

**Preston**  
**Early Learning Centre**  
Inspiring children and community

Parent Manual

February 2024

Dear Parents,

Preston Early Learning Centre Inc. would like to thank you in advance for choosing one of our locations to meet your childcare needs! We look forward to getting to know your little one and for you to get to know us. To that end, please take the time to review our parent handbook so you can better understand how our organization operates. It is part of your contract with us and provides an outline of our practices and policies. If you have any questions regarding the handbook, the Site Supervisor at your location will be happy to answer them.

Please keep this handbook for your reference.

Thank you,

Preston Early Learning Inc.

### **PELC Directory**

PELC has one central phone line so all calls can be directed to 306-373-3535. Calls will be redirected as needed.

Lisa Leibel	Executive Director	<a href="mailto:lisa@prestonearlylearning.ca">lisa@prestonearlylearning.ca</a>
Jennifer Pirot	Director of Business Operations	<a href="mailto:dbo@prestonearlylearning.ca">dbo@prestonearlylearning.ca</a>
Leanne Hunchak	Director of Programming	<a href="mailto:dp@prestonearlylearning.ca">dp@prestonearlylearning.ca</a>
Shelly Pointer	Office Administrator	<a href="mailto:office@prestonearlylearning.ca">office@prestonearlylearning.ca</a>
Angela Brooks	Site Supervisor (Stonebridge)	<a href="mailto:pps1@prestonearlylearning.ca">pps1@prestonearlylearning.ca</a>
Louise Hill	Site Supervisor (Holliston)	<a href="mailto:ssholliston@prestonearlylearning.ca">ssholliston@prestonearlylearning.ca</a>
Marnie Mulesa	Site Supervisor (Preston Main)	<a href="mailto:sspreston@prestonearlylearning.ca">sspreston@prestonearlylearning.ca</a>
Maddison Leibel	Site Supervisor (Fairhaven)	<a href="mailto:ssfairhaven@prestonearlylearning.ca">ssfairhaven@prestonearlylearning.ca</a>
Rachel Dumas	Site Supervisor (Willowgrove)	<a href="mailto:sswillowgrove@prestonearlylearning.ca">sswillowgrove@prestonearlylearning.ca</a>
Financial inquiries		<a href="mailto:business@prestonearlylearning.ca">business@prestonearlylearning.ca</a>
Before and After School program/inquires		<a href="mailto:beforeandafterschool@prestonearlylearning.ca">beforeandafterschool@prestonearlylearning.ca</a>

# Table of Contents

1. Mission Statement
2. Vision Statement
3. Board Governance Guiding Principles
4. Philosophy
5. PELC's Image of the child
6. Philosophy in Action
7. General Information
  - a) About us
  - b) Administration
  - c) Early Learning Fees
  - d) Fees
  - e) Hours of Operation
  - f) Organizational Structure
  - g) Programs
8. Parent responsibilities
  - a) Annual General Meeting
  - b) Child Absence
  - c) Required Items for Basic Care
  - d) Dietary Needs
  - e) Communicable Diseases
  - f) Communication
  - g) Fee Payment
  - h) Medications
  - i) Subsidy
  - j) Toilet Training
  - k) Toys and Electronics
  - l) Drop off/Pick up Expectations
9. Daycare Policies and Procedures
  - a) Accident Policy
  - b) Child Abuse Policy
  - c) Discipline and Guidance Policy
  - d) Driving While Under the Influence Policy
  - e) Fire Drill Policy
  - f) Late Fee Payment Policy
  - g) Illness/Communicable Diseases Policy
  - h) Late Pick-Up Policy
  - i) Nutrition Policy
  - j) Sunscreen and Insect Repellent Policy
  - k) Outdoor Play
  - l) Termination of Services- PELC to Parent Policy
  - m) Termination of Services- Parent to PELC

n) Unusual Occurrence Policy

o) Harassment/Verbal Abuse Policy

10. Early Learning and Childcare Consultant Role

**1. Mission Statement:** Inspiring children and community.

**2. Vision Statement (Future based outcome 5+ years out)**

Preston Early Learning Early Learning Centre Inc. is an established leader in the early learning and childcare field in Saskatchewan.

