

Yellowknife Day Care
ASSOCIATION

EXPANDING THEIR FUTURE.

PARENT HANDBOOK

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1.0 General Information

1.1 About the Yellowknife Day Care Association

The Yellowknife Day Care Association (YKDA) is a non-profit organization that is licensed through the Department of Education, Culture and Employment to provide day care for 104 children. We are based in downtown Yellowknife and offer a well-equipped, spacious indoor facility with large outdoor play areas, and government recommended child-teacher ratios. YKDA staff interact with children to encourage the development of age-appropriate self-help skills such as: dressing, toileting, resting, washing, eating and interaction with others. Teachers and staff are responsive to parents' concerns about their child's individual development. We ensure an adequate rest area and quiet time for children of all ages.

Our daily program is developed to meet the physical, social, emotional, and intellectual needs of the children, while maintaining a nurturing and happy environment. This is done by qualified personnel who hold Education degrees, Certificates in Early Childhood Education, or have work experience equivalencies. Daily programs are balanced between physically active outdoor and creative indoor educational activities.

1.2 YKDA Mission and Goal

Mission:

The provision by qualified personnel of day care services for children aged one year to seven years, at the most reasonable cost possible to the parent or caregiver.

1. In a caring, safe, stimulating, consistent, healthy, and reliable environment;
2. By providing programs which meet social, emotional, physical, and intellectual needs;
3. Which encourages development at the rate of each individual child;

1.3 YKDA Board of Directors

The Association is a registered not-for-profit under the *Northwest Territories Societies Act*. It is governed by a volunteer Board of Directors. The Board's primary role is to govern and provide leadership and direction for the Association in pursuit of its Mission. The Board believes that good governance is vital to the effective and efficient operation of the Association. This requires making a distinction between the functions of the Board and those of management and the establishment of Board structures and processes which provide effective accountability, transparency, and oversight.

The Board is governed by the Yellowknife Day Care Association's Bylaws (updated in spring 2019); a document that is owned by the Membership. The Board's Governance Policies outline the Board's collective responsibilities, the responsibilities of individual directors, and sets out the Executive Limitations Policy. At each Annual General Meeting, a minimum of four director positions will be up for election. Positions on the Board include: President, Vice-President, Treasurer, Secretary, and 4 Directors-at-Large.

1.4 Waitlist for Prospective Students

Parents/Caregivers of prospective students can add their name to the Yellowknife Day Care Association waitlist at any time. However, spots at the Yellowknife Day Care Association are in high demand and parents/caregivers that are considering the YKDA as their childcare of choice are encouraged to join the waitlist early to avoid disappointment. The YKDA has availability for 104 one- to four-year-olds and 30 afterschool students (4-8 years old) and accepts approximately 30 new students every year. Vacancies are highest during September when preschoolers move on to public school.

Parents/Caregivers of children already enrolled at the YKDA and staff of the YKDA receive priority on the waitlist so that families can be kept together at the day care.

1.5 Hours

The center is open from 7:30 am to 5:30 pm Monday through Friday, excluding scheduled closures (see Section 1.6). Childcare begins at 7:45 am and the doors will be locked from 9:30am until 3:00pm. Parents/caregivers will be provided an access code for the keypad at the front door, however are requested to not disrupt quiet time by avoiding the facility between 11:30am and 2:15pm. The day care has a set schedule for snacks, lunch, learning, and nap times. If you are running late for snack time or lunch, please ensure your child is fed before arrival. If your child naps, please be sure to bring them to the daycare before or after quiet time. The daycare is closed precisely at 5:30 pm and late pick up fees will apply after this time. A late pick-up fee of \$25.00 will be applied for every 10 minutes or part thereof, after 5:30 pm.

