



PARENT HANDBOOK

EDMONTON BONNIE DOON

Mak-a-Mini Childcare

8830 82 Ave NW
Edmonton, AB T6C 4E3

P: 780-468-3396

E: supervisor@mak-a-mini.com

Welcome to Mak-a-Mini

DAYCARE INTRODUCTION

Mak-a-Mini Childcare is an incorporated non-profit society offering a daycare program for children aged 1 to 5 years old. In February 2024, Mak-a-Mini received an initial license capacity for 29 children. At full capacity, Mak-a-Mini will run 7 rooms caring for 85 children.

This Parent Handbook was created to provide all prospective and current parents / guardian(s) of Mak-a-Mini with an overview of the parent policies and procedures and contains the policies and forms governing the care of children attending Mak-a-Mini. Each form requires signed acknowledgement and/or permission from parents / guardian(s) .

It is the responsibility of each parent / guardian to familiarize themselves with the contents of this Handbook. A signed acknowledgement form must be returned to the Mak-a-Mini Childcare Director and/or Supervisor indicating that the Handbook has been read and will be adhered to. Mak-a-Mini reserves the right to make changes, at any time, to the policies, procedures and other statements made in this Parent Handbook. Notice of changes will be provided through email.

MAK-A-MINI VISION

Mak-a-Mini's vision is to provide our mighty explorers with safe, caring and robust play experiences that supports their creativity to collaboratively explore and become engaged with their environment and those that share their environment with them.

PROGRAM DESCRIPTION

Our program is based on the constructivist philosophy of learning in a play-based, guided discovery environment. With the purposeful inclusion of educational technology, Mak-a-Mini's philosophy addresses the 'Principles' and 'Matters to be Considered' stated in the Early Learning and Child Care Act and is guided by Flight – Alberta's Early Learning & Care Framework and from Red River College: Science of Early Childhood Development (SECD).

The Mak-a-Mini daycare program infuses educational technology with a constructivist philosophy of learning to create modern, innovative play-based programs facilitated by the guided discovery of child-led experiences. The program has its own individual routine and activities that takes into account the care needs and ability to learn of the group being mindful of age and developmental needs of each child.

We at Mak-a-Mini believe children are a product of their experiences and interactions with others. As such, our program will provide daily rich and stimulating indoor and outdoor play-based experiences, focused on fostering emotional, physical, social and cognitive development.

Using the holistic play-based goals from Flight, and the understanding of a child's development from the SECD, our program encourages and fosters a child's curiosity through play experiences with the support of highly trained and caring responsive educators.

A child's response and interaction to those play experiences and dispositions to learn are then memorialized in various ways; learning stories, online daycare management app, checklists, etc. to inform decisions on future program planning and assessment of developmental skills.

MAK-A-MINI STAFFING PLAN

All Mak-a-Mini staff are required to minimally have evidence of an Early Childhood Educator Certification (Levels vary based on position), a valid CPR/First Aid Certificate, a clear Police check with a Vulnerable Sector Search dated within the last 60 days and a Food Safety Course.

With all staff having these minimum qualifications, this allows all employees to assist with emergency support should a room need to be supervised unexpectedly.

CHILDCARE DAILY SCHEDULE

HOURS	DAILY ACTIVITY
7:30 – 8:00am	Morning Drop-off
8:00 – 8:30am	Breakfast
8:30 – 10:00am	Morning Activities
10:00 – 10:30am	AM Snack
10:30 – 11:30am	Late Morning Activities
11:30 – 12:00am	Lunch
12:00 – 2:00pm	Nap-time
2:00 – 3:00pm	Afternoon Activities
3:00 – 3:30pm	PM Snack
3:30 – 4:30pm	Wrap-up Activities
4:00 – 5:30pm	Afternoon Pick up

FAMILY COMMUNICATION AND INVOLVEMENT

Mak-a-Mini believes that the involvement and engagement of families are critical in maintaining the quality of childcare programs. To foster continuous communication with parents, Mak-a-Mini uses Lilio as a means of official communication between Mak-a-Mini staff and parents / guardians. As a part of our daycare program curriculum, Mak-a-Mini will create various activities in which families can participate in such as Parent Play in-class activities, daycare-wide events, and community field trips.

All parents will receive a monthly newsletter to keep informed about important updates, events and activities happening at Mak-a-Mini. Mak-a-Mini parents / guardians are encouraged to provide feedback on previous month's activities, suggest ideas for upcoming events, and advise of their interest to participate in the various planned activities.

Mak-a-Mini welcomes parent participation to further continuous program improvement for all children. Regular family involvement and transparent communications foster collaboration and trust that keep families engaged and informed on the daily operations of Mak-a-Mini.

If staff need to share difficult information with parents, Mak-a-Mini encourages to use the "Sandwich method", by framing it between two positive statements. Start by highlighting something positive about the child, then present the area where improvement is needed, and finish with another positive statement. The conversation feels balanced and supportive, making parents more receptive to the feedback and fostering a collaborative atmosphere.

To assist Mak-a-Mini Staff and parents/guardians in addressing and/or resolving concerns and disagreements that may arise, Mak-a-Mini created a Complaint Process.

Complaint Process (parent version)

- Mak-a-Mini Classroom Educators have the most consistent and continuous interaction with each child. For any reason, if a parent / guardian has a question or concern, please bring it to the attention of the classroom Educator first.
- If the classroom Educator and parents / guardians cannot resolve the concern together and to the satisfaction of both, the matter should be brought to the attention of the Mak-a-Mini Childcare Director and/or Supervisor for a 3-way conference.
- If a resolution is not reached, the matter will then be brought to the attention of the Executive Director and/or the Board of Directors for their consideration.

Parent Policies

PARENT / GUARDIAN ORIENTATION POLICY

Mak-a-Mini is invested in ensuring that we provide a safe and nurturing environment for children, staff, parents and the community. This Policy was implemented to ensure that all parents are fully introduced to Mak-a-Mini's policies and procedures.

Policy

- All staff and parents / guardian(s) must understand the Parent / Guardian Orientation Policy.
- All parents / guardian(s) with children wanting to attend Mak-a-Mini must coordinate a visit with the Mak-a-Mini Childcare Director and/or Supervisor.
- The Mak-a-Mini Childcare Director and/or Supervisor must provide all parent(s) / guardians with the Mak-a-Mini Parent Registration Package and review the expectations, policies and required forms in the Mak-a-Mini program.
- The Mak-a-Mini Childcare Director and/or Supervisor must inform all parent(s) / guardians that for a child to be considered for admission into the Mak-a-Mini program, that the Mak-a-Mini Parent Registration Package needs to be signed, completed and returned with the desired start date indicated.

ADULT CONDUCT POLICY

Mak-a-Mini believes that a healthy, safe and positive environment assists in creating positive play experiences. Maintaining this environment takes collaboration from the community, families, staff and children and is a shared responsibility that starts with how adults conduct themselves.

Policy:

- All staff, volunteers and parents / guardians must understand the Adult Conduct Policy.
- All staff, volunteers and parents / guardians are required to interact with one another with respect and dignity regardless of race, creed, sexual orientation, disability or any other grounds protected by Alberta's Human Rights Code.
- All staff and volunteers are expected to treat children and families equitably and without favoritism regardless of personal relationships or family relation.
 - Mak-a-Mini prohibits staff and volunteers from exchanging gifts or favors in exchange for privileges, special or preferential treatment or exemptions.

