



Parent Handbook

6th Street	306-981-5333
King George	306-930-7511
St. Michael	306-981-3714
St. John	306-960-2717
Office	306-922-5352

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1. GENERAL INFORMATION

A) INTRODUCTION

Welcome to the Prince Albert Child Care Co-operative Association.

This handbook is to provide you with an overview of our Child Care Centre's programs and policies.

The organization is a non-profit organization governed by a board of directors who are elected by the membership of the co-operative association. The board is elected each year at the annual general meeting (AGM).

We are a 153 space Licensed Child Care Organization. We abide by The Child Care Act and The Child Care Regulation, 2015. We receive support from an Early Learning and Child Care Consultant who is provided to us through the Ministry of Education. If you ever have any questions or concerns, please do not hesitate to contact her.

Crystal Meier
306-953-3612
crystal.meier@gov.sk.ca

Our goal at Prince Albert Child Care Co-operative is to provide quality care and early learning for the children in attendance.

We welcome all parents' input, suggestions and ideas to enhance our program.

We encourage all parents to get to know each of the educators who are working with their child/ren. By working together, we will achieve the goal of providing quality childhood experiences for the children.

Feel free to contact me anytime.

Sincerely,



Jodene Demorest
Executive Director
306-922-5352 ext. 1
306-960-2292
ed@princealbertchildcare.ca

B) PHILOSOPHY

The Prince Albert Child Care Co-operative Association strives to be warm and welcoming to all that are a part of our centres.

Last updated Tuesday, March 12, 2024

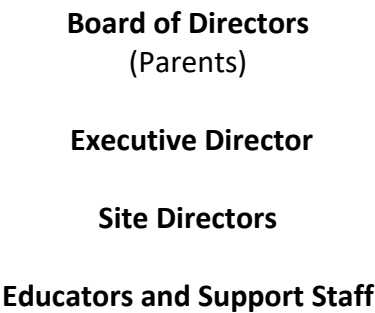
Our goal is to provide a healthy, safe, and inclusive environment where children can enhance their holistic learning and well-being.

Our program will offer developmentally appropriate, play based experiences that will increase independence to expand children’s abilities.

We believe children are competent learners.

We acknowledge the dignity, uniqueness, and worth of each child with respect to their family, culture, and society.

ORGANIZATION CHART



Vision:

Every family has access to safe, affordable, quality care that meets the needs of the community and allows children to freely express themselves in a play-based, caring environment.

Values:

Transparency	Holistic Development	Inclusivity	Community Involvement
Growth	Mutual Respect	Sustainability	Healthy Practices

Mission:

We are a community-based organization with a focus on high-quality Early Learning programs and services.

C) ENROLMENT PROCEDURES

The following forms are available at the centre and must be completed in full prior to the child commencing attendance at the centre:

- Agreement for Child Care Services

- Health and Social Resume
- Emergency Information
- Permission for Off-Premises Excursions
- Media Consent Form
- Membership Application – We are a Membership based Co-operative. There is a one-time fee of \$2.00. This gives you voting rights at our Annual General Meeting and the opportunity to be a part of our Board of Directors

❖ **It is important that these forms be kept up to date. Please notify the Site Director of any changes. Changes to the Agreement for Child Care Services require 1 months' notice by either party.**

PARENT ORIENTATION

When space becomes available, parents will be asked to visit the centre with their child/ren to familiarize them with the daycare setting to which they will be attending.

ARTICLES SUPPLIED BY PARENT

Please provide the following items:

- A complete change of clothing to be kept at the daycare in case of need
- SHOES (preferably running shoes). Children must wear shoes at all times in the centre, as required to comply with Fire Regulations.
- Special skin lotions, if required
- Diapers, pull-ups – The Centre provides baby wipes
- Hat or cap
- Outdoor winter wear (jacket, ski pants, toque, mitts)
- Bathing suit and towel during summer months

Please ensure that the clothing fits the season. Children must have boots, ski-pants, hat and mitts during the winter, as we love to play in the snow.

