



Staff Handbook

Melfort Daycare Cooperative

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Philosophy Statement
Melfort Daycare Co-Operative

Melfort Daycare Co-Operative's Philosophy is to:

- Place priority on making everyone (parents, children and other agencies) feel welcome and comfortable.
- Provide a safe, caring atmosphere for children away from home.
- Guide and direct children in a daily program.
- Respect each child and their emotions.
- Respect the property of the child, staff and the Daycare, respectively.
- Help develop a child who is a proud and valuable member of the community
- Assist children in developing self-discipline and to encourage independence and self-confidence.
- Provide each child with the opportunity for positive, physical, intellectual, emotional and social development.
- Consider the diverse backgrounds of the families we serve, aware of and respect cultural differences, religious beliefs and socio- economic positions.
- We believe that all children, regardless of their physical, emotional or social abilities, have the right and should be offered the opportunity to take part in our program.

Mission

To provide access to affordable, licensed and quality childcare and early learning programs that meet the needs of families in Melfort and the surrounding area. To provide a caring, safe, fun, and stimulating environment that fosters individual growth and development - physically, cognitively, emotionally and socially. We strive to assure parents' complete peace of mind and want all children to look back warmly at their experience at the Melfort Daycare Co-operative, forever remembering it as a cherished part of their childhood.

Vision

To be a leader in early education and childcare through consistent communication, collaboration, support and growth and to continually strive to enhance the daycare experience for children and their families

Values

- Respect – We want every family, child, and staff to know they are heard, accepted, and valued here.
- Learning & Development – We want every child and staff to continuously learn, grow and strive to become their best selves. We value learning through play and exploration and invest in the professional development of our staff.
- Safety – We provide an environment that protects children and staff from danger, risk, or injury and maintains secure, trusting, and caring relationships.
- Teamwork – We strive to work collaboratively and understand that optimal care for children is only achieved together.
- Communication – We consult and listen to understand the needs of those we serve. We strive for clear, truthful, and consistent communication.
- Fun! – Our staff come to work each day with the goal of making the daycare an enjoyable and happy place for everyone.

General Safety Responsibilities of All Staff

- Plug covers are to be placed in electrical outlets immediately after unplugging something.
- Any broken toys or equipment that pose a safety hazard must be brought to the Director's attention for repair or removal from the centre.
- Children are not allowed in the kitchen unsupervised.
- All tacks must be kept out of reach of the children.
- Scissors are to be returned to their proper containers after use.

- Head apparel and shoes are not to be shared amongst children or staff.
- Make sure all cleaning materials are returned to the locked cupboard as soon as they are done being used.
- All full time staff should hold a valid First Aid and CPR certificate
- All staff are required to complete a Criminal Record Check before starting.
- No eating in the kitchen- food preparation area only.
- Follow Staff to Child Ratio:

Inside or Outside:

- a. 1 staff can have a maximum of 15 points

Community Walk:

- b. 1 staff can have 9-10 points on a walk (10: infants and school age) (9: toddlers and preschool)

Excursion:

- c. Never shall there be less than 2 staff on an excursion – this is either one staff and one adult or two staff. Adults may be volunteer but they are not counted into points.
 - i. Ratio is as follows
 - 1. 2:3 infants
 - 2. 2:5 toddlers
 - 3. 2:10 preschoolers
 - 4. 2:15 school age
 - ii. If it is deemed there is risks involved there must be extra adults or staff taken along on the excursion and not be counted to add extra points.

Excursion with Water:

- d. Any excursion involving water the ratio is as follows (swimming, wading, or engaged in water play)
 - i. 1:1 infants
 - ii. 1:1 toddlers
 - iii. 1:4 preschoolers
 - iv. 1:6 school age

For Employees of Melfort Daycare Co-Operative

Probationary Period

Employees commencing employment at the daycare shall be on probation for the first six months of the employment. During this time, employees shall be entitled to all rights and of this agreement, except for the appeal procedure in the event of termination.

There will also be a yearly written evaluation of each employee by the Director. This will start at the end of the first year and continue every year following.

Wages/Time Sheets

Wages will be as per wage scale depending on education and experience.

Hours are calculated on HiMama each day. The staff are expected to check in and out at the appropriate times. Staff also must fill out a physical time sheet whenever they work these are used for payroll and located in the designated binders at each site.

