

# Camrose Children's Centre Drop-In Care Registration Form

\_\_\_\_\_  
Child Legal Surname                      First Name                      Middle Name

\_\_\_\_\_  
Child Preferred Name                      Date of Birth                      Gender

\_\_\_\_\_  
Alberta Health Care No.                      Immunizations up to date Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Home Address (postal code and Legal Land Description)

\_\_\_\_\_  
Mailing Address and postal code if different than above

\_\_\_\_\_  
Mother's Name                      Father's Name

**MEDICAL INFORMATION**  
(Please list all allergies or medical information we need to be aware of)

\_\_\_\_\_

\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**  
(Please list two people who can be contacted in the event of an emergency if the parents cannot be reached)

\_\_\_\_\_  
Name of Contact and relationship to child                      Phone Number, Cell Number, Address, and Legal Land Description

\_\_\_\_\_  
Name of Contact and relationship to child                      Phone Number, Cell Number, Address, and Legal Land Description

**PARENT CONTACT INFORMATION**  
(Please list the numbers where parents can be reached during the day)

Mother: \_\_\_\_\_ or \_\_\_\_\_

Father: \_\_\_\_\_ or \_\_\_\_\_

Guardian: \_\_\_\_\_ or \_\_\_\_\_

**CHILDCARE SERVICES REQUIRED**  
(Please list the dates and times the child will be attending the Out-Of-School Care)

\_\_\_\_\_  
Date                      Drop off time                      Pick up time

\_\_\_\_\_  
Date                      Drop off time                      Pick up time

## **PARENT INFORMATION**

The drop-in policy for Camrose Children's Centre requires parents/guardians to prepay childcare according to their contracted hours. Payment must be made in full before childcare can commence.

A charge of \$25.00 will be levied on all returned cheques. As soon as our office has notification of returned cheques, client will be notified and have two working days to make payment.

Fees cannot be refunded or credited in the event of early pickup or child's illness or other unscheduled absence.

Government regulation requires children to be signed in and out each day.

Centre staff will not release child into the care of a cab company.

If an alternative comes to pick up your child, and the centre has not been notified, the child will not be released. In this case or in the case of no one coming to pick up the child (after centre closing time), staff will attempt to contact the parent and/or the emergency contact persons. If we are unable to reach anyone, Children's Services will be contacted to take over care of the child.

**DO NOT come to collect your child while under the influence of alcohol.** Should this occur, centre staff would offer to call a cab. If the cab is refused and the child is taken from the day care, staff will notify police and supply them with the vehicle license plate number. The above also applies to someone you may send to pick up your child. **SAFETY OF THE CHILD IS OUR NUMBER ONE PROIRITY!**

In the event of an emergency, if an ambulance is needed such expense will be the responsibility of the parent/legal guardian.

### What to Bring/What not to Bring

1. Parents must supply special need items such as baby food, formula, diapers, wipes, etc. Please ensure that the centre has adequate amounts of same. Children using bottles should arrive at the day care with enough bottles prepared for the day (bottles must be clearly labeled).
2. Blankets (and a small pillow for the older children) are recommended for rest time if required. One small "sleep toy" is always welcome. All items must be small enough to fit into your child's cubby at the end of rest/nap time.
3. Please provide a full and complete set of clothing (from the inside out and top to bottom), clearly marked with your child's name in case of need. Clothing must be appropriate for the weather, as centre staff is encouraged to spend some time outdoors with the children whenever possible.
4. Toys are not to be brought to the centre with the exception of their "sleep toy"

## **BEHAVIOUR MANAGEMENT POLICY**

**SCOPE:** The intent of this policy is to ensure that the requirements of the Early Learning and Child Care Regulations and Act are being practiced in a consistent manner in all the programs of the Camrose Children's Centre.

**Preamble:** Our goal at the Children's Centre is to work in partnership with all parents to assist the children in our care, in developing self-control, self-confidence, self-discipline, and a sensitivity in their interactions with others.

The first step in managing behavior is creating a positive environment.

- 1) Adequate space, equipment, and planned age-appropriate experiences based on the individual needs and interested of the children will be provided. Ex) Toys rotated, children help plan activities.
- 2) Children who have a variety of choices and activities in a secure safe environment are less likely to have conflicts and are more able to develop in their ability to self-regulate.  
Ex) a balance of rest/active, Individual/ group activity, child initiated/adult initiated.

