overall goals identified. Planning coupled with evaluation ensures the accomplishment of the identified goals.
- ✚ Has balance between self-selection and adult direction. Both approaches are valuable.
- ✚ Includes the parent as part of the life of the Centre. Communication between parent and Center staff provides easier transition for the child.

### *Program development*

The program at the Centre is developed around the interests of the children. A variety of learning activities that enhance the development of the whole child, are available to children on a daily basis. Some examples of these activities are:

**Cognitive Development:** Stories, finger plays, counting, ABC's, block play, music and movement, art and sensory play, science activities, puzzles, colour and shape.

**Fine Motor Development:** Crafts, art and sensory play, puzzles, block play, sand and water play, dressing up.

**Gross Motor Development:** Outdoor play, exercises, music and movement, balls, jump rope, block play.

**Social Development:** Dramatic play, block play, co-operative play, music and movement, art, stories, puppet play, language activities, free play.

**Emotional Development:** Dramatic play, art, music, stories, puppet play, pretend play, free play, language activities.

**Circle Time:** Is a group times during which children participate in a variety of activities which include songs, finger plays, games, storytelling, expressive and receptive language activities, music and movement, exercise, art, science and math activities, etc.

**Free Play:** Is a time when children are permitted to choose materials, companions, and as much as possible, manage play independently. Adult interaction is in response to

child's needs; supervision is used as an educational interaction (e.g. help children to problem solve, encourage children to talk about activity, introduce concept in relation to child's play).

### **Our program premises**

Washrooms are located outside the classroom, down the hall, providing easy access to the children.

Children will be required to be toilet trained so no diapering area is needed.

Room has layout that is conducive to effective supervision of the children.

The children will have access to school corridors, music room, art room, library, kitchen, gymnasium, in fact, all school space. Parent's authorization will be required to go to Médiathèque and Event Hall in Community space. (See annex 1)

Children will be always under supervision by a licence holder indoor and outdoor of the school. [Supervision Policy and Practices](#)

**Outdoor Space:** Le préscolaire La Vérendrye will be paying only in play 1 area (small playground) within the school playgrounds which exceeds the licensing requirement. The time for outside play will not be at the same time as the school recess. The school is fenced, but the exits are not locked, Supervisors will ensure the children remain within the boundaries of the play area and will monitor exits. A head count before, during and after outside activities will ensure security. (See annex 2)

Actively participating in or guiding children's activities, while being attentive, alert and watchful of each child, as well as engaged with an entire group. Supervision is adjusted to the specifics of the child care environment and the individual needs of children attending the program. A licence holder must demonstrate that children are safe and are supervised in accordance with their developmental needs and that primary staff are aware of children at all times. There are a variety of methods to adequately supervise children.

### **Our child care program resources**

Le préscolaire La Vérendrye will use community resources by:

- ✚ The staff attending workshops and conferences.
- ✚ Giving our parents access to information on community events.
- ✚ Having community people come in and speak to the children.
- ✚ Having parents and grandparents come to help us or talk to the children about their jobs.
- ✚ Taking the children on educational field trips when available.

- ✚ The staff will occasionally invite students from École La Vérendrye to facilitate workshops, do some reading and volunteer some of their time in the preschool.
- ✚ The students from École La Vérendrye will be 13 years of age and older.

### **Parental involvement in the child care program**

Parents are always welcome to come and volunteer in the classroom. Any parents who have creative abilities in cooking, crafts and other areas are welcomed to come and share with the children. They are also strongly encouraged to sit on the parent association.

Parents concerned with the care of their child, or any incidents in the Centre, are urged to speak with their child's teacher.

A parent Association is elected each year. The executive positions are: president, vice-president, secretary and treasurer. All parents are invited to sit on the Board, which will meet at least once a month to ensure the proper running of the Centre. All parents are invited to attend the meetings.

### **Evaluation and improvement of the child care program**

The parent association, with input from the staff and parents, evaluate the program yearly. Staff welcomes the interest and concern of parents on any topic.