**3. Board Governance Guiding Principles:**

- a) The board of directors will demonstrate our commitment to early learning and childcare excellence.
- b) The board of directors assesses growth and sustainability within the institution's management, human resource, and financial capacity.
- c) Actively seeks partnerships that reduce the risk and capital expenditures for the organization.

**4. Philosophy:**

At Preston Early Learning, we believe the child's environment is safe, genuinely caring, respectful, nurturing, stimulating, individualized, and cooperative.

We believe a child has the right to the following:

- a) Relief and protection in all circumstances
- b) Social security to grow and develop in good health
- c) Special protection to develop physically, mentally, socially, and emotionally
- d) Love and understanding in the care of his/her parents
- e) Name and Nationality
- f) To be brought up in the spirit of friendship, among peoples, wherein he/she can develop his/her abilities to become the best person he/she can be.

We believe that the best daycare can be offered to the children through cooperation between the board of directors, centre management, staff, families, and children.

**5. PELC's Image of the Child**

Children are:

- Inquisitive
- Passionate
- Limitless
- Resilient
- Unique
- Capable
- Competent

All children are honored when we apply PELC'S Image of the child in our daily practices.

## 6. Philosophy in Action

Preston Early Learning Centre Inc.'s philosophy is actualized by the following:

- a) Designing and furnishing the Early Learning Centres with home-like accents.
- b) A positive atmosphere is achieved by fostering open, honest relationships and developing the child's understanding of tolerance, open-mindedness, appreciation, and respect for others without discrimination.
- c) Though the programs and activities vary from each location, all Early Learning Centres make a conscious effort to include the play and exploration model and considers all aspects of the child's development on an individual basis. This includes social-emotional, physical, cognitive, and spiritual development. We strive to meet or exceed the government license expectations.
- d) Children's undesirable behaviors are managed through various disciplinary methods. In all cases, behavioral issues will be dealt with in a non-punitive manner. Behavior management techniques may include distraction, redirection, clarification, role-playing, natural and logical consequences, and consultation with a behavior specialist (for children under 5 years old).

## 7. General Information

- a) **About Us:** Preston Early Learning Centre was incorporated on July 9, 1980, as a non-profit organization. We started with the main location on Preston Avenue (toddlers-preschool) and have expanded to include programs at Holliston School (preschool-12 years), Fairhaven School (toddler-school age), Willowgrove/Holy Family schools (infants-5 years), and Stonebridge/St. Kateri schools (infants-5 years).
- b) **Administration:** The Early Learning Centres are governed by a board of directors comprised of a minimum of 51% parents and the other 49% can be made up of persons of interest. *Staff members may not be board members even if they are parents.*
- c) **Early Learning Fees:** Preston Early Learning Centre collects its fees via pre-authorized withdrawal from parents designated account on the last banking day of the month. PELC charges a \$40.00 fee for all funds returned NSF. If your fees are returned because of nonsufficient funds 3 times, PELC will discontinue childcare services immediately.
- d) **Fees:** Please refer to website for up-to-date fees: [www.prestonearlylearning.ca](http://www.prestonearlylearning.ca) or contact our office administrator at [office@prestonearlylearning.ca](mailto:office@prestonearlylearning.ca)

***Receipts for fees will be issued annually by February 28. This is your official receipt for income tax. Replacement receipts will be issued at a cost of \$25.00/receipt. Tax receipts will be sent in email to current parents who are enrolled as on year end. Parents who are not currently enrolled in the program need to request Tax Receipts by email to: [business@prestonearlylearning.ca](mailto:business@prestonearlylearning.ca)***

**e) Hours of Operation:**

**Preston Main Location** is open from 7:15am – 6:00pm

**Holliston Location** is open from 7:15am – 6:00pm. School age and full day kindergarten children attend classes from first until last bell during school days. Lunches are taken at school.

**Fairhaven Location** is open from 7:15am – 6:00pm. School age and full day kindergarten children attend classes from first until last bell during school days. Lunches are taken at the school or at the daycare (parent choice).

