Joan Ivany Allen Gray Child Development Centre

Opening doors of quality living together!

PARENT HANDBOOK

(Updated April 2018)

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Allen Gray Child Development Centre Features:

- Fully accredited childcare facility
- Enriched educational program for children ages 1-6 years
- Intergeneration program with residents at Allen Gray Continuing Care Centre
- Hot quality meals and snacks made daily in our licensed kitchen
- Experienced & qualified Early Childhood Development Educators
- One-way glass for child observation outside all rooms
- Spanish classes twice a week
- Music classes twice a week
- Fully equipped, custom designed facility and playground with lakeside view
- Non-profit, quality childcare in an enriched, nurturing and safe environment
- ECS certified Kindergarten program with Alberta Education with Smart board technology
- PUF (Program Unit Funding) supports available for children with mild, moderate and severe disabilities
- Children's Yoga (Mondays, Tuesdays & Wednesdays) Gymnastics (Thursdays & Fridays) in the chapel for all rooms

Our Philosophy:

At Joan Ivany Allen Gray Child Development Centre, we recognize the importance and quality of care for your child. Finding the right childcare centre, with a balance of both, an educational and a play component is essential for your child's development. Your child's experience at Joan Ivany Allen Gray Child Development Centre will help them better prepare intellectually, socially and emotionally for future grade school education.

We endeavor to provide equal care and warmth from Educators in a warm and nurturing environment. Keeping in mind, that each child is unique with their own sensitivity level and deserves to be treated accordingly, our philosophy enforces the recognition of each child's talents, strengths, and areas of improvement. Children will be free to express themselves and we will encourage each child to develop individually and to gain a sense of trust and security, thus growing into more confident, social and responsible individuals.

One of the most essential purposes of Daycare and Pre-school is to prepare children for the road ahead: for social interaction, for independence, and for educational advancement. We achieve this through the implementation of a diverse and enriched educational program. Education is not only academics. Education also takes the form of culture, arts, music, drama, and creativity. An enriched program includes music programs combined with a quality academic approach to educational advancement and learning.

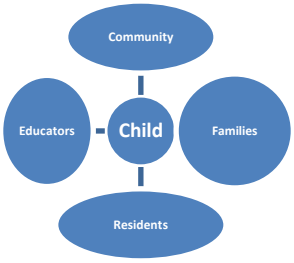
The children's free play time is an integral part of our program and is observed several times during the day. Through this active exploration, children come to learn about their environment and about themselves. They learn to cope with daily life experiences, to engage in role playing situations, and to realize their limitations and capabilities. Children are given the freedom to explore various learning activities and interest centres of their choice that are prepared before their arrival. The materials and activities are changed from week to week to challenge and inspire all children. These activities are available throughout the week for children to explore during both individual and group times. Educators oversee and remain in close proximity to the children to encourage positive interactions between peers,

provide appropriate and new language during play and help guide children through any conflicts that may occur.

The environment that we provide promotes the development of your child's capabilities and interests. We are aware that these first few years in your child's life are the most impressionable. Therefore, Joan Ivany Allen Gray Child Development Centre provides a rich learning environment with an equal balance of education and play. We provide stimulating, open-ended, child-centered and age-appropriate activities that allow all children to actively participate in their learning experiences.

In addition to the quality of care and education, Allen Gray provides an intergenerational program on site. This unique program allows the children to positively interact with the residents at Allen Gray. This program benefits both the young and the aged as it enhances family values and support, promotes appreciation for cultural heritage and traditions and brings joy to life, as well as a feeling of belonging in all ages.

Allen Gray Child Development Centre is committed to working together with you, the parent and your families. It is our vision and our promise to you that we will maintain a high standard of care and education for your child and ensure that they will be treated and cared for with respect. We promise and strive to and give the best care and attention in a rich structured, nurturing and safe environment. Our goal is to create a five way partnership between the families, the community, the residents, the child and all Child Development Educators.



If you have any questions or concerns, please feel free to contact any of us:

Naida Meghji (E.C.D – Level 3)
Child Development Manager
Phone # 469-9606 Ext. 204
Email: nmeghji@allengray.ab.ca

Infant Rm:	#469-9606 Ext. 273
Toddler Rm:	#469-9606 Ext. 272
Jr. Preschool:	#469-9606 Ext. 270
Preschool Rm:	#469-9606 Ext. 271
Kindergarten	#469-9606 Ext. 269

Doreen Darling, Program Coordinator
Phone #469-9606 Ext. 252 *Email: ddarling@allengray.ab.ca*

GENERAL INFORMATION:

Hours of Operation: 6:45 am – 5:30 pm
Ages: 12 months – 6 years
Fee Structure (Effective April 1st, 2018):

Room	Age	Full- time	M,W,F	T, TH	Drop in (for registered children only)
Infant	12-24 months	$1141	N/A	N/A	$64/day
Toddler	2-3 years	$1073	$798	$672	$59/day
Junior Preschool	3-4 years	$1045	$775	$660	$50/day
Preschool	3½-4½ years	$1045	$775	$660	$50/day
Pre-Kindergarten	4 ½-6 years	$1045	$775	$660	$50/day
ECS Kindergarten (before & after only)	4 ½ years -6 years	$885	$653	$539	$45/day

* Please note these ages serve as a guideline and your child will move rooms when they are ready and when there is an available spot in the next room, thereafter, fees will decrease.

Room Extensions:

Infant Room: #469-9606 Ext. 273
Toddler Room: #469-9606 Ext. 272
Junior Preschool Room: #469-9606 Ext. 270
Preschool Room: #469-9606 Ext. 271
Pre-K Room: #469-9606 Ext. 303
Kindergarten Room: #469-9606 Ext. 269

Location:

Joan Ivany Allen Gray Child Development Centre is located on the main floor of the Allen Gray Continuing Care Centre in the lakeside community of Mill Woods. This beautiful and central location is a great place for children of all ages to spend their day.