Hours of Work

Full time staff are expected to work 8 hours per day, unless otherwise discussed with the Director/Site Supervisor. Casual or part time staff will be a call in/scheduled basis.

You are expected to show up for your shift on time, and eager to work whether that be at site 1, 2 or 3

Lunch and Coffee Breaks

Lunch breaks – you get a 1/2hr lunch break and two 15 mins coffee breaks if staffing allows. Do not leave for your lunch break or coffee break until relieved by a designated staff member. If you are not relieved for your break on time notify the Director. Missed coffee breaks shall not be taken at a later time during the day. Labor standards do not require employers to give employees coffee breaks.

If bringing your own lunches/snacks to the center these must be eaten off the floor during your designated break times.

Sick Leave

All full-time employees shall be given 12 sick days per year with pay. These days will be prorated. Unused sick days shall accumulate from year to year, to a maximum of 6 weeks (30 working days). Employees are required to give notice by 7:30 am of their intention to take sick leave by phoning the supervisor at home as well as the daycare to notify opening staff.

Vacation Requests/Medical appointments

- Any requests for vacation leave/ leave for medical appointments must be submitted to management in writing with as much notice as possible to ensure adequate coverage and staffing ratios.

Shift Changes

All requests for shift changes must be approved in advance by the Director.

If points at your normal site are low, and another site is struggling to cover ratios you will be expected to help elsewhere.

Shift Responsibilities

Certain duties are assigned to each shift. All shift cleaning duties will be posted in each room, all staff will receive a copy of their specific job description upon hire.

Cleaning duties site 1

After every meal and snack:

- Wipe down tables and chairs
- Sweep floors

Other cleaning duties

- Start Laundry (morning staff)
- Sweep floors
- Mop floors (up and downstairs, and entranceway)
- Clean all bathrooms (spray toilets and wipe down to the floor, use toilet bowl cleaner, wipe sinks, counters, mirrors, faucets)
- Vacuum mats in entranceway
- Spray all toys in buckets
- Spray all hard surfaces (door knobs, hand rails, light switches)
- take out all garbages
- sanitize water bottles (end of day)

Once a week (not just for closing staff if there is time during the day, please complete these tasks!)

- Sanitize sleep mats
- Wash bedding, doll clothing and dress up clothes
- Clean out cubbies
- Deep clean toys (downstairs on Tuesdays, Upstairs on Thursdays)
- Clean and wipe down shelves
- Wipe window ledges
- Wash walls and other high touch surfaces

Other closing duties

- Make sure cordless phones are on chargers
- Tablets are plugged in to charge
- Dishwasher is drained and turned off
- Outside toys are put away
- Side door is locked

Cleaning duties site 2

During your shift

- Spray Tables & Chairs with bleach water before and after every meal
- Sweep up leftover food around and under the tables after meals
- Spray change table with bleach water after every diaper change

End of Day

Clean rooms by:

Spraying toys & all surfaces with dustbane water at the end of every day (tables, counters, window sills, baby gates, door handles)

Vacuum carpets in every room

Wipe down chairs and stack them (in corner or on table so cleaning staff can do the floors)

Make sure all spray bottles are refilled with dust bane

Empty & Sanitize water bottles in dishwasher (leave lids off so bottles can air dry)

***if there is food stuck on the bottles wash in sink with soapy water before adding to sanitizer.**

Wash any extra dishes in the sink or kitchen and add to sanitizer as well

Close dishwasher and turn off

Other end of day tasks:

Make sure washer and dryer are turned off and washer door is left open

Lock doors in Toddler room and Transition room

Make sure children are signed out on attendance sheets and tablets

If there is extra time cubbies can be cleaned out and wiped down

Cleaning duties site 3

After every meal and snack:

- Wipe down tables and chairs
- Sweep floors

Other cleaning duties

- Sweep floors
- Mop floors (downstairs)
- Clean all bathrooms (spray toilets and wipe down to the floor, use toilet bowl cleaner, wipe sinks, counters, mirrors, faucets)
- Vacuum (upstairs)
- Spray all toys in buckets
- Spray all hard surfaces (door knobs, hand rails, light switches)
- take out all garbages
- sanitize water bottles (end of day)
- wash and sanitize any dishes left at end of day

Once a week (not just for closing staff if there is time during the day, please complete these tasks!)

- Clean out cubbies/front entrance
- Deep clean toys
- Clean and wipe down shelves
- Wipe window ledges
- Wash walls and other high touch surfaces
- Bring laundry to site 1 to be washed.