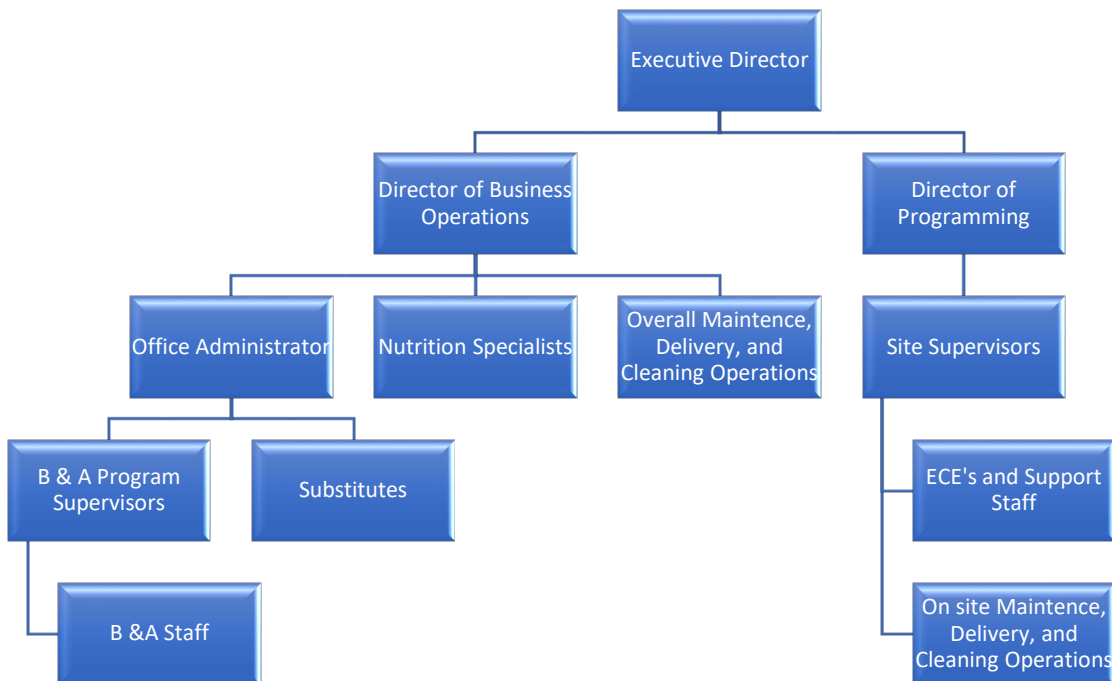
**Willowgrove/Holy Family Location** is open from 7:15 am-6:00 pm. Infants may attend 7:30-5:30.

**Stonebridge Location** is open from 7:00 am-6:00 pm. Infants may attend 7:30-5:30.

Late fees will be charged after these times in accordance with the late fee policy.

Please note that additional hours will not be offered in the event of a teachers strike (including full day strikes, lunch supervision strikes, or any other job action implemented) due to staffing constraints. This means that school age children will need to maintain their usual schedule as outlined above. Full day and half day kindergarten children will be able to attend in the event of a full day strikes if no additional staff are needed. Full day care will still be provided for scheduled non-school days as set by the school division’s calendar.

**f) Organizational Structure**



- g) **Programs:** Each facility and room at Preston Early Learning Early Learning Centre's strives to provide programs and activities suited to children in our care as they grow and develop.

Programs are guided by the Play and Exploration Model and the goals of the programs vary from room to room and facility to facility. Staff members aim to enhance the following opportunities throughout the child's day:

- Ability to be self-expressive and creative.
- Ability to problem solve.
- Feel safe, confident, and comfortable in their environment.
- Increase awareness of self and others.
- Increase independence.
- Develop cognitively, emotionally, spiritually, and physically.

*For more information on your child's daily programming, you may consult your facilities sitesupervisor and staff.*

## 8. Parent Responsibilities

- a) **Annual General Meeting:** Your attendance at the annual general meeting is mandatory. Notification of the meeting will be posted at your childcare facility.
- b) **Child Absence:** In the event your child will be absent from daycare, it is required that you contact your child's center location to notify them of the absence.
- c) **Required Items for Basic Care:** **If the parent/guardian doesn't bring items required for the basic care for their child/ren, said child will not be able to attend the childcare program. The parent will be asked to bring required items or pick up their child within 30 minutes of notification. Failure to provide these items 3 times will result in childcare being terminated immediately.**

### **Basic care items include:**

- **Clothing:** You are responsible for providing appropriate indoor and outdoor clothing (coats, ski pants, mittens, toque, boots) based on your child's age and current weather conditions. Children who are in an infant, toddler, or preschool program are required to have a change of clothing (shirt, pants, underwear, and socks). *Facilities have a limited supply of extra clothing to be used in emergencies. Parents must launder and return the articles of clothing immediately.*
- **Diapers:** If your child requires diapers, you must supply the early learning center a minimum of 2 (two) days' worth of diapers. We need a minimum of 3 per day or 6 diapers to meet the 2-day minimum.