- All staff, volunteers and parents / guardians are required to behave in a manner that fosters the most appropriate environment in which a child can grow, learn, and develop.
- It is the shared responsibility of all adults connected to Mak-a-Mini to act as models of cordial, respectful behaviour and conduct themselves in compliance with the Mak-a-Mini Policies and Guidelines.
- No adult is permitted to intimidate, assault (verbally or physically), threaten, reprimand / punish (verbal or physical) or use inappropriate language on or around the childcare property at any time, whether in the presence of a child or not.
 - Should a disagreement arise, all adults are expected to conduct themselves in a calm and respectful manner.
 - Confrontational interactions are not an appropriate manner to communicate a point and are strictly prohibited.
- If parents / guardians have a concern, it should first be discussed with the Educator.
 - If the classroom Educator and parents / guardians cannot resolve the concern together and to the satisfaction of both, the matter should be brought to the attention of the Childcare Director for a 3-way conference.
 - If a resolution is not reached, the matter will then be brought to the attention of the Executive Director and/or the Board of Directors for their consideration.

VOLUNTEER POLICY

Mak-a-Mini values and encourages the participation of volunteers to enhance and enrich the experiences of the children under our care.

Policy

- All staff and volunteers must be trained on the Volunteer Policy.
- The Mak-a-Mini Childcare Director and/or Supervisor will update the Volunteer Policy within 30 days of any notable changes.
- Mak-a-Mini Childcare Director and/or Supervisor must coordinate a walk-through with the all volunteers working at Mak-a-Mini.
- The Mak-a-Mini Childcare Director and/or Supervisor must provide all volunteers with the Mak-a-Mini Volunteer Handbook and review the expectations, policies and required forms in the Mak-a-Mini Daycare.
- All volunteers are required to submit a current Criminal Record Check including Vulnerable Sector search dated no earlier than 6 months before participating in any Mak-a-Mini activities.

- All volunteers must be assigned to a specific Mak-a-Mini staff member who will be responsible for that volunteer for the day.
- Staff may ask volunteers to participate in tasks such as supporting indoor and outdoor activities, assisting with daily routines, and helping with special events.
- Volunteers are prohibited from being left alone with children and cannot be considered a primary adult when calculating staff/child ratio.
- The Mak-a-Mini Childcare Director and/or Supervisor reserve the right to terminate volunteer involvement at any time.

Registering Your Child in Mak-a-Mini

ADMISSION POLICY

Mak-a-Mini created a policy that outlines how to access the available childcare spaces. Mak-a-Mini wants to ensure transparency in the admission process and describe how priority access is granted.

Policy

- All staff must be trained on the Admission Policy.
- The Mak-a-Mini Childcare Director and/or Supervisor will update the Admission Policy within 30 days of any notable changes and ensure that the most updated documentation is available to staff, parents and the public.
- The Mak-a-Mini Childcare Director and/or Supervisor will offer access to Mak-a-Mini spaces allocated by Alberta Childcare Licensing according to the Admission Policy.
 - As of February 2024, Mak-a-Mini is licensed for 29 spaces for children aged 12 months to 5 years old.
- For a child to be considered for admission into the Mak-a-Mini program, a parent / guardian needs to submit a signed and completed Mak-a-Mini Parent Registration Package with the desired start date indicated.
- A waitlist may be opened when the number of applicants exceeds the available spaces available.
- Children are admitted in the order their completed registration packages are received and based the priority access described below:
 - 1st priority is given to already admitted children that 'age up' into another room and/or siblings of children who are currently enrolled in Mak-a-Mini.
 - 2nd priority is given to MaKami College students requiring full-time childcare,
 - 3rd priority is given to MaKami staff and Boonie Doon Centre staff / tenants requiring full-time childcare,
 - The remaining available spaces are open to the public on a first come, first serve basis for any child requiring part-time or full-time childcare.
- Notwithstanding the listed priority levels, Mak-a-Mini reserves the right to manage the acceptance of applications to maximize the total number of childcare spaces available based on demands for part-time and full-time care. Depending on the circumstances, this may mean deviating from these priority levels occasionally.
- The Mak-a-Mini Childcare Director and/or Supervisor will advise parents on whether their child was admitted into the program and/or added to the waitlist.

Procedures, Responsibilities and Expectations:

Management:

- Create internal procedures to ensure that all Mak-a-Mini staff receive training on the Admission Policy at the time of hire and are made aware of any changes as they arise.
- Create internal procedures to provide updated information on available spaces to prospective parents / guardian(s) looking to access Mak-a-Mini.
- The Mak-a-Mini Childcare Director and/or Supervisor will determine if any prospective children merit priority access into Mak-a-Mini.
- Manage the acceptance of applications based on the order completed packages were received and based on the priority access was determined by the Mak-a-Mini Childcare Director and/or Supervisor.
 - The Mak-a-Mini Childcare Director and/or Supervisor may manage the acceptance of applications to maximize the number of childcare spaces available, which may mean deviating from the priority levels.
- Consider opening a waitlist if the number of prospective children exceed the available spaces available in Mak-a-Mini.
- The Mak-a-Mini Childcare Director and/or Supervisor must ensure that the most updated version of the Mak-a-Mini Parent Handbook and Child Registration Package is received, signed and completed for each child admitted into the program.
- Contact prospective parents / guardian(s) confirming that their child(ren) were admitted into the Mak-a-Mini program and/or added to the waitlist.
 - Confirm that prospective parent(s) / guardians are aware that have up to 7 calendar days to accept or reject the offer or their place will be offered to the next prospective applicant in queue.

Parents:

- Responsible for signing, completing and returning the Mak-a-Mini Parent Handbook and Child Registration Package with the desired start date indicated.
- Responsible for providing accurate information to Mak-a-Mini for then to determine eligibility for priority access.
- Responsible for promptly accepting or rejecting the offer of admission to Mak-a-Mini within 7 days.
 - Acknowledge that if the offer is rejected or the 7 calendar days deadline expires, the Mak-a-Mini Childcare Director and/or Supervisor will give the available space to the next prospective applicant in queue.
 - Acknowledge that if the offer is accepted after the 7 calendar days deadline expired, the Mak-a-Mini Childcare Director and/or Supervisor will a 2nd available space with another 7 calendar days deadline.

CHILD REGISTRATION POLICY

Mak-a-Mini created a policy that details the process of registration once children are admitted into the program. Prior to a child being placed in the care of Mak-a-Mini, the Mak-a-Mini Parent Handbook and Child Registration Package must be completed, signed and returned. These documents will help create a child's file which is a confidential record of important information to better care for children during their time at Mak-a-Mini.

It is the responsibility of the parent(s)/guardian(s) to ensure that Mak-a-Mini has the most up-to-date information on your child so that we can offer the best care to children.

Policy

- All staff and parents / guardians must understand the Child Registration Policy.
- The Mak-a-Mini Childcare Director and/or Supervisor will update the Child Registration Policy within 30 days of any notable changes.
- Mak-a-Mini will send parents / guardians confirmation of each child's start date and care hours once admitted into the program.
 - Mak-a-Mini cannot care for children longer than 9.5 hours per day.
- All parents / guardians must respect the hours care that was submitted when their child was registered into the program.
 - Mak-a-Mini cannot care for children longer than 9.5 hours per day.
- Continued enrollment at Mak-a-Mini is contingent on compliance with the Mak-a-Mini Policies and Guidelines and the timely payment of all fees and tuition.
- Mak-a-Mini will enter the information contained in the Mak-a-Mini Parent Registration Package into each child's legal physically file and digitally into Lilio, the Mak-a-Mini Software Management software.
- The Mak-a-Mini Childcare Director and/or Supervisor will review children files and summarize important information and social, emotional and/or medical details of newly admitted children to share a unified plan of support with all Mak-a-Mini staff.
- Mak-a-Mini will provide parents with a drawstring bag, a monthly menu and a login to Lilio.
- Assign newly admitted children to appropriate rooms based on age, numbers and ratios:
 - *Infants: 12months – 18months (Joyful Jingles)*
 - *Toddlers: 19 months – less than 3 Years old (Bouncing Bubbles)*
 - *Preschoolers: 3 Years old – 5 Years old (Happy Hands)*

CHECK IN & CHECK OUT POLICY

Mak-a-Mini created a policy to ensure that all staff, visitors and children that visit the centre are always accounted for.