1.6 Daycare Schedule

Time	Activity
7:30	Day care is officially open
7:45-8:00	Morning drop-off in designated classrooms
8:00-8:30	Teachers welcome children in their own classrooms
8:40-9:00	Snack time for all classrooms
9:10-9:30	Circle time – singing, reading, and morning discussions (e.g. weather)
9:30	DAYCARE DOORS LOCKED
9:30-10:30	Infants: Free play/sensory play or outdoor activities † Toddlers: Free play/sensory play/crafts/library/educational activities*/outdoor time† Preschoolers: Free or sensory play/crafts/library/educational activities*/outdoor time†
11:00-11:30	Lunch Time
11:30-12:00	Getting ready for nap/reading story before nap time (last 15 mins)

12:00-14:30	Nap time or quiet time for all ages
14:30-15:00	Snack Time
15:00-15:15	Circle time/reaching story/flash cards/songs/action play
15:15-16:00	Infants: Free play/sensory play or outdoor activities † Toddlers: Free play/sensory play/crafts/library/educational activities*/outdoor time† Preschoolers: Free or sensory play/crafts/library/educational activities*/outdoor time†
15:30	DAYCARE DOORS UNLOCKED
16:00-16:15	Late afternoon snack for infants
16:15-17:00	Free play/outdoor time
17:00-17:30	Getting ready to go home
17:33	Day care is officially closed

*educational activities include: learning shapes, colours, numbers and letters. Preschoolers will practice tracing numbers and letters and writing names.

†weather permitting

1.7 Drop-off and pick-up

Children must be placed directly in the care of a teacher who will sign each child in and out every day. If a child is to be picked up by someone other than a parent/caregiver listed on the registration form, the Executive Director and the child's classroom teacher must be informed in advance. This person must present photo identification at pick-up. Please inform the Executive Director if there are any sensitive custody issues.

Parents/Caregivers must ensure children are ready prior to leaving them with their teacher (i.e., outside clothes removed, inside shoes put on, etc.). Dressing and undressing children in winter clothing, putting on shoes/boots at arrival and departure, looking for "lost" things, arranging for cabs, etc., is the parent's responsibility. It is not teachers' responsibility to perform these tasks, as they have supervisory obligations.

Parents/Caregivers walking to the day care can access stroller parking at the back of the building. It is recommended that any stroller left at the day care be secured with a lock. The day care is not responsible for any stolen or damaged strollers.

1.8 Required items

Please refer to Appendix C – Supply List for a comprehensive list of all required items. All items should be marked with the child's name and kept in their cubby or on their hooks. Every child requires a complete change of clothes, extra socks, and underwear. Younger children who are being toilet trained and those in pull-ups or diapers must have at least 3 (three) changes of clothes (Section 5.0). Parents/caregivers must provide an adequate supply of diapers, wipes, pull-ups, and/or training underwear as appropriate. Every child also requires hard-soled inside lace-free shoes (Velcro strap recommended) marked with their name and "inside."

As outside play is a regular part of our program, weather-appropriate outdoor clothing and footwear must also be provided for the child. No open-toed sandals are allowed in the classroom or playground area.

Children under two years of age will nap in the playpens, older children nap/rest on the cots or mats. We do provide blankets and sheets for each child; however, if your child has a favorite blanket and stuffed animal, they are welcome to bring it from home.

1.9 Outside Food

Outside food is not allowed without prior approval from the Executive Director. To ensure food is not an allergy risk, we need to know the ingredients of any outside food. For birthday and special occasion celebrations, please see section 3.3 for guidelines. For the children's safety, please do not allow your child to arrive with gum, candy, or food in their hands or mouth. Small food or objects are considered to be a choking hazard for young children.

1.10 Scheduled Closures

1. New Years Day
2. Professional Development (typically in February)*
3. Good Friday
4. Easter Monday
5. Victoria Day
6. Aboriginal Day
7. Canada Day
8. Civic Holiday (1st Monday in August)
9. Labour Day
10. Truth and Reconciliation Day
11. Thanksgiving Day
12. Remembrance Day
13. ½ day on Dec. 24th (afternoon)
14. Christmas Day
15. Boxing Day

*Day care will also be closed for one additional day to allow for staff Professional Development – advance notice will be given.