- 3) Routines and transitions serve as a frame work from which children gain trust, order and security. Ex) following posted flexible daily routines.
- 4) Children are provided with clear awareness of what is expected. Ex) Each room has an age-appropriate guide line. In the older rooms the guidelines are communicated to the children in a way that is easily understood.
- 5) Using positive communication and developmentally appropriate practices, state, in short clear sentences, what the acceptable behaviors are. Ex) follow handout "Communication is the key" posted in all rooms.
  - A. The Camrose Children's Centre must insure that child discipline methods are used in the program are communicated to
    1. **staff orientation, staff will set down with director go over policy and procedures and be orientated, staff will attend all staff meeting unless prior commitments are arranged with the Program Director, observations will be done every other month, parent will be given an orientation to the children's Centre by director or assistant director with registration package and parent handbook, and parent night which are held two times a year. Staff will communicate to children where developmentally appropriate child discipline methods. Ex) positive communication with children and staff, guiding, setting limits, positive reinforcement.**
    2. **Children, where developmentally appropriate (verbally (at transitions, circle times, and throughout the day as reminders) and**
  - B. Any child disciplinary action taken is reasonable in the circumstances.

#### **Procedure for managing behaviour positively**

- 1) Build a positive relationship with each individual child. Ex) spending one on one time with the children in your care.
- 2) Be aware of child's challenges, and be proactive in your response. Ex) Tired, provide quiet areas for children, understanding the child's frustration by observing the children thought out the day.
- 3) Praise children for demonstrating positive behaviours. Ex) child cleans up, use praise, and acknowledge the specific task they accomplished. Instead of saying "good job" say "I liked the way you helped clean up the blocks".
- 4) Establish eye contact with the child. Using developmentally appropriate practices. Ex) simple language with toddlers, talking with older children, discussing situations, asking for their input. State in a clear natural tone what the child should do instead of what not to do.
- 5) Positively communicate in a short clear sentence what the acceptable behaviours are. Ex) instead of saying "Don't run" say "Please use your walking feet".
- 6) Use natural and logical consequences. (Consequence is not to be punitive in manner, with the safety of the child taken into consideration). Ex) child unwilling to use climber safely, natural consequence would be child needs to choose an alternative activity until they are ready to use the climber safely.
- 7) If re-direction is needed, staff will ensure enough time is allowed to assist the child to focus on a positive activity. Ex) children is playing with a toy, other child comes up and wants the toy staff member redirects the child that wanted the toy to another toy/ activity.
- 8) Maintain Consistency with expectations to ensure that all staff and children are practicing guidelines. Ex) maintain open communication with staff, when another staff member comes in to do your break, let them be aware of all situations that are going on in the room.

If the above steps have been taken, and the behaviour is still a concern, then the following course of action will be taken.

- 1) Staff will brainstorm with parents to see what steps they would like taken to stop the behaviour.
- 2) Have parent's meet with the Executive Director and the educator's that work in the room with the child to discuss the issues and look for a solution.
- 3) Consult Mid-west family connections or other appropriate community support.
- 4) If all previous steps have been followed and the behaviour has not been corrected then termination of child care will occur.

**Prohibited Practices**

As legislated by the Early Learning and Childcare Regulations and Act, the following practices are not permitted.

- 1) Physical punishment, verbal/physical degradation or emotional deprivation is not allowed.
- 2) Deny or threaten to deny any basic necessities of life (Ex food/shelter)
- 3) Use or permit the use of any form of physical restraint, confinement or isolation.

**Procedures for Monitoring Behaviour Management**

The Executive Directors are responsible for ensuring that all staff members receive an orientation package to this policy before they start work with the agency. This policy is to be reviewed and the behaviour management policy is signed and maintained for two years by staff. The Executive Director will monitor behaviour management practices on an ongoing basis through observation, regular supervision, and or on a group basis with staff meetings. Also, specific behavior management problems will be reviewed at regular staff meetings and a formal action plan to address the problems will be developed and documented for use by all of the staff.

The behaviour management skills of each staff member will be evaluated and documented during the annual performance review process.

Child care staff will be responsible for the ongoing monitoring of the behaviour management practices. If staffs witness any infractions of the behavioral management policy, the following steps are to be taken:

- 1. The staff will offer assistance and work with other co-worker to help resolve the issue
- 2. If the issue is not resolved then the staff will follow the grievance policy

Volunteers and students will only work under the direct supervision of the supervising childcare staff that will be responsible for monitoring their behaviour management practices.

**Contravention of Behaviour Management Policy**

All staff and anyone else acting on behalf of the agency are responsible for reporting observed or suspected infractions of this policy to the Program Director who must inform the Child Care Licensing Officer.

**ACKNOWLEDGEMENT OF RECIEPT**

As indicated by my signature bellow, all items, including the Behaviour Management Policy, have been discussed with a staff member of the Camrose Children’s Centre.

I agree to abide by all the Centre’s policies and procedures, and understanding that failure to do so may result in termination of childcare.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date