Every time there is an incident or illness the staff needs to fill out the (Rapport d'incident) (Document de maladie) and keep them on file. The staff will regularly analyse all incidents and illness to identify trends and issues.

The Board will on annually bases evaluate all incidents and illness and inform the staff parents of any changes.

The program will submit to the regional child care office using the prescribed form (Incident Reporting Annual Summary and Analysis Report).

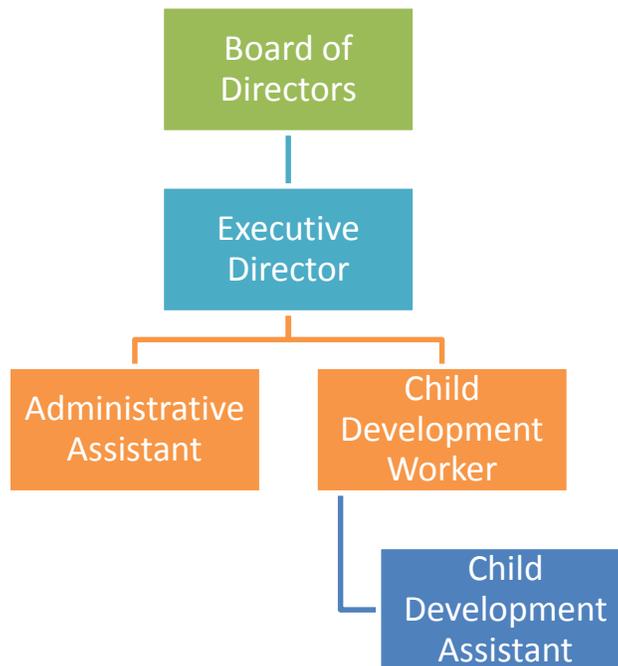
# Staffing Plan

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## List of staff positions and responsibilities

To ensure a quality program is set up for the children, the Executive Director strives to hire qualified, experienced educators and assistants who demonstrate a positive attitude and interact with the children in a respectful manner.

- ✚ Staff position and responsibility list to include program supervisor(s), child development supervisor(s), child development worker(s), child development assistant(s).
- ✚ The number of staff positions must meet staff to child ratios required for the program capacity requested.
- ✚ The list of staff positions must meet certification requirements for program capacity category requested.



## Prématernelle La Vérendrye Staff

**Director/Child Development Supervisor # (Administrator) – Level 3**

**Child Development Worker — Primary teacher – Level 3**

**Child Development Assistant — Assistant – Level 2**

### *Child Development Supervisor (Administrator)*

The supervisor will be responsible for the overall programming and administrating of the Centre. He/she will oversee the daily activities and make sure everything is running smoothly, He/she will be available to troubleshoot and to help as needed.

#### **Responsibilities:**

- ✚ Ensures the security of all children and fellow employees
- ✚ Ensures the discipline policy is understood and carried out by all staff
- ✚ Ensures that the children are supervised at all times.
- ✚ Maintains children's records through habitual observations.
- ✚ Communicates with staff on a regular basis.
- ✚ Assists primary staff in communicating with parents when necessary.
- ✚ Is available to the primary staff for advice and feedback when needed.
- ✚ Taking part in Board meetings.

### *Child Development Worker (Primary teacher)*

This person will be working directly with the children and delivering the program planned.

#### **Responsibilities:**

- ✚ Delivers the program and works directly with the children.
- ✚ Prepares materials needed for the various activities in the week.
- ✚ Ensures the security of all children.
- ✚ Sees to the cleanliness and tidiness of the classroom.
- ✚ Communicates with parents as needed.
- ✚ Ensures that toys are washed on a weekly basis.
- ✚ Makes sure that children are supervised at all times.
- ✚ Makes sure first aid certificate is up to date.
- ✚ Maintaining good relations between parents, the Board and the other members of the school.
- ✚ Being available fifteen minutes before classes begin, and ensuring that each child leaves the classroom accompanied by a parent or authorized person.