1.11 Field Trips, Programming, and Special Events

For older toddlers and preschoolers, regularly scheduled field trips are conducted on a monthly basis, including trips to various community parks, the library, city hall, Aurora College (ECE training program), gymnastics, Just Fitness, and My World. In addition to daily excursions, the YKDA holds multiple annual events to celebrate special occasions, including a Mother's Day lunch, Father's Day, preschool graduation, summer pool parties, Canada Day Parade, Halloween Parade, and Christmas Concert. Parents/Caregivers are encouraged to attend all special events. The YKDA also includes third-party activities into our programming such as music classes and yoga.

1.12 ClassDojo

The ClassDojo is a great tool to connect families directly with their child's classroom teachers. Teachers will update information for parents and will post photos of children and special events. To connect parents with their child's page, parents will receive a unique code. Parents will have to sign a consent form before getting the code.

What kind of information will be shared?

Teachers will post the followings:

- Monthly calendar
- Reminders about specials days like PJ-day or wear a color day, or crazy hairdo day
- Any new changes or updates in their calendars
- Accident reports
- Asking to replace staff like extra diapers, wipes
- Daily notes and reminders
- Children's group or individual pictures
- Any changes in their routine
- Small classroom performances, plays or presentations
- A glimpse of music classes (not regularly though)
- Pictures from field trips or concerts
- Small announcements that relate to only specific classroom

Who will do the updates?

Classroom teachers will do the updates. Before any updates, the two classroom teachers will discuss the topics that will need to be updated, and one of them will do the posing during their planning time.

When will the teachers do their updates?

Every classroom teacher has 30min of planning time a day. They use this planning time to prepare the crafts, plan activities for children in the classroom, work on their calendars, arrange things in the class, arrange the storage room, and more...the planning times are different from classroom to classroom. This is the time the teacher will be able to post on ClassDojo. Other than the planning time, there is also a nap time when children are resting. Teachers may choose to use that time as well for updating their ClassDojo. Teachers will NOT be posting updates during activities so that they can maximize their focus on the children. The Class Dojo app is installed on the tablets that the daycare has purchased so that teachers don't need to download the app or be expected to use their personal devices.

What's on the Device?

- The ClassDojo app
- Lullaby music and songs for children
- Short audio stories for children
- Class pictures

Who can see the shared information?

The Executive Director is the page admin who can see all postings by each classroom. Parents who choose to be connected via this app will be able to see the information posted on their child's class page. Child's photos and communications can be seen only by that child's parents. Class postings and classroom photos or other information that relates to the whole classroom will be seen by that classroom parents only.

1.13 Outdoor Play Policy

The Yellowknife Day Care Association and their staff will always do their very best to keep the children appropriately dressed for the day's weather. However, it is always the parent's responsibility to provide the appropriate clothing for outdoor play regardless of the season. The Yellowknife Day Care Association may provide appropriate temporary clothing from time to time but does not take responsibility to dress each child for the day's weather.

SPRING/SUMMER

The day care will provide sunscreen and bug repellent for each child, however if parents have specific brands/products they prefer those need to be provided. Teachers are responsible for putting the lotions on the children as needed.

It will be the parent's responsibility to provide their child with appropriate clothing for the day's weather, keeping in mind that the child will be outside whenever possible. This would include a jacket for spring weather and a hat for summer. Sunglasses are welcome but staff are not responsible for ensuring they are not damaged or lost.

FALL / WINTER

As the colder weather becomes prominent, the outside playtime will shorten up to a maximum of 1 hour. The Executive Director will check the weather temperature and wind chill factor daily from about November 15 to March 15, or as needed. The guidelines will be as follows:

Age Range	Wind Chill Cut-off
1 - 2 years	combined to -20
2 - 3 years	combined to -25
3 - 8 years	combined to -30

Although the staff will use these temperatures as a guideline, the decision will be made daily considering the weather when the children would be outside.