Facility:

The Allen Gray Continuing Care Centre is a voluntary non-profit organization owned and operated by the Gray House Guild. The Guild was

formed in the early 1950's when a group of visionary woman planned an auxiliary hospital with the assistance of Anglican Bishop Henry Allen Gray. The Allen Gray Auxiliary Hospital opened in 1963. In 1995, the Auxiliary Hospital was renamed as a Continuing Care Centre to better reflect the variety of care and support programs being offered to the community. After 39 years of successful operation and 18 months of construction, the Gray House Guild moved their Care Centre to a new location in the Mill Woods District of Edmonton. The Allen Gray Continuing Care building opened in March 2002. At this facility, the Guild had space to build their dream of a complete senior's supportive community with a lakeside location. Now, with the addition of a complete childcare centre, the Allen Gray Continuing Care Centre supports and brings generations of quality living care together all under one roof.

Eden Alternative:

The Allen Gray Continuing Care Centre has based its philosophy on the Eden Alternative. The Eden Alternative was developed to eliminate the three plagues that cause suffering among residents in long term care. These are loneliness, helplessness and boredom. The Child Development Centre's intergenerational program was designed to help eliminate these three plagues of suffering among the elders by bringing laughter and joy through children into the homes of the residents.

Educators:

Allen Gray Child Development Centre has employed high quality Educators chosen for their qualifications and experience in the field of Early Childhood Education along with their professionalism, enthusiasm, creativity and competency. All Educators have completed their Standard First Aid certificates and have valid Criminal Record Clearance.

Dress:

Children should be dressed for active play during all seasons. Each child requires a full set of extra clothing each school day. This clothing should be non-restrictive and allow for freedom of movement and should be easy to take on or off independently for bathroom use. Since we will be engaging in painting, playdough and other potentially messy activities, it is encouraged that children dress in play clothes.

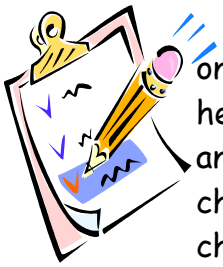
We request that children bring two sets of shoes each day. One pair should be for indoor use only. (We recommend slippers or slip on shoes so that children may be comfortable throughout the day). The second pair should be for outdoor play use. (Please bring shoes according to the weather ex: boots-winter, sandals-summer).

Lunch/ Snacks:

Nutritious snacks and lunch are provided each day to all children with healthy items from all food groups. (Infants are required to bring their own formula, breast milk, etc until they begin to eat table and finger foods). Water and homo milk will also be provided along with each meal. Please provide a supplement or alternative for your child if you wish. Please refer to the parent board to view the lunch menu. This menu will be on a six week rotation and will be reviewed yearly by the in-house Dietician and Food Services Manager.

Please note, to promote healthy eating, there will be no chocolate or candy permitted at Allen Gray. These items will be reserved strictly for birthdays and special celebrations. Should your child have any food allergies or restrictions, please inform the manager immediately.

Developmental Checklists:



The Nipissing Developmental checklists are filled out and distributed once a year. These checklists demonstrate your child's abilities in their self-help skills, gross and fine motor skills, reading and writing skills, social skills and areas of interest. These checklists are given to let parents know how their children are developing each year they are enrolled at Allen Gray. These checklists also act as an indicator or tool of assessment if extra support is needed in a certain area of development.

Program Calendar, Newsletters and Information:

A Calendar of themes and events is posted on the parent information board each week. A monthly newsletter is electronically issued to provide and update you with any pertinent information regarding upcoming events at the Centre. Please refer to the parent board for daily updates and announcements.

Toys from Home:

It is strongly recommended that parents do not encourage their children to bring toys from home. There is a chance that these items may be broken or misplaced. Often times, these "special" toys may not be easily

shared between children. As Allen Gray is furnished with a variety of excellent quality toys and equipment, we strongly encourage that toys be brought in from home only for show and share purposes.

Your child will need the following items each day:

- ☺ Indoor shoes.
- ☺ Bedding (child size blanket/ pillow).
- ☺ Extra full set of clothing.
- ☺ Water bottle
- ☺ Boots/mitts/snow pants/ jacket in the winter & a hat in the summer.

*Please ensure that all items are labeled with both first and last names. (for great labels see www.oliverslabels.com/AGCDC)

Infants/ Toddlers:

- ☺ Bottles, liners, nipples, sippy cups.
- ☺ Formula/breast milk.
- ☺ Supply of disposable diapers, wipes, diaper rash cream.
- ☺ Supply of food your child will eat can be stored in our refrigerator in the infant room. Suggestions: soft fruit, veggies, tinned fruit, yogurt, teething cookies.

Educational Program:

The developmental program at Joan Ivany Allen Gray Child Development Centre is maintained at the highest standard level to ensure that each child's experience will give them a head start and guide them on a successful educational journey throughout their lives. Learning will take place throughout each day and will include the following programs:

- ☺ ***Intergenerational Program (Ages 1-6)*** a unique program between the residents and the children which encourages healthy relationships, increases cultural awareness and traditions, creates a sense of purpose and belonging in all generations.

- ☺ ***Early Childhood Services (ECS) Program (Ages 4 ½-6)*** is a certified Private Kindergarten Program funded through Alberta Education. This program is in operation in accordance with the Alberta Kindergarten Program and has a minimum of 475 hours of instruction per year. This program is run by a qualified teacher with a valid Alberta Teaching Certificate and runs from September to June each year.

☺ ***Music Class (Ages 1-6)*** allows children to explore their musical talents, familiarize themselves with various instruments, while learning the history of music and famous composers.

☺ ***Sign language (Ages 1-2)*** gives children opportunities to express themselves through gestures and to give children a foundation to early communication skills.