**d) Dietary Needs:** You must inform the Site Supervisor and/or staff of any dietary restrictions such as allergies. If your child requires a specialized diet for any reason, it is your responsibility to provide alternative food for your child. The nutritional specialist will only heat up the food. If the child has no alternative food provided, parent/guardian will be contacted to pick up or provide alternative food within 30 minutes of call. **If there are 3 such incidents, childcare will be immediately terminated.**

**e) Communicable Diseases:** In the event your child becomes ill with a communicable disease (capable of being spread from one person to another) we request you contact the Early Learning Centre and inform them of the illness. Your child will then need to remain at home for the duration of the infectious period. *Infectious periods are determined by the community health unit.*

**f) Communication:**

**Daily communication is important** as it helps the staff be responsive to a child's needs. It allows both staff and parents to highlight successes or address concerns. Topics you may want to discuss with the staff include sleeping and/or eating habits, changes in family, home situations, or routines, and health/wellness (including any ongoing assessments or diagnoses). In addition to conversations at pick up/drop off, PELC uses the Lillio app to communicate with families.

**Formal communication** should be used if you have a concern that you feel has not been adequately addressed within your center location. Concerns should be first brought to the attention of your child's caregiver and then the site supervisor. If not resolved at this level, formal communication requesting the issue move forward to the Director of Programs is needed, who will gather information from all parties to determine a course of action. If concerns continue to be unresolved, you may request the issue be taken to the Director of Business Operations followed by the Executive Director.

***Preston Early Learning Early Learning Centre regards all information about children and their families as confidential.***

**g) Fee Payment:** Your childcare fees are collected monthly by pre-authorized withdrawal on the first day of the month. If funds are unavailable on this day, please refer to our fee payment policy and the additional charges that apply. Receipts for tax purposes are issued at year end. Replacement receipts are at a cost of \$25.00 per receipt.

**h) Medications:** If your child requires medication throughout the day, you must inform the staff and fill out a medication form. Medication needs to be in the original container and labeled with your child's name. Upon completion of the medication, you must sign off on the medication form and take any unused medication home.

- i) **Subsidy:** Is available for qualified parents through Saskatchewan Social Services. You are responsible for filling out and submitting your forms. If subsidized, you must also ensure your child attends the Early Learning Early Learning Centre a minimum of 36 hours (infant – kindergarten) and 20hrs (school age). *You are responsible for any and all fees in the event you do not qualify, do not submit the information required, or your child has not attended for sufficient hours. You are expected to pay the full fee until your subsidy application is approved.* If your account balance remains outstanding over 30 days, care will be discontinued immediately until the balance is paid in full.
- j) **Toilet Training:** It is necessary for you to talk with your child's room staff and inform them of when you are ready to begin toilet training with your child. You must bring sufficient changes of clothing during the toilet training process (a minimum of 3 sets of clothing including shirts, pants, underwear, socks, and shoes).
- k) **Toys and Electronics:** PELC does not allow children to bring toys and or electronics from home to the Early Learning Centres. The PELC and our Early Childhood Educators will not be responsible for lost or broken items.
- l) **Drop off/ Pick Up Expectations:** Children must be picked up and dropped off in the center by an adult. Children cannot be sent in or out by themselves. The parent/guardian shall ensure that an Early Childhood Educator is verbally notified that a child has been dropped off or picked up.

## 9. Day Care Policies and Procedures

- a) **Accident Policy:** Each Preston Early Learning Centre staff is required to obtain and maintain a current First Aid/CPR certification. Documentation for both minor and major injuries will be completed and addressed with each family in accordance with the current Child Care Regulations Act.

