



Options
ACADEMY.CA

**ADMINISTRATIVE POLICIES &
PROCEDURES**

2020 / 2021

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INTERACTION WITH CHILDREN

Supervision Policy and Practices

Primary Staff will observe children's play both indoors and outdoors by

- Having the correct ratios of staff to children at all times
- Completing head counts often especially when off the premises
- Having the children wear a uniform shirt to any activities held off the premises to allow staff to identify children more easily
- Ensuring that staff keeps the door locked while inside the premises
- Ensuring that the fence around the playground is closed at all times
- A sign and sign out sheet will be used at all times when children enter and exit the premise
- Parents will be made aware of all the supervision policies during their initial orientation and parents will have access to the policies and procedures manual at all times

Child Discipline Policy

The following forms of discipline are not permitted:

- Physical punishment
- Verbal or physical degradation
- Emotional deprivation
- Denying or threatening to deny any necessity
- Physical restraint, confinement, or isolation

Any form of discipline must be reasonable under the specific circumstance

Communicating with Children

At Options Academy maintaining a positive tone with our children is crucial for success and positive behaviors. As facilitators we use the following strategies to achieve this goal:

Active Listening: We listen to what the child has to say, repeat their thoughts back to them and help them identify and name the feelings that they are experiencing in the moment.

Positive Interaction: We use simple statements to acknowledge the child and to let them know they have been noticed.

Courtesy: We treat each child with courtesy and respect and kindness. We believe in using soft, calm voices and take the time to understand the child's thoughts.

Setting Expectations and Routines: Children respond well to routines. They appreciate having expectations clearly explained and this consistency sets them up for success.

Providing Responsibility: We believe in giving children more responsibility to create a feeling of independence and trust.

Gluing: When a child is restless or disturbing, the teacher will keep the child close by for a while and then gently and calmly help the child choose a suitable activity.

Giving Directed Choices: We provide the children with opportunities to choose between two equally positive choices to give them practice in expressing preferences and instill independence.

Slow Down: As guides we match our rhythm to the child's rhythm so that the children do not feel overwhelmed.

Speak and Listen with Respect: When we communicate with the children we show them respect by listening without interruption, by inviting them rather than commanding them to an activity and by getting down to their level and being face to face during interactions.

Use Non-Verbal Signals: At Options we use non-verbal signals such as clapping twice or dimming the lights to get the children's attention. We believe in using soft, calm voices and non-verbal signals when communicating with the children.

MEDICAL

Incident or Illness

In the event of an incident or illness

- The license holder and all staff will ensure that the child receives the medical attention required.
- An incident or illness report will be completed and presented/explained to parents and the program director.
- For any major incidents or illnesses, parents will be notified immediately.

Potential Health Risk / Evaluation

Options Academy will monitor the occurrence of illness using the Alberta Health Services Illness Log Sheet. In the event that a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of a major illness such as:

- Vomiting
- Diarrhea
- Fever
- Unexpected rash or cough
- An illness requiring greater care and attention than can be provided by the program
- Any other illness or symptoms believed to pose a risk to others in the program (e.g. pink eye, lice etc..)

the child’s family will be asked to pick the child up from Options Academy. Depending on the nature of the illness there will be a period of time where the child will be unable to return to the center. The following table provides a guideline of when children may return to Options Academy:

Symptom / Illness	Guideline for Returning
Vomiting, Diarrhea or Fever	24 hours after symptoms have passed
Unexpected Rash or Cough	Symptoms have passed or a note from a Doctor is provided confirming the illness is not contagious.
Pink Eye	48 hours after antibiotics have been given or symptom free.
Lice	Parents are asked to take all the necessary percussions and treatments before having their child return to the Academy.

Hand Foot and Mouth Disease	Parents are asked to return to the Academy with a doctor's note confirming it is safe for the child to return.
Other illnesses	Will depend on the recommendations from a Doctor or Health Link.

Supervision and Care of Sick Children

For children that exhibit signs of illness, Options Academy will ensure that:

- Parents arrange for immediate pick-up of the child from the Academy;
- The child does not return to the program until the parents and Options Academy feel satisfied that the child does not pose a potential health risk to others in the program;
- The incident is correctly documented with the following information: name, date, staff member who identified the child as ill, time the parent was contacted, staff member who contacted the parent and date the child returned to the program; and,
- Where possible, the child is removed from his/her classroom and directly supervised by a primary staff member to reduce the risk of other children catching the illness.

Medication

All medication will be stored in a locked container inaccessible to children. Emergency medication such as puffers, or epi-pens will be stored with the portable records in a backpack in an area that is inaccessible to children.