☺ ***Spanish Classes (Ages 3-6)*** gives children an opportunity to be introduced to a new language and to create a sense of appreciation for other cultures and languages.

☺ ***Gymnastics (Ages 1-6)*** encourages children to learn their ABC's- Agility, Balance, Coordination and Speed, the four skills that underpin Physical Literacy.

☺ ***Children's Yoga (1-6)*** gives children a foundation of breathing and relaxation techniques while increasing flexibility and balance. It also has proven to improve class work and group interactions between children.

☺ ***Creative Arts (All ages)*** teaches children gluing, cutting, drawing, coloring and painting skills while enhancing their creative talents and imaginations.

☺ ***Circle Time (All ages)*** gives the children opportunities to learn about weekly/monthly themes in a large group setting. This teaches them turn-taking, enhances listening skills and encourages speaking in front of their peers.

☺ ***Free Play (All ages)*** gives the children opportunities to interact socially with their peers in a supervised environment. It allows them to develop their own interests, form friendships with their peers, foster autonomy and independence and master life situations through role playing and modeling, while having fun!

Curriculum: Includes the following daily activities:

Intergenerational activities

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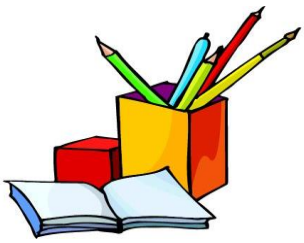
- Children's yoga (Mon/Tues/Wed) and Gymnastics (Thurs/Fri)
- "Music Together" on Tuesdays and Wednesdays with Ms. Alison
- Spanish on Mondays & Thursdays with Mrs. Maria
  (Junior Preschool, Preschool and Kindergarten)
- Sign language in the Infant Room
- Group circle lessons on children's current interest using flashcards, felt board stories and visual aids
- Free Play: Child initiated activities
- Science experiments and concepts
- Pre-reading and writing
- Coloring, drawing, painting and creative arts
- Dramatic Play: Role-playing, imagination & creativity
- Developing social interactions with peers
- Storytelling and quiet time
- Health, safety and nutrition
- Gross motor activities- Indoor and Outdoor play



Daily Program Schedule for Infants 12 months-24 months:
Capacity of 8 Children:

6:45	Allen Gray Infant room opens
6:45-7:45	Free play. All centres are open to explore
7:45-9:00	Hand washing for breakfast. Group morning breakfast
9:00-9:30	Diapering routine
9:30-10:00	"Music Together" (Tues & Wed) combined with the Toddler Room
10:00-10:40	Nap time/ snack time (for those infants who need it) Art/sensory stimulation and manipulation activities are set up for infants that are awake Free play. All centres are open for children to explore
10:40-11:00	Children's Yoga/Gymnastics in the Chapel Turtle bus ride to visit residents (Intergeneration) Those able to walk on own are able to walk down the hallway/Multipurpose room (Gym) Outdoor play /Free play (Weather Permitting)
11:00-11:30	Diapering routine. Hand washing for lunch
11:30-12:00	Hot Lunch
12:00-2:30	Rest/quiet time. Children who wake up earlier may ride in the turtle bus or play quieter activities in the room
2:30-2:45	Clean up/ Diapering as children wake up
2:45-3:15	Afternoon group snack
3:15-4:30	Free play (child directed). Songs/Finger plays-Story time looking at books
4:30-4:45	Evening Snack
4:45-5:30	Outdoor play/Free Play
5:15	Allen Gray Infant room closes
5:30	Infants join Toddler Room

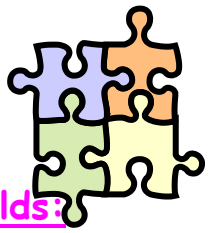
** Please note that this schedule is flexible and only used a guide as each child has their own individual schedule.

Daily Program Schedule for Toddler 2-3 Years: Capacity of 14 Children:

7:30	Allen Gray Toddler room opens
7:30-8:15	Free play. All centres are open to explore
8:15-8:45	Diapering and washroom routine. Hand washing for breakfast
8:45-9:30	Group morning breakfast Art or sensory stimulation and manipulation activities are set up (teacher directed)
9.30-10.00	"Music Together" (Tues & Wed) and/or Free play. All centres are open for children to explore
10:00-10:30	Children's Yoga/Gymnastics in the Chapel
10:30-11:00	Intergenerational Visit or Outdoor play and activities/Free play (Weather Permitting)
11:00-11:30	Diapering and washroom routine. Hand washing for lunch
11:30-12:15	Hot Lunch
12:30-2:30	Rest/quiet time
2:30-3:00	Clean up/ Diapering and washroom routine
3:00-3:30	Afternoon group snack
3:30-3:45	Story/circle time/music/movement
3:45-4:30	Indoor gym time/ Outdoor time
4:30-4:45	Diapering routine
4:45-5:00	Story time (teacher directed) Free play (child directed). All centres are open
5:30	Allen Gray Toddler room closes

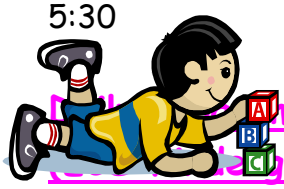
Daily Program Schedule For Junior Preschool 3-4 Years: Capacity of 14 Children:

7:15	Allen Gray Junior Preschool room opens
8:00-9:00	Quiet play- books, puzzles, coloring, table toys. Group morning snack
9:00-9:30	Diapering and washroom routine
9:30-10:00	Children's Yoga/Gymnastics in the Chapel
10:00-10:30	"Music Together" (Tuesdays & Wednesdays) Spanish with Ms. Maria on Mondays and Thursdays Dressing for outdoors/washroom routine- Fridays
10:30-11:15	Outdoor Play/Free Play (weather permitting)
11:15-11:30	Washroom routine for non-diapered children Handwashing for lunch Story Time / Circle Time (Teacher Directed)
11:30-12:15	Hot Lunch
12:15-12:30	Diapering and washroom routine
12:30-2:30	Rest/quiet time
2:15-2:30	Clean up/ Diapering and washroom routine
2:15-2:45	Quiet activities on tables
2:45-3:00	Free play- All centres open
2:45-3:15	Afternoon group snack
3:00-3:30	Free play / Arts and Craft Table open Generation Gap on Fridays
3:30-4:00	Washroom routine/Dressing for outdoors (shoes, coats) Outdoor play (Weather Permitting) In the basement/ Movement/ Exercise/play circle games
4:00-4:30	Free play (child directed).
4:45-5:00	Diapering and washroom routine
5:00-5:30	Table Top Activities
5:30	Allen Gray Junior Preschool Room closes



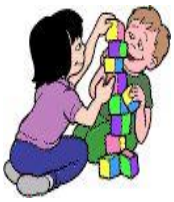
Daily Program Schedule For Preschool 3 ½ -4 ½ year olds: Capacity of 18 Children:

6:45	Preschool Room opens
7:00 – 8:45	Free Play – Centers are open for children to explore
(8:00 – 8:45)	Breakfast is available
8:45 – 9:00	Tidy up time/washroom routine/getting ready for Yoga
9:00 – 9:30	Children's Yoga/Stretching in the Chapel
9:30 – 10:15	Outdoor Time/ Free Play (weather permitting)
10:15 - 10:30	Come inside and get ready for Spanish or Music Classes
(10:30 – 11:00)	"Music Together" (Tuesdays & Wednesdays) Spanish classes with Ms. Maria on Mondays and Thursdays
11:00 – 11:30	Free Play – Centers are open for children to explore
11:30 – 11:45	Circle Time (instructional time – calendars, books, songs)
11:45-12:15	Lunch Time
12:15 – 12:30	Washroom Routine /Transitioning to beds– staff help settle children by rubbing backs and playing soft music
12:30 – 2:30	Rest/quiet time
2:30 – 3:00	Transitioning from rest time/ Washroom routine Quiet table toys activities available for children
3:00 – 3:15	Circle time / Generation Gap (Fridays)
3:15 – 3:30	Snack time
3:30-5:00	Dressing for outdoors (shoes, coats, etc.) Outdoor play (weather permitting)/Free Play Creative Art open if children wish to participate.
5:00 – 5:30	Table Toys/ All centers are open for free play
5:30	Preschool Room closes



[redacted]n Schedule For Kindergarten 4 ½ -6 year olds:
[redacted]garten-8:30-11:30 am) Capacity of 20 children

7:30	Allen Gray Kindergarten room opens
8:00-8:30	Hand washing/Breakfast available Free play. All centres are open for children to explore
8:30-9:00	Children's Yoga/Gymnastics in the Chapel
9:00-9:30	Circle time (instructional time)-Calendar, weather, songs and lessons- (Pre-k's in Pre-K room).
9:30-10:30	Learning centres/ Free Play (Teacher and Child Directed
10:30-10:50	Outdoor Play/ Free Play (weather permitting)
11:00-11:30/45	"Music Together" on Tuesdays and Wednesdays Spanish on Mondays and Thursdays with Ms. Maria Show "N" Tell on Fridays (Kinders)
11:45-12:30	Hand washing. Hot lunch
12:15-12:30	Washroom routine
12:30-1:00	Quiet reading time Gratitude circle
1:30-3:00	Outdoor play/free play/ inside games (weather permitting)
3:00-3:30	Afternoon group snack
3:30-5:00	Free play / classroom activities
5:00-5:30	Table top activities
5:15	Allen Gray Kindergarten Room Closes
5:30	Kindergarten children combine with Preschool Room



Waiting List/ Registration Policy:

When a registered space becomes available at the Joan Ivany Allen Gray C.D.C, the children already enrolled into our program will be given the

opportunity to transition into the next room. Once all spaces have been filled by children ready to move up to the next age level (based on developmental level and readiness), we will then enroll children from our waiting list.

Children will be placed on our waiting list in a priority sequence. All fulltime, partime and casual staff that work at the Allen Gray Continuing Care Centre will receive first priority onto our waiting list and program. Second priority will be given to siblings of children already enrolled into our program. Lastly, children from the community will be placed onto our waiting list and program.

Please note that we typically receive one month notice when a space becomes available, however they may be special circumstances when a space will be available immediately. We will not hold any spaces for anyone on our list. If you receive a call for a space you must call back within 24 hours to confirm your space. If you should call after the 24 hour timeframe, you will not be guaranteed the space as we will be calling the next available person on the list. Please ensure that you leave alternate phone numbers (work and cell) to ensure that you can secure your space in a timely manner.

Currently, we are working with a one to two year waiting list for families from the community. There is a $50 non-refundable waiting list fee to have your child's name placed onto our waiting list. If you have been waiting for a year, it does not automatically mean that you will receive a space after the one year mark or because you have paid the waiting list fee. Please ensure that you are doing your due diligence when searching for childcare and have a backup childcare arrangement in place.

We recognize and appreciate that making the best childcare for your child can be challenging. We appreciate your interest in our facility and program and promise to deliver an excellent quality program and setting for your child.

Immunization Policy:

In order to maintain the standard of excellence in quality living and care for the residents, Educators and children, all children that register at the Allen Gray Child Development Centre MUST have up-to-date immunizations and are encouraged to have annual influenza vaccination in place upon registration. This will ensure that health and safety of all individuals is maintained at the highest level. Please note that written documentation is required for regular immunizations and annual influenza vaccinations. Please provide a photocopy of your child's Alberta Immunization Record upon registration and a signed copy of your child's influenza vaccination at the end

of November each year. In the event that an outbreak occurs and a child is not vaccinated, they will need to be excluded until the outbreak is over.