❖ **PLEASE REMEMBER TO LABEL EACH ITEM OF CLOTHING, INCLUDING FOOTWEAR AND OUTDOOR GEAR, WITH YOUR CHILD'S NAME. THANK YOU.**

PARENT RESPONSIBILITIES

Arrivals and Departures: All children must be accompanied into the centre upon arrival by their parent/guardian and be presented to an educator. The parent/guardian must come into the centre to pick up the child and must inform an educator that they are leaving. Children need to arrive at the Centre **before**

lunch/nap time to benefit the most from our program and to respect the other children. It is very disruptive for children to arrive during lunch or while children are sleeping.

Children must arrive before 10:30a.m. each day.

If a later drop off is required, please call the Site Director for approval.

Six Street Location 306-981-5333

King George 306-930-7511

St. Michael 306-981-3714

St. John 306-960-2717

Attendance Records: To follow Child Care Regulations we must keep attendance records of every child's hours at the center. Your signature is required monthly.

Picking up Children by an Alternate: Parents must give the centre written notice when an alternate person will be picking up their children unless that person's name is on the child's Health and Social Resume.

Transportation To and From School: Unfortunately, Prince Albert Child Care does not provide transportation. It is the responsibility of the parents to set up or provide transportation and supervision to and from school.

Hygiene: Parents are responsible for the personal hygiene of their children (i.e. bathed, clean fingernails, hair, etc.)

Notices: Notices for parent information purposes are posted on the bulletin boards in the front entrance.

Lost and Found: There is a lost and found box located upstairs. If your child is missing something, check the box and ask staff for assistance, if needed.

Toys: Toys are best left at home. If they do come to the centre, they are subject to the same rules as the center's toys – We Share, we take turns. The staff will not be responsible if the toy becomes broken or lost.

No toy weapons are allowed in the centre.

Custody and Visitation: PRINCE ALBERT CHILD CARE CO-OPERATIVE ASSOCIATION always keeps the best interest of the child(ren). It is the sole responsibility of the parents/caregivers to provide copies of any legal documents pertaining to custody, access, or restrictions. If there is disagreement with access or custody issues, PACCCA will maintain all arrangements currently on file until valid legal documentation is provided. If any person insists on removing a child without valid consent, local authorities will be contacted to help resolve the matter.

Fundraising: As a non-profit organization, often our budget is limited. Fundraising helps fund new equipment, enhancement to our environment, and consumable materials needed for your child's program. From time to time, we do ask for parent's participation in fundraising events.

TERMINATION

As per the Child Care Agreement for Service, one month's written notice is required when you are no longer in need of our service. Please see your Site Director for a form. In the event our educators cannot meet the needs of your child, the Director will provide you with one month's written notice.

COMMUNICATION AND CONCERNS

Communication is key for us to provide the ultimate care for your child. Communication will be in the form of email, text message, newsletters and verbally.

If there is ever any concern, please never hesitate to contact the Site Director.

D) HOURS OF OPERATION

The centre is open from 7:30am to 6:00pm, Monday to Friday except Statutory Holidays (Christmas Day, New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, and Remembrance Day). Should a Statutory Holiday occur on a Saturday, the previous Friday will be taken as the holiday and if it is a Sunday, the following Monday will be taken as the holiday.

E) CLOSING TIME

The daycare centre closes at 6:00pm each day. Parents who leave their children in the centre past 6:00pm will be charged a penalty of \$10.00 per child on the first occurrence, \$20.00 per child on the second occurrence as well as a warning letter. On the third occurrence, the child will have to be withdrawn from the daycare centre immediately.

If you have not picked up your child/ren by 6:30pm and have not made other arrangements for an alternate caregiver to pick them up, the Mobile Crisis Unit will be contacted to come for the child/ren.

F) NUMBER OF LICENSED SPACES

The Prince Albert Child Care Co-operative is licensed for 153 children ranging in ages from 6 weeks to 12 years. The 6th Street location license provides space for 6 infants, 10 toddlers, 25 preschoolers, and 1 school-age child. The King George location provides space for 10 toddlers and 23 preschoolers. The St. Michael location provides space for 12 infants, 10 toddler and 15 preschoolers. The St. John location provides space for 6 infants, 10 toddler and 24 preschoolers.