**Accident Procedure:** If a child receives an injury while at Early Learning Early Learning Centre the following actions will be taken:

- **For Minor Injuries:** first aid and comfort will be given to the child. An accident form will be filled out by witnessing staff before being read and signed by the parent and Site Supervisor. The form will be placed in the child's file.
- **For Major Injuries (where the child is mobile):** first aid will be given to the best of the staff's ability while the parent or emergency person is notified. The Site Supervisor or designate will transport the child in their own vehicle to an emergency room with an emergency card from the Early Learning Centre. An unusual occurrence form will be filled out by all parties involved and submitted to the Early Learning Centre consultant. *The order of the steps may vary.*

- **For Major Injuries (where the child is immobile):** first aid will be given to the best of the staff's ability while the parent or emergency person is notified. The Site Supervisor or designate will call an ambulance and emergency department. Site Supervisor or designate will accompany the child in the ambulance to the hospital. An unusual occurrence form will be filled out by all parties involved and submitted to Early Learning Early Learning Centre consultant. *The order of the steps may vary.*

b) **Child Abuse Policy:** If physical, emotional, or psychological abuse is suspected or disclosed, the Early Learning Centre will report it to the Child Protection department of the Department Social Services.

**Child Abuse Procedure:** Determine that there are reasonable grounds to believe a child needs protection. Report the suspicion or disclosure of abuse to Social Service. ***It is the law to report any suspicion or disclosure of child abuse. Failure on our part to do so will result in prosecution under the Family and Child Services Act.***

***The reporting procedures are in place to protect the child. Parents will not be contacted. Social Services will investigate and make decisions if abuse has occurred and will make the necessary contact with the child's parent or guardian.***

c) **Discipline and Guidance Policy:** All discipline and guidance measures will be developmentally appropriate. The children are encouraged to be responsible for their actions and to learn skills to resolve problems. No staff will use corporal punishment or punitive actions to discipline a child.

**Discipline and Guidance Procedure:** Staff will handle all disciplinary action in respectful and positive way. When discipline is required some or all the following methods will be used:

- Positive language and verbal reminders
- Listening and reflection
- Natural and logical consequences
- Distraction and/or redirection
- Environmental changes
- Removal for a brief time from the situation (cooling down period)

Behaviors that are severely disruptive or harmful to oneself, other children, staff, or equipment is not acceptable. This would include instances where a child is hitting, punching, slapping, biting or otherwise behaving in such a way that is deemed harmful and cannot be calmed by the strategies listed above. Should this type of behavior should occur, the following actions will be taken by the Early Learning Centre Site Supervisor and/or Early Learning Centre staff:

- the Early Learning Centre will request the parent to pick up their child immediately for the remainder of the day.
- If necessary, a child's hands may be held to prevent further injury until the child stops using aggressive behaviour.
- If necessary, a staff may use a strategy known as a "teddy bear hug", which requires that a staff member sit behind the child while placing their arms around the child's arms & torso to prevent further injury. The hug would stop as soon as the child settles.

If either of these strategies are used, a written incidence report will be completed by the staff involved & submitted to the parent that day for notification & a signature. The report will be reviewed by the Site Supervisor/Director of Programs/Executive Director. Repetitive instances will result in a meeting with the Site Supervisor & parents regarding the child's behaviour and a documented discussion on how to manage the behaviors will occur. The creation of goals and an individual program plan (for the child) will be completed. Consultation with a behavior specialist may occur for children under 5 years of age if determined necessary and captured within the individual program plan.

If situation does not improve as set out in goals and individual program plan, the Child Care Facility reserves the right to terminate services, as necessary.

(Revised-March 25,2021)

- d) Driving While Under the Influence Policy:** a parent or designate who comes to pick up a child while under the influence of drugs or alcohol will not be tolerated under any circumstances.

**Driving While Under the Influence Procedure:** If a parent or designate is suspected of driving while under the influence of drugs or alcohol, staff and/or Site Supervisor will take the following actions:

1. Ask parent or designate if they are driving
  2. If the answer is yes, suggestions to have someone else pick up the child, to call a taxi or take the bus will be offered.
  3. If parent or designate **does not** comply with suggestions the child will not be released.
  4. If a parent or designate leaves the Early Learning Centre, staff/Site Supervisor will report the driver as impaired to the Saskatoon City Police.
- e) Fire Drill Policy:** It is required that each facility practice and record fire drills once per month.

