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ASLAN DAY CARE LTD  
101 JERRY POTTS BLVD  
LETHBRIDGE, ALBERTA  
T1K 5H7

PHONE: 403-381-2626

FAX: 403-381-6410

EMAIL: [aslan2@shaw.ca](mailto:aslan2@shaw.ca)

Owners:	JULIENNE DYCK, SUE HEGGATON AND JOANNE PETERS
DIRECTOR	JOANNE PETERS
PROGRAM DIRECTOR	JULIENNE DYCK
ASST. DIRECTOR	SUE HEGGATON

**FEES:** Fees must be paid by cash, cheque or e-transfer on the first of each month.  
E-Transfer email address: [aslan2@shaw.ca](mailto:aslan2@shaw.ca) , please enter child's name and month in the message box.

**IF FEES ARE NOT PAID BY THE 15<sup>TH</sup>, CHILD IS NOT BE ABLE TO ATTEND UNTIL THE ACCOUNT IS CLEARED.**

**Refunds:** There is no refund or adjustment for holidays or time missed. If you want to be guaranteed a place in the center, it must be paid for.

**Termination:** Thirty days written notice is required before you withdraw your child from the center.

## **1. Mission Statement**

The mission of Aslan Day Care is to provide a warm, safe, fun, energetic play environment that will meet the developmental needs of each unique child.

## **2. Child Care Philosophy**

The philosophy is connected to the Principles and Matters to be Considered stated in the Early Learning and Child Care Act. The environment should be bright, clean, and safe. Outdoor play is essential to early childhood development. Children learn social skills by interacting with other children, adults and natural materials found in the environment. It allows for the children to challenge and enhance their physical development and problem-solving skills, eye-hand coordination, and imagination. Management and staff stay current with research and emerging best practices in health and safety as recommended by Licensing and Health Authorities. Staff are to set up the environment to allow for choice, provide situations in which child can discover, explore, problem solve and observe. Play is a very important and necessary part of a child's development. We encourage families to view their child's room and art project. Our open-door policy is that parents are important and are welcome at the center at any time.

## **3. . Statutory holidays**

- New year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labor Day
- Truth and Reconciliation Day
- Thanksgiving Day
- Remembrance Day
- Christmas Eve
- Christmas Day
- Boxing Day
- Other special days as are declared as holidays by City Ordinances.

If the center closes on any other days, parents will be notified in advance. This happens rarely.

## **4. Hours and day of Operation**

Hours of operation are 6:30 am to 5:30 pm.

A late charge will be in affect after 5:30 pm.

Days of operation are Monday to Friday.

### **Unexpected Closure**

In the event of an unexpected closure due to inclement weather (lack of staff, due to staff not being able to make it.), every effort will be made to inform parents.

## **5. Lunch time schedule:**

- Upstairs children eat lunch at 11:00 am.
- Downstairs children eat lunch at 11:30 am and 12:00 pm.

## **6. Expectations of parents:**

- Remove shoes and boots before leaving the receiving area, to enter on the floor.
- Always close gates and doors. Remember every child is precious.
- It is the direct responsibility of the parent/guardian to promptly advise Aslan of any changes in address, phone numbers, and alternate pick up person, custody arrangements (Copy of legal documents pertaining to custody) or any other vital information pertaining to your child.
- Persons authorized to pick up your child may be required to produce picture ID, especially if they are not recognized by staff. Children will not be released if ID is not produced upon request.
- If child is picked up later than scheduled closing time, parent will be charged a late fee. If after a one hour period of time, there has been no contact from parent or emergency contacts; Social Services will be notified to take responsibility for the child/children.
- It is the policy of this center, that children's daily hours do not exceed 9 1/2. This is in the best interest of the child.

## **7. Communicable Disease**

In the case of a child with a suspected Communicable Disease, the parent will be notified immediately. The parent will need to remove the child from the center as soon as possible. Communicable Diseases are those listed in Schedule 1 to the *Communicable Diseases Regulation (AR 238/85)*. Parents will be required to notify the center of the results from the physician. Pink eye falls under this heading. If your child has pink eye, they must not attend daycare until they have been on medication for 24 hours.

## **8. Accident or Illness**

Revised 4/14/2021.

Serious accident or illness is; when a child's accident or illness requires the program to contact emergency medical services and first aid is required to be given by staff, and/or accident or illness results in overnight hospitalization and/or death of a child. Serious accidents do not include accidental or minor superficial cuts, scrapes, or bruises. Serious accident or illness must be reported on an incident report form and submitted to local childcare licensing office.

In the case of an accident or serious illness the parent will be notified immediately. The parent will be contacted at work, home or on the cell. If parent is unreachable the emergency contact person will be notified. The child will receive first aid if needed until the parent arrives. Child will be closely supervised during this time. If the child has a fever, a cold cloth will be placed on the child, to try and reduce the fever. Temperature will be taken with a digital ear thermometer. If parent is unreachable and emergency treatment is needed, 911 will be called.