Inclusive Policy:

Joan Ivany Allen Gray Child Development Centre includes children with various special needs into our program. This is a great opportunity for children to learn acceptance and awareness of each other's needs. We provide care to children and families with special needs as long as:

1. The child's exceptional needs can be met to the fullest in order to positively ensure their overall growth and development.
2. The child can be included positively into group settings.
3. Parents support and cooperation is required.
4. The total number of children with special needs and without special needs are balanced according to the needs of all.
5. Meeting child's exceptional needs does not deter from the other children's educational experience.

A ratio enhancement Educator may be required to provide one on one support for the overall benefit for the child.

Naptime Policy:

Naptime provides opportunities for younger children to sleep and for older children to rest. Children who are resting will be required to sit or lie down quietly, in order to relax, unwind, and function positively and constructively for the remainder of the day. Quiet relaxing music (often classical or instrumental) is played for the children to listen to and unwind to. Children will be permitted to play with puzzles, read books or play with quiet activities if they do not fall asleep. If a child is registered for a full day at Allen Gray Child Development Centre, it is advisable to schedule rest time, so that the child may spend a quality evening with his/her parents.

NOTE: We strongly recommend that parents avoid placing time restrictions on children's sleeping times during the day as the teachers are often faced with the moral dilemma of waking up children. The Educators at A.G.C.D.C realize the importance and benefits of having the children awake when they are ready to do so on their OWN time.

GUIDANCE POLICY FOR INFANTS (Children 12-24 months):

Joan Ivany Allen Gray Child Development Centre recognizes the importance of guiding children through appropriate behavior and role modeling at an early age in their lives. With infants, our primary concern is their safety, both physically and emotionally. Keeping this in mind, and acknowledging that infants are naturally curious individuals, the following preventative strategies will be used by the teachers to guide infants towards appropriate behavior and will help to eliminate undesirable behavior:

Preventative Strategies:

1) Being consistent and predictable at all times to establish a safe and loving relationship
2) Consistently and responsively meeting their needs on time (ex: feeding, changing) which fosters deep trust and contentment in infants
3) Providing a safe, clean and healthy environment
4) Modeling appropriate and desirable behavior

Intervention Strategies:

At Allen Gray, we use the above described prevention strategies to help infants develop a sense of self and trust with the teachers. We strive to promote healthy self-esteems in all children, while creating respect for peers and teachers. Some of the ways that teachers guide children throughout the day include:

1) Providing alternatives to infants if undesirable behavior occurs. (ex, if they try to bite, we will provide a teething ring)
2) Praising and rewarding positive behavior
3) Ignoring inappropriate behavior (ex, continuous banging on table or shrieking)
4) Re-directing to achieve desirable behavior (ex, if banging on table continues, move the child to the drum set to bang)
5) Offering explanations using simple words ("Too loud", "Ouch!")

The following intervention practices are NOT permitted by teachers:

1) Using time outs
2) Unnecessary Physical force
3) Belittling
4) Name calling

5) Withholding basic needs

Children in the infant room are guided throughout their day in a safe and nurturing manner. The Child Development Facilitators in this room recognize that children at this age level need constant love and affection, which they are always happy to give at any time.

GUIDANCE POLICY FOR TODDLERS (2-3 years):

It is the aim of Joan Ivany Allen Gray Child Development Centre to help toddlers gain self-control of their actions by encouraging desirable behavior, by providing positive examples, and by setting clear and understandable guidelines. Toddlers are required to follow simple and age appropriate rules that are established in the classroom and to behave in a respectful way towards themselves, their peers, their teachers, and their environment.

Teachers keep in mind, the following considerations when guiding behavior of toddlers in the classroom:

1) Each child is unique with their own sensitivity, distractibility and activity level.
2) Children's behavior reflects their level of development.
3) Children's family and cultural experiences reflect and influence behavior patterns.

Guiding Behavior:

By appreciating these principles of child development and keeping realistic expectations of children's needs and abilities, the following prevention strategies are used by the teachers to eliminate undesired behaviors throughout the day. These strategies include:

1) Setting the environment to lessen chance of conflict and frustration

    - Limiting the amount of toys to avoid overwhelming children with too many toys.

- Providing toys which are not too complex (to avoid frustration) nor too simple (to keep them interested) for the developmental stages of the group.
- Rotating toys weekly to keep toddlers interested.
- Having identical items of popular toys, rather than a variety of similar ones.
- Setting out items made of durable materials.
- Arranging quiet cozy areas for children who want to be left alone, or to watch other children while still feeling protected.

2) Keeping routines and expectations predictable

- Stating and restating clear simple rules. *"Feet belong on the floor; tables are for toys and food; gentle hands; You may hit this pounding bench instead."*
- Stating rules positively. *"Use your inside voice." "We can run fast outside."*
- Limiting rules to what is absolutely essential.
- Establishing a clear consistent schedule, routine and transitions to allow children to gain trust, security and order.

3) Setting a good example through role modeling and acknowledging positive behaviors

- Using simple social phrases the children can copy, such as "Please", "Thank you" and "Would you like some help?"
- Offering choices to avoid power struggles. Rather than demanding "You *must* lie on your cot," ask children to make their own choices "Would you like to lay with your head on *this* end or *that* end?
- Speaking in a low and calm voice, addressing children by their names and using guiding words such as, *gentle*, *soft*, *nice*, and *helpful*.

- Identifying and acknowledging positive behaviors: "I see Joe is *petting* the hamster *gently*" or "I like the way Sara is *sharing* the blocks with Tony."

- Identifying their needs and validating their emotions. "I see that you are sad when Sarah takes your toy."

- Encouraging children to use their self- help skills to make them feel competent and successful over their actions. (Wiping up their own spills, clearing lunch tables, etc).

4) Developing personal and safe relationships with children

    - Hugging, laughing, snuggling with children at any opportunity.

    - Keeping the environment safe by scanning and circulating the room to gain total awareness of the classroom and to foresee any conflicts.