50 additional spaces are being developed at a location yet to be determined.

G) CHILD-STAFF RATIO

Saskatchewan Child Care Regulations state that the child-staff ratio will be a minimum of 1:3 infants, 1:5 toddlers, 1:10 preschoolers and 1:15 for school-age children.

H) STAFF AND PROGRAMMING

Our staff have specialized training in the Orientation to Day Care program, the Early Childhood Education Level I, II or III, or other related fields. Every staff member is also trained in First Aid/CPR.

Professional development opportunities are also provided for staff throughout the year. These workshops assist with staff learning and development on specific educational topics related to early childhood education, advocacy, mental health, and self-care.

Prince Albert Child Care Co-operative's programming is designed to give children a variety of age-appropriate activities to encourage children's natural curiosity and broaden their emotional, physical, social, creative and intellectual development. Each day the different groups of children experience the following activities:

Large Group: These activities encourage children to work together and take turns. Large group activities take place at Circle Time, during which children play cooperative games, share in storytelling and sharing of information.

Small Group: Less structured activities are the basis for small group work. The children can choose to do things of their own interest as well as explore their interests with one or two others. Examples of small group activities include Lego, giant floor puzzles, play dough or water/sand play.

Individual Play: Throughout the day, children are allowed time to engage in individual activities specific to their personal interests.

Throughout the year, our programming incorporates special times and events such as Halloween, Christmas, Valentine's Day, Mother's Day, Father's Day, Easter, etc. Suggestions for other events to celebrate or new and fresh ways to learn and play are always welcome.

Outdoor Play: Please provide your child(ren) the appropriate clothing for the season's outdoor play. We try to be outside as much as possible as our time can be limited due to Saskatchewan's extreme changes in the seasons. Our educators will follow the following guidelines for the children's safety:

- Time outside will be restricted between 11:00 and 3:00
- Sun block will be applied prior to going out in the summer
- Water will be provided unlimited
- Hats are to be worn at all times

Some extreme conditions will keep us inside such as:

- Severe weather warnings from environment Canada like wind chills, heat warnings, and air quality
- Temperatures below -20 due to a wind chill
- Temperatures above +30
- Heavy rain or blizzard like conditions

2. POLICIES AND PROCEDURES

A) ENROLLMENT OPTIONS

Full-Time Space: Any child attending the centre for 10 days or more per month

Casual Space: Any child who requires less than 9 days per month (Prior Directors' approval needed)

B) FEE SCHEDULE

Infant:	\$217.50/month
Toddler:	\$217.50/month
Pre-School:	\$217.50/month until child's 6 th birthday
6+	\$604.75/month
School Age:	\$375.00/month July and August: \$525.00/month
Daily rate:	\$10.00/day if under 6 years old
Daily rate:	\$43.05/day if over 6 years old

The Fee Schedule is set by the Board of Directors in accordance with budgetary needs.

Fee Payment is due on the 1st day of every month.

PAYMENT OPTIONS: Prince Albert Child Care accepts cash and cheque. Preferred method is e-transfer. Please send e-transfers to admin@princealbertchildcare.ca Please indicate the children you are paying for in the memo line.

A Statement of Payment will be issued every January for the previous year's payments.

C) N.S.F. CHEQUES

A \$10.00 charge will be levied on the first N.S.F. cheque. The second cheque returned as N.S.F. will result in all future fees having to be paid in cash or certified cheque.

D) LATE PAYMENTS

Late payments will result in:

- \$25.00 fee if no payment received by the 5th of the month
- If no payment received by the 7th of the month, a warning will be issued re: termination of enrollment
- Termination of enrollment if no payment received by the 15th of the month. Legal action may be taken

E) MENU

The Prince Albert Child Care Cooperative provides nutritious meals incorporating a variety of fruits, vegetables, salads and whole grain breads. We offer breakfast, snack and a lunch at regularly scheduled times that meet the Canada Food Guide recommendations.

Special preparation will be made to reduce choking hazards for the children (i.e... grated carrots, apples are peeled, fruit pits removed, chopped grapes, etc.).