All accidents or serious illnesses must be reported to the Director (License Holder) immediately. The director / alternate director will ensure that the child receives medical attention as soon as possible.

All accidents or serious illness must be documented on the incident's forms. This form has information on what happened and what procedures were followed by staff persons.

The parents are to sign the incident report upon reading. Report will be placed on child's file.

Each floor manager (Supervisor) will review accident reports to see if any trends or issues are arising. Then take the necessary steps to correct the issues.

## **9. Administration of Medicine**

The center may only administer medication to a child only when the following have been noted:

- Parents must fill in the medicine book, which gives written consent for the child to receive the medication or herbal remedies.

The medicine book contains the following information.

1. Child's name
2. Name of medication or herbal remedies.
3. Amount to be administered
4. Time to be administered
5. Length of time the medication is to be administered.
6. Last time medication or herbal remedies were given
7. Special Instructions
8. Parent signature
9. Date of expiry

If the medicine book is not correctly completed the medication or herbal remedies will not be given.

must be All the medication or herbal remedies in the original labeled container and must not have expired.

The medication or herbal remedies are to be administered according to the labeled directions.

The staff member administering the medication or herbal remedies; must enter the date, medication name, dosage, time given, and sign the medication book. Once medication sheets have been completed, they are to be placed in the child's file.

Medication or herbal remedies are to be stored in a locked container that is not accessible to the children.

Medication needed in an emergency must be stored in a place that is not accessible to the children.

## **10. Health Care Policy**

A license holder may provide or allow for the provision of health care to a child only if the written consent of the parent has been obtained, or if the health care provided is first aid. (Written consent is necessary in cases where health care includes emergency medication, feeding tubes, etc.)

Parents are to sign a permission slip to receive emergency medical care. This form is included in the registration package.

Circumstances of emergency medical aid are:

- Breathing problems
- Loss of consciousness / unresponsive
- Head trauma
- Broken bones.

Other circumstances may be included depending on severity and or at the discretion of the director where a parent is unable to be contacted.

80%of staff has First Aid Training.

## **11. Nutrition**

ASLAN DAY CARE LTD provides meals and snacks for the children in the program. WE ARE A NUT FREE ENVIRONMENT.

The meals and snacks are made fresh daily and follow the most recent version of the Canada Food Guide, and (using the resources Canada Food Guide for Indigenous/Inuit and Metis and Alberta Nutrition Guidelines for Children and Youth) and families and children's preferences.

Breakfast is provided for children that would like some. Breakfast starts at 7:30 a.m. for upstairs, downstairs at 8:00 a.m.

Lunch is provided for the toddlers at 11:00am. Older children will have lunch at 11:30 p.m. and 12:00 p.m.

Afternoon snack is provided at 2:30 p.m. and 2:45 p.m.

To ensure that sufficient quantities of food are available, the menus are planned to ensure that each child will receive the recommended serving sizes from each of the four food groups. To ensure each child receives the recommended intake, second servings will be made available.

Infants who are not breastfed should be given an infant formula. This formula will be supplied by the parents and labeled with the child's name. The parents will also supply a feeding schedule for the infant. Nutrition is to be given at appropriate times and in sufficient quantities, with no time restrictions.

.Menus will be reviewed on a scheduled basis as per research and Canada Food guide changes.

Special diets: if your child is on a special diet, center should be notified. Parents need to bring in special foods for their child. These foods should follow the recommendations of the Canada Food Guide. The center will supplement the child's meal if it does not meet the Canada Food Guide. If a cultural/medical diet is brought in; we will not add or change the child's meal.

## **12. Manner of Feeding**

Infants are to be fed in a developmentally appropriate manner.

- By being held for feeding.
- By being placed in a high chair for feeding.
- Infants are to be encouraged to develop fine motor skills by feeding themselves.
- Ample time is to be given to infants to eat at their own pace.

No bottles are to be provided to the infant while in the crib.

Toddlers are to be fed in an age and developmentally appropriate manner. They are to remain seated while eating and drinking.

Preschool children are to be fed in age and developmentally appropriate manner. They are to self-serve with aid from staff if needed. Children are to remain seated while eating and drinking.

No beverages are provided to children while napping.

## **13. Menus:**

Menus are posted in the receiving room every week.

## **14. Bringing of toys.**

- Please see that your child does not bring money or any other small objects to the center. We request that children do not bring toys from home, as they may become lost or broken.
- Staff is not responsible for the care of these toys.
- If a child needs a special teddy bear or stuffed animal to go for naps with, they may bring them. These items need to be marked with a child's name.

