

Kinder House Day Care

Day Care Center Staff

At Kinder House Day Care, we have a great team of qualified and dedicated Staff. We are a small Center and strive to provide high quality service for our Families. Although we are only licensed for 27 children, we have a team of 7 Staff members. Our team consists of 3 Child Development Supervisors, and 4 Child Development Assistants (2 of which are completing required course work to attain a higher level of Professional Development). Our Staff is certified by Day Care Staff Qualifications.

We continue to provide our Staff with ongoing opportunities for professional growth. This not only contributes to the quality and effectiveness at Kinder House, it serves to motivate and retain employees. **We support job specific training which increases employee skills and abilities to meet the requirements of their current position. At Kinder House, we think it is very important for Management and Staff to stay current with research and best practices in health and safety as recommended by licensing and health authorities. Management will also ensure that staff have the opportunities and support to acquire the knowledge and skills to protect children from harm and maintain a safe environment (Fire Safety, First Aid, Food Handling Course).** We also support career development that builds employee competencies so as to prepare them for future positions. Job specific training and career development is enhanced through a variety of workshops that are offered through the Alberta Resource Center For Quality Enhancement and conferences/seminars offered through Grant MacEwan University. **Kinder House provides funding and time off, if required, for all workshops, conferences and seminars.**

Staff is also encouraged to further their educational development through Child Development Worker and Child Development Supervisor programs offered through local colleges and universities. The Professional Development Grant is available to paid, certified Staff to support skills enhancement through education and training opportunities. Kinder House provides the applications for this funding and will receive it on behalf of the Staff member. This funding is then transferred to the Staff member to put towards tuition.

The Center also offers a wide variety of professional resource materials that Staff can use for their own professional development. These resource materials are on site and located in the Staff Room.

Each Staff member hired by Kinder House Day Care has been interviewed and thoroughly screened before they begin to work with children. Each Staff member must provide the following to Kinder House Day Care **before they can have unsupervised access to the children:**

- ✓ **At least 2 references (that will be checked) including 1 from a former employer.**
- ✓ **Criminal Record Check, including Vulnerable Sector Search, dated no earlier than 6 months prior to employment (and every 3 years thereafter)**
- ✓ **Valid First Aid in Child Care Certificate** (all employees at Kinder House are required to have First Aid). Newly recruited staff will have 6 months to complete a First Aid Course that will be paid for by Kinder House Day Care. Any Staff that **does not remain employed with Kinder House Day Care for more than a 1 year period, will be responsible for repayment of the course fee.**
- ✓ **Valid Day Care Center Staff Qualification Certificate** (Staff new to the Day Care Field will have up to 6 months to complete the coursework needed to obtain Day Care Certification. Individuals that do not have Certification will work with a Supervisor at all times).

Newly recruited, experienced Staff (currently holding a Child Development Worker/Supervisor Certificate and hasn't been employed in the Day Care field for more than 6 months prior to employment at Kinder House) have the opportunity to apply for the **Staff Attraction Incentive Allowance**. This is an incentive for experienced Staff returning to the field. Individuals must work a minimum of 80 hours per month in order to receive payment after 12 months of continuous service. The Center will begin the application process within 30 days of commencement of employment. Successful applicants will receive \$2,500.00 after the 12 month period and up to \$5,000.00 (another \$2,500.00 the second year) depending on level of education at the time of application. Kinder House is proud to report that we have had three dedicated Staff Members that have already received this funding grant!

The Staff at Kinder House is responsible for providing a quality program that enhances the social, physical, language, intellectual, and emotional aspects of child development. They will maintain a safe, healthy, happy and interesting environment in which children can learn and grow. **All Staff employed at Kinder House is expected to attend events hosted by the Center.** Our Center has a **Zero Tolerance Policy** for alcohol and illegal substance abuse. Anyone reporting to work that is suspected to be under the influence of any such substance will be terminated immediately. **Each staff is required to read and indicate they understand the up-to-date safety policies and procedures by signing this statement on their Job Descriptions, which outlines the program's approach to maintaining a safe environment.**

We encourage Parents to take some time to get to know the Staff that is caring for your child so that you can feel comfortable and at ease while your child is with us. We take pride in knowing that we work well with our Families by not only providing care for the children, but for the whole Family!