Options Academy may administer or allow the administration of medication to a child only where:

- Written consent from the parent has been obtained
- Medication is in the original labelled container
- Medication is administered as labelled on the container

When administering medication to a child the following information must be recorded:

- Name of medication
- Time administered
- Amount administered
- Initials of the individual who administered the medication

Health Care

Options Academy may provide or allow a staff member to provide health care to a child only if:

- The child's parent has provided written consent
- The health care provided is first aid

WEATHER AND ENVIRONMENT POLICY

At Options Academy we believe that all children, even babies, should spend time outside each day in most weather conditions. Outside time is an opportunity for our children to experience active and creative play and may include water play, sand play, snow play, art and nature activities, as well as imaginative play and opportunities to run, climb, and shout.

Our Children will have at **minimum** 1 hour of outdoor daily programming during summer months. This may decrease to 30 minutes or less or as necessary during winter months. Outdoor programming will occur except during inclement weather which is defined for Baby and Junior Academy as temperatures **below** -15 degrees Celsius (actual temperature or due to wind chill). Pre-School, Pre Kinder, and Before and After School Academy inclement weather is defined as **below** -20 degrees Celsius (actual temperature or due to wind chill).

Outdoor time will also be restricted in temperatures **higher** than 25 degrees Celsius, heavy rain/blizzard, sleet/hail, heavy winds or as indicated by posted humidex warnings, wind chill or other severe weather warnings (such as smog alert or heat alert).

If outdoor play is not possible due to inclement weather conditions as described above, an inside alternate gross motor play activity will take place.

We ask that parents provide the appropriate clothing for the weather of the day, keeping in mind that our outside play time can be up to 1 hour. In the winter this would include a jacket, hat, mitts, scarf, winter boots, and snow pants.

SUN PROTECTION POLICY

Options Academy Early Childhood Educators, Educator Assistants, regular visitors, and volunteers must comply with the Sun Protection Policy and role model appropriate practices when with the children are in their care.

Our Policy

1. Teachers will consider the availability of shade when planning and implementing outdoor activities and excursions.
2. Infants less than 12 months of age should remain in dense shade and not be exposed to direct sunlight.
3. Provided the UV Index is below 3 (moderate), unrestricted outdoor play may take place. If the UV Index is 3 (moderate) or above, outdoor play is allowed provided appropriate sun protection measures are undertaken by all staff, educators and children whilst outdoors.
4. Appropriate sun protection measures are defined as a sun hat or baseball style hat, clothing that covers as much skin as possible, SPF 30+ sunscreen, maximum use of available shade and sunglasses where these are practical. If the UV Index is 8 (very high) or above, outdoor play will cease. The UV Index is available from Health Canada and local weather forecasts.

Protective Practices

1. Teachers will model sun safe practices.
2. Parents will be responsible for providing specific sunscreen/bug spray for their child.

3. Options Academy will request permission from the parents/family to apply sunscreen/bug spray.
4. Options Academy may apply Sunscreen provided by the center to a child only if they have obtained written approval from the parent and if the sunscreen meets the minimum standard.
5. The minimum standard of any sunscreen provided by Options Academy will be a hypoallergenic SPF 50+ broad spectrum.
6. Sunscreen should be applied 15 minutes (or as per the manufacturer's instructions) before commencing outdoor play.
7. Sunscreen must be reapplied every 1.5 hours while under direct exposure or as specified by the parent.
8. If a child presents with an allergic reaction to the sunscreen, the staff will stop applying the sunscreen, notify the parent/s/family and request that a hypoallergenic sunscreen be supplied by the family for the child to use.
9. Daycare Academy staff will ensure that **only staff** are applying the sunscreen to the children. Before and After School Academy staff will **assist children aged 5-12** in applying their own sunscreen.

Maintaining Hydration Levels

1. Safe drinking water will be accessible to children throughout the day. In the Summer months, children, will have access to water both indoors and outdoors.

NUTRITION

Snacks / Meals

Options Academy will provide meals and snacks for children in the program
The license holder will ensure that:

- Meals and snacks are provided at appropriate times
- Meals and snacks are provided and chosen in accordance with The Canadian Food Guide
- Lunch will be provided at 11:30 am
- Snacks will be provided at approximately 9:30am and 2:30pm

Meals and snacks will be posted in a prominent position that is easily viewed by parents

Allergies

Options Academy is a nut free center. Staff will also ensure that any personal lunches / snacks brought into the Academy are nut free.

Children in the center may also be allergic to other foods. Each staff is responsible for being aware of all student allergies in their classroom as well as follow these additional procedures any time lunch or snack is being served:

1. Maintain and post an allergy list for students in your classroom
2. Review the allergy list for the classroom each time before serving meals to students
3. Ensure students are not sharing meals / snacks

Manner of Feeding

Options Academy will ensure that:

- The manner in which children are fed is appropriate for their age and level of development
- The children are seated while eating and drinking

- No beverages are provided while the children are napping

OFF SITE ACTIVITY

Children will be taken to an activity off the premises only where:

- The child's parents have been advised of the activity
- The child's parents have been advised regarding the transportation to and supervision of the activity
- The child's parents have consented in writing to the child's participation in the activity

In the event of an activity off the premises or in the event of an emergency evacuation:

- A staff member must take a portable record in respect of each child

INTAKE POLICY

For all new families that are interested in enrolling at Options Academy, the following procedures are followed.