Other closing duties

- Make sure phones is on charger
- Tablet is plugged in to charge
- Outside toys are put away
- back door is locked

Diaper Changing

- Wash your hands
- Assemble supplies
- Place child on change table
- Diaper
- Dispose of diaper into diaper genie
- Remove gloves
- Dress child
- Wash your hands
- Wash child's hands
- Clean and disinfect the diapering change area
- Wash your hands with liquid soap and warm water

Medications (Children)

When a parent brings medication to the centre for their child: the staff member who greets the child must fill out a medication form and have the parent sign it BEFORE the medication can be administered to the child. Check the medication to see that the name on the bottle is the child's if not inform the director and the parent. You are not allowed to give any medication that does not have the child's name on the bottle. The name of the medication, amount to be given and administration time must be included on the medication form as well as the child's

name. The medication must be placed in the appropriate container in the fridge or in the locked cupboard. The medication form is to be posted on the bulletin board in the kitchen or on the board in the room of the child.

When giving medicine you must confirm the name on the bottle and the amount to the corresponding child.

A designated staff person administers all medications. If a child is to receive medication before or after that staff persons shift is over, then another person working a later shift, will be designated to administer the medication. Always get a second person to double check the dose and sign off on the med form as well once its been administered.

Greeting Parents and Children

Staff is required to greet children and parents in a friendly manner each day on their arrival at the centre. Any instructions received from the parent are to be documented in the communication book at this time.

When parents arrive to pick up their children at the end of the day, greet them pleasantly and pass on any information on their child's day.

Routines

Mealtimes and Snacks

Staff will sit at the tables with the children during lunch and snack. Any staff that have signed up for the employee meal plan may eat their meals at the same time as the children at the tables. Staff will be disbursed among the tables. Even when staff are not eating at the same time of the children they are encouraged to engage in conversation with the children about their meals, and encourage good table

manners. The purpose of this is to promote conversations between adults and children.

The cook must be informed in advance of any changes regarding meals or snacks, picnics, and special foods required in conjunction with programming. Any staff on the staff meal plan program and utilizing the punch card system (part times/casuals) must inform the cook if they will be eating that day or not by 8:30am before the meal is prepped.

Resting

A cot, or sleeping mat is provided for each child who rests/sleeps at the facility. Cots and blankets are identified and are not interchanged between children and are stored in a manner that does not allow for cross contamination between blankets.

Allergies

Food allergies are posted in the kitchen on the wall. It is the responsibility of EVERY STAFF MEMBER to familiarize themselves with this list and ensure that the children do not receive foods that they are allergic to.

Emergency Procedures

FIRE DRILL

- Site Supervisor/Senior Staff on either floor is the leader – ALL other staff usher the children towards the leader and check hiding spots at the same time.
- When the Director is not present, the Site Supervisor/Senior Staff on the floor has the attendance sheet, and is responsible to take the attendance once outside to safety.
- At all times children must have their shoes on AND tied while at Daycare.
- When the fire is in the back off the building children and staff must exit from the FRONT door, infants can be wheeled out in the cribs. When the fire is in the front of the building toddler/preschool must exit from the TODDLER ROOM fire exit, and infant/transition must exit from the TRANSITION ROOM fire exit, the cribs cannot be wheeled out the side doors.

- The staff member with the attendance sheet does a count from the sheet while at the same time ALL other staff count the children present. We MUST ALL come up with the same number.
- We must keep the fire exits clear at all times.

If you are on your coffee break or prep time and the fire alarm rings: return immediately to the group of children you work with to assist with the evacuation

If an emergency occurs at the end of your shift, or when you are on prep time or coffee break you may be required to remain on the floor to cover ratios to maintain smooth operation of the day care centre. You will be compensated for any overtime incurred during emergency situations. Missed coffee breaks or prep time are not considered overtime and will not be compensated for.

Dress and Appearance

Staff must be neat and clean in appearance. Casual clothing should be worn to allow you to participate in activities with the children. All staff members must wear appropriate footwear.

Summer clothing- summer clothing may consist of shorts that cover the mid-thigh (at least 7 inches). Bathing suits must be one-piece.

Winter Clothing - Appropriate clothing must be worn to participate in outdoor play. If you do not bring appropriate clothing you are still expected to go outside and join the play.

Smoking

There will be no smoking within the children's vision or on daycare property.