## **15. Children's Records**

### Children's Records

A completed enrolment form (Registration Form)

Children's registration form which includes the following:

- Child's name, date of birth, address, home phone number.
- Alberta Health Care number.
- Name of parents, address, home phone number, cell number, place of employment, and business phone number.
- Alternate contact's name, home phone number, cell number, place of employment and business phone number.
- Child's physician's name, address of clinic, and phone number
- Whether immunization records are up to date. Copy of immunization.
- Any allergies, special conditions and any medications taken daily.
- Persons authorized to pick up child
- Permission for emergency medical treatment.
- Parents' signature and date.

Emergency contact information must be kept up to date.

A license holder may provide for the provision of health care to a child only if a) the written consent of the child's parent has been obtained, or b) the health care provided is in the form of first aid.

Up- to- date records containing the following information will be maintained on program premises.

All medication permission forms, written consent of the parent, name of the medication, time of administration, amount administered and the initials of the person who administered the medication.

The particulars of any health care provided to the child, including the written consent of the child's parent.

All accident/incident reports are to be kept on file.

All court documents that pertain to the safety of the child.

These records are to remain on the premises.

These records are in physical form.

These records are to be available for inspection by the License Officer and the parents.

## **16. FAMILY SUPPORT POLICY**

When we welcome children into Aslan, we also welcome their family.

It is the goal of Aslan to support families in their parenting role and provide isolated families with a sense of community. Staff at Aslan can support parents by listening, offering parenting suggestions, making referrals to community resources and connecting families to other families.

It is also Aslan's goal is to build a close, caring, and supportive relationship with our families.

If a family is dealing with challenges - Aslan will help the family find the supports, they need. We have resource pamphlets available to families. When parents need further resources, Aslan will do what we can to find this information for them.

Aslan will work hand in hand with services, so families are properly supported.

### **17. Inclusion and Diversity Policy**

All children irrespective of ethnicity, culture, religion, home language, learning difficulties and / or disabilities can have the opportunity to experience a safe, fun, learning environment.

### **18. Emergency procedures**

The emergency procedures are made known to staff during the orientation. All staff has this information supplied to them in writing in the staff handbook. Staff must sign staff handbook to ensure that they have read and understood the handbook. Children where developmentally appropriate are shown evacuation procedures during drills.

### **19. Emergency procedures and Evacuation Policy**

Revised August 2020

The emergency procedures are made known to staff during the orientation. All staff has this information supplied to them in writing in the staff handbook. Staff must sign staff handbook to ensure that they have read and understood the handbook. Children where developmentally appropriate are shown evacuation procedures during drills. Upstairs children's emergency contact records are kept in the grey box, on the dining room shelf. Downstairs children's emergency contact records are in beige box on ledge by the exit door downstairs. Director/Asst. Director/Supervisor will be responsible for making sure emergency contact box leaves the building with children,

In the case of an emergency evacuation, all staff will ensure that the children within their groups proceed to the nearest exit. The staff in the nursery during an evacuation will get the bag with blankets. They will carry the children unable to walk outside and place children in playpen kept at muster point. When, outside the children will be check off against the sign in sheets to make sure everyone is accounted for. The children will walk to the relocation site.

It is the responsibility of the Director/Asst. Director/Supervisor to make sure that all children are out of the center by doing a room to room check and then close the doors and windows. The group will proceed to the emergency evacuation site, which is the green strip area just north of the daycare. Immediately upon arrival the parents will be contacted to pick up the children, also the radio stations will be contacted.

The Director/Asst. Director/Supervisor oversees contacting the appropriate emergency units that are necessary. In the case of a natural disaster, fire (grass fire, fire in the community) or flood. The center will be notified from Licensing office (who will be notified by Emergency personnel) that an emergency evacuation is needed.

All parents will be contacted by phone to notify them of the evacuation and to have child/children picked up. Notification of the evacuation will also go out via email and Facebook page if available. Children not picked up by parents, will go with staff to the emergency evacuation center. Parents will be notified by phone where emergency evacuation center is.

In the case of a lockdown: All doors and windows will be locked. All curtains will be drawn. Authorities will be contacted. Parents will be contacted by phone, email, or Facebook page. All children to be kept calm and away from windows. Parents will not be allowed in till lockdown is over and everyone is safe. NO one shall leave building till lockdown is over and everyone is safe.

All parents are given a copy of the Emergency Procedures and Evacuation policy upon registration. The parents must sign to sign that they now of and understand the policy.

IMPORTANT NOTE: Children must walk, NOT run on evacuation or evacuation drills. It is important to leave the building quickly and calmly.

The uppermost priority is the SAFETY OF THE CHILDREN AND STAFF.



## **20. EMERGENCY CONTACT INFORMATION.**

IT IS IMPERATIVE THAT ALL EMERGENCY CONTACT INFORMATION IS KEPT UP –TO-DATE. THIS IS A GOVERNMENT REGULATION THAT THE CENTER HAS TO ADHERE TO. THIS WOULD INCLUDE CHANGES IN: ADDRESS, PHONE NUMBERS, BOTH WORK, HOME AND CELL, ALTERNATES THAT ARE ALLOWED TO PICK UP YOUR CHILD, DR'S INFORMATION AND ANY CHANGES IN YOUR CHILD'S HEALTH STATUS.