Policy:

- All staff and parents / guardians must understand the Check In & Check Out Policy.
- All people coming into Mak-a-Mini must present themselves to Reception to check in, including all staff, children, volunteers and visitors.
- Mak-a-Mini will inform/assist those who arrive on how to record their presence at Mak-a-Mini and, in certain cases, how to record their departure from the premises.
- It is a shared responsibility of all staff to confirm that all people coming into Mak-a-Mini have checked in.
- When parents / guardians and children arrive, they must check in at the reception.
 - Children attending the full day are expected to arrive between 7:30am – 8:00am in order to receive breakfast at 8:00am, and as late as 8:30am if are not eating breakfast.
- Children must be assigned to a classroom on Lilio based on their age and the ratio of children to educators once signed in.
- Throughout the day as children transition through classrooms and/or the Outdoor Playspace, they must be checked-in and out on the Lilio app.
- At the end of the day when children are being pick up, the authorized person must check in at the reception in order to check out children.
- Mak-a-Mini staff will only release children to the authorized adults listed on the “Child Pick-Up List” in the registration package.
 - Staff may verify picture identification confirm the identity at the time of pick up.
 - If prior arrangements are not made, staff is required to contact parents / guardians or emergency contacts to confirm the identity prior to pick up.
 - If approval or confirmation of identity is not made, staff will be unable to release the child.
- It is the responsibility of the parent(s) / guardian(s) to contact Mak-a-Mini to advise if a child will be absent, arriving late, departing early, adding or removing a person from the Pick-Up list.

Late Pick-up:

- All parents / guardians must respect the registered care hours stated on each child's registration form.
- If children are not picked up by their respective time, Mak-a-Mini staff will contact the parent(s) / guardian(s) and then their emergency contact(s).
- A minimum of two (2) Mak-a-Mini staff must remain at the daycare until every child is picked up.
 - Mak-a-Mini staff are prohibited from leaving with a child.
- Any child that is not picked up by their designated time, by the Mak-a-Mini closing time or if care exceeds the 9.5hour limit, will have a late fee applied to their account.
- A late pick-up form that indicates the pick-time must be completed by Mak-a-Mini staff and signed by the parent / guardian / emergency contact that picked up the child late.
 - The fee is payable immediately to the staff member(s) on duty or can be added to the child's account.
- If the parent / guardian is repetitively late, the Mak-a-Mini Childcare Director and/or Supervisor will meet with the parents / guardians to discuss the situation.

CHILD REGISTRATION FORM

Child Information

Name: _____
First Middle Last

Address: _____
Address City or Town Province Postal Code

Date of Birth: _____ **Gender:** _____ **Health Card #:** _____
MM / DD / YYYY M / F / U

Child lives with: _____ **Language(s) child speaks:** _____

Start Date: _____ **Arrival Time:** _____ **Pick-up Time:** _____
MM / DD / YYYY

Care Needed: ☐ Full-Time ☐ Part-Time **Days Needed:** ☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa

Parent / Guardian 1 Information

Name: _____
First Middle Last Relationship

Address: _____
Address City or Town Province Postal Code

Email: _____
By providing us with your email address, you consent to receiving electronic communications from Mak-a-Mini.

Phone: _____
Home Cell Work

Preferred means of communication: ☐ Home ☐ Cell ☐ Work

Parent / Guardian 2 Information

Name: _____
First Middle Last Relationship

Address: _____
Address City or Town Province Postal Code

Email: _____
By providing us with your email address, you consent to receiving electronic communications from Mak-a-Mini.

Phone: _____
Home Cell Work

Preferred means of communication: ☐ Home ☐ Cell ☐ Work

Parent Initials

CHILD PROFILE

All About Your Child

Does your child wear diapers / pull ups?

☐ No ☐ Yes

Does your child have a regular nap time?

☐ No ☐ Yes: _____

Does your child have a special routine or items needed for naps?

How would you describe your child's personality?

Do they have any particular fears?

What comforts your child?

What are some of their favorite things?

What are some of their favorite places?

What are some of their favorite foods?

What are some of their favorite activities / games?

THIRD PARTY AUTHORIZATIONS

Emergency Contacts, if Parents / Guardians Unavailable

Contact 1 Name: _____
First Middle Last Relationship

Phone: _____
Home Cell Work

Contact 2 Name: _____
First Middle Last Relationship

Phone: _____
Home Cell Work

Child Pick-Up List

Please note: Picture ID will be required for pick-up. Children will not be permitted to leave Mak-a-Mini Childcare with any other adult other than those listed above.

Name: _____
First Last Phone Number Relationship

Name: _____
First Last Phone Number Relationship

Name: _____
First Last Phone Number Relationship

Name: _____
First Last Phone Number Relationship

Name: _____
First Last Phone Number Relationship

Name: _____
First Last Phone Number Relationship

Custody Arrangements

Are there any custody and/or access issues that Mak-a-Mini be aware of? ☐ No ☐ Yes

If yes, please provide more information and documentation.

Parent Initials

GENERAL AUTHORIZATIONS

Permission to Attend Bonnie Doon Activities

Throughout the year, there will be opportunities for the Mak-a-Mini program to take children to participate in mini activities in the Bonnie Doon Shopping Centre. **Please note: Children will be always under the direct supervision of the Mak-a-Mini Staff.**

- ☐ I give permission for my child to participate in Local Bonnie Doon Activities at the following locations:
1. At MaKami College Inc. Bonnie Doon Campus
 2. At the Bonnie Doon Shopping Centre

Permission to Apply Sunscreen

Mak-a-Mini ensures that all children wear sunscreen prior to going outdoors to protect them from the sun.

- ☐ I agree to provide sunscreen that is labelled with my child's name in its original container. I give permission for Mak-a-Mini to apply the sunscreen I provided to my child.

Permission to Display Artwork

In the Mak-a-Mini program, there will be opportunities for children to create various works of art.

- ☐ I give permission for my child's artwork to be displayed inside and outside of the classroom.

Media Release

Mak-a-Mini takes photographs of the children in our center while in their classroom, Outdoor Playspace, and during special activities. We love to connect with the parents, the Mak-a-Mini community and share what we love to do here at Mak-a-Mini Childcare. Those images may be displayed in the class, in the Lilio app for parents to view, in and around the centre, and/or on our Mak-a-Mini website.

- ☐ **I grant Mak-a-Mini full rights and authorization to use the images resulting from the photography and video filming of my child, and any reproductions or adaptations of those images without compensation to me, my child or assignees.** I understand any photographs or videos provided to me by Mak-a-Mini is for my personal use and display only. Reproduction or publication for commercial purposes in any form is strictly prohibited.

- ☐ **I ONLY consent for Mak-a-Mini to use my child's photographs for display within the Mak-a-Mini Centre.**

I understand any photos provided to me by Mak-a-Mini is for my personal use and display only. Reproduction or publication for commercial purposes in any form is strictly prohibited.

- ☐ **I DO NOT give Mak-a-Mini permission to take photographs or videos of my child.**

Child Name

Parent / Guardian Signature

Date

Parent Initials

TUITION POLICY

Mak-a-Mini created a policy that provides the details regarding the parents' / guardians' financial responsibility related to care of children admitted into Mak-a-Mini. It also describes the penalties related to the Tuition Policy to ensure transparency.