- ✚ Planning and implementing a balanced programmed of activities that encourage physical, affective, social and intellectual development, and planning free or structured activities to be carried out in groups or individually.
- ✚ Encouraging the children to develop their French-language skills as well as an understanding and appreciation of their surroundings.
- ✚ Taking part of Board meetings.
- ✚ Welcoming visitors to the premises and representing the program well in the community.

### *Child Development Assistant (Assistant)*

This person is responsible of aiding the primary staff in all that she/he does.

#### **Responsibilities:**

- ✚ Helps prepare materials needed for the various activities in the week.
- ✚ Ensures the security of all children.
- ✚ Sees to the cleanliness and tidiness of the classroom.
- ✚ Ensures that toys are washed on a weekly basis.
- ✚ Makes sure that the children are supervised at all times.
- ✚ Coaching individual students as required.
- ✚ Assisting during snack periods and washroom breaks as required.

### **Staff and our program's administrative policies and procedures**

All staff will be given a tour of both the school and the classroom, to familiarize themselves with the layout, learn the location of all exits, emergency evacuation procedures and to meet all staff in both the school and Center.

New staff will also shadow a co-worker to learn the routine, meet the parents and children and to be able to ask questions about the operation of the Center.

All policies and procedures will be reviewed yearly at a staff meeting to ensure that everyone is clear on the content and if changes are necessary they can be presented to the board for approval.

### **Staff and volunteers**

All staff members are required to have an Infant/Child First Aid and CPR Certificate within the first 6 of employment. In order to work at the program, they are required as well to complete a police record check, including a vulnerable sector search within 8 weeks of their employment start date and to provide verifiable references. The police record check must be updated every 3 years.

## Program Plan de la prématernelle de La Vérendrye

CREFL staff member and volunteers, will not have unsupervised access to children until the criminal record check and a vulnerable sector check has been provided to the CREFL, and needs to be dated not earlier than 6 months prior to the date of commencement with the program and renew every 3 years after that date.

All staff will be asked to submit a current resume and provide the names of at least two references. New staff will not be left alone with the children until they are familiar with the routine and policies of the center, and staff that do not hold valid certification certificate will not be allowed to care for the children alone at any time.

All records will be reviewed and updated as necessary.

# Administrative Policies and Procedures

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## *Child Discipline Policy*

The goal of la prématernelle La Vérendrye is to help children understand their behaviour, consider other children's rights and feelings, and learn to resolve conflicts through alternative approaches. The staff establishes and enforces clear and consistent limits. The personnel use positive disciplining techniques, including discussion, changing activities and time-outs in an appropriate place. The educator plays a key role in fostering a positive and – above all – respectful attitude towards themselves and others. Any disciplinary action taken must be reasonable in the circumstances and any manner of negative discipline or corporal punishment is not permitted.

All staff will be informed of the policy at the start of their employment. The educator will be responsible in the classroom for the implementation of the policies and will provide direct observation.

Parents are given a copy of Pre school La Vérendrye handbook and are expected to read and sign the discipline policy in the registration package. By doing so, the parent and child acknowledge and agree to abide by the stated policy.

- ✚ Students are not allowed to hurt others. Aggressive physical contact (hitting, punching, biting, scratching, kicking, etc.) is unacceptable.
- ✚ Swearing and/or inappropriate language is not permitted.
- ✚ Running in the classroom is not permitted.
- ✚ Physical punishment, verbal or physical degradation or emotional deprivation is not allowed.

Policy states that any child disciplinary action taken must be reasonable in the circumstances.

### Policy states that:

- ✚ Physical punishment, verbal or physical degradation or emotional deprivation is not allowed.
- ✚ Must not deny or threaten to deny any basic necessity; and
- ✚ Must not use or permit the use of any form of physical restraint, confinement or isolation.

### *Off-site Activity and Emergency Evacuation*

Parents will be advised of off-site activities by: a notice sent home with each child, a mention on the monthly calendar, which is sent home with each child and emailed to parents. Parents must consent in writing for their child's participation in any off-site activity.