Dining tables are sanitized before and after each meal and snack. The staff will sit with the children at all times while they are eating to ensure safety as well as to promote a family-oriented dining experience encouraging conversation and table manners.

In the case of special diets, parents may be required to bring specialty foods that we cannot supply.

Allergies: Please ensure the Site Director and staff are notified of any allergies and intolerances your child may have. These will be posted throughout the centre.

G) OUTSIDE FOOD

Children are capable and competent eaters with a curiosity to learn to eat a variety of foods. A supportive nutrition environment provides opportunities to support the four foundations of optimal learning and development which are belonging, engagement, expression, and well-being. Therefore, no outside food is to be brought into the centre.

This policy gives children the opportunity to try a variety of safe and nutritious foods to develop healthy eating behaviors.

- ✓ A variety of foods and water are offered to meet Saskatchewan Childcare Guidelines.
- ✓ Food is prepared using safe food handling practices
- ✓ Food offered is prepared in a manner to prevent adverse reactions and be developmentally appropriate

When no outside food is brought into the centre and when all children are provided the same food to eat:

- ✓ Children are more likely to feel included and engaged with their peers and educators during meal and snack times, which helps supports their learning.
- ✓ Children are supported to come to the table hungry and ready to eat nutritious food offered at meal and snack times.
- ✓ Conflicts between children may be avoided
- ✓ Parents don't feel 'pressured' to provide outside foods
- ✓ It provides safer and more inclusive eating environment for children with food hesitations, allergies, and other restrictions.
- ✓ Food safety can be ensured and monitored through the entire process of food purchasing, preparation, and serving.
- ✓ Parents/caregivers are aware of all the food being offered to their children.

Exceptions to this policy:

- ✓ Special dietary items for food allergies or intolerances
- ✓ Infant formulas
- ✓ Expressed breast milk
- ✓ Bagged/packed lunch for School Age children

LICENSING

The centre is licensed annually by the Department of Early Learning and Child Care and operates under the Saskatchewan Child Care Regulations. A copy of these regulations is available upon request from the centre director.

I) FIRE DRILLS

Fire drills are held monthly to familiarize the children with emergency procedures. The children must leave the building. THEREFORE, IT IS IMPERATIVE THAT YOUR CHILD HAS **SHOES** AT THE CENTRE AT ALL TIMES.

In the case of a real emergency and we cannot re-enter our building, we will be at evacuation point until all children have been picked up. 6th street evacuation point is Hope's Home. King George evacuation point is East Hill rink. St. Michael evacuation point is West View School. St John evacuation point is Holly Cross School.

J) CHILD MANAGEMENT

Children have a need and a right to have consistent behavioral expectations established. They need to know what the expectations are, why those expectations have been set and the consequences for not complying with them. Good child management is consistent, and it stresses appropriate behavior. A well-balanced childcare program promotes and rewards desirable behavior.

The following outlines the child management principles and procedures at the Prince Albert Child Care Cooperative:

- A belief that children need and want limits and that to be gentle and consistent is to love children
- Helping the child to meet his/her own needs in an acceptable manner will help achieve the goal of self-discipline, inner control and the development of moral character.
- The safety of the children is paramount. We will help protect you from yourself and from others when needed.
- Staff focus on keeping limits few and clearly communicating realistic expectations, taking into consideration "leeway for learners."
- Discipline is tailored to be meaningful to the child in his/her own terms according to their developmental stage and abilities.
- The focus is to address the behavior – separate from the child – ensuring that children are respected and not subjected to sarcasm, name-calling, belittlement, shaming, etc.
- Physical punishment as a form of discipline is not acceptable, as it is viewed as disrespectful of the person and non-productive in the long term.