## **21. CHILD GUIDANCE POLICY**

Revised 4/14/2021.

Our child guidance reflects the following beliefs: Each child is unique and may have abilities which are different from those of other children. The child whose needs have been met adequately is more likely to develop into a healthy person. Staff to implement positive child guidance techniques to discipline children. All parents and staff are given a copy of the child guidance policy. Staff must sign that they have read the information. Parents may discuss this policy with the director as well. Children are explained the rules and limits that are expected of them and the reasons for the rules and what the consequences of their actions will be. Any child disciplinary action taken must be reasonable in all circumstances.

Basic steps for children 0 – 12 mths

- Provide a safe, happy and healthy environment. Infants needs to be responded to in a timely manner.
- Have adequate number of toys, equipment, and materials. Lot of variety of materials that are natural. (balls, containers, etc.)
- Demand feeding, need to be given adequate time, need to be feed in an appropriate manner.
- Make sure children are clean and dry
- Sleep time adequate for the child.
- Staff is to respond appropriately when frustrated. (have someone else take over for you)

Basic steps for children 2 years – 5 years.

- Limits should be stated kindly but firmly. Staff to assist children through their emotional development.
- Be sure that standards for behavior you are setting are within the child's ability to achieve.
- Whenever possible, give a reasonable explanation to a child for doing something but avoid justifying and arguing.
- When possible, give a child real choice. Re-direction or distraction. Child may sit with a staff member for some quiet time if need. This is not to accede the age of the child before staff try to encourage the child to become involved in the play again.
- Children are encouraged to take responsibility for their actions, developing problem-solving skills. Explain to child why their behavior is unacceptable. Help them to come up with different ways to solve the problem.
- Reassure the child.
- Staff will set a good example. Staff to model appropriate pro-social behaviors.
- Recognize each child as an individual
- Plan a program of varied and developmentally appropriate activities.
- Staff is to respond appropriately when frustrated. (have someone else take over for you)

Child Discipline Regulation 3(2)

A license holder must not, with respect to a child in the program, inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation, (b) deny or threaten to deny any basic necessity, or (c) use or permit the use of any form of physical restraint, confinement or isolation. Such as:

- Staff will not belittle, threaten, spank, hit or slap a child
- Staff will not use any form of abuse (emotional, physical or verbal)
- Staff will not sit a child forcefully.
- Staff will not shake, squeeze, bite, kick, push, grab, shove, choke, stab or burn a child.
- Staff will not isolate a child (placing in the kitchen or bathroom etc.), not withhold food, shelter, clothing or bedding.
- Staff will not physically restrain or restrain in any form or confine a child. Physical restraint is only permitted if it is reasonable in the circumstances, such as when a child's behavior or actions presents a risk to staff or children's safety (e.g., Running towards a busy road.)

**22. Infant/ Toddler Programming.**

- Meet the emotional needs of infants and toddlers.
- Being responsive to the infants and toddlers needs in a timely manner.
- Speaking to the infants and toddlers about what you are going to do.
- Infants take the lead.
- Learn each child's unique ways of communicating.
- Respect infants and toddlers as worthy people.
- Model the behavior you want to teach.
- Infants are to eat and sleep when needed.
- Infant's schedule is their curriculum
- The three Rs of Interaction: Respectful, Responsive and Reciprocal.

**23. Labeling of personal items.**

- Each child uses his or her own labeled bed linens and bottles

**24. Field trip policy**

- Staff is to explain the outing to the children, where they are going, what will happen, who they will see, and who they need to listen to.
- Children will travel by city bus.
- Children going on field trips must have parental permission.
- Staff ratios must be at a 1:2 or 1:3
- One staff attending must carry cell phone for emergencies.
- First aid kits must be taken
- All staff attending must have valid first aid.
- Additional adults will accompany the group above required ratios.
- Staff and volunteers' responsibilities are to maintain a head count always.
- Staff is to always ensure the safety of the children.
- Staff and children are to obey all the rules of the road.
- Safety rules are reviewed with the children and their chaperones prior to each field trip.

Parents and family members are invited to participate in the event.

**25. Importance of outdoor activity**

Playing outdoors is a form of exercise that promotes well-being and wholesome physical development. It allows them to explore their environment, develop muscle strength and coordination, and gain self-confidence. Playing actively outdoors also increases flexibility, fine and gross motor skills.

Children have a great need for physical exercise and activity and a chance to use their muscles to run, swing, jump, and ride a bike, and to be out in the fresh air and sunshine.

## **26. Outdoor procedure and safety policy.**

Outdoor play is essential to early childhood development. Children learn social skills by interacting with other children, adults and natural materials found in the environment.