Policy

- All staff and parents / guardians must understand the Tuition Policy.
- The Mak-a-Mini Childcare Director and/or Supervisor will update the Tuition Policy within 30 days of any notable changes.
- Continued enrollment at Mak-a-Mini is contingent upon the parents' / guardian's timely payment of all fees and tuition and compliance with the Mak-a-Mini Policies.
- Parents / guardians are responsible to pay for each child's daycare fees when due and are required to indicate the person all billing information and correspondence should be addressed to.
- Parents / guardians will be invoiced for care based on the age and quantity of time each child is registered for as described below:
 - *Infants: (12mths– less than 19months)*
 - \$1,400 Full-Time (100+ hours/month)
 - \$1,120 Part-Time (50-99hours/month)
 - *Toddlers: (19mths – less than 3yrs)*
 - \$1,250 Full-Time (100+ hours/month)
 - \$1,050 Part-Time (50-99hours/month)
 - *Preschoolers: (3yrs – 5yrs)*
 - \$1,200 Full-Time (100+ hours/month)
 - \$1,000 Part-Time (50-99hours/month)
- Drop-in care may be available on a first-come, first-serve basis but is not guaranteed as it is based on sufficient staffing to maintain ratios and licensed capacity.
 - Drop-in fees must be paid at the time of child drop off as described below:
 - \$95/day Infants (12mths– less than 19months)
 - \$85/day Toddlers (19mths – less than 3yrs)
 - \$85/day Preschoolers (3yrs – 5yrs)
- Mak-a-Mini will send parents / guardian(s) an invoice of the amount and the due date of the first month's fees owed once child admitted into the program.

- Invoices are sent to parents / guardians 2 weeks prior to care being provided and are due on the first of each month. Payments can be split up to be paid bi-weekly, if requested.
- Parents / guardians that are eligible for any social program or government funding such as the Affordability Grant and/or Childcare Subsidy will have those fees deducted from their invoice.
 - Parents are responsible for the total cost of childcare and fees if funding estimated is not paid to Mak-a-Mini.
- Mak-a-Mini offers a discount for siblings. The youngest child pays full tuition, and all additional children receive a 15% discount on their tuition fee.
 - Parents / guardians that are eligible for a Sibling Discount will have those fees deducted from their invoice.
- Parents will have access to their Statement of Account at any time via the Lilio app.
- Payment of the monthly tuition fee guarantees a childcare space *and* covers the cost of care given. The full month's tuition is still required if the child missed days regardless of the reason. Credit will not be given for any missed days. (Ex. vacations, illness, etc).
- Tuition payments must be made promptly on the due date using the following methods:
 1. Online via the Lilio app,
 2. Using cheques payable to: Mak-a-Mini Childcare Society,
 3. Using Visa, MasterCard, or Cash at Mak-a-Mini Reception.
- All Mak-a-Mini tuition fee payments are non-refundable.
- Parents should contact the Mak-a-Mini Childcare Director and/or Supervisor if they need to make a payment arrangement.

Penalties:

- ❖ A \$50 NSF Fee will be added to the child's account if a payment is returned.
- ❖ Any past due or outstanding fees that accrue on a child's account need to be paid immediately to avoid late fees and care being interrupted.
 - A late tuition payment fee may be added to a child's account that has outstanding fees older than 30 days.
 - Accounts that have a 45-day overdue balance may result in care being suspended until the balance is paid in full.
 - Accounts that have a 60-day overdue balance may result in care being terminated and the child's space being forfeited.
- ❖ If a payment arrangement is made and not honored, care may be suspended until the balance is paid in full.

Mak-a-Mini's Wellness, Health and Safety Policies

Keeping everyone well, healthy and safe is one of Mak-a-Mini's main priorities. Various wellness policies have been designed to maintain the overall wellbeing of children and staff.

CLEANING POLICY

Mak-a-Mini recognizes that a clean environment diminishes the opportunity for germs to spread through touch and the air. In a centre where hundreds of people touch doorknobs and desks, consume food, and share toys, the risk of spreading illnesses is high. As such, Mak-a-Mini has created this policy to help prevent illnesses.

Policy:

- All staff and volunteers must be trained on the Cleaning Policy.
- The Mak-a-Mini Childcare Director and/or Supervisor will update the Cleaning Policy within 30 days of any notable changes.
- Mak-a-Mini facilities will be cared for by Mak-a-Mini staff and by our cleaning staff.
- All staff, parents, children and visitors that visit the centre have role to play in maintaining a clean and safe environment at Mak-a-Mini.
- Mak-a-Mini Childcare Director and/or Supervisor will ensure the procedures, responsibilities and expectations of how to maintain a clean and safe environment at Mak-a-Mini will be communicated to staff and the contracted cleaning staff.
- Mak-a-Mini staff, volunteers and children should have indoor and outdoor footwear appropriate for the weather conditions.
- All personal items coming into Mak-a-Mini must be clearly labelled with an individual's name.
 - Where possible, personal items brought from home should be limited.
- Any food brought from home must be stored properly for safe consumption.
 - Safe storage and food handling is required for all food.
- Mak-a-Mini facilities will be cleaned using the approved products and in accordance with the Public Health's Cleaning and Disinfecting Schedule for Child Care Facilities.
 - Each classroom, including the First-Aid room, has an Oxivir spray bottle and/or ready-to-use wipes in a locked cabinet for use when needed.
- Documentation will be maintained recording the cleaning conducted in accordance with the Public Health's Cleaning and Disinfecting Schedule for Child Care Facilities.
 - Daily, Weekly and Monthly logs will detail how, when and what was cleaned and the staff that conducted the cleaning.

CHILD ILLNESS POLICY

Mak-a-Mini recognizes the effects of the spreading of germs and harbouring illnesses within the centre. Therefore, Mak-a-Mini strives to provide a clean environment free of illnesses. We all must work together to ensure that no staff, volunteer or children who are sick/ill do not attend or remain in the centre until the illness has subsided.

Symptoms Causing Absences:

- All staff, volunteers, children and visitors that are not well enough to participate in program activities OR that are displaying any of the following symptoms must remain home:
 - Bad cough especially if choking or vomiting.
 - Shortness of breath
 - Sore throat
 - Loss of taste/smell
 - Runny nose, nasal congestion
 - A fever (38°C+), especially if the temperature is high or persistent.
 - Significant and usual fatigue
 - Claims or is in persistent pain. (muscle ache or joint pain)
 - Headaches
 - Diarrhea, nausea or vomiting
 - Has an undiagnosed rash/skin condition.
 - Has signs of infected discharge (thick and coloured)
 - Has eye discharge, pink eye, or severe redness.
 - Contracted a communicable disease (besides upper respiratory tract infection).

Notification of Parents/Guardians of a Sick Child:

- If a child presents symptoms of illness while at Mak-a-Mini, the child's parents/guardian will be contacted as soon as possible. If they are unreachable, the emergency contact will be contacted.

Supervision for Sick Children:

- A sick child will be kept as far as possible from the other children and supervised by a staff member trained in first aid. The child will be cared for in the First Aid room with age-appropriate toys, a cot and blanket until they are picked-up.

Outbreak:

- In the event of an outbreak of the below communicable diseases or any situation that is classified as that by the public health practice, the centre must notify the public health unit. Public health services will come in and evaluate the situation. The centre will then work with the public health services on what will have to be done about the situation.

Communicable Diseases:

- Include: Chicken Pox, Diphtheria, Gastrointestinal infections (diarrhea) e.g. Salmonella, Shingles, Haemophilus influenza, Hepatitis, Meningitis, Mumps, Polio, Rubella (German measles), Tuberculosis, Whooping Cough (Pertussis). Scabies, lice, ringworm, and influenza are also included.