**Fire Drill Procedure:** Once per month a fire alarm will be simulated, and children will be evacuated from the building. All rooms will be checked and roll call will be taken outside

the facility. Staff will ensure they take children's emergency information and the daily sign in sheets with them on each fire drill.

**Fire Emergency:** In the event there is a real fire child will be evacuated out of the building to the following designated locations:

- Fairhaven location to St. Mark School
- Stonebridge- TBA
- Preston Main location to Holliston location.
- Holliston location to Preston Main location.
- Willowgrove location to Willowgrove Dental (107-412 Willowgrove Square).

Parents or emergency contacts will be telephoned to pick up children immediately.

- f) **Late Fee Payment Policy:** Any fees that are not collected on the last banking day of the month will be subject to banking charges and a late payment fine.

**Late Fee Payment Procedure:** Accounts that become overdue (exceeding 5 days) will be subject to a late fee of **\$10.00/day** and a written notice of the overdue account will be issued to the parent. If payment is not received in full within 20 days of receiving written notice the parent will receive written notice of termination of services. A final opportunity for payment of all past due charges will occur the next business day. At that time, a certified cheque or cash will restore services in full. Banking fees that will be collected are at \$40.00/item for NSF items.

- g) **Illness/ Communicable Diseases Policy:** Children must be healthy enough to participate in daily activities (including outdoor time) to attend their center location. Children who have a communicable disease are required to be away from the childcare Early Learning Centre according to the recommendations laid out by *Saskatoon Public Health* or based on a doctor's note stating the child is healthy enough to return to the facility.

**Illness/ Communicable Disease Procedure:** Staff monitors each child's health daily. **If a child arrives at the Early Learning Centre too ill to participate, they are not able to attend the Early Learning Centre that day.** If a child becomes ill while at the Early Learning Centre, staff will do their best to separate them from the other children (ratios must be maintained throughout). Parents or emergency contacts will be contacted to immediately pick up their child. A sign will be posted of any communicable disease that has been reported to the Early Learning Centre.

Keep your child/ren home if they have any of the below symptoms:

- Has an extreme cough (where it may be waking them up at night)
- Has an excessive runny nose (regardless of color of discharge)
- A fever (can return 24 hours after fever resolves without medication)
- Diarrhea (can return 48 hours after last incident)
- Vomiting (can return 48 hours after last incident)

**h) Late Pick-Up Policy:** Children and parents **must be gone** from the Early Learning Centre by **6:00pm**. If you know you will be late, you are required to phone your child's Early Learning Centre to inform them of such. If possible, the parent should arrange for an alternate pick-up person. Late pick-up charges will apply. **Parents are encouraged to arrive at the centre no later than 5:45 pm so that they can collect their child & belongings and be out of the centre by 6:00 pm.**

**Late Pick-Up Charges:** If your child is not picked up or has not left the Early Learning Centre by 6:00pm the following charges apply:

From 6:00pm – 6:15pm or any portion thereof – a \$25.00 charge results.

From 6:15pm – 6:30pm or any portion thereof – an additional \$25.00 charge results.

**Late Pick-Up Procedure:** In the event a child is not picked up by 6:00pm staff will attempt to call parents and/or alternative contacts to have child picked up. If the child is picked up by an alternate contact and staff is unable to reach parents, a note will be left on the outside of the facility indicating who the child was picked up by. If staff are unable to contact a parent and/or alternative and the child is not picked up by 6:30pm, Mobile Crisis with the Department of Social Services will be called. The child will then be taken to Crisis Nursery at 1020 Victoria Avenue. A note will be posted at your child's Early Learning Centre indicating where your child is. Parents are responsible for picking up their child and any transportation cost incurred.

**Late pickup will be invoiced by the Business Administrator & a date of payment will be disclosed. If you have more than 3 late pick up incidents your childcare services will be terminated immediately.**

**i) Nutrition Policy:** Lunch and 2 snacks are provided daily by the Early Learning Centre in accordance with the *Canada Food Guide* and the *Child Care Regulations*. All children will be encouraged to participate in mealtimes and to use age-appropriate behaviours during this time. Menus are posted at the Early Learning Centre & on the Lillio app for parents to review.