It allows for the children to challenge and enhance their physical development and problem-solving skills, eye-hand coordination, and imagination.

### **Safety:**

The staff are to be located around the play area, so all areas are visible.

Children are always accounted for.

Staff closely supervise and encourage children to play safely.

Child / ratios are appropriate for age group.

Children are dressed appropriately for the weather.

All gates are closed.

Name board is to be taken out with the children who are out having their names on the board.

## **27. Technology Policy**

The use of movies and computers is limited. The movies and programs are viewed ahead of use by the Director and all materials will be age and maturity appropriate at the Director's discretion. Children under the age of 2 do not watch television.

### **Social Media Policy**

As a program we understand the importance of utilizing social media for the enhancement of our program but want to ensure we are safeguarding the rights and privacy of the families, staff and children. Aslan Day Care will use Facebook social media site to communicate with families and staff. Posts will be related to project and activities the children are participating in, childcare related news or articles and upcoming events.

The Director will supervise the social media site. She will control the content of posts, ensuring they are consistent with the values and beliefs of the program. Any posts or comments made will be deleted immediately if they are found to be inappropriate and the offending user will be reported and blocked from our site.

Staff in the program need to be aware of the programs policies and procedures surrounding social media. At no time should an individual's personal page be used to talk in a negative manner about the program or any of the staff, families or children.

The program will welcome feedback from families and staff on the effectiveness and content of the site.

## **28. Termination Policy**

This is the termination policy for families. Any of the following points will give cause for termination from Aslan Day Care.

- Failure to pay.
- Routinely late picking up child
- Failure to complete required forms
- Physical or verbal abuse of any person or property
- OUR inability to meet the child's needs.
- Lack of compliance with parent handbook policies and procedures of Aslan Day Care
- Serious illness of child.

We appreciate as much advance notice as possible when terminating and we will give the same courtesy in return.

Parents are required to give 2 weeks' notice when deciding to terminate childcare.

Fees will be paid in full, regardless of whether child is in attendance or not.

Anyone that terminates daycare and has a balance that is outstanding will have 30 days. All accounts not settled within 30 days will be turned over to a collection's agency, regardless of amount owed.

## **29. Complaint Process**

Any parent who has concerns may talk directly with Joanne, Julianne, or Sue. Joanne, Julianne or Sue will then investigate the problem immediately and respond back to parent. If the complaint were verified the parent would be notified of the action taken.

Address and phone number of the Day Care Services office where concerns and complaints can be lodged is as follows.

Child Care Connect

Toll free 1-844-644-5165

The procedure for Child Connect and Social Services is as follows:

- (a) Child Care Connect will contact the Licensing office in the appropriate region and pass on the complaint.
- (b) Identity of complainant is not divulged to the license holder.

All complaints are investigated (anonymously) by the Licensing Officer.

- (c) Regional Day Care Services Licensing Office indicating whether the complaint was verified, and that appropriate action has been taken.

## **30. Aslan Day Care Ltd. Privacy Policy**

### **Our Commitment to Your Privacy**

The relationship between you and Aslan Day Care Ltd. is based on trust. We value the trust you have placed in us and we ensure that all personal information collected about you (parents and children) is kept

confidential. Accordingly, we adhere to the privacy guidelines set out in The Personal Information Protection Act (PIPA) of Alberta.

### **Collecting and Using Personal Information**

When personal information is collected about you or your child, we will explain why it is collected and how it is to be used. We will obtain your consent to collect and disclose your personal information. We will only collect information that is required to provide our services and/or for licensing or legal purposes.

### **Limiting Use and Disclosure of Information**

Aslan Day Care Ltd. will only use your information for the purposes for which we have obtained your consent. We will only provide your information to other parties:

- When we have your consent
- When we are required or permitted to do so by law

### **Protecting Information**

Aslan Day Care Ltd. will protect personal information with safeguards appropriate to the sensitivity of the information. We employ appropriate safeguards to protect personal information against loss or theft, as well as unauthorized access. We make our employees aware of the importance of maintaining confidentiality of personal information and we will exercise appropriate care in the disposal or destruction of personal information. We only retain personal information for as long as you are using our services or as required by law.

### **Providing Information Access and Accuracy**

We will provide you with access to personal information that we keep about you or your family. We will do our best to keep personal information accurate and up-to-date. We rely on you to inform us of any changes in person information that you have previously provided. You will also have the opportunity to challenge the accuracy of our information.

### **Respecting and Responding to Privacy Concerns**

We will respond to your requests for access to your personal information within a 30-day period.

Concerns regarding a privacy issue should be confidentially addressed to:

Harold Howell

Aslan Day Care Ltd

101 Jerry Potts Blvd. West.

Lethbridge, Alberta T1K 5H7.