Prior to the outing, the board and the educator will discuss the information related to the field trip, including appropriate behavior and safety rules, with the children and the accompanying parent volunteers. The educators prepare children for outings by explaining where they are going, what will happen, whom they will see and who they need to listen to. Written procedures outlining responsibilities are given to the educator and the volunteers. The ratio of adults to children for all off-site excursions will be determined before each off-site activity.

During the outings, the educator and volunteers are responsible for the children and ensure that all safety precautions are taken. The educator is responsible to bring the emergency back pack that contains student's emergency information, emergency and safety contacts (Emergency medical services, Ambulance service, Fire department, Police service, poison control centre, Nearest hospital or emergency medical facility, Child abuse hotline) a first aid kit and a cell phone.

The preschool will follow the school emergency Procedures orientation (Hour Zero school emergency program). In case of emergency, the educator is responsible to put the adequate Emergency response status card under the door or on the window and bring the blue envelope beside the door that contains (Student accountability form, Quick reference guide emergency measures plan, Emergency response status card, Student emergency procedures orientation, class list) and the emergency back pack.

Parents will need to sign an authorisation form if their child(ren) will participate and to volunteer as chaperones. All information pertinent to the outing is indicated on the sign-up sheet: the destination, expected departure and arrival times, cost, mode of transportation, the ratio of adults to children attending and any other pertinent information. The educator ensures that both parents and children are aware of this information.

Parents are responsible for registering their child(ren) for the outing. They must provide an authorizing signature and pay any applicable fees prior to the day of the outing. If the child does not attend the activity, fees paid will not be reimbursed or transferred to another activity.

Transportation and supervision arrangement for each outing varies depending on the destination. Participants walk, take public transit or rented bus.

Staff members will take a portable record in respect to each child in the case of an off-site activity and during emergency evacuations.

The Centre will participate in regular emergency evacuations and follow the same procedure as the school in compliance with Hour Zero protocols. If there is an emergency evacuation, the educator will take with her/him the portable record, a list of contact persons and phone number for each child. The aid will ensure that all children have left the classroom, checking under tables, in closets and anywhere else a child might hide. She will then follow the evacuation route supervising the children with the educator. Once they arrive at the relocation site, a role call will be done. They will then wait to be notified by authorized personnel that they can return to the building. If they cannot return they will notify the persons responsible for each child. (Annex 4)

### *Accident or Illness*

In the case of an accident or serious illness involving a child, the licence holder will ensure that a child receives first aid. The parent/guardian will be notified immediately by phone. And if necessary the 911 will be called.

Under the Child Care Licensing Regulations Act, an ill child is defined as a child that is vomiting, has a fever (38 degrees Celsius or 100.4 degrees Fahrenheit), diarrhea, or a new unexplained rash or cough; requires greater attention than can be provided without compromising the care of the other children in the program; or displays any other illness or symptom the staff member knows or believes may indicate the a child poses a health risk to other children or staff members. A child may also be sent home if he/she is not capable of participating in the day's activities.

A child can return to the program if the child's parent provides a written notice from a physician indicating that the child does not pose a health risk, acceptable evidence that the child has been symptom-free for 24 hours, or if the licence holder is satisfied that a child no longer poses a health risk to other children or staff members. Please note that the school's illness policy differs from La prématernelle de La Vérendrye's illness policy.

If a child develops a contagious (or presumed contagious) illness while at the program, the parents will be immediately contacted for immediate pick up. If the parents are unable to pick up the child within one hour, arrangements will be made with the child's emergency contacts.

When a child has a contagious illness, a note indicating the date that the illness was medically confirmed will be posted by the sign in/out station informing the parents about the illness.

When a cluster of symptoms appears among the children, an administration team member will contact Alberta Health services, who will decide whether the cluster of symptoms represents an outbreak. If Alberta Health Services declares an outbreak, the concentration level of the disinfectant will be increased and the period of exclusion for ill children and staff members may be extended.