Child Illness Procedures:

- Any staff member who notices any of these symptoms upon the child's arrival, will ask that the child be taken home for at least 24 hours or to a doctor for a note confirming that the child is healthy and not infectious, given the group care situation.
- If a child begins displaying any of the listed symptoms at the Centre, the child may be isolated from the other children and may be taken to the First Aid room so that the parent(s) can be called to remove the child within two hours of the call. In the case that a parent(s) is unable to be contacted or to remove the child within the two-hour time frame, the emergency contacts will be called and required to pick-up the ill child.
 - Should a child display any recurrent or long-lasting symptoms, the Mak-a-Mini Childcare Director reserves the right to request a signed note from a doctor.
- Mak-a-Mini Staff must document every child observed with any of the previously discussed symptoms on the Monthly Child Illness Incident Log.
- This form will be the main source of information in tracking the number of ill children and well as their symptoms to assist in determining if an outbreak is suspected.
- An outbreak may be suspected when there are two (2) or more children with the same category of symptoms that started within 48 hours of one another.
- If an outbreak is suspected, the Childcare Director / Supervisor must immediately report it to AHS Zone Public Health by following the appropriate reporting procedure.

EMERGENCY CARE

It is the responsibility of all Mak-a-Mini staff to have valid and up to date First Aid certification to be able to assist in emergency care. If medical treatment is necessary due to an injury, sudden illness or an emergency, only current First Aid certified Mak-a-Mini Staff is permitted to take the emergency measures deemed necessary to render aide.

In rendering aide, Mak-a-Mini may need to release a child's confidential health information, call a physician and carry out their instructions, and/or transport a child to the hospital via ambulance or a personal staff vehicle. Only Mak-a-Mini staff holding a valid driver's license may use a personal vehicle if emergency transportation is required.

Any actions taken by Mak-a-Mini staff or volunteers during an emergency will need to be recorded immediately following the emergency, when safe to do so.

Please be aware that any expenses incurred when rendering any emergency care, including ambulance fees, will be the sole responsibility of the parents/guardians.

MEDICATION POLICY

Mak-a-Mini acknowledges that there may be a need to have medications (generic or prescribed) administered to the child while in our care.

Medication Storage & Administration:

- All medications must be stored in their original labelled packaging with their associated directions in a location that is inaccessible to children.
- All medication will be kept in each child's classroom in a 5ft high locked corner cabinet that is only accessible to Educators.
- Mak-a-Mini staff are prohibited from administering any form of medication to children without the expressed written consent of a parent/guardian.
- When consent is received, staff must document when they administer medication to a child using the **Medication Administration Record**.
- Parents that require Mak-a-Mini staff to administer Emergency Medication must complete **The Permission to Administer Emergency Medication Form** to provide consent.
 - Prior to signing any consent forms, an inspection of all medications provided to Mak-a-Mini will be conducted to ensure that the child's name, and directions for administration are clearly labelled for accuracy
 - A note from the child's physician must accompany the medication listing the symptoms and the appropriate emergency / first aid interventions to be taken.
 - The Childcare Director and/or Childcare Supervisor will meet with parents to create a plan of action for their child that Mak-a-Mini can follow in the event of an emergency that will be shared with all staff.
 - At this time, a procedure will be created for how to transport the emergency medication on field trips or to the outdoor space. Generally, a fanny pack will be the main method used to store and transport the emergency medication.
 - An alternative bag can be considered if medication is larger. This fanny pack or bag alternative will be stored on a hook inside the child's classroom beside the door, 5ft up the wall which is still inaccessible to children but easily accessible to employees in their classrooms.
 - A printout of the appropriate administration directions and/or first aid protocol to follow will accompany each medication. Emergency medication and its appropriate documentation will be stored together in the fanny pack.

MEDICAL HEALTH FORM

Child Health Information

Does your child have a family doctor? ☐ No ☐ Yes: Doctor's Name: _____

Clinic Name: _____ Clinic Number: _____

Clinic Address: _____
Address City or Town Province Postal Code

Are your child's immunisations up to date? ☐ Yes ☐ No

Medical Information

Please indicate with a (V) if you child has any of the medical concerns described below. Include descriptions of the concern, including symptoms and reactions and if medication or emergency plan is needed.

Medical Information	Details (Symptoms, reactions, etc.)	Medication Needed?	Emergency Plan Needed?
<input type="checkbox"/> Allergies			
<input type="checkbox"/> Dietary restrictions or sensitivities			
<input type="checkbox"/> Emotional, physical, behavioral or needs			
<input type="checkbox"/> Other			

Consent for Emergency Care and Transportation

If medical treatment is necessary due to an injury or sudden illness, a First Aid certified Mak-a-Mini Staff will take whatever emergency measures deemed necessary for the protection of each child.

☐ I authorize a First Aid certified Mak-a-Mini Staff to take whatever emergency measures deems necessary for the protection of my child, including calling a 911, interpreting, and carrying out their instructions, and/or transporting my child with the use of an ambulance. I agree that I am responsible for any expenses incurred for treatment or emergency transportation of my child.

Child Name

Parent / Guardian Signature

Date

Parent Initials

EMERGENCY MEDICAL PLAN

Parents that require Mak-a-Mini staff to take specific actions in response to a child's condition or diagnosis are required to complete an Emergency Medical Plan with the Childcare Director and/or Supervisor. Please describe the condition or diagnosis, the symptoms that indicate action is required, and the steps Mak-a-Mini needs to take in response.

Child's Name: _____ Date Plan Created: _____
First Middle Last

Condition / Diagnosis:

Symptoms Indication Action is Needed:

Action Plan for Mak-a-Mini Staff:

Once above symptoms are observed, please check what Mak-a-Mini staff should do and in which order.

- ☐ Administer the medication according to instructions provided by physician
- ☐ Call 911 immediately
- ☐ Notify parent / guardian
- ☐ Other:

Parent Signature

Mak-a-Mini Staff Signature

Date

Parent Initials

REQUEST FOR MEDICATION ADMINISTRATION & CONSENT FORM

Parents that require Mak-a-Mini staff to administer physician prescribed medication must complete this form to provide Mak-a-Mini with the medication information, details on administration and consent to administer.

Child's Name: _____ Medication: _____
First Middle Last

Dosage/Amount: _____ Time/Frequency: _____ Expiry Date _____
MM / DD / YYYY

Reason for Requested Medication: _____

Requested Medication Start Date: _____ Medication End Date: _____
MM / DD / YYYY MM / DD / YYYY

Any known side effects? ☐ No ☐ Yes: _____

Additional Details:

Storage Instructions: ☐ Stored in refrigerator ☐ Stored at room temperature ☐ Other: _____

Additional information: (Ex. Take with food, only when symptoms appear, etc.)

Consent for Medication Administration:

☐ I have provided Mak-a-Mini Childcare Staff with a physician prescribed medication and written documentation of how and when to administer to my child.

☐ I hereby give permission to Mak-a-Mini Childcare Staff to administer the following prescribed medication according to the Doctor's orders and instructions provided under the details of medication administration.

☐ Mak-a-Mini Childcare Staff have confirmed the details of medication administration provided matches the physician prescribed medication and written documentation of how and when to administer to child.

Parent Signature

Mak-a-Mini Staff Signature

Date

Parent Initials

PERMISSION TO ADMINISTER EMERGENCY MEDICATION FORM

Parents that require Mak-a-Mini staff to administer Emergency Medication must complete this form to provide Mak-a-Mini consent. Additionally, a note from the child's physician must be provided listing the symptoms and the appropriate emergency / first aid interventions that should be taken for each medical condition.

Child's Name: _____ Medication: _____
First Middle Last

Dosage/Amount: _____ Time/Frequency: _____ Expiry Date _____
MM / DD / YYYY

Administration Instructions: ☐ Indicated on vial / bottle ☐ According to Physician's orders.

Date Medication Commenced: _____ Date Medication Stopped: _____
MM / DD / YYYY MM / DD / YYYY

Symptoms Indicating Medication is needed: _____

Emergency Medical Plan: _____

Consent for Emergency Medication Administration:

- ☐ I have created an Emergency Medical Plan for my child with Mak-a-Mini Childcare Staff.
- ☐ I have provided Mak-a-Mini Childcare Staff with a physician prescribed medication and written documentation of how and when to administer to my child.
- ☐ I hereby give permission to Mak-a-Mini Childcare Staff to administer the following prescribed medication according to the Doctor's orders and instructions provided.