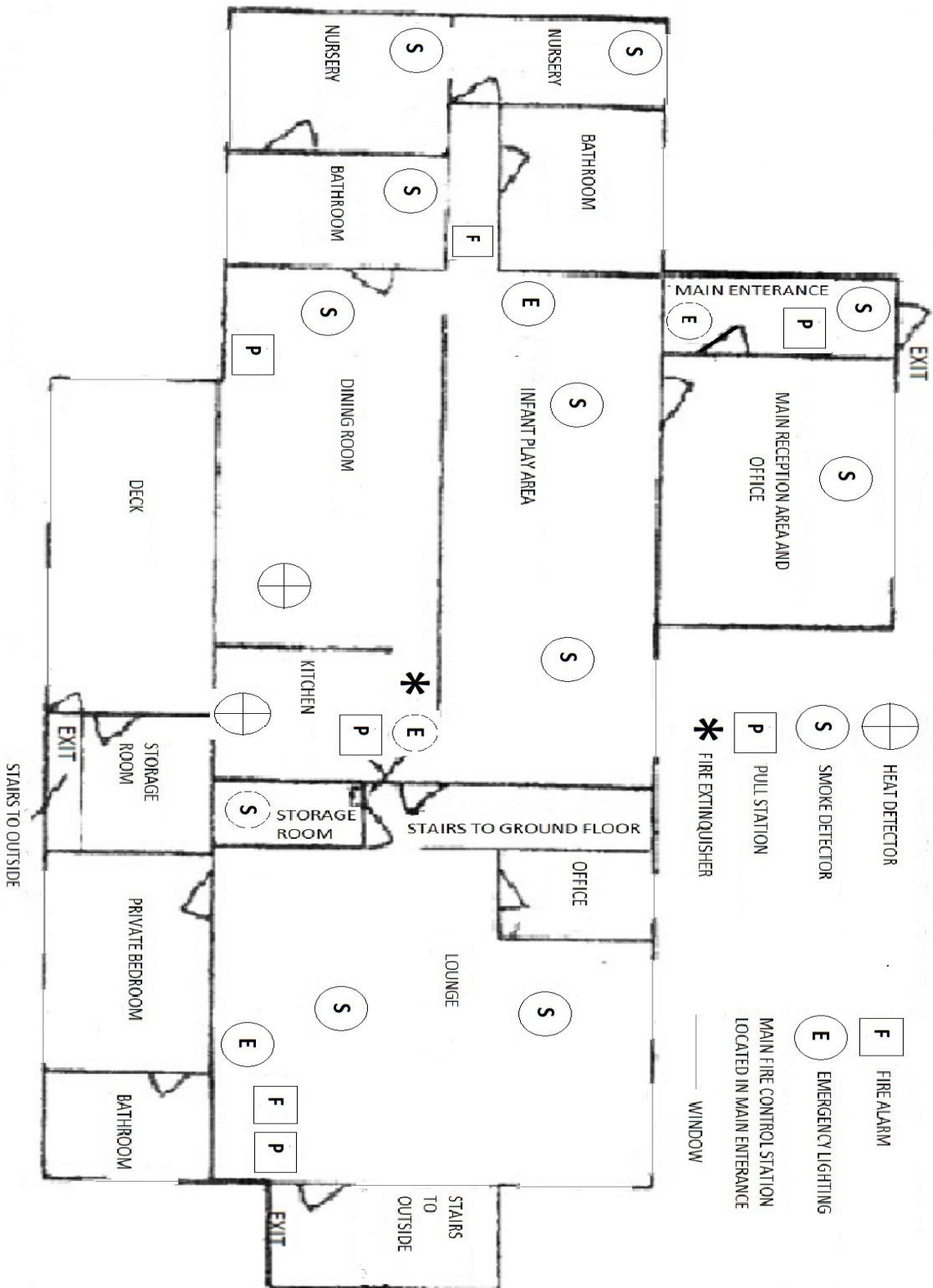
403-381-2626

Source and Information Gathered:	Purpose for Gathering:	May Be Disclosed To:
Child's Information <ul style="list-style-type: none"><li>• Name</li><li>• Address</li></ul>	<ul style="list-style-type: none"><li>• To process the registration forms and</li></ul>	<ul style="list-style-type: none"><li>• Program Staff</li><li>• Relief Staff</li><li>• Staff involved in the</li></ul>