Copies are available upon request.

**Nutritional Procedure:**

For preschool and school age programs:

- Snacks are served on a come and go basis (*the child can choose if they want snack or not*).
- At lunchtime children are encouraged to serve themselves and to try the various foods offered.

For older infants and toddlers:

- Snacks are served to children who are in attendance in accordance with our menu.
- At lunchtime, children are served various foods with encouragement to try all food offered.

For infants:

- Parents must communicate child's nutritional needs daily, including when child ate last, when expected to eat again, foods the child has not tried yet or is trying for the first time.
- Parents will provide formula and/or breast milk if required for their child.
- Parents will provide baby food until the child is able to eat meals prepared at the Early Learning Centre.

***All staff must be made aware of children's allergies or dietary restrictions. Children's allergies and dietary restrictions will be posted in the main eating areas at the Early Learning Centre. All Early Learning Centres are "nut" aware. Parents are asked to refrain from bringing foods that contain or may contain nuts.***

- j) **Sunscreen and Insect Repellent Policy:** Sunscreen and insect repellent will be provided and applied by the Early Learning Early Learning Centre staff daily as needed.

**Sunscreen and Insect Repellent Procedure:**

**Insect Repellent will be applied as needed during outdoor play.**

- Insect repellent with a Deet concentration of 10% or less will be used on children ages 2 years and up (maximum of 2x a day).
- Insect repellent with a Deet concentration of 7% or less will be used on children 2 months – 2 years (maximum of 1x a day).

**Sunscreen will be applied 30 minutes prior to going outdoors and after water play.**

- Sunscreen with a SPF of 45 is used on infants and toddlers and a SPF

of 30 is used on children 3-12 years old.

***Parents who wish to provide sunscreen and/or insect repellent other than that which is supplied at Early Learning Centre must inform their child's staff members and label child's sunscreen with their name.***

k) **Outdoor Play**- Fresh air and exercise are essential to growing, healthy minds and bodies. Therefore, **all** children shall have a minimum of a half-hour free outdoor play each day. Exceptions include:

- Outdoor temperatures more than +35 C.
- Outdoor temperatures below -35 C including wind-chill.
- Conditions where the children's safety will be in question.
- The months of April to October - three-quarters of an hour free outdoor play, every morning and afternoon must be provided.
- School holidays and vacations - three-quarters of an hour of free outdoor play every morning and afternoon, at the school age Early Learning Centre.

Each of the Early Learning Centres provides a large, accessible, and enclosed area for outdoor fun and activities. As well, the Early Learning Centres are conveniently located so that trips to neighboring parks and spray and splash pools can provide variety to the children's outdoor play.

**m) Termination of Services – Preston Learning Early Learning Centre to Parent Policy:**

Preston Early Learning Centre Inc. reserves the right to terminate childcare service with one-week written notice during the initial 30-day trial period (clause 5 in Agreement for Services) or with one month written notice (clause 6 in Agreement for Services) to the parent or signee of the Childcare Agreement except for Section 8c.

**n) Termination of Services – Parent to Early Learning Early Learning Centre Policy:**

A parent or signee of the Childcare Agreement reserves the right to terminate their contract with a one month written notice to Preston Early Learning Early Learning Centre Inc given by the 30<sup>th</sup> of the month.



**o) Unusual Occurrence Policy:** Preston Early Learning Early Learning Centre must report any unusual occurrence to the Department of Early Learning and Care and family.

**Unusual Occurrence Procedure:** Where a child attending the facility sustains an injury requiring medical treatment or is involved in an unusual occurrence the Early Learning Centre will do the following:

- Immediately notify the parent or emergency designate.
- Will notify Childcare Consultant within 24 hours of the occurrence.
- A plan will be developed to ensure prevention of like incidents.
- Will complete fill out supplied form and submit it to the Department of Early Learning and Care within 7 days after the occurrence.

***Preston Early Learning Centre will use information provided by the Childcare Regulations Act.***

#### **p) Harassment/Verbal Abuse Policy**

##### **Statement of Commitment**

*Preston Early Learning* is committed to being proactive in preventing, recognizing, and addressing violence and aggression in the workplace. PELC believes in a harassment/verbal abuse free workplace where everyone is treated with dignity and respect. Every individual is entitled to an environment free of harassment/verbal abuse.