Parent Signature

Mak-a-Mini Staff Signature

Date

Parent Initials

FOOD GUIDELINES AND FEEDING POLICY

Mak-a-Mini will ensure that all children's nutritional needs are being met each day.

Policy:

- All staff, parents / guardians and volunteers must be trained on the Food Guidelines and Feeding Policy.
- It is a shared responsibility of parents / guardians and Mak-a-Mini to follow the Canadian Food Guide to ensure that the children's nutritional needs are being met.
- Mak-a-Mini offers breakfast and the various snacks throughout the day as part of the daycare program.
 - Parents / guardians are expected to let the centre know of any allergies to ensure that our menu accounts for any food sensitivities.
- Parents / guardians are required to pack a lunch and/or dinner for their child each day.
 - Parents / guardians must ensure that the lunch and/or dinner provided does not include allergens identified in Mak-a-Mini.
- Mak-a-Mini will displays its menu at the reception as well as uploading the weekly and monthly menus in Lilio.
- Mak-a-Mini menus are reviewed by the management monthly to ensure that the centre is meeting the nutritional guidelines of the Canadian Food Guide to support healthy lifestyles.
 - Parents / guardian(s) can review and provide input on the menus as well.
- The following is a general menu of the breakfast and snacks that will be provided to children.

		MON	TUE	WED	THU	FRI	SAT
Breakfast	3 food groups	Fruits / Fruit Sauces Cheeses/Yogurts Breads/Pancakes Egg Bites				Milk Cereals/Porridges Muffins/Bars	
AM Snack	2 food groups	Veggies/ Fruits / Fruit Sauces Cheeses/Yogurts Muffins/Bars				Milk Hummus/Dips Pitas/Crackers	
PM Snack	2 food groups	Veggies/ Fruits / Fruit Sauces Cheeses/Yogurts Muffins/Bars				Milk Hummus/Dips Pitas/Crackers	

Safe food handling:

- All Mak-a-Mini Staff must successfully complete the free Alberta Food Safety Basics Course.
- All Mak-a-Mini Staff and volunteers must demonstrate safe food handling practices to prevent contamination.
 - Examples of safe food practices are washing hands before and after handling food, cleaning and disinfecting the tables/highchairs before and after each use, etc.
- All Mak-a-Mini Staff and volunteers must assist children in practicing proper hand washing before and after eating.

Meal setting:

- Mak-a-Mini Staff must supervise children while eating to monitor for signs of choking or distress.
- Mealtimes should be a calm, distraction-free setting where children can eat safely.
- Children must be sitting while eating and with food in their mouths.
 - Children 19 months and younger will eat while sitting in a highchair.
 - Children 19 months to 3 years old, will have access to a highchair if needed.
- Children under 4 years old should have food cut in small pieces no longer than 1/2 inch and reminded to chew their food well.
- Seeds and pits must be removed from fruits prior to being served to children.
- Mak-a-Mini staff and volunteers will not provide beverages to children during the rest periods.

Encouraging independence:

- Mak-a-Mini Staff and volunteers should provide positive reinforcement and guidance to help children develop good eating habits and manners.
- Mak-a-Mini Staff and volunteers will encourage children to eat independently and offer support when needed.
 - Children 19 months and younger will have food placed in front of them, allowing them to feed themselves independently, if they are able to do so.
 - Children 19 months and older, can pour their own drinks from small pitchers and serve themselves from the serving bowls.

NAP / QUIET TIME POLICY

Mak-a-Mini recognizes that the children require appropriate rest and nap periods and ensures a quiet time is available each day.

Policy:

- All staff, parents / guardians and volunteers must understand the Nap / Quiet Time Policy.
- Mak-a-Mini allocates nap time/quiet-time between 12:00pm – 2:00pm daily.
 - Parents / guardians that feel their child no longer requires a nap can contact the Mak-a-Mini Childcare Director and/or Supervisor to discuss a quiet time activity.
- Mak-a-Mini will ensure that each child has their own clean sleeping for nap time.
- Parents / guardians need to provide a labelled blanket for nap time. Blankets are sent home at the end of each week to be laundered. If soiled, they are sent home end of day.

TOILETING POLICY

Mak-a-Mini ensures that the personal hygiene needs of all children are met daily. Based on the layout of Mak-a-Mini, there will be 2 staff members to assist children in all classrooms with toileting and diaper changing needs throughout the day.

Policy:

- All staff, parents / guardians and volunteers must understand the Toileting Policy.
- 2 designated diapering stations with associated sinks will be available in Mak-a-Mini .
- Parents / guardians are required to provide labelled toileting supplies and an additional change of clothes for their child. **Please note, cloth diapers are not allowed.**
 - After each child is changed, Mak-a-Mini staff will discard the change table liner and sanitize the diapering surfaces after each use.
- Each diapering station will have storage for each child's changing supplies.
- Gendered bathrooms will be available with potty seats and step stools for children.
 - After each child uses the toilet, Mak-a-Mini staff will sanitize the potty seat.
- If clothing is soiled, it will be sent home in plastic bags to be laundered immediately.
- Mak-a-Mini toileting areas will be cleaned daily by our cleaning staff using Oxivir products according to the Public Health's Cleaning and Disinfecting Schedule for Childcare Facilities.

GUIDANCE POLICY

We at Mak-a-Mini believe children are a product of their experiences and interactions with others. Mak-a-Mini supports a child's self-esteem by employing non-critical guidance techniques that match the developmental level and meet the needs of each child. As such, Mak-a-Mini expects staff to set limits and expectations positively, encourage self-discipline and to model acceptable behavior including emotional self-regulation problem-solving and negotiation techniques at all times.

Our program aims to provide opportunities for children to express their emotions positively, to make mistakes and learn from them with guided support in order to develop a nurturing relationship.

Principles for Guiding Behaviours

Mak-a-Mini staff set limits and boundaries primarily through the use of modeling and positive reinforcements:

- Stating expectations clearly and positively.
- Supporting positive appropriate behaviours by praising child frequently.
- Guiding and redirecting children using affirmative language
- Reframing situations to avoid using 'no' as much as possible.

To facilitate effective classroom management and use of guidance and problem-solving strategies, Mak-a-Mini staff are expected to:

- Approach each situation calmly by ensuring their emotional level is exhibiting a state of composure and neutrality.
- Ensure they take the necessary time to come to resolution.
- Honour the child's perspective and maintain neutrality when dealing with multiple children's perspectives.
- Recognize when problems / disagreements can be avoided by using simple redirection techniques and/or room design changes.

Mak-a-Mini staff will take the following steps to model and/or guide children through problem-solving:

- Identify and acknowledge that there is a problem / disagreement.
- Ask questions to arrive at a summary statement that the children feel comfortable with
- Summarize the problem (and sentiments of children) in a non-judgmental manner.
- Suggest a solution and check to ensure it is mutually agreeable the children.
- Follow through with the solution with the children.
- Give positive encouragement for resolving the problem / disagreement.
- Make a determination if it is appropriate to notify the parent of the conflict.

Mak-a-Mini recognizes that all behavior is communication, and children have different ways of communicating. Educators support, respect and guide children as they learn about, express and respond emotionally to situations and learning environments.

Dealing with Challenging Behaviours:

Mak-a-Mini staff will take the following steps to manage challenging behaviours:

- Approach each situation calmly by ensuring their emotional level is exhibiting a state of composure and neutrality.
- Acknowledge the child's feelings and assist the child identify their emotions.
- Use calming / problem-solving / redirection / distraction strategies to help the child reset.