### ***Incident Reporting***

La prématernelle La Vérendrye is required to report serious illness of or injury to a child, as well as any incident that may seriously affect the health and safety of the child that occurs while the child is attending the program. The parent/guardian will be notified immediately.

The following incidents will be reported immediately to a Licensing Office to the regional child care office at (During office hours 403-381-5543) (After hours 1-800-638-0715)

The prescribed form will be fax to CDEV4029 immediately at (403-381-5791):  
emergency evacuation, unexpected program closure, an intruder on the program premises, an illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight, an error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight, the death of a child, an unexpected absence of a child from the program (ie. lost child), a child removed from the program by a non-custodial parent or guardian, an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer, the commission by a child of an offence under an Act of Canada or Alberta, and/or a child left on the premises outside of the program's operating hours.

La prématernelle La Vérendrye will analyse at least 2 times a years all incidents and illness to identify trends and issues. (Annex 3, Annex 6)

### ***Potential Health Risk Policy***

When a staff member knows or has reason to believe a child is exhibiting the signs or symptoms of illness, the license holder must ensure that the child's parent arranges for the immediate removal of the child from the program premises.

A sick child is defined as a child who requires greater care and attention than can be provided without compromising the care/health of the other children in the program due to one or more of the following signs or symptoms: vomiting, fever, diarrhea, unexplained rash or cough or any other symptoms the staff members know or believe may indicate that the child poses a health risk to persons on the premises. If staff suspects a child is sick, they will assess by taking temperature, looking at complexion (coloring) of the skin, observe for any vomiting or diarrhea.

The parent of a child exhibiting any signs or symptoms of illness will be contacted immediately and asked to make arrangements to remove the child from the premises. If the parent does not remove the child within two hours after the first contact, a staff member will contact the emergency contact on file. The parent of the sick child will receive a verbal description of the signs and symptoms observed and the steps taken before the removal of the ill child.

A child may return to the program once they have been symptom-free for a period of no less than 24 hours. A physician note may be provided as proof that the child is fit to return.

An illness document will be filled out by staff members. This document will include the child's name, the date the child was observed to be ill, the name of the staff member who identified the ill child, the time the parent was contacted, who contacted the parent, the time the child was removed from the program and the date the child returned to the program.

The Parent Handbook outlines the program's health risk policy and parents are expected to read and understand this policy.

### *Supervised Care for Sick Children*

If a child is exhibiting any signs or symptoms of illness that poses a health risk to persons on the premises they will be kept as far away as possible from the other children until a parent or guardian arrives to remove them from the premises. During this time they will be directly supervised by a primary staff member.

### *Administration of Medicine Policy*

Medication is administered only with written authorization of a parent/guardian and with explanation of how to proceed. The medication must be in its original labeled container. The medication will be administered according to label directions. The information recorded will include: the name of medication is administered, the amount given, the time given, initials of the person who administered the medication and the name of medication. All medication is stored in a locked container that is inaccessible to children. The exception: medication that may be needed in an emergency is stored in a place that is inaccessible to children. All staff is aware of where medication is stored. The First Aid Emergency Kit is stored in easy access area. (Annex 5)

### *Health Care Policy*

The educator will provide or allow for the provision of health care to a child only if the written consent of the child's parent/guardian has been obtained. In the case of an emergency the primary staff will start First Aid while the assistant takes care of the rest of the children. 911 will be called by the assistant if needed.

### *Smoking*

No person shall smoke on program premises. No staff member shall smoke where child care is being provided.

### *Nutrition Policy*

All snacks are provided by the parents. Upon registration, each parent will fill out a questionnaire about food allergies and special diets. The teacher will post all allergies or special needs of the group on the classroom wall. Children will be asked not to share their snacks. The teacher and aide will supervise the snack period which occurs at approximately 10:15am.

We request that parents provide healthy snacks that follow the Canada Food Guide.