Methods Used:

1) Preventative Action:

- **Use of positive reinforcement** – providing verbal approval for desirable behaviors, stating limits positively
- **Persuasion** - using humor or verbal expression of confidence in the child's ability to solve their own problem
- **Conflict avoidance** - ensure that expectations are communicated clearly
 - Re-phrasing the limit firmly and expressively (i.e... "Maybe they didn't hear me, I better say it again.")
 - Giving the child the benefit of the doubt
 - Interceding in potential conflict between children
- **Distraction** – with activity, physical presence or contact

- **Defined play procedures** – Define rules and procedures of activity in advance (i.e... time limits for taking turns with a toy)
- **Limited duration of transition times** – Activity planning and time management to prevent waiting and unstructured activity during transitions i.e... meal & snack times, nap time, going outside, etc.
- **Choice** – providing choices for alternative activities or behaviors
- **Validate feelings** – Acknowledge all feelings as legitimate verbally demonstrating empathy, clarifying the child's feelings and verbally reflecting back to the child understanding of their feelings

2) Responses to Inappropriate Behavior (Social, Aggressive, Destructive):

- **Planned Ignoring** – Ignoring negative behaviors when recognized as attention-getting tactic
- **Clear communication** – Clear expression of disapproval is briefly communicated either verbally or non-verbally
- **Reminders** – Reminding the child of a limit as briefly as possible using the following format in successive stages, becoming more empathic as needed and giving children the opportunity to respond appropriately before proceeding to the next step:
 - Clearly state that what is seen, heard, etc. is unacceptable
 - Re-state the problem and feelings about it
 - Re-state the problem, feelings and add expectations (i.e... what needs to be done, changed, etc.)
 - Provide physical assistance, if necessary, toward affecting the desired change (communicate expectations in terms of “need” rather than “want”)
 - Loss of privilege as a logical consequence (i.e... not permitted to go outside when not complying with safety rules)
 - Physical restraint to prevent injury (child held until calm)
 - “Conference” time out for 2 or more children to resolve conflicts independently
 - Removal to a different play area to play alone with child-selected toys when the child's frustration tolerance is low (i.e... You're telling me by how you act that you're not happy playing with the group. Maybe you'll be happier playing alone until you feel better.)
 - Separation to cool off and reflect on the situation without toys, activity, etc.
- **Adult and Child Discussion** – following a break, have a discussion to:
 - Help the child identify what he/she needs
 - Review the events and the consequences (“What happened? Did you get what you needed?”)
 - Help provide acceptable alternatives (“How could you get what you need?”)
 - Help the child assume responsibility for his own behavior by emphasizing how his/her choices resulted in the consequences (“What you do affects what you get.”)
 - **Communicate understanding** of the child's struggle to achieve self-control and offer our support and confidence in his/her ability to succeed. (Children could always try again)

K) MEDICATION

NO medication can be administered to a child unless the parent/guardian fills out and SIGNS the required Medication Form provided by the Ministry. ALL medications, exact amounts and times to administer must be listed on the form. All medication must be in the original packaging.

Non-prescription medication, (i.e.: Tylenol, Benadryl), may be given to your child with verbal consent. A Medication form will be filled out and signed as soon as possible after.

PLEASE DO NOT KEEP ANY MEDICATION IN YOUR CHILD'S DIAPERBAG OR BACKPACK. All medications must be stored in a locked cabinet for the safety of your child. If you need to bring medications to the centre, please give to one of our Educators.

L) SICK POLICY

Fever	Anyone with a temperature of 38.0 or higher (temporal/forehead or tympanic/ear thermometer) is not to attend. Any individual that reaches this temperature while at The Centre must be sent home until their temperature returns to normal without the use of fever reducing medication for 24 hours.
Diarrhea & Vomiting	Exclude until 24 hours after diarrhea and vomiting is resolved unless symptoms can be explained by a non-infectious reason. If diarrhea recurs within 48 hours, it is recommended to be assessed by a health care professional to see if a stool specimen is needed. **Meticulous hand hygiene is required in the case of GI outbreaks in the Centre
Conjunctivitis (Pink eye)	If suspected to be bacterial (thick or crusty white or yellow discharge) – exclude until treated with antibiotic drops or ointment for 24 hours. The inner part of the eye (normally white) will also be reddened. Note, usually only a single eye affected, although, not always. If suspected to be viral (clear, watery eye discharge. Often occurs at the same time as a cold) – Exclusion not required if no eye discharge (unless exclusion required for other symptoms). Otherwise, children can return upon approval by health care professional.
Viral Respiratory illness (Fever, cough, sore throat, runny nose, sneezing)	Exclude at onset of symptoms for 5 days OR until fever free and feeling better, whichever is shorter. Children should be kept at home until they are feeling well enough to participate in normal activities.
Covid-19	As per current SHA recommendations. As of May 2023 – there are currently no public health orders in effect. https://www.saskatchewan.ca/covid19-gatherings
Influenza	As per current SHA recommendations. Do NOT attend daycare while symptoms are present. https://www.saskhealthauthority.ca/your-health/conditions-diseases-services/all-z/flu-season/flu-signs-and-symptoms
Strep Throat	Exclude until 24 hours after treatment is initiated.