1. Parents are invited to the Academy for a tour
2. Child(ren) enrolling into the program are to be present for the tour
3. During the tour parents receive information about the program itself, they are given information on the policies and procedures of the program and any questions they have are addressed during the tour

Should a parent choose to register into the program, the following procedures are followed:

1. The registration form on the website www.optionsacademy.ca is completed.
2. The registration fee is submitted
3. The child(ren) is either placed into the program or they are placed on the waitlist until a spot is available to them

To ensure that the program is a good match for the family and the child, a one week trial period is given to the child. After the one week trial period, if there are any concerns, the family will meet with the director to discuss concerns and next steps. Parents and the Director reserve the right to terminate the arrangement if either party feels that the program is not a good match for the child and/or the family.

INCLUSION AND DIVERSITY POLICY

At Options Academy we ensure that diversity, inclusiveness and respect are integral parts of our programming. We acknowledge and appreciate that children, families, educators, and members of the community are different and that these differences make us unique and interesting. All children, regardless of gender, age, socio-economic status, race or additional needs are welcome to Options Academy. We encourage families to share their diverse customs and cultures with Options and we believe in including different languages, foods, celebrations etc. in our programming. We believe that although we are different in many ways, at the core we are all the same.

HIRING STAFF

All new staff will be required to:

1. Provide a Criminal Reference Check;
2. Obtain a CPR & First Aid Training Certificate;
3. Complete an Orientation with the Director or Assistant Director; and,
4. Obtain at a minimum a Child Development Assistant Certificate prior to working alone with the children.

Criminal Reference Check

Within 1 month of starting with Options Academy all staff must provide a Criminal Reference Check including the Vulnerable Sector Search dated no earlier than 6 months prior to the date of employment commencement. Options Academy will only reimburse a staff member for the cost of check if a new/updated reference is required for the Academy. The ministry requires that a criminal reference check be completed every 3 years thereafter.

NOTE: Should a reference check come back with a notation it is at the discretion of the Executive Director to review the information to determine whether or not the candidate is suitable for employment with young children.

CPR & First Aid Training

The Day Care requires that ALL staff maintain a current First Aid and Infant/Child CPR certificate.

Orientation

Prior to starting with Options Academy, all employees including volunteers will receive a complete orientation.

Orientation includes a tour of the Centre, a walk-through the classroom curriculum and an introduction to current staff.

All staff review the following the documents with the Executive Director/Assistant Director. Policies and Procedures Manual, Employee Contract, Parent handbook and Accreditation Standards. A signature is required for proof of understanding of these documents. Child Care Licensing Act & Regulations are filed in the office and staff are required to familiarize themselves with the regulations and the Act.

Certification

In Accordance with the requirements set out in the Alberta Child Care Licensing Act, all staff must be certified at a minimum of a Child Development Assistant to work in a daycare setting. If a staff is not certified they will have 6 months from time of commencement to obtain their Child Development Assistant (or a higher level) certificate and in the meantime will not be left alone with the children.

The Child Development Assistant training is offered at no cost to the employee, by the Government of Alberta. It is the employee's responsibility to ensure all necessary documentation is sent to the Ministry within the required time frame. All costs related to applying for certification are the employee's responsibility.

TERMINATION POLICY

Children

We ask that parents provide a 30 day notice before terminating a child's enrollment in the program. An email stating the date of termination and the reason for the withdrawal would be appreciated.

Options Academy may terminate a child's enrollment at any time for the following reasons (but not limited to):

1. The child is not adjusting to the environment after a reasonable amount of time
2. The child is abusive (physical or verbal) towards other children or the staff
3. Options is unable to meet the needs of the child
4. Parents are not making the monthly payments
5. The parent and/or the child is demonstrating non-compliance with the guidelines set out by Options

Staff

Options Academy may terminate a staff's employment at the academy for the following reasons:

1. The staff is demonstrating non-compliance with the guidelines set out by Options
2. The staff is not adequately supervising the activities of children
3. The staff is being abusive (physical or verbal) towards the children or other staff members
4. The staff is irregular in their duties
5. The staff are tardy when arriving to the Academy
6. The staff are missing days of work without notifying the director or assistant director

STAFF DISCIPLINE POLICY

Should a staff member fail to comply with the guidelines set out by Options Academy, the Director or Assistant Director reserve the right to:

1. Terminate the staff (this will depend on the level of non-compliance)
2. Provide the staff with one to two warnings before further action is taken
3. If no change or improvement is seen with the staff after providing a reasonable number of warnings, the director will terminate the staff's employment

PROGRAM PLANNING POLICY

At Options Academy, we believe that planning and programming is crucial to having a successful classroom. We encourage all staff to plan each day while keeping in mind the children's needs and interests. Every classroom is provided with **1 hour of paid planning and programming time**

once a week. The weekly plan must take into consideration all aspects of a child's development including their social, physical, intellectual, creative, and emotional growth. Each day, time must be devoted to outdoor and physical activities as well as quiet time or nap time.