### *Children's Records*

The records of children are kept in a binder on premises and up-to-date. The records are available for inspection by the director at all times, and by the child's parent at reasonable arranged times. They will contain the following information:

- The child's name, date of birth and home address
- A completed enrolment form
- The parents' names, home address(es) and telephone number(s)
- The name, address and telephone number of a person who can be contacted in case of an emergency
- If medication is administered, the staff member must fill the medication form that will include: where medication is administered, the amount given, the time given, initials of the person who administered the medication and the name of medication. The medication will be stored where it is safe and non-accessible to the children. All staff is aware of where medication is stored.
- the particulars of any health care provided to the child, including the written consent of the child's parent/guardian and any other relevant health information about the child provided by the parent/guardian, including the child's immunizations and allergies, if any.

The First Aid Emergency Kit is stored in an easy access area.

### *Administrative Records Policy*

All children's and staff records are kept in a binder on site and regularly updated, including arrival departure times, phone numbers, addresses and allergies.

There will be a sign in/out sheet for daily attendance for the parent/guardian or authorized person and or program staff to initial at drop-off and pick-up.

All certification of teachers and other staff can be found on site as well as their current First Aid certification.

The staff criminal records checks including a vulnerable sector check are current and valid within 8 weeks of commencement of work and updated every 3 years. They are available for inspection by the director at all times and by parents at reasonable arranged times.

### ***Portable Records***

The portable record is a file containing information in case of emergency. It includes every child's name, date of birth, any health info provided by parents and home address. The parent name, home address and telephone number. The name, address and telephone number of a person who can be contacted in the case of an emergency. The telephone numbers of the local emergency response service and poison control centre are posted by the telephone.

### ***Emergency Procedures***

The evacuation route is posted in the classroom. The staff will perform routine evacuation exercise in accordance with the school's policies. Emergency phone numbers will be posted in the classroom and at reception. The staff must take the portable records if he needs to leave the classroom with the children.

In the event of a fire or necessity to evacuate, staff will if necessary relocate the children to:

Coast Hotel  
526 Mayor Magrath Drive,  
Lethbridge, AB T1J 3M2

Parents will be notified immediately by phone to pick up their children from this location.

In the case of a Lock Down due to an intruder, for the children's safety we will follow the schools policy and parents will be notified as soon as it is safe to do so.

### ***Supervision Policy and Practices***

The staff will directly and closely monitor children at all times when carrying out activities, they will position themselves to allow for the supervision of the entire group of children, they will also ensure that children are playing in a safe manner. The staff will observe children's play and behaviour by observing play and anticipating what may happen next in order to assist children and intervene in the event of potential danger. The staff will be attentive to children's play and behaviour by listening closely to the children, even those who are not in the caregiver's direct line of sight.

The staff will conduct regular safety checks of the program premises and equipment to remove hazards. They will also position equipment and arrange the environment to allow good supervision of the children's play area. The staff is aware of where emergency medications, first aid kits and emergency contact numbers are kept.

The staff will do a head count of children, especially during transition activities ensuring all children are accounted for both on and off program premises or entering and leaving a vehicle. The staff will verify the daily attendance sheet to ensure parents' signatures have been recorded and that both arrival and departure times are recorded accurately. The staff knows which individuals are authorized to pick-up a child from the program in place of the parent.

The program's supervision practices meet the children's developmental needs by promoting a safe, positive, responsible and intentional learning environment. It also direct observations of each child's behaviour and development.

The program promotes safety and reduces injuries by:

- ✚ Creating and following policies and procedures that outline supervision practices
- ✚ Reviewing policies on a regular basis with all staff, particularly when there are programming changes such as in the fall when new children enter the program
- ✚ Using a consistent system during head counts
- ✚ Establishing simple rules for children, for example: "when we are indoors, we walk", and we are quiet.
- ✚ Maintaining appropriate staff to child ratio at all times.

Parents are responsible for drop-off and pick-up of children to the program. Therefore no transportation is provided from the program or school into which the program is located.

In the event of an activity in which the group leaves the location of the program, consent forms will be given to parents and must be signed in order for the child to participate in these activities.

These policies are outlined in the Parent Handbook given to each parent upon registration.