PARENTS

It is the parents' responsibility to provide the appropriate winter clothing for the day's weather, keeping in mind that our outside playtime can be up to 2 hours. That would include a hat or balaclava, mitts not gloves and preferably with a string attachment, scarf or neck warmer and winter boots. Although the daycare does

have a limited supply of outdoor clothing, it is limited, and might not be appropriate for the child who needs them.

1.14 Extreme Weather

The YKDA recognizes the increasing occurrences of extreme weather events and the hazards that these can present to the health and safety of children and staff. This policy is intended to assist management and staff in keeping children and themselves safe in a consistent and well-informed manner from weather and climate related hazards. When dangerous weather conditions are present and staff are unsure of what to do, or if closure of the facilities may be warranted, they will speak with management or activate the Emergency Committee if severe weather requiring closure is occurring. This list and guidance are not exhaustive, management and staff should always exercise sound judgement and discretion airing on the side of caution if in doubt. Often weather warnings issued from Environment Canada include specific guidance in them that should be followed where possible in order to reduce risk.

All weather alerts should come from Environment and Climate Change Canada or a credible weather source such as The Weather Network:

[Public Weather Alerts for Northwest Territories - Environment Canada](#)

[Yellowknife, Northwest Territories - Air Quality Health Index \(AQHI\) - Environment Canada \(weather.gc.ca\)](#)

The type of alert issued depends on the severity and timing of the event where **Special Weather Statements** are the least urgent type of alert and are issued to let people know that conditions are unusual and could cause concern. **Advisories** are issued for specific weather events (like blowing snow, fog, freezing drizzle and frost) that are less severe, but could still significantly impact Canadians. **Watches** alert about weather conditions that are favorable for a storm or severe weather, which could cause safety concerns. A **Warning**, which is an urgent message that severe weather is either occurring or will occur are usually issued six to 24 hours in advance, although some severe weather (such as thunderstorms and tornadoes) can occur rapidly, with less than a half hour’s notice.

Weather Event	Special Weather Statement/ Advisory or Watch Actions	Warning Actions
Blizzard/winter storm/blowing snow	Consider postponing any trips and be prepared to keep children indoors	Do not leave YKDA yard and keep children indoors if dangerous conditions develop
Heat	Consider postponing any trips and be prepared to keep children indoors or reduce physical activity	Do not leave YKDA yard and be prepared to reduce exposure by providing shade and air conditioning

Extreme Cold	Be prepared to keep children indoors	Keep children indoors as per YKDA temperature guidelines
Wind	Consider postponing any trips	Do not leave YKDA yard and keep children indoors if dangerous conditions develop
Snowfall and snowsquall	Consider postponing any trips	Do not leave YKDA yard and keep children indoors if dangerous conditions develop
Thunderstorm	Consider postponing any trips	Do not leave YKDA yard and keep children indoors until warning has passed
Tornado	Consider postponing any trips	Do not leave YKDA yard and keep children indoors until warning has passed
Air Quality Advisory	Be prepared to keep children indoors and reduce strenuous activity, consider postponing any trips	Reduce children's exposure to poor air quality and strenuous activity. Postpone any trips and if indoor air quality is better than outdoor reduce time spent outdoors.
Flash Freeze	Remain vigilant for slips and falls	Do not leave YKDA yard and keep children indoors if dangerous conditions develop
Fog	Consider postponing any trips	Do not leave YKDA yard and keep children indoors if dangerous conditions develop
Freezing Rain	Consider postponing any trips	Do not leave YKDA yard and keep children indoors if dangerous conditions develop
Rainfall	Consider postponing any trips	Do not leave YKDA yard and keep children indoors if dangerous conditions develop

2.0 Health and Safety

2.1 Compliance with Legislation

The YKDA will comply with applicable NWT legislation including the *Child and Family Service Act* and NWT Child Care Regulations. Specifically, the *Child and Family Service Act* requires anyone who suspect any misconduct against the child, suspected abuse or neglect to be reported to a Child Protection Services. The *NWT Child Care Regulations* states that it is the operator's and worker's duty to report any suspected abuse or neglect under the Act above. Failure to do so, could result in fines or prosecution. The YKDA has a legal duty to comply with the *Child and Family Service Act* and to report any suspected abuse or neglect to Child Protection Services or the RCMP.