If Mak-a-Mini staff encounters a situation in which a child exhibits concerning actions such as aggressive and or non-cooperative behaviours:

- Staff will first:
 - Approach each situation calmly by ensuring their emotional level is exhibiting a state of composure and neutrality.
 - Acknowledge the child's feelings and assist the child identify their emotions.
 - Use calming / problem-solving / redirection / distraction strategies to help child reset.
- Staff will then:
 - Positively remind child about the expected behaviour.
 - Model / remind child of calming strategies while acknowledging their feelings.
 - Allow the child to choose between two teacher-determined choices.
 - Redirect child to another activity to help the child reset.
 - Redirect child to a quiet space away from the group to help the child reset.
 - Encourage the child to select a play item.
 - Offer child a choice of a quiet area in the centre to play.
 - Encourage the child to return to the situation when they are ready.

Should a situation arise where a child reacts with extreme aggressive behavior towards an employee or another child, (ie: striking of the face or body, intentionally meaning to inflict pain, biting, punching etc.)

- Staff should follow steps for handling aggressive and/or non-cooperative behaviours.
- If the child is unable to be calmed, the Mak-a-Mini Childcare Director / Supervisor may make contact the parent / guardian to ask for guidance and/or to collect the child.
- An incident report will be completed if a parent is asked to pick-up their child. The Mak-a-Mini Childcare Director / Supervisor will ask the child's parents/guardians to be involved in the creation of a plan to assist the child in having a more positive experience at Mak-a-Mini.

Mak-a-Mini will hold monthly staff meetings to gain staff feedback on how to maintain or improve the operation of the centre, which includes an assessment of the current Child Guidance policy and or incidents and whether changes or updates should be considered. A discussion on whether environmental and / or scheduling elements are contributing factors will also take place to see if there are any parallels across incidents and/or rooms.

OUTDOOR PLAY

Mak-a-Mini believes outdoor play is essential for children's overall development and is committed to ensuring that all children benefit from as much outdoor play experiences that weather permits. This policy outlines how children engage in daily outdoor activities, regardless of the season, while prioritizing their safety and comfort.

Policy:

- All staff and parents / guardians must understand the Outdoor Play Policy.
- Staff will ensure that Outdoor Playspace is free from hazards prior to children enter.
- Mak-a-Mini will ensure that supervision ratios will be maintained at all times.
- When children are in the Outdoor Playspace, at least 1 Mak-a-Mini staff with a valid First-Aid training must be carry a First aid kit while supervising the outdoor activities.
- Mak-a-Mini will schedule outdoor play minimally once a day, weather permitting.
- Outdoor play time and frequency varies based on age, ability and weather conditions.
- Mak-a-Mini will adapt outdoor play as outlined based on the following conditions:
 - **Cold Weather:** Outdoor play is modified between -15 C and -20 C (including wind chill) and canceled and moved indoors below -20 C.
 - **Hot Weather:** Play is limited above 25 C and canceled and moved indoors above 30 C or during heat advisories.
 - **Rain, Snowstorms, Sleet / Hail or Severe Winds:** Outdoor play is canceled and moved indoors.
 - **Poor Air Quality:** Outdoor play is limited if the Air Quality Health Index (AQHI) exceeds 5 and canceled and moved indoors if the AQHI exceeds 10.
 - **High UV Index:** Outdoor play is limited when the UV index is 4 or higher, and extra sun protection will be applied.
 - **Other Severe Weather Warnings:** Outdoor play is limited and/or canceled and moved indoors as required.
- If outdoor play is not possible due to inclement weather conditions as described, Mak-a-Mini will replace it with an indoor alternative gross motor play activity to ensure children still receive adequate physical activity.
- In the event that inclement weather requires the emergency closing of Mak-a-Mini, parents / guardians will be notified of the closing. **Mak-a-Mini will seek shelter at the Edmonton Public Library - Idylwyld (Bonnie Doon) location until it is safe to go back into the centre.**

- Parents / guardians are required to ensure children is dressed appropriately for the weather each day.
 - **During the Winter:** Children must have an insulated, waterproof jacket and snowpants, warm hat, insulated mittens or gloves, neck warmer or scarf, layers of clothing, waterproof boots with warm lining, and extra socks.
 - **Summer Clothing:** Children must have lightweight, breathable clothing (cotton preferred), a sun hat, comfortable walking closed-toe shoes (no flip-flops permitted), and sunscreen.

SAFETY & SUPERVISION POLICY

Safety at Mak-a-Mini is a top priority and a key component in quality childcare centres. Good supervision plays a critical role in ensuring children's safety, preventing accidents and injuries and maintaining a safe children-led play environment. This policy outlines the various aspects related to supervision at Mak-a-Mini. Supervision is a legislated duty of all childcare professionals and is the responsibility of all Mak-a-Mini staff to act in accordance with current Alberta Childcare legislation.

Policy:

- All staff and volunteers must be trained on the Safety and Supervision Policy.
- Mak-a-Mini Staff supervision responsibilities begin when the first child arrives.
 - Mak-a-Mini can start receiving children as early as 8:30am.
- All staff are required to ensure that the children in their care are always in their view and remain with them.
- When children enter and leave their room or the Outdoor Playspace, staff and volunteers must ensure that children are appropriately supervised and accounted for.
- To best meet the needs of the children, Mak-a-Mini adheres to staff/child ratios in accordance with current Alberta Childcare legislation.
- It is the shared responsibility and a strict requirement of all staff that Mak-a-Mini maintains the staff/child ratios at all times.
 - The Mak-a-Mini Childcare Director and/or Supervisor will create a staffing schedule that plans for adequate staffing needed to supervise and safely care for the registered children.
 - Every effort will be made to prevent the need for constant unexpected coverage requests.
- During transitions and/or to maintain the staff/child ratios, it may be required for unscheduled staff to assist in providing additional coverage outdoors and/or in different rooms.
 - It is the responsibility of all Mak-a-Mini staff to provide additional coverage when able to ensure adequate supervision and to respect the legislated staff to child ratio.

- Common transitions requiring additional coverage include moving to and from the Outdoor Playspace, washing hands, when handling toileting needs, during pick-up/drop offs and during staff breaks.
- In accordance with the Alberta ELCC Regulation, the following is the staff/child ratio Mak-a-Mini must maintain for each age group:

Age of Child	Primary Staff-to-Child Ratio	Max group size
12 months to less than 19 months	1:4	8
19 months less than 3 years	1:6	12
3 years less than 4 years	1:8	16
4 years and older	1:10	20

- In accordance with the Alberta ELCC Regulation, during rest periods when a child is lying down on a mat or resting quietly, the following is the minimum staff/child ratios that Mak-a-Mini must maintain:

Age of Child	Primary Staff-to-Child Ratio
12 months to less than 19 months	1:8
19 months less than 3 years	1:12
3 years less than 4 years	1:16
4 years and older	1:20

- In accordance with the Alberta ELCC Regulation, the staff/child ratio for mixed age groups is based on the age category that represents the majority of children in the group.
 - Children younger than 19 months are not permitted to be mixed with old age groups throughout the day.
 - The following is the minimum staff/child ratios Mak-a-Mini must maintain:

Age of Majority of Children in the Combined Group	Maximum Number of Children in the Combined Group
12 months to less than 19 months	8
19 months less than 3 years	12
3 years less than 4 years	16
4 years and older	20

- All Mak-a-Mini staff and volunteers are responsible for ensuring environmental safety. It is the responsibility of each Educator to conduct an on-site inspection of their room prior to children arriving each day and remedying any simple safety concerns.

- Broken or unsafe items should be removed, repaired or replaced. The Mak-a-Mini Childcare Director and/ or Supervisor must be notified immediately if there are any major safety concerns, or the Educator is unsure of how to remedy them.
- The Outdoor Playspace will be inspected daily by the Mak-a-Mini staff for safety hazards. These will be eliminated or reported.
- Mak-a-Mini staff will review the Outdoor Playspace safety rules with children regularly.
 - Children should not go behind the sheds or climb fences.
 - Children must keep their shoes on at all times.
 - All scarves, drawstrings and/or cords must be tied and tucked away.
- Mak-a-Mini staff will plan daily activities that promote active play while maintaining ratio and optimum supervision positions.