<ul style="list-style-type: none"> <li>• Date of Birth</li> <li>• Gender</li> </ul> <p>Parents' Information</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Relationship to Child</li> <li>• Home Telephone Number</li> <li>• Business Telephone numbers</li> <li>• Place of Employment</li> <li>• Employment address</li> <li>• Marital Status</li> <li>• Driver's License Number</li> </ul> <p>Emergency Contacts</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Relationship to child</li> <li>• Telephone number</li> <li>• Authorized person(s) for pick up and release,</li> <li>• Telephone numbers</li> </ul>	<p>attendance sheets.</p> <p>Contact information to process forms,</p> <ul style="list-style-type: none"> <li>• For emergency contact purposes.</li> <li>• For program fee payment purposes arrangements.</li> <li>• To ensure that an adult can pick up and assume responsibility for the child in the event of an emergency or when parents can not be reached.</li> </ul>	<p>administration of registration and management of program.</p> <ul style="list-style-type: none"> <li>• Child and Family Services Authorities for licensing and inspection purposes.</li> </ul>
<p>Medical information</p> <ul style="list-style-type: none"> <li>• Alberta Health Care number</li> <li>• Doctors Name <ul style="list-style-type: none"> <li>• Clinic address and telephone number</li> <li>• Medical Information provided by parents e.g. allergies, Epilepsy, diabetes etc.</li> <li>• Medications required</li> <li>• Immunization record</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Information used In the case of an emergency.</li> <li>• For adequate supervision with respect to medical requirements of the child e.g. allergy to certain foods,</li> </ul>	<ul style="list-style-type: none"> <li>• Program Staff</li> <li>• Relief Staff</li> <li>• Any staff involved in the processing or storage of Information, and program management.</li> <li>• Medical Practitioners</li> <li>• Child and Family Services Authorities for licensing and inspection purposes.</li> </ul>
<p>Other Information</p> <ul style="list-style-type: none"> <li>• Childs routine, habits, likes and dislikes,</li> <li>• Custody agreements or arrangements between parents.</li> </ul>	<ul style="list-style-type: none"> <li>• To allow for staff to provide care to address the specific needs of your child.</li> <li>• To ensure your child is released to the appropriate guardian.</li> </ul>	<ul style="list-style-type: none"> <li>• All of the people mentioned above.</li> </ul>