2.2 Occupational Health and Safety Committee

The YKDA conforms to WSCC specifications for occupational health and safety and has a committee of 6 staff members including the Executive Director that meets monthly to discuss health and safety inspections, review incidents, and discuss OHS topics. The YKDA performs weekly and monthly inspections of the day care facility in addition to annual inspections conducted by ECE, the Yellowknife Fire Department, Environmental Health, Fire Prevention Services, and contractors to service and inspect the boiler. Each staff member is required to maintain a current first aid with CPR level C (child) certificate.

2.3 Child/teacher ratio

We have two teachers in each classroom, plus we have floaters who help when teachers are sick or need extra help. The following are the legally required numbers of children per teacher depending on their age:

- Under 24mos: 1 teacher to four children
- 2yrs: 1 teacher to six children
- 3yrs+: 1 teacher to eight children

2.4 Emergency Evacuation

We practice fire evacuation and safety procedures monthly. The day care's Muster point is the Parish Hall, at the St. Patrick Church (the corner of 52nd Avenue and 52nd Street.). If we must evacuate, we will transfer children from the day care to Muster Point. Parents/Caregivers will be contacted and asked to arrive immediately to pick up their children from the Muster Point.

In case of an emergency where the child is hurt, parents/caregivers will be contacted immediately. If parents/caregivers cannot be reached, the emergency contact will be contacted. If immediate action is necessary, such as taking your child to the hospital by ambulance, such action will be taken. The appropriate forms (Appendix A) should already be completed upon enrollment.

Parents/Caregiver must always ensure that their emergency contact information is current, for each parent and backup. YKDA staff would attempt to be as informative as possible during the emergency however, care,

and pick-up of the children will be the first priority. Parents/Caregivers are asked to speak directly with the Executive Director to avoid distracting teachers from their supervisory obligations during such events.

Evacuation Procedure:

1. Get the children calm and in a single line;
2. In the presence of smoke, have children crawl single file;
3. If the fire exit is blocked, have everyone turn around and go to your alternate exit route, as outlined in the evacuation plan. Remain calm;
4. ED or designated staff person to take first aid kit and emergency backpack;
5. Take attendance sheet (which would include emergency contact info) and go to the nearest exit outlined for the classroom and get out of the building;
6. The staff will move the children safely and quickly away from our building to the St. Patrick Parish Hall building; and
7. Take attendance immediately once outside and proceed to muster point.

Muster Point Procedure:

1. Children are placed in groups, and kept calm and contained;
2. The Executive Director initiates the phone tree and three to four designated staff persons will be directed to contact parents and caregivers with pertinent emergency information;
3. Once parents began arriving, the staff would track the picking up of children by marking on the attendance sheet who picked up each child;
4. At the end of the 30 minutes, the Executive Director would try contacting the secondary contacts of any children remaining; and
5. Executive Director continues to contact emergency contacts until all children are picked-up.

EMERGENCY BACKPACK (2 at daycare and 1 at Parish Hall):

1. First Aid kit
2. Extra clothing, diapers, and wipes
3. Nut-free, non-perishable snacks
4. Books, coloring books, paper cups, sippy cups
5. A current copy of emergency contacts (updated January, September and June)
6. extra paper and pen

Recovery

Once all children and staff are safe, the Board – or its Emergency Committee in the event quorum can't be achieved – will convene immediately to discuss the situation. A meeting with the Members may also be called if there are implications to the operations of the YKDA.