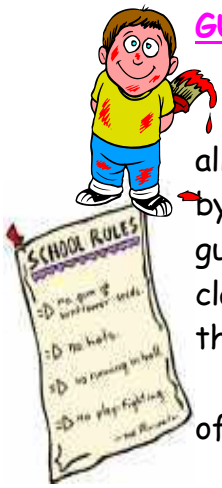
    - Remain in close proximity to guide children through any conflicts or harmful situations.

If unacceptable behavior persists (ex: biting or hurting others) and it is clear that there is a conflict that cannot be resolved or if behavior is jeopardizing the safety of others, it is necessary for the teachers to use the following intervention practices:

1) Gain a child's attention in a respectful way using proximity and touch.
2) Remind, clarify and reinforce limits using simple reminders.
3) Removal of the child from the situation and activity.
4) Redirect child to another activity.
5) Limit the use of equipment or remove toy that is causing conflict and substitute with another.

The following intervention practices are NOT permitted by teachers:

1) Using time outs
2) Unnecessary Physical force
3) Belittling
4) Name calling
5) Withholding basic needs



GUIDANCE POLICY FOR PRESCHOOL/ KINDERGARTEN (3-6 years):

It is the aim of Joan Ivany Allen Gray Child Development Centre to help all children gain self-control of their actions by encouraging desirable behavior, by providing positive examples, and by setting clear and understandable guidelines. Children are required to follow the rules that are established in the classroom and to behave in a respectful way towards themselves, their peers, their teachers, and their environment.

Teachers keep in mind, the following considerations when guiding behavior of young children in the classroom:

1) Each child is unique with their own sensitivity, distractibility and activity level.
2) Children's behavior reflects their level of development.
3) Children's family and cultural experiences reflect and influence behavior patterns.

Prevention Strategies:

By appreciating these principles of child development and keeping realistic expectations of children's needs and abilities, the following prevention strategies are used by the teachers to eliminate undesired behaviors throughout the day. These strategies include:

- Setting clear, consistent, and simple limits.
- Offering straight-forward explanations for limits.
- Focusing on behavior of the child rather than the child.
- Stating what is expected, and allowing the child to respond.
- Modeling desired and appropriate behavior.
- Reinforcing appropriate behavior with words and gestures.
- Ignoring minor incidents.
- Encouraging children to use teachers as a resource to help guide them through difficult situations such as problem solving with their peers.
- Scanning and circulating the room to gain total awareness of the classroom and to foresee any conflicts.

Guiding Behavior:

At Allen Gray, we use the above described prevention strategies to help children develop self-control over their actions, thoughts and behaviors. We

want to promote healthy self-esteems in all children, while creating respect for peers and teachers. The room is set and the program is planned in order to prevent undesirable behavior. The teachers recognize when children are bored and frustrated and when activities need to be changed.

There are many ways in which the teachers help guide the behavior of children ages 3-6 years in the classroom daily:

- Develop personal relationships with children.
- Arrange the room to minimize traffic and running.
- Prepare interesting and stimulating activities in all learning centers according to each child's abilities, interests and needs.
- Establish a clear schedule, routine and transitions that will allow children to gain trust, security and order. Time during the day must be appropriately balanced with quiet and active activities.
- Establish a close relationship with parents and keep them informed daily about their children.
- Take time to teach children how to use materials properly and be consistent in reminding them.
- Always encourage desired behavior with positive reinforcement and praise.
- Focus on what child is to do, rather than what child is not to do.
- If child persists with unacceptable behavior, give them the logical consequence of their actions.

Examples of unacceptable behavior include:

- Pushing, hitting, or hurting another child.
- Using inappropriate language, racial slurs, or verbal abuse.
- Bullying.
- Damaging the facility or equipment.
- Persistent failure to follow clear and repeated directions.

If unacceptable behavior persists and it is clear that there is a conflict that cannot be resolved or if behavior is jeopardizing the safety of others, it is necessary for the teachers to use the following intervention practices:

1) Gain a child's attention in a respectful way using proximity and touch to help child re-establish their control.

2) Remind, clarify and reinforce limits using simple reminders.
3) Removal of the child from the situation and activity where the child can calm down and reflect on their behavior.
4) Offer appropriate choices.
5) Use natural or logical consequences.
6) Redirect. Teachers and child will discuss appropriate alternatives.
7) Limit the use of equipment.
8) Withdrawal of privileges (major removals of privileges will be discussed with parents).
9) Holding technique (A rare situation in which teachers would need to hold a child appropriately to stop child from hurting themselves and others).

The following intervention practices are NOT permitted by teachers:

1) Using time outs
2) Unnecessary Physical force
3) Belittling
4) Name calling
5) Withholding basic needs

Illness Policy:

In compliance with health regulations, and for the well-being of all children at Joan Ivany Allen Gray Child Development Centre, the following health conditions or illnesses exclude a child from attendance. If a child arrives with, or develops these conditions while attending Joan Ivany Allen Gray Child Development Centre, the parents will be contacted immediately and asked to make alternate arrangements.

Joan Ivany Allen Gray Child Development Centre requires that all children returning to the facility after an illness be free from symptoms for at least **24 HOURS** or have a doctor's or Medical Health Officer's approval.

If any of the following are observed in a child, the child will be sent home:

- Fever (100.4 °F/38 °C or more) accompanied by general symptoms, such as lethargy may be an early sign of illness that requires a physician's attention.
- Irritability.

- Persistent crying.
- Difficulty in breathing - wheezing or persistent cough.
- Pain - any complaints of unexplained or undiagnosed pain.
- Sore throat and trouble swallowing.
- A cold with fever, runny nose and eyes, coughing and sore throat. If your child shows normal cold symptoms without a fever, attendance at Allen Gray is allowed. If the child has a fever or has a cold with thick yellowish discharge from the nose, please make alternate arrangements for your child.
- Infected skin or eyes and undiagnosed rash. For conjunctivitis ('pink-eye') children are required to remain out of the centre until drops have been administered.
- Headache and stiff neck.
- Diarrhea-2 or more times.
- Vomiting- 2 or more times.