Hand Foot and Mouth Disease (HFMD)	<p>Exclude when fever present and open blisters.</p> <p>Children should be kept at home until they are feeling well enough to participate in normal activities.</p> <p>**Meticulous hand hygiene is required in the case of HFMD outbreaks in the Centre.</p> <p>https://www.cdc.gov/hand-foot-mouth/about/prevention.html</p>
Whooping cough (Pertussis)	Exclude for 3 weeks after onset of cough or until completion of 5 days of antibiotic treatment.
Chicken Pox (Varicella)	<p>Exclusion or Isolation of Case-patients</p> <p>Depending on the setting, isolation of persons with active disease consists of excluding, furloughing, or grouping together (cohorting) persons who are ill and are likely to transmit varicella until their rash has crusted over. Vaccinated persons with varicella may develop lesions that do not crust (macules and papules only). Isolation guidance for these persons is to exclude until no new lesions appear within a 24-hour period</p> <p>https://www.cdc.gov/chickenpox/outbreaks/manual.html</p>
Skin Rashes	<p>If an individual develops a skin rash due to allergies, medication or heat, they are permitted to attend provided no other symptoms of illness occur.</p> <p>If the cause of the rash is unknown, the individual will be removed from The Centre to be assessed by a physician. The individual may return to The Centre if the rash is deemed to be non-communicable, is under treatment, or resolves itself.</p>
Impetigo	Exclude until 24 hours after the initiation of antibiotic treatment. Upon return, any draining or open blisters must be covered with a clean dry bandage.
Ringworm	Exclude until treatment initiated.
Scabies	Exclude until the day after treatment is completed.
Lice	<p>Exclusion when live lice have been found. Treatment recommended only for children found to have live lice in their hair</p> <p>https://caringforkids.cps.ca/handouts/health-conditions-and-treatments/head_lice</p>
Pinworms	Exclude until treatment initiated.

The Executive Director or Site Director has the authority to refuse re-admittance of a child, at their own discretion. The Public Health Department may be consulted for their professional opinion at any time. If a communicable disease is discovered, all parents/guardians must be informed and a notice will be posted as soon as reasonably possible, but within 24 hours.

For specific conditions not listed here, please see the Government of Saskatchewan, Infection Control Manual for Child Care Facilities (Appendix A).

References:

Government of Saskatchewan, Infection Control Manual for Child Care Facilities (2012)

(<https://pubsaskdev.blob.core.windows.net/pubsask-prod/105320/105320-infection-control-manual-child-care-centres.pdf>)

Ottawa Public Health Guidelines for Schools and Child Care Centres on Infectious Diseases and Other Childhood Health Issues (2022) (https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/cd_guidelines_ccc_en.pdf)

<https://caringforkids.cps.ca>

<https://www.cdc.gov>

M) INJURY REPORTING

If your child happens to have a minor injury at our centre, a report called 'Minor Injury Report' will be filled out by an educator detailing the injury, how and where it happened, first aid administered and by whom, and how corrective action can be put in place. You will be required to sign this report indicating you have read it. Please feel free to ask more questions about the injury.

If the injury requires medical treatment or a child is involved in an unusual or unexpected occurrence an 'Unusual Occurrence' form will be filled out and we must notify you immediately, notify our Early Learning Child Care Consultant and our Board of Directors Chairperson. The form will then be submitted to The Ministry of Education within seven days.

BITING IN CHILDCARE SETTINGS

Unfortunately, biting is normal behaviour for young children, and can be common in childcare settings. Most bites are harmless and do not break the skin, if the skin is broken, and there is blood, infections are rare.