PROFESSIONAL DEVELOPMENT POLICY

Options Academy is committed to providing the highest quality of early childhood education and care through ongoing professional development and staff training. Professional development is designed to increase an educator's skill or knowledge in early education and child development. Each staff member at Options Academy is supported to complete PD sessions and receives funding from Alberta Human Services to put towards their growth and development. Both staff and management are jointly responsible for professional development. Management will continuously notify staff about opportunities for training and development. Further education records will be kept in each staff members file and the director/assistant director will continuously review how each staff member is furthering their education and training during annual performance evaluations.

Should an opportunity for professional development arise during work hours, management requests staff to put in a request for time to attend the conference 3-4 weeks in advance. We also encourage staff to share their learning with all the staff at the next scheduled staff meeting.

TECHNOLOGY POLICY/SOCIAL MEDIA POLICY

In The Classroom

At Options Academy, the use of technology is encouraged at specific times and for specific reasons. Technology is available to all staff to keep track of the children's attendance, to track their own work hours and to communicate with parents using our Brightwheel App. Technology can also be used by our teachers to show short videos, songs, or story books that are related to the themes and educational programming that is occurring in the classroom every week. Technology should not be used in the classrooms for personal use or for any other purpose.

Social Media

In alignment with our Confidentiality Policy and the Freedom of Information and Protection of Privacy (FOIP), staff members may not copy, post or share any pictures or documents from Options Academy on personal social media outlets. Any pictures of and / or information about students and parents is the property of Options Academy and should not be maintained on personal devices or social networking sites unless authorized in writing.

VOLUNTEER INVOLVEMENT POLICY

At Options Academy we welcome families to come and volunteer in the program. We enjoy the opportunity to get to know the families of the children in our program. There are many ways to volunteer at Options Academy, including fieldtrips, preparing materials, leading small group activities, reading a story to the children, presentations, etc. Each volunteer is asked to complete our Options Academy Volunteer Form which outlines the roles and responsibilities of our volunteers.

COMMUNITY ENGAGEMENT POLICY

At Options Academy, we believe in getting the community involved in the child's overall development. Options Academy invites community agencies and businesses to the program and welcomes the opportunity to visit and engage with local community programs. All staff are encouraged to explore opportunities to increase community engagement.

CONFLICT RESOLUTION POLICY

Options Academy encourages staff to follow the 24-hour Conflict Resolution Policy which states:

In the event that a private meeting is required to resolve an issue between two or more parties, all those involved must be informed of the issues needing to be addressed and granted a period of 24 hours before the meeting will occur. This will ensure all parties are given adequate time to review the issue and prepare any solutions or remediation's that may be necessary.

Options Academy also encourages staff to use the following guidelines to resolve conflicts between staff.

- Resolve the issue independently with another staff.
- Focus on the core cause of the conflict
- Discuss the situation or the behaviors and not personalities when working through problems
- Come to management for guidance in situations where conflicts cannot be resolved independently. Management will:
 - Ask employees what they've done to work out a situation
 - Look for core causes
 - Help the individuals focus on the issue
 - Either redirect the person making the complaint back to the individual he or she is having the conflict with and offer suggestions on how to approach this person or address the issue directly with both staff

COMPLAINT POLICY/GRIEVANCE POLICY

Options Academy welcomes feedback from parents, staff and members of the community. We work quickly and efficiently to respond to and resolve any complaints regarding the program. At Options we believe that communication and empathy are key factors in resolving issues effectively. Options Academy will respond to complaints and feedback by attempting to clarify and discuss the problem and we will work with the stakeholder as a team to problem solve and resolve the issue.

To encourage honest feedback, Options also has a suggestions box where parents can submit confidential and honest feedback.

CONFIDENTIALITY POLICY

Confidentiality is of utmost importance at Options Academy. All staff and volunteers must not disclose, communicate, alter, copy, interfere with or destroy personal information. Confidential information must not be shared with other parents, children, staff or stakeholders that are not directly involved with the child or with the situation.

PARKING

Parking stalls dedicated for parent pick-up and drop-off are located at the east end of the building directly adjacent to the outdoor play area and the main entrance for the school. Staff can park at other (non-reserved) parking stalls located throughout the plaza. Where possible, staff are asked to utilize street parking to respect the parking needs of other tenants that require parking stalls for their clients throughout the day.

DRESS CODE

The dress code at Options is business casual. We ask the entire team to dress professionally. The students will also be dressed in smart looking uniforms! Please refrain from wearing the following:

- Jeans
- Low cut tops
- Dresses and skirts that come above the knee
- Sporty attire

SMOKING

Options Academy will ensure that no person or staff member smokes on the program premise. No staff will smoke at any time or place where child care is being provided.