- Children with known or suspected communicable diseases (pink eye, scabies, impetigo, measles, chicken pox, hand-foot-mouth disease, strep throat, croup, mumps, whooping cough, etc).

- Children that are unable to participate in daily routines and activities or if the need for care is greater than the Educators can provide without compromising the health and safety of other children.

Responsibilities of the Parent or Legal Guardian:

Parents are required to inform Joan Ivany Allen Gray Child Development Centre within 24 hours if a child or family member is diagnosed with a serious illness or contagious disease of a communicable nature. Joan Ivany Allen Gray Child Development Centre will then inform parents of other children who attend our facility. It is the discretion of Joan Ivany Allen Gray Child Development Centre, based on the severity of the illness to contact parents to remove the child from the program premises immediately and to report these illnesses to the local health unit to guard against the spread of the illness. In the event that the parent is not cooperative with the removal of a sick child, immediate termination of their child's registration will occur.

Responsibilities of Joan Ivany Allen Gray Child Development Centre:

Incidents of serious communicable diseases will be reported to the local Medical Health Officer.

Parents will be notified if a child becomes ill during attendance at Joan Ivany Allen Gray Child Development Centre (the parent names, home phone, work phone, and alternate phone numbers are on file for every child in attendance). The child will be closely monitored while the child is waiting to be picked up. If the symptoms become severe, Joan Ivany Allen Gray Child Development Centre will contact the child's physician or call for emergency care. Joan Ivany Allen Gray Child Development Centre keeps the name and phone number of the family physician for all children in attendance.

While waiting for a parent to arrive, the child that is ill will be kept as far away as practical from other children while being supervised by an Educator.

In addition, Educators will be responsible for filling out an illness log sheet that will indicate the name of the child, date child was observed to be ill, name of Educator who identified the child was ill, time the parent was initially contacted and by which Educator, the time child was removed from the program and the date when child returns to the program.

Administration of Medication and Health Care Policy:

(Please refer to the Allen Gray Child Development Centre's Illness Policy for medical conditions that exclude a child from attendance).

Allen Gray Child Development Centre requires that parents inform the Educators of care procedures for a child that requires medication. A form for permission to administer medication must be completed before any Educator at Allen Gray Child Development Centre can administer medications.

If a child is well enough to attend, but has not finished a course of medication and requires administration of medication while attending Allen Gray, this policy applies. Please note that all medicines must be prescribed by a Physician and will only be given as directed by the label on the original

prescription container. Please make sure all medications are in their original containers and are properly labeled with directions for use.

We will not administer items such as over the counter treatments (Tylenol, cough syrups) vitamins, and herbal remedies.

Please note that all Allen Gray Child Development Centre Educators hold a current first aid training certificate.

Responsibilities of the Parent or Legal Guardian:

- Provide a physician's note stating that the child is permitted to attend a public facility, along with instructions for the administration of medication.

- Arrange the child's medication schedule such that the frequency and requirement for receiving medication while attending Allen Gray Child Development Centre is minimized.
- Complete and sign a 'Medication Administration Consent Form', to be kept on record at Allen Gray Child Development Centre.

- Provide clear, written instructions detailing the schedule and dosage of any medication required.

- Provide information as to what times any medications were given to children prior to the arriving the centre.

- Provide all medications in the original container, with the label intact and the child's name clearly marked.

- Test the medication at home first to observe any reactions/side effects.

- Tell the Educators that the child is on medication and describe any reactions or side effects observed.

Responsibilities of Allen Gray Child Development Centre:

- All Educators must be aware of which children use emergency and or prescribed medication and where it is stored. Emergency medications must

be kept in an accessible area at all times (Allergy lists are found posted in each room and in the kitchen area).

- Educators who receive medication from the parent must record it on Fastoche and on the bottom of the child attendance checklist as a double check system so that administering of medication is not missed. This includes name of child, time and name of staff administering.

- If a child requires additional medical care, the Educators must have adequate training in place to meet the child's medical needs (Ex: feeding tube). This will be documented in the Educators and child's file.

- All Educators must wash hands before and after administering medication.

- Administer the medication exactly as described by the written instructions provided by the parent or legal guardian of the child.

- Maintain a written record indicating the time, date, and dosage of all medications administered to the child while attending Allen Gray Child Development Centre.

- Store all medications in a locked container located in the kitchen area across from the office in the fridge (for refrigerated medication) and/or in the locked container on top of the fridge (for non-refrigerated medication). Keys are located on the small wall next to the fridge.

- Monitor child closely for one hour after administering medication to observe any potential reactions or side effects.

- Return any medication back to families once authorized period has ended.

Abuse Reporting Policy:

In compliance with Child, Family, and Community Services Act, it is the duty of Joan Ivany Allen Gray Child Development Centre to report any incidents of physical, sexual, or emotional abuse or neglect that are suspected by or admitted to us.

If an Educator has reasonable grounds to expect that abuse has occurred or a child requires protection from an abusive situation, the Educator must bring his/her concerns to the attention of the Joan Ivany Allen Gray Child Development Centre Manager. The Manager and/or Educator will then contact the Ministry of Children and Families and provide any pertinent information or observations. This phone call will be later supported by a written report detailing the following:

- The date and time of the entry
- The full name of the child
- The child's age and birth date
- Description of observations or alleged incident of abuse
- Signature of the staff member and/or Manager

Health/Hygiene Policy:

Joan Ivany Allen Gray Child Development Centre will follow the guidelines set forth by the Alberta Health Services.