Staff Meetings

Staff meetings are held monthly with the exception of July and August. However, the Director may call a meeting if necessary.

Incident Reports

Accident reports are to be filled out by the staff member who witnesses the child's accident whenever an accident:

- 1) Draws blood
- 2) Causes a bruise
- 3) Causes swelling
- 4) Irritates the eyes
- 5) Any blow to the head whether or not it causes a bump
- 6) All falls

All subs will be aware of this as well. All major accidents MUST be reported to the Director who will decide on further action required (i.e. calling the parent).

Documenting Daily Incidents:

Any behavior that is out of character for a child (i.e. change in eating habits, sleeping habits, aggressive behavior, complaints of not feeling well) are to be documented on HiMama, you are also expected to inform the Site Supervisor or Director. This information is also expected to be verbalized to the parent by the staff on duty when the child is picked up at the end of the day.

Communication Book:

Any instructions given by parents when they drop their child off are to be documented in this book. It is the responsibility of all staff members to read information contained in the Communication book when they begin their shift and when they return from lunch.

Sick Children:

If a child becomes ill during the day (vomits, diarrhea, runs a fever, is congested, etc.) please refer to the sick policy for further instructions.

Children Left After 6:00

If a child is not picked up by 6:00 and the parent has not called to say they will be late:

1. Try to contact the parent
2. Phone the person named to contact in case of emergency (listed on the Emergency Cards)
3. Notify the Director
4. Call the Ministry of Social Services - Emergency Duty Worker

Orientation of New Children

All children will require extra affection and attention during their settling in period at the centre. Be prepared to pay extra attention to new children whenever possible and help to draw them into playing with the other children and toys at the centre.

Introduce the new child to the other children. Show them around, remembering that it can be quite overwhelming for the child to be thrust into an atmosphere containing a number of other children.

Parents are usually anxious for information on how their child is adjusting to the centre, so be prepared to spend a few minutes with them when they pick up their child, discuss their child's progress. Encourage them to phone if they wish!

Answering the Telephone and Taking Messages

Director, or Site Supervisor will answer calls. Other staff may be required to answer the phone if the Director/Site Supervisor are unable to. When you answer the telephone: Identify yourself - "Melfort Daycare, Amy Smith speaking." When you take a message, write it on a paper and sign it. If when you answer the phone and someone is making inquiries regarding something you are unsure of, take a message and inform the caller that the Director will return their call or pass on the director cell number. Never give out information about children, parents or staff (including phone numbers) to anyone.

Accepting Payments from Parents:

When parents pay their daycare fees and the Director/Site Supervisor is not present:

1. Make a note of the parent's name and amount on the note pad.
2. Bring payment to office, if office is locked call director for further instruction

Personal Phone Calls:

Staff must limit making personal phone calls to their breaks. If you are expecting a phone call during working hours try to arrange to have the call received when you are on your break. In the case of phone appointments please notify the director at the start of your shift and ensure you can be covered to take the call. Cell phones must only be used during breaks. Cell phones must be kept in the staff room.

Routines:

Washing For Snack and Lunch/ After Snack and Lunch

One staff turns the water on, helps the children with soap and stays at the sink while everyone washes.

The other staff stays at the tables and sends the children gradually to wash as they finish their drink. Or... will be entertaining or giving the children something to do

Interaction with Children

Interact with the children on an ongoing basis- whether your interaction is active (actually playing with them) or passive (watching what they are doing).

Space yourselves so you can see what the children are doing. **DO NOT GATHER IN GROUPS TO HOLD CONVERSATIONS.** . When there is water play such as small pools or sprinklers a staff member must be there at all times.

Child Management

- Follow the Child Care Regulations, 2001 Page 5-3

Professionalism

Professionalism includes:

- not talking about the children, their parents or home environment in front of them
- Treating every child, parent, staff member with dignity and respect.
- Being trustworthy in your applications to duties.
- Maintaining confidentiality of the work in the centre and being loyal to the aims of quality child care.
- Accepting majority decisions and decisions made by those in authority even if you may not agree with them.
- An ability to assist new staff, subs and students in becoming familiar with their roles working in the centre
- Remembering that everyone has different values that need to be respected and balanced to create a harmonious work environment.
- Conduct yourself in an appropriate manner attending courses, workshops and conferences.

- Appropriate language (no swearing)
- Age appropriate language
- Punctuality- on the floor, ready to work at the scheduled time.
- Privacy