EMERGENCY PROCEDURES

Staff and children (where developmentally age appropriate) will be aware and familiar with emergency evacuation procedures by:

- Walking through the evacuation plan in detail with staff and children
- Practicing the emergency evacuation procedures with staff and children once every two months.

Disaster evacuation Policies

Man-Made Disaster Policy

In the event of a man-made disaster such as a chemical spill, gas leak, etc., the children will be evacuated by staff and transported to an alternate facility. All parents will be contacted and informed of the evacuation and given instructions on how they can pick up their child(ren). An incident report filed with the Alberta Human Services within 24-hours of the incident.

Natural Disaster Policy

The following procedure will be followed in the event of a natural disaster such as tornado, threatening winds, storms, etc.:

- The children will be moved to the basement or an inside room in the center;
- A battery operated radio or similar functioning device will be maintained on the premises for updates on threatening conditions;
- Flashlights will be on hand for use if needed;
- In the event the situation requires evacuation, the same procedure used for man-made disasters and fire evacuations will be followed;
- Parents will be notified as soon as possible via Brightwheel or email; and,
- The alternative location will be posted on the front doors of the school and sent to parents after evacuation procedures are followed.

Fire Evacuation Plan

The Fire Evacuation Plan is set out in detail in the Fire Alarm Evacuation Procedures that can be found in *Appendix Schedule 1*.

Lock Down Policy and Plan

A lock down policy has been developed in the event that it is unsafe for the children and staff to leave the building. Two practice lock down drills will be completed each year. Staff and children will be informed of a lock down using the following phrase “This is an Emergency-Options Academy is now in lockdown”. The staff members are asked to close the doors of their

classrooms and remain inside with the children as quietly as possible until the “All Clear” is given. Options Academy’s two main doors will remain locked and no parents, staff or children will be able to enter or exit the building during the lockdown. Specific instructions may be given to the staff and children depending on the situation.

All staff and children that are not in their “Home Rooms” at the time of the lock-down are asked to do the following:

1. If they are inside the building in another room, they should remain in that room;
2. If they are outside the building, they should come back to the building and into their classroom unless directed otherwise. The Director or another staff will communicate with all staff outside the building either in person or by phone to give instructions.

Emergency daycare closure policy

From time to time, the Greater Edmonton Area experiences extreme weather conditions, natural disasters and other emergencies of a general nature. During these events we may not be able to open or we might need to close the Centre during the day. Examples of these sorts of emergencies include fire, blizzards, ice-storms, extreme winds/rain and power outages. If an emergency of this magnitude occurs during operating hours, we will attempt to contact all parents and make arrangements for early pick-up of their children.

If a widespread emergency occurs and communications are out, please come to the daycare as soon as possible. In the event of an emergency, it is also the responsibility of parents to try to contact the daycare or come in person as soon as possible. If an extreme emergency occurs outside of normal operating hours, the daycare will not open until the situation returns to normal.

This policy is required to comply with Work Safe AB regulations, the Employment Standards Act, and other applicable laws and by-laws.

Field Trip Policies and Procedures

To keep our children safe during field trips, a strict compliance to our Field Trip Policies and Procedures will be followed. For details, please check *Appendix Schedule 2*.

Transportation Management Agreement

For our Half Day Kindergarten and After School Academies, a Transportation Plan was set out and can be found in *Appendix Schedule 3*.

RECORDS / REPORTING

Children's Records

Options Academy will maintain on the program premise an up to date record on each child including the following information:

- The child's name, date of birth and home address
- A completed enrollment form
- The parent's name, home address and telephone number
- The name, address and telephone number of the person who can be contacted in case of an emergency
- The particulars of any health care provided to the child, including the written consent of the parent
- Any other relevant information about the child provided by the parent (e.g. allergies, immunizations)

If medication is administered, Options Academy will maintain an up to date record on each child including the following information:

- The written consent of the parent
- The name of the medication
- The time the medication needs to be administered
- The amount that needs to be administered

This record for each child will be available for inspection by the director at all times and by parents at appropriate times.

Administrative Records

Options Academy will maintain on the program premise up to date administrative records containing the following:

- Daily attendance of each child including arrival and departure times
- Daily attendance of each primary staff member including arrival and departure times and hours spent in child care
- Evidence of the child care supervisors and/or staff member's certification as well as first aid certificate
- Current criminal record checks of every staff member and volunteer

The above records will be available for inspection by director at all times and by the child's parents at reasonable times.

The above records will be retained for a minimum of two years.

Portable Record

Options Academy will maintain a portable record of emergency information on each child including the following:

- The child's name, date of birth and home address
- The parent's name, home address and telephone number
- The name, address and telephone number of the person who can be contacted in case of an emergency
- Any other relevant information about the child provided by the parent (e.g. allergies)

A portable record of the telephone numbers of the local emergency response service and poison control center will also be maintained.