Prevention of bites is always the first step. Preventions include:

- Limiting stressful situations, frustrations, and conflicts
- Reinforce "no biting" rules
- Teach children how to express frustrations safely and identify their emotions
- Redirect and distract when a conflict with a peer is developing
- Pay attention to the victim, not the biter
- Investigate how, when and why a child bites
- Talk with parents/caregivers to work together to work together

When a bite occurs, staff will manage the biting incident by cleaning the area with antiseptic and applying a cold compress, and provide emotional support if the skin is not broken. If the skin is broken, the wound will be allowed to bleed, then cleaned with an antiseptic, bandaged, and a cold compress will be applied.

Parents/caregivers of both the biter and the victim will be notified as soon as possible and be advised to contact Public Health or their doctor/nurse practitioner. The bite will be reported to Public Health by fax using the 'Child Care Biting Incident Notification Form'. 'Bites in Child Care Information Sheet for Parents and

Guardians' will be provided to parents/caregivers of both the biter and the victim. The broken skin bite will be followed up by an 'Unusual Occurrence' form and submitted to The Ministry of Education.

M)CHILD ABUSE PROTOCOL AND "DUTY TO REPORT"

The Saskatchewan Child Abuse Protocol (2017) defines child abuse under the law, describes the responsibilities of service providers and describes the process by which service providers must respond. This document confirms that all citizens have a **"Duty to Report"** all suspicions of child abuse.

According to *The Child and Family Services Act*, all forms of abuse are open to intervention, including:

- Physical Abuse
- Sexual Abuse and Exploitation
- Physical Neglect
- Emotional Maltreatment
- Exposure to Domestic Violence or Severe Domestic Disharmony
- Failure to Provide Essential Medical Treatment

The Child and Family Services Act (Section 12, Subsections 1 and 4) states that **every** person who has reasonable suspicion to believe that a child may be in need of protection shall report the information to a **Child Protection Worker** with the Ministry of Social Services or with First Nations Child and Family Services or to a **Police Officer**. The suspected abuse, observations of suspected abuse and/or disclosure of abuse is to be reported **immediately**. Further report must be made if there is additional reasonable suspicion that the child is or may be at risk of abuse. (**Note: The "Duty to Report" is a personal duty and cannot be delegated to another individual**). It is the responsibility of the authorities to notify the parent/caregiver that a report has been made.

Licensed Child Care Facilities: The role of licensed childcare centre staff, including board members, directors, supervisors, early childhood educators, childcare workers, assistants, alternates, cooks, and volunteers, is to:

- Understand definitions of child abuse as outlined in the Child Abuse Protocol (2014) and "Duty to Report" responsibilities.
- Report suspected cases of child abuse.
- Notify the centre director that a report has been made to the appropriate authorities.
- Ensure that all childcare centre staff are aware of policies and procedures regarding reporting suspected cases of child abuse and neglect.
- Co-operate with other professionals involved in the investigation of child abuse – this includes providing police and child protection workers access to the child who may be abused or neglected (**NOTE: This does not require the knowledge or consent of the parents**); and
- Provide social and emotional support to the child.

Child Endangerment

As part of our commitment to our **Duty to Report**, it will be reported when a situation that is dangerous, unhealthy, or inappropriate for a child is observed. This can include situations like the suspicion of a parent or caregiver that is under the influence of drugs or alcohol.

Early Childhood Educators

Code of Ethics

- *Early childhood educators promote the health and well-being of all children*
- *Early childhood educators use developmentally appropriate practices when working with all children*

- *Early childhood educators demonstrate caring for all children in all aspects of their practice*
- *Early childhood educators work in partnership with colleagues and other service providers in the community to support the well-being of families*
- *Early childhood educators work in partnership with parents, supporting them in meeting their responsibilities*
- *Early childhood educators work in ways that enhance human dignity*
- *Early childhood educators pursue, on an ongoing basis, the knowledge, skill and self-awareness needed to be professionally competent*
- *Early childhood educators demonstrate integrity in all their professional relationships*