Family Doctor and Immunization Records:

Parents/guardians must submit an Alberta Health immunization Record during registration. This document requires an immunization history of each child along with their health card number and birthdate. All immunizations, influenza vaccinations must be up-to-date upon registration.

Hand Washing:

All children and Educators are required to wash hands after using the toilet and before eating or preparing meals and snacks. Soap dispensers and disposable paper towels are provided in the washrooms and classrooms to facilitate hand washing.

Washroom Areas:

Washrooms areas will be thoroughly cleaned with a disinfectant solution (Ostro San) at least twice per day.

Food Preparation Areas:

Food preparation areas are to be cleaned after every meal time with Ostrosan solution. The kitchen area will be thoroughly cleaned at least twice a day.

Laundering of Bedding:

Each child's sheet will be laundered at the end of each week by the Allen Gray Continuing Care Centre Laundry Services and blankets will be sent home at the end of each week for parents to wash at home.

Emergency/Fire Drill Procedure:

The Joan Ivany Allen Gray Child Development Centre is located in a steel and concrete constructed building. It is fully equipped with smoke detectors, fire alarm systems, sprinkler systems and an automated emergency fire alarm system to guard against injury and damage from a fire.

General Fire procedures:

These procedures apply to all Educators in every area of the center. When a fire is discovered-**REACT** (if possible):

REMOVE children/Educators/ visitors from immediate fire area beyond the fire doors

ENSURE doors and windows are closed

ACTIVATE the fire alarm

CALL the fire department #496-3900 and/or dial 9-1-1 (give address 5005-28 Ave)

TRY to extinguish the fire if possible

Note: The order of these procedures can vary depending on the situation.

In the case of an emergency, the alarm will sound immediately to warn all others in the facility. All children and staff must exit the building through their assigned door using their own evacuation techniques and assemble at the common designated point outside the building and safe from hazard. (The Educators will take out the daily attendance sheets).

Infant Room: When the alarm sounds, the two Educators in the room will be required to place the 8 infants into the two turtle buses and will be responsible for pushing each of them to the designated point outside the building.

All other rooms: When the alarm sounds, the children will be guided to line up by the main entrance door of their classroom with the Educator's assistance.

Once everyone has lined up, one Educator will lead the line and the other will follow to the designated point outside the building.

The Child Development Centre Manager will be the last person to exit the building and shall make a final search to make sure that everybody has been evacuated from the childcare area, office and washrooms. She will make sure that all room doors and windows are closed.

Once the children and Eduators have assembled outside the building, Educators in each classroom will do roll call on their daily attendance sheets. The Educator will wait until emergency response teams or the Systems and Facilities Manager, announces that it is safe to enter the building.

If needed, the Allen Gray uses the Good Samaritan Center (101 Youville Drive East #(780) 413-3501) as a re-location area in the event of an evacuation. The Director of Disaster Services, City of Edmonton along with the Edmonton Ambulance Services and Fire department will assist in the evacuation of children and residents. The Edmonton Transit System is also available for use at these times as the Allen Gray is located in front of the ETS bus depot (Mill Woods Center). In this type of event, emergency contacts cards (located in emergency packs for each room) will be used to contact parents by phone at home or work. If parents are unable to be reached, the emergency contact for each child will be notified.

A fire drill will take place every month so that the children can practice the emergency evacuation procedures. During these times, we will follow Allen Gray C.C.C protocol and evacuate according to what sector the alarm is in. (We will only evacuate the building if the alarm was on the level directly above or below us). Records will be kept on file with the date and time of each drill in the office and or staff room.

The following are general safety guidelines that must be observed by all Educators in all areas of the Allen Gray:

- Must take portable emergency records for each child in the classroom in the event of an emergency and for all activities located outside the classroom and Child Development Centre.
- Participate in monthly fire drills.

- Know without hesitation the location of fire alarm boxes, fire extinguishers, fire exits, annunciator panel, fire doors and staircases with evacuation slides.
- Keep corridors as clear as possible. (Wheelchairs should be folded if stored in the hallways).
- No door stops or wedges are used.
- Prevent fires by watching the fire hazards such as accumulated newspapers, frayed electrical cords, etc.
- Prevent hazards such as unsafe work practices and environmental hazards which may lead to injury to Educators and residents.
- Learn how and when to use fire extinguishers. All Educators must attend a demonstration on how to use fire extinguishers at least once a year.

Release of Child Policy:

The following policy guides Joan Ivany Allen Gray Child Development Educators in the release of children from the facility.

Persons Authorization for Release of Children

The registration form allows parents to list all people who are authorized to pick up their child from Joan Ivany Allen Gray Child Development Centre. The Educators at Joan Ivany Allen Gray Child Development Centre will not release any child to a person other than those listed on the child's registration form, unless the child's parent has previously approved that person.

If an unknown or unauthorized person requests the release of a child, Allen Gray Child Development Centre Educators will attempt to contact the child's parent to check if approval is granted. If Joan Ivany Allen Gray Child Development Centre cannot locate the parents of the child, then the child will not be released to that person. Joan Ivany Allen Gray Child Development Centre Educators are instructed to check identification documents of all unknown persons requesting the release of a child.

Person Who Does Not Appear Capable of Providing Safe Care

Joan Ivany Allen Gray Child Development Centre will not release a child to any person who does not appear to be capable of providing safe care. As

provincial childcare regulations provide no guidance in assessing the capability of a person to provide safe care, Joan Ivany Allen Gray Child Development Centre reserves the right to make this judgement at the sole discretion of the senior staff member in attendance.

If A Person Does Not Arrive to Pick Up a Child

If no authorized person arrives to pick up a child from Joan Ivany Allen Gray Child Development Centre at closing time, Educators will attempt to contact the parents of the child. If the parents cannot be located, then Educators will try to contact any of the persons listed on the registration form as authorized for pick up of the child.

The Senior Educator or his/her delegate is responsible to remain at the facility and care for the child until an authorized person arrives for pick up.