INCIDENT REPORTING

At Mak-a-Mini, the safety and well-being of the children are our top priorities. We are committed to ensure that all incidents are promptly reported, correctly documented, and appropriately followed up.

Parents / guardians, staff, and relevant authorities will be kept informed of incidents and any actions taken, in accordance with confidentiality and regulatory guidelines.

Incident Reporting Procedures

- **Immediate Response:** In case of injury or illness, a first aid certified Mak-a-Mini staff will provide immediate attention, administer first aid and call 911 if required.
- **Notification of Parents/Guardians:** Parents/guardians will be contacted as soon as possible to inform them of the incident. If they are unreachable, the emergency contact will be contacted.
- **Documentation:** Mak-a-Mini staff will complete an Incident Report Form detailing the incident, the actions taken in response, and list any witnesses or staff involved.
- **Notification to Authorities:** Serious incidents, such as injury requiring medical attention, missing children, allegations of abuse/neglect, or emergency evacuation must be reported to Alberta Child Care Licensing within two business days.
- **Follow-up:** The Mak-a-Mini Director and/or Supervisor will review the incident and identify if any safety protocols or procedures require improvements or updates. Additionally, a follow-up with the child's family will occur to get an update on the child's well-being and to address any concerns.

General Safety

PARKING

Mak-a-Mini is located in North end of Bonnie Doon Mall. There is ample parking on the North and East side of the main doors for visitor and parent parking. Mak-a-Mini strongly encourages using the designated crosswalks to safely cross from the parking lot and enter Mak-a-Mini. The designated 'Pick-up/Drop-off' spots are reserved for families. No vehicles are allowed to park or idle near the Mak-a-Mini Outdoor Playspace.

SMOKING

Mak-a-Mini abides by the City of Edmonton's Smoking By-Law to ensure that our building is a non-smoking environment. Mak-a-Mini wants to ensure a clean air and air-pollutant free environment for the children, staff, and community. Smoking in and/or around Mak-a-Mini and its Outdoor Playspace is **STRICTLY PROHIBITED**.

VISITOR

All visitors, including parents / guardians, must sign in at the reception and wear the Identification Badge provided at all times. It is important to ensure a safe environment at Mak-a-Mini that all staff and volunteers notice that all visitors have an identification badge. If a visitor is not wearing an identification badge, staff and volunteers should politely inquire into the purpose of the visit and redirect the visitor to the front desk. Suspicious activity or persons need to be immediately reported to the Childcare Director and/or Childcare Supervisor.

EMERGENCY AND EVACUATION PLANS

The Mak-a-Mini emergency plan and procedures are included in the staff, volunteer and parent orientation packages. All emergency exits clearly marked with fire extinguishers at the front and back of the centre. The Mak-a-Mini Evacuation Plan that includes the route from each room and the indication of the muster point, is posted in each room, at the front and back of the centre. It also includes unobstructed escape routes to be used.

These procedures are practiced routinely with staff and students during safety drills that are conducted quarterly. All staff are fully trained on the evacuation procedures that need to be taken in the event of an emergency during the onboarding process. Parents / guardians are provided with the procedures and are notified when a safety drill is performed.

Mak-a-Mini Emergency Exit Plan:

In the case of emergency, all staff are expected to calmly and swiftly execute the appropriate emergency measures.

- The children will be evacuated using the nearest and safest exit. Emergency exit plans are posted in all classrooms and offices and throughout the hallways.

- All staff members are familiar with their direct route to the safest exit as well as an alternative route.
- The primary educator will do a quick sweep of the hallways to ensure the nearest and safest exit, while guiding all children in their room to the door. Educators are responsible for ensuring that children within their care are accounted for and that they have their portable records.
- The Mak-a-Mini Administrative Assistant is responsible for bringing the emergency walkie-talkies, the first aid kit and the reception iPad which contains the back-up portable record for Mak-a-Mini that includes staff and children contact and emergency contact information.
- All staff will bring children to meet at the muster point.

Emergency Closing / Inclement Weather Closing

In the event of an emergency closing and/or inclement weather, **Mak-a-Mini will seek shelter at the Edmonton Public Library - Idylwyld (Bonnie Doon) location until it is safe to go back into the centre.**

- In the event of an emergency closing and/or inclement weather closing, parents / guardians will be notified of the closing.
 - Should Mak-a-Mini close in the middle of the day, parents / guardians / emergency contacts will be notified of the closing and given the location to arrange pick up.
 - Parents / guardians / emergency contacts will be notified if an alternate location is used and/or if emergency transportation is required as a result of fire or other environmental emergencies.

The Childcare Director and/or Childcare Supervisor is responsible for ensuring information detailing the regular and after-hours emergency contact list, muster point and evacuation locations children will seek shelter at is posted in a visible location outside of Mak-a-Mini.

The Childcare Director and/or Childcare Supervisor are responsible for liaising with the Emergency Personnel (police, firepersons, etc.) in the event of an emergency and will also be the one to advise the “All Clear” notice when the emergency is over.

The Mak-a-Mini Administrative Assistants under the direction of The Childcare Director and/or Childcare Supervisor will use the daycare intercom to announce information of the evacuation while on-site, and/or over the walkie-talkies when off-site.

The Mak-a-Mini Administrative Assistants under the direction of the Childcare Director and/or Childcare Supervisor are responsible for contacting parents / guardians of the children to during an emergency evacuation, emergency closing and/or inclement weather closing via cellphone or the reception walkie-talkie.

VIDEO & AUDIO SECURITY

Mak-a-Mini ensures the safety and security of staff, children, public and company property through closed-circuit cameras.

Installation and Use:

- Closed-circuit cameras are installed in destined areas throughout the daycare and outdoor premises to protect against theft, pilferage, and ensure the safety of employees, children, the public and company property.
- Cameras are positioned to monitor key areas without infringing on the privacy of individuals.

Access to Recorded materials:

- Access to video and audio recordings is strictly limited to individuals authorized by the Board of Directors.

Privacy and Confidentiality:

- The privacy of employees, children, and visitors is respected at all times. Cameras are not installed in the restrooms.

Ending Childcare Services with Mak-a-Mini

Mak-a-Mini created a policy that details the 3 ways in which childcare services ends at Mak-a-Mini.

WITHDRAWING CHILD

Families wishing to withdraw their child/ren from Mak-a-Mini must provide at least 30 days' written notice, also they are encouraged to briefly state the reason for withdrawal in their notice. All outstanding fees must be settled before the child's last day of attendance. If proper notice is not provided, families will be charged for 1 month of fees from the date the notice is received.

TERMINATING CARE

Mak-a-Mini reserves the right to terminate a child's enrollment if there is a failure to comply with Mak-a-Mini policies, procedures, and guidelines, including payment policies, attendance requirements, and behavioral expectations.

- A two weeks' notice will be provided to families unless the safety and wellbeing of other children, staff and families is at risk, including the inability to meet the staff/child ratio. In this case an immediate termination of enrollment may apply.
- A statement of account including any outstanding fees will be provided to families and will be immediately due upon termination of enrolment.

TRANSITIONING TO KINDERGARTEN

Children can be enrolled at Mak-a-Mini until they reach the age of 5, as per our license.

- Parents/guardians will be notified in writing at least 30 days prior to the child's age-out date. This notice will include the child's final day of attendance and provide information about the upcoming transition
- All outstanding fees must be paid prior to the child's last day of attendance.
- An exit meeting may be scheduled to discuss the transition process, address any questions, and to provide any final support needed for a smooth departure from Mak-a-Mini.