All parents/guardians/individuals entering PELC facilities shall at all times behave in a manner that is professional, courteous, and respectful and must not act in ways that would threaten, coerce, harass, or intimidate another individual.

**Any parent/guardian/ individual that violates this policy will immediately be asked to leave the Early Learning Center & services will be terminated immediately as well.**

##### **Definition of Harassment**

Harassment covers a wide range of behaviors of offensive nature. It is commonly understood as behavior that demeans, humiliates, or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing, upsetting, or threatening.

This harassment policy covers the following:

##### **Harassment Based on Prohibited Grounds**

This includes any inappropriate conduct, comment(swearing), display, action, or gesture by a person that:

- is made on the basis of race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, or place of origin; and,
- constitutes a threat to the health or safety of an individual.

This type of harassment is prohibited in *The Saskatchewan Employment Act*, *Occupational Health and Safety Regulations*, and *The Saskatchewan Human Rights Code*. It also extends to sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited, or unwelcome.

**Sexual harassment may include:**

- A direct or implied threat of reprisal for refusing to comply with a sexually orientated request
- Unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, attire, sex, or sexual orientation
- Displaying pornographic or sexually explicit pictures or materials
- Unwelcome physical contact
- Unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature
- Refusing to work with or have contact with workers because of their sex, gender, or sexual orientation

**Personal Harassment**

This includes any inappropriate conduct, comment, display, action, or gesture by a person that:

- adversely affects an individual's psychological or physical well-being; and,
- the perpetrator knows or ought to reasonably know would cause the individual to be humiliated or intimidated.

Personal harassment can involve repeated conduct or a single, serious incident that causes a lasting harmful effect on an individual. All incidents of inappropriate conduct should be appropriately addressed to ensure that the workplace remains respectful and free of harassment.

Personal harassment may include:

- Verbal or written abuse or threats
- Insulting, derogatory, or degrading comments, jokes, or gestures
- Personal ridicule or malicious gossip
- Unjustifiable interference with another's work or work sabotage
- Refusing to work or co-operate with others
- Interference with or vandalizing personal property

## **10. Early Learning & Childcare Consultant's role:**

All childcare/ Early Learning Centres and licensed childcare homes receive the support of an Early Learning and Childcare (ELCC) Consultant. The role of an ELCC Consultant is to promote quality childcare services and enforce *The Child Care Act* and *The Child Care Regulations, 2001*. This legislation set the standards for licensed care in Saskatchewan.

### **What does an ELCC Consultant do?**

ELCC Consultants provide a variety of supports to your child's Early Learning Centre or childcare home.

Consultants support childcare home providers, Early Learning Centre staff, Site Supervisors, and boards of child-care/ Early Learning Centres to implement best practices in the care and education of your child.

Consultants also:

- complete a license review annually to ensure that a basic standard of care is in place.
- conduct a minimum of two unscheduled monitoring visits per year to ensure licensing requirements are maintained.
- attend two board meetings per year for parent operated childcare/ Early Learning Centres, one parent advisory committee meeting, and one board meeting per year at other Early Learning Centres.
- address non-compliance when observed or when reports are received.
- Facilitate grants.

### **When should I contact the ELCC Consultant for my childcare facility?**

You may contact your ELCC Consultant for any question you have, or to share information about your child's program.

Some examples of when you may contact your ELCC Consultant include:

- You would like to share strengths and successes you have observed about your child's program.
- You have a concern about the quality of care your child is receiving.
- You would like further clarification about *The Child Care Act* and *The Child Care Regulations, 2001*.
- You have a question about the services offered by Saskatchewan's early learning and childcare program or would like additional information.

### **Who is the Child Care consultant for my facility:**

Jackie Smith  
ELCC Consultant-Early Years Branch

122- 3<sup>rd</sup> Avenue North  
Saskatoon, Sask. S7K 2H6  
Phone: 306-933-7786  
Fax: 306-933-7082  
Email: [Jackie.smith11@gov.sk.ca](mailto:Jackie.smith11@gov.sk.ca)