Incident Reporting

The following incidences will be reported to the regional child care office using the prescribed form:

- An emergency evacuation

- An unexpected program closure
- An intruder on the program premise
- An injury or illness that requires emergency health care or requires the child to stay in the hospital over night
- An error in the administration of a medication the requires first aid, emergency care or the child to stay in the hospital over night
- The death of a child
- The unexpected absence of a child from the program (e.g. getting lost)
- A child removed from the program by an un-custodial parent or guardian
- An allegation of physical, sexual, emotional abuse or neglect of a child by a program staff or a volunteer
- The commission of an offence by a child in accordance with the Act of Canada or Alberta
- A child left on the premise outside of programing hours

All incidents and accidents (not covered by the above list) must be documented on the Incident / Accident Repot Form. This form requires Teacher, Principal or Vice-Principal and Parent signatures.

Staff Sign-In / Sign-Out

Staff sign-in and sign-out will be done through Timesavr. Each staff is responsible for:

1. Signing in at the beginning of each day;
2. Signing in/out for breaks;
3. Tracking time spent on administrative tasks;
4. Signing out at the end of each shift.

Student Sign-In / Sign-Out

Student sign-in and sign-out will be done through Timesavr. Staff should ensure the following for each student:

1. Each student is signed in prior to the parent leaving the child in the room;
2. Each student is signed out prior to the parent taking their child out of the room.

STUDENT HEAD COUNTS

A student head count must be completed each time one of the following events occur:

1. A student signs into the room;
2. A student signs out of the room;
3. Each time a student or group of students move from one room to another (a head count must be done once prior to leaving the room and again upon reaching the new room). This includes going out to the playground.

The student headcount should be written at the entrance of the door into each room and updated each time there is a change.

Notwithstanding the above, staff should at all times be aware of how many students are supposed to be in their respective classrooms.

CHECKLISTS

The following checklists must be completed by staff:

1. Cleaning Checklist
2. Opening Checklist
3. Closing Checklist
4. Kitchen Cleaning Checklist

Forms:

5. Alberta Health Services Illness Log Sheet
6. Incident & Illness Reporting Form

PROGRAM EVALUATION POLICY

Options Academy understands the crucial role that evaluation and reflection can play in the positive development of a program. We will ensure annual evaluations of both the Daycare and Before and After School Program are implemented using the following procedures:

- Annual Program Evaluation Surveys will be provided to all parents and staff
- Director and Assistant Director will review the surveys and our Policies and Procedures to ensure we are meeting the needs of our children and staff.

- Families who for any reason withdraw their child from the program will be asked to provide feedback on their experience at the Academy.

CODE OF ETHICS

Options Academy's Code of Ethics is designed to be followed by all Options Academy staff. The code is a framework for reviewing and reflecting on our values, principals, and ethics.

Options Academy staff will:

- Keep informed about best practices and new perspectives and theories regarding early childhood education and development
- Seek opportunities for growth and development as a professional
- Build collaborative relationships with other educators
- Mentor other educators or students in the field
- Be advocates for young children and families

In relation to the children, Options Academy staff will:

- Act in the best interest of the child
- Create and maintain a healthy, safe environment for the children
- Encourage learning, development, creativity, self-confidence, respect, and individuality in all children
- Take a holistic approach when facilitating a child's learning and development
- Acknowledge that each child is unique and embrace the diversity in the classrooms
- Ensure that no child is discriminated against due to differences in age gender, ability, race, lifestyle, religion, culture, language, or economic status
- Honor each child's right to learn in a comfortable, loving, pressure free environment

In relation to the families, Options Academy staff will:

- Treat families as partners in their child's learning and development
- Ensure that each family feels a sense of belonging at the Academy
- Maintain constant and open communication with families
- Acknowledge that parents and families understand and know their children the best
- Respect each families' culture, beliefs, customs and lifestyle

- Share information regarding their child's development and welcome any feedback and other relevant information about their child
- Maintain confidentiality at all times

In relation to co-workers, Options Academy staff will:

- Build strong relationships based on trust and respect
- Share knowledge and ideas and support each other's professional and personal development
- Use constructive and effective methods for managing differences in opinion
- Collaborate and continually reflect on and improve practices that uphold Options Academy to the highest standards of early childhood education and development
- Engage in professional development and training for continuous improvement in their role as educators.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

In keeping with the Freedom of Information and Protection of Privacy Act, staff should be aware of the following:

1. Personal information of a student or parent must not be shared with another student or parent;
2. Pictures of students can only be taken with the written consent of their parent
3. Any pictures of and / or information about students and parents is the property of Options Academy and should not be maintained on personal devices such as smartphones, unless authorized in writing. Notwithstanding the above, staff are authorized to use the following applications on personal devices:
 - a. Timesavr
 - b. Brightwheel
 - c. Email

SCHEDULE 1

Fire Alarm Evacuation Procedures

Upon Discovery of Fire

1. If you are trained on using a Fire Extinguisher, the fire is small, and it is safe to do so, try extinguishing the fire with a fire extinguisher (See Appendix B).
2. Leave fire area immediately and close doors. Alert occupants.
3. Sound Fire Alarm and follow the fire alarm evacuation procedures.
4. Call 9-1-1 from a safe location.
5. If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
6. Exit the building via the nearest exit.