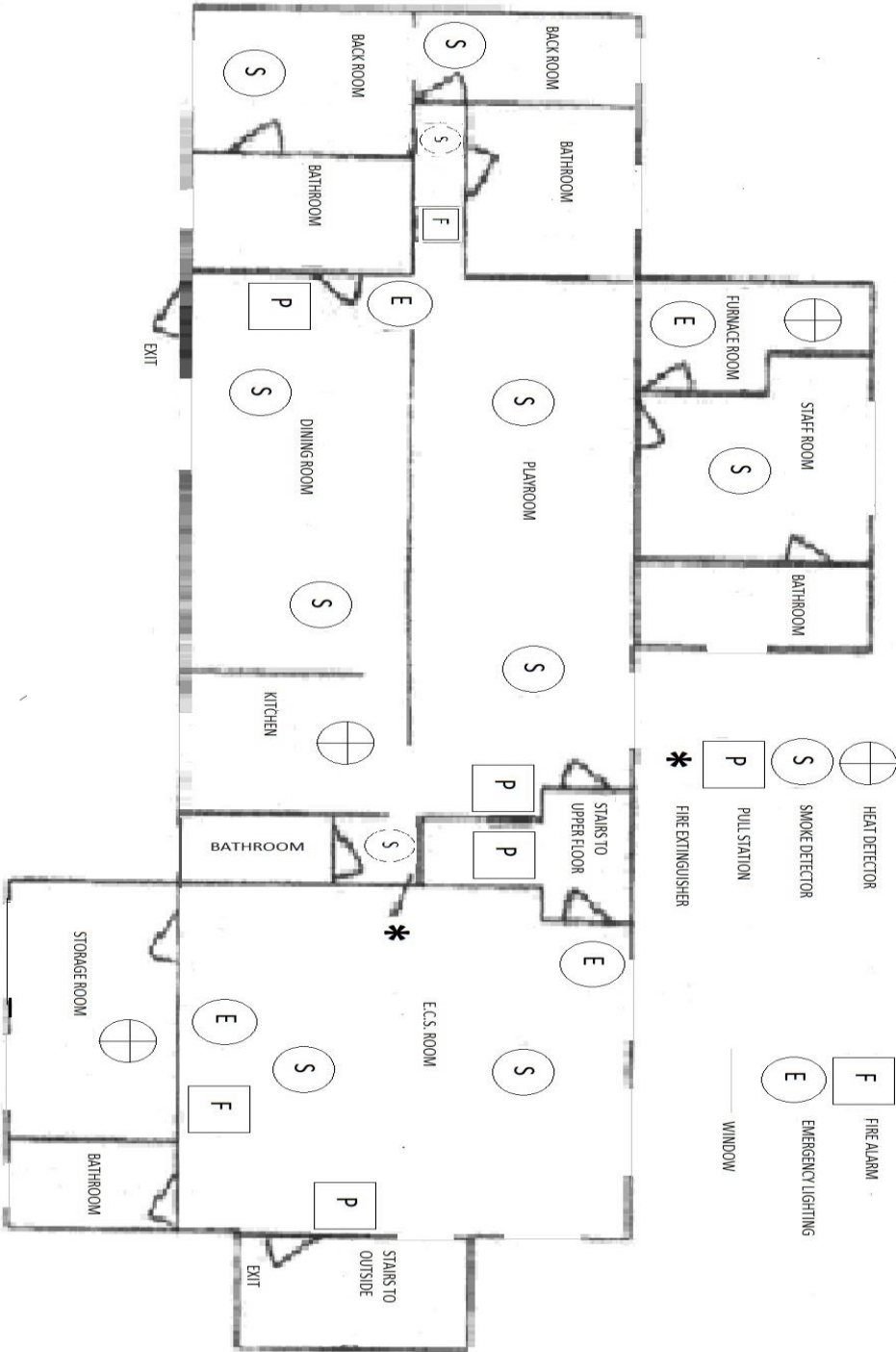
# ASLAN DAYCARE FLOOR PLAN: FIRST FLOOR

## PLUS EMERGENCY EQUIPMENT



# ASLAN DAYCARE FLOOR PLAN: GROUND FLOOR

## PLUS EMERGENCY EQUIPMENT





31. \_\_\_\_.

Aslan Day Care staff and management all have the right to be safe and feel safe in our Child Care Facility.

Aslan Day Care Code of Conduct sets clean standards of behavior that apply to individuals involved in our center including parents/guardians, grandparents or any person that picks up your child.

These standards apply whether they are on Daycares property or at a Daycare sponsored event.

All staff members of Aslan are to be treated with respect and dignity regardless of race, creed, sexual orientation, disability or any other ground protected by the Alberta Human Rights Code.

Inappropriate behaviors or harassment of any kind towards a child, parent/guardian, staff will result in immediate intervention up to and including the family's expulsion from the center and/ or police involvement.

This type of behavior includes but is not limited to harassment or intimidation by written notes, email, text, Facebook, words, gestures and/or body language.

The privacy and confidentiality of our parents, guardian staff and children is important to us. All concerns and comments should be addressed with the staff. Should this discussion not address your concerns, the next step is to review the situation with the Owners of the Center.

All adult members have the responsibility to act as models of good behavior.

As a parent I agree to:

- Show respect for the staff and any other adult in authority in front of any child at all times, regardless of what I may think of their actions or say to them in private. Whether speaking in public or private, I shall speak in a courteous and respectful manner.
- Speak respectfully and with kindness and courtesy to other parents in front of children, especially when there is any disagreement.
- Respect the strict privacy laws and policies of the center and take pictures of MY CHILD ONLY during functions and celebrations at the center.
- Respect daycare property.
- Not to use foul language (swearing, name-calling and shouting). Individuals engaging in such behavior, will be asked to leave the premises immediately.
- Not to breach any confidentiality and/or privacy policies. Public electronic communications are not, to be used to discuss sensitive center policies and/or staff/staffing matters.
- To pay fees, including late fees, by the designated time and repeated late pick up of child, as per late policy is unacceptable.
- Comply with the parental/guardian responsibilities outlined in the Parent Handbook, including reading, signing and returning all required documents and policies with the requested time frame.
- Behavior that creates a potential safety hazard to children and /or staff is unacceptable.
- Respect ALL the multicultural makeup of the children, parents/guardians, and or staff.
- Acknowledge that alcohol and illicit drugs, are not allowed on center property.
- Acknowledge that gossip and public criticism which are malicious in nature are unacceptable.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Parent and Child Code of Conduct.

As part of your registration with Aslan Daycare, the center reserves the right to withdraw or deny services if it is believed that the particular needs of your child or family cannot be appropriately met.

Parents/guardians are required to sign that they understand and agree to follow the Code of Conduct.

The decision for suspension and/or withdrawal will be based on, but not limited to, the following types of incidents:

- Repeated physical acts against other children and/or staff (hitting, biting, or any other form of physical threat or assault).
- Verbal attacks on other children and/or staff, including the use of threats, name calling, as well as repeated profane and degrading language.
- Racial or other discriminatory incidents.
- Any verbal or physical abuse of staff by a child or child's family member.

- Any child/parent/guardian who acts in a manner which may jeopardize the safety of any person in the center. We realize that occurrences and disputes will occur among children, and it is not our intent to exclude children as a result of normal developmental incidents. That assists them in acquiring some problem-solving skills. However, as individual needs vary in terms of environment and program, some children may not benefit from the program offered in this center. We will make every effort to meet the needs of your child, which may require the assistance of an outside agency. If the behaviors still occur and we deem that we are unable to meet the needs of your child, then services will be withdrawn. In extreme cases (as determined by the Owners) of violent or threatening behavior by a child/parent/guardian, which puts the safety of other children and/or the Aslan staff at risk, the advanced notice of removal will not be provided. The Owners will meet with the parent/guardian immediately and the parent /guardian will be required to withdraw the child from Aslan.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

DateSignature of Understanding

32.

This form is to be signed by parents to indicate that they have read and understood all the policies and procedures of Aslan Day Care in the parent handbook.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to Daycare to go on your child's file.