

Manner of Feeding

All children are required to be seated while eating and drinking. The manner in which children are fed will be appropriate for their age and level of development. Children will not be served any beverages in bottles or sippy cups while sleeping.

Children's Records

The Center will keep a record for each child on the premises at all times. Each child's record will be updated every 6 months and will be available for Alberta Children and Youth Services (Licensing) and the child's Parents at all times. Children's records will include:

- Registration Form
 - ✓ Parents Contact Information, Emergency Contacts Information
 - ✓ Attendance Sheet
 - ✓ Parents acknowledgement that they understand the contents of the Parent Handbook and the Policies of the centre.
 - ✓ Informed Consent for Developmental Checklist
 - ✓ Copy of Health Care Card
 - ✓ Copy of Immunization Records

- Agreements (Transportation, etc.)

- Communication between Parents and Kinder House

- Observation Notes – see Children's Portfolio

- Developmental Checklist

- Incident / Accident Reports

- Medication Records with consent

- Permission Forms (Sunscreen, Field Trips)

- Signed consent form giving permission for:
 - Particulars of any healthcare provided to the child eg: accident/incident reports as well as consent from the parent for health care from professionals (ambulance/EMT response, hospitalization). Parents also sign that they are responsible for any medical fees/ ambulance fees for their child while at the Center.

- Consent for pictures to be taken of the child participating in the program.
- Consent for neighborhood walks / walk to and from school

Administrative Records

Administrative records are kept on the premises at all times and are available for inspection by Alberta Children and Youth Services (Licensing) and parents at all times. All information is kept for a minimum of 2 years. Administration records contain the following information:

- Daily attendance records for each child, including arrival and departure times. Parents are required to sign after each week of attendance and for the end of each month.
- Daily attendance for each staff member, including arrival and departure times and hours spent providing direct child care. Staff will sign after each work week and at the end of each month.
- Child Care Certification and First Aid Certification for each staff member.
- Verification for each staff member's Criminal Record Check will be kept on file with a date of expiry.

Portable Records

A portable record of each child's file, that includes parent contact information, emergency contact information, family physician contact information, immunization information, daily medication information, will be kept in an emergency backpack in the lobby of the center. The telephone numbers of the local emergency response and poison control will be included in the portable records also. The emergency backpack will contain:

- ✓ Portable children's records
- ✓ First aid kit
- ✓ A cell phone
- ✓ Emergency blankets
- ✓ Box of tissues/wipes

Smoking

Kinder House is a smoke free environment. Smoking is prohibited at all times on the property of the Center. Staff and parents shall not smoke at any time where child care is provided.

Dress Code

Staff are welcome to dress in casual clothing that is comfortable and clean. Low cut pants and tops with spaghetti straps or strapless are considered not appropriate and not allowed at the Center. Staff must take into consideration the fact they are role models for the children when they choose clothing to work in. It is also important to choose comfortable footwear. Dress shoes with high heels and flip flops are not safe and are not permitted at the Center.