Upon Hearing of a Fire Condition

Upon direction/instruction of the alarm or Child Care Director or designee, prepare to immediately evacuate the building and follow the following procedures:

1. The Director or designee will call 911 to advise of the nature of the emergency immediately.
2. Staff are to take attendance for your respective classroom and immediately proceed to the Assembly Area through the nearest fire exit and wait for firefighters to arrive. If you encounter smoke, please proceed to an alternate exit. Prior to leaving the classroom, please ensure:
 - Each classroom has to take an emergency bag with emergency information and medications.
 - Search the room and make sure all doors are closed when you exit.
 - For staff that are not assigned to a particular classroom (or children), if it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.

(In case of emergencies that do not warrant evacuation outside of the building (natural disasters [tornadoes, for example], chemical spills, bombings, etc.), remain in the classroom.)

In case of emergency or drill, all personnel should leave the building in an orderly manner - Walk, Don't Run. Teachers should search their rooms and close all doors before leaving. Additionally the Director or designee will search all areas within the Center and ensure all occupants have been safely evacuated. Teachers will refuse assistance from anyone not previously identified as a support person. This does not include Federal Protective Service Police or emergency personnel.

3. At the Assembly Area, teachers will immediately take a head count of each classroom group to ensure that everyone is present and accounted for. Head Teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Director or designee. Any missing children must be reported to emergency personnel and parents / guardians immediately.
4. The Director, in consultation with the Emergency Personnel will determine if parents should be asked to pick-up children. The decision to have parents pick up their children will be made based on expected time out of the Center or the nature of the emergency. The Director will contact the off-site emergency number to notify parents.
5. Parents will not be allowed to remove a child from the custody of the center during the evacuation. Once all children are accounted for at the Assembly Area, parents may be allowed to sign out their children.
6. Upon the arrival of firefighters, inform the fire officer of the conditions in the building and provide access and vital information to the firefighters as to location of persons, master keys for the space and any other relevant information.

Fire Drills

1. Fire drills will be conducted once every month. The property manager's office must be notified of each drill. A representative of the building manager will be invited to attend. The director will keep a record of all drills.
2. All faculty members will be trained on fire protection and evacuation practices.

Assembly Areas

Assembly Areas: maps attached

Primary Assembly Area

Location: SE corner of the building where the cross walk is (Across from Brander Gardens School)

Address: 14865 56 Ave NW
City, State Zip: Edmonton, T6H 5G2
Telephone Number: 780 436 6740

Secondary Assembly Area

Location: Café Au Play
Address: 5667 Riverbend Road
City, State Zip: Edmonton, Alberta T6H 5K4
Telephone Number: 780-758-7529

When there is extremely cold weather or the Assembly Areas deemed to be unsafe, please proceed to Brander Gardens School located directly south of Options Academy.

Emergency Contact Numbers

All Emergencies	911
Poison Control Center	1-800-366-8888
Fire Department	780 427-2732
Police Department	780 496 8510
Ambulance Service	780 429 6771
Owner/Manager of building Famida Virani	780 278 7491
Options Academy	780 278 7491

SCHEDULE 2

Field Trip Policies and Procedures

The following procedures will be discussed and followed by all Teachers and volunteers participating in the Field Trip:

Preparing to Go

1. Teachers will consider the following when assessing the number of volunteers required on a field trip:
 - a. the ages and the needs of the children involved;
 - b. the type of activity the children will engage in;
 - c. the environment and location of the activity; and,
 - d. any other relevant criteria.

There will be a Teacher from Options Academy leading each group and they will be responsible for the safety and well-being of the children in that group. Parent volunteers will not be left alone to supervise a group of children at any time. Parent volunteers will accompany and assist the Teachers. Each group will have a copy of the Field Trip Policy and Procedure as a reference.

2. Each Teacher, parent volunteer and child attending the field trip will wear a t-shirt with the name, and phone number of the Center.
3. The Teachers will break the children into groups and assign a parent volunteer / Teacher to each group. Groups must stay together in one area to ensure that they are never alone with a parent volunteer.
4. Each child must have written parental permission before he/she can participate in the Field Trip.
5. The Teachers will inform the children of the location, the plan, the people they will see and who they will need to listen to. Enough information will be given to help the children feel secure and comfortable.
6. **Safety rules will be discussed with the Teachers, volunteers and children.** These rules include:
 - a. Picking a designated meeting area;
 - b. Ensuring that all children stay with their group / supervisor. Children should only switch groups if **ALL** staff and parent volunteers are aware.

- c. Taking attendance before the children leave Options, on the bus and again when they arrive at the destination, periodically throughout the entire field trip.

What to Bring

1. All adults attending the field trip will be equipped with a cell phone so if the group gets separated, adults can still communicate.
2. In case the groups gets separated, **each class will be responsible for having their backpack which includes:**
 1. Emergency medication (if any required);
 2. First aid kit;
 3. Portable emergency information for both staff and children;
 4. Emergency change of cloths;
 5. Parent permission forms;
 6. The parent permission letter will include the destination, date, time of departure and return to Options; and,
 7. Snacks, water, tissues (wipes), and sun screen.

Lunch will be taken along in a cooler on full day field trips.

Upon Arrival at the Field trip

1. Teachers will:
 - a. Take attendance;
 - b. Break the children into their groups; and,
 - c. Visit the designated meeting area and review safety rules again.
2. Educators will review the 3 guidelines to follow if someone gets separated from the group:
 - a. Stay where you are;
 - b. Talk to a "safe adult" (People wearing uniform or a badge such as a store or park employees, security officers, police); and,
 - c. Don't go anywhere with someone you don't know.
3. **ALL** children will be accompanied by an adult when using the washroom.
4. Educators will take attendance regularly.

Upon Arrival at Options

1. Teachers will take attendance upon descending the bus, after entering Options and once again when the children are back in the classroom;

2. Backpacks will be emptied of all additional contents; and,
3. Items will be placed back where they are stored.

Review and Follow-Up

1. After the activity, teachers will follow-up by:
 - a. Listening and observing the children's responses to the field trip - what are their questions and interests?
 - b. Planning related activities and learning experiences.

IN THE CASE OF A LOST CHILD

Staff will be prepared to do the following:

1. Conduct a brief search of the immediate area and inform the Principal/Vice Principal of the missing child;
2. Check with other teachers / parent volunteers to see if they have them;
3. Principal / Vice Principal will seek help from the nearest employee or security officer;
4. Principal / Vice Principal will check designated meeting area;
5. Principal / Vice Principal will give a description of the child and the clothing he/she was wearing - show a photo of the child;
6. Principal/Vice Principal will then contact the police, parents and Day Care Licensing; and,
7. Principal/Vice Principal and Teachers will ensure the other children are safe and make a decision to remain on site or return to Options.

If the Principal or Vice-Principal are not on the field trip, an acting Principal will be appointed.

**** Teachers will have a backup plan in the event that the field trip is cancelled.**

SCHEDULE 3

Transportation Management Agreement

Between: **OPTIONS ACADEMY**

-and -

 Child's Name

 Parent's Name

Name of Child's School: _____

School Address: _____

Contact No: _____

GRADE	CLASS (incl AM / PM)	TEACHER'S NAME	GRADE	PARENT NAME	PARENT SIGNATURE	DATE OF SIGNATURE

Transportation Responsibility: Options Academy is responsible for transporting the child to and from school and Options Academy.

Method of Transportation: Walking

School Drop off / Pick up Schedule:

School	Grade / Class	Drop-Off [Leave Options at]	Pick-Up [from school at]
Tempo			
	KG	8:00am	11:20am
	Grade 1	8:00am	1:20pm
	Grades 2 - 6	8:00am	2:20pm
Brander Gardens			
	KG AM	8:35am	11:25am
	KG PM	12:20pm	3:30pm (2:20pm on Thursdays)
	Grades 1-6	8:35am	3:30pm (2:20pm on Thursdays)

School Transportation Guidelines and Procedures for Options Academy:

- Options Academy staff will walk the children to and from school for drop-off and pick-up.
- For drop off in the morning, staff/s will gather the children and walk them to school.
- Our staff will drop off the children at the designated assembly line and transfer care to the teacher and/or morning/afternoon supervisor.
- For pick up, the children will gather in the lobby closest to the school’s office and a staff will pick them up.
- In the event of inclement weather or other events that deem it unsafe to pick-up or drop-off children, a message to all parents will be sent via Brightwheel and Options Academy will communicate with the school administration to make alternate arrangements.
- Options staff will pick up the children from school at scheduled time. In case of late arrival or no show up at the pick-up area, our staff member will follow below procedures:

1. Check Brightwheel app for messages or information from parents
2. Give the child 5 extra minutes to get to the pick-up point
3. Ask information from school authorities about the whereabouts of the child. Seek help from them to locate the child.
4. Inform the program director and/or supervisor about the situation
5. One of the staff will stay in school until an update is given by the school authorities.
6. Call parents and give them an update about the situation
7. If parents can't be reached, call emergency contacts for the child.
8. If we are unable to locate the child, call Edmonton Police Service and inform them of the missing child.

Responsibilities of Parents:

- Please notify the centre in advance if your child is going to be away or will not need pick up from school.
- If the child arrives at Options later than drop off time, the parent will drop off their child to school.
- If the child is expected to remain at school beyond the scheduled pick-up times, parents are required to notify Options Academy.

I, _____, hereby agree to give permission to Options Academy to pick up and drop off my child from and to the school. I understand that Options Academy is not responsible of my child once he/she is on the school premises.

Parent's Signature: _____

Date: _____