2.6 Emergency Lockdown and Recovery Plan – Code Yellow and Red

The daycare has an emergency response team, comprised of members of staff in each classroom, that have been trained to respond during situations at the daycare, including break-ins or potentially hostile situations. Effective emergency response is designed to keep the children, staff, and any member in the building safe during a real or perceived threat. The system uses Yellow (warning) and Red (dangerous) codes to notify the emergency response team during potentially dangerous situations, which is made via phone-paging to the classroom phones. The YKDA will practice Code Red and Yellow on a quarterly basis (January, April, July, October).

Code Yellow

A code yellow is called when there is a threat outside of the daycare. This could be an altercation closer to the daycare, or an intruder attempting to gain access to the building.

Under code yellow, the outside door will be locked, if not currently locked.

Actions taken:

- Page “CODE YELLOW” via phones and repeat 3-times, flick the hallway light switch but leave light on.
- Call the RCMP
- Turn off the lights in the classrooms
- Bring the window-blinds down
- Gather the children on the carpet: keep them quiet and entertained
- ED will inform the President of the unfolding situation. The YKDA OHS Committee is activated and ready to contact parents if it becomes necessary to evacuate.

Recovery:

When the situation is under control and safe to resume normal operation of the daycare:

- parents will be informed of the incident as soon as it is safe to do so
- if the situation escalates to code Red, triggering evacuation, the Code Red recovery action plan will be activated and children will be sent home.

Code Red

The code Red is used when there is an immediate danger and possible threat inside the daycare. This could be when an unknown intruder is in the day care or when any person inside the day care has shown verbal abuse or any sign of a physical threat.

Action taken:

- Page “CODE RED” via phone and repeat 3-times, flick the hallway light switch and turn light off.
- Call the RCMP
- Turn off the lights in the classrooms and hallways
- Bring the window-blinds down
- Block the classroom doors and hide in the closets. Lock the closet doors and keep children quiet and entertained
- ED will inform the President of the unfolding situation if possible. The YKDA OHS Committee is activated and ready to contact parents when it becomes safe and ready to be evacuated.

Recovery:

- OHS Committee will be activated to contact parents and children will be sent home
- Regular day care activity will resume the following day or when it will be safe to do
- Parents will be informed via email and Class Dojo how and when day care will resume its normal operation

2.7 Power Outage or Loss of Water or Sewer Services

In the event of power loss, the emergency lights are required to stay on for 45 (forty-five) mins. Thirty (30) minutes following a power loss or loss of water or sewer, the Executive Director will begin the Evacuation Procedure. Under this procedure, all parents of children at the daycare will be notified to immediately pick up their child. The Executive Director will communicate to parents whether the daycare will be closed for the remainder of the day when the children are being picked up.

2.8 Illness

All children attending the YKDA are required to be vaccinated and immunization records are to be provided to the Executive Director at the time of enrollment. Maintaining current vaccinations is a requirement of enrollment at the YKDA. The Yellowknife Day Care Association follows ECE and Public Health guidelines regarding illness control. Unwell children should be kept at home until they are symptom free or as per the requirements in Appendix B to reduce the spread of illness to others.

In general, a child who exhibits any of the following symptoms and is unwell will be sent home or will be refused drop off:

- Fever (38°C or above)
- Vomiting
- Severe Diarrhea
- Unusual spots or rash not yet diagnosed
- Unusual Lethargy
- Difficulty breathing or swallowing
- Complaining of being ill
- A communicable disease where return to daycare is not advised by Yellowknife public health (see Appendix B)
- Have not yet completed the requirements in Appendix B to safely return after an illness

Please see Appendix B – Health Guidance, which describes each illness and the required period a child should stay at home to prevent infecting other children. Parents must immediately report any communicable disease as listed in Appendix B to the daycare Executive Director, or Program Manager. Before returning to the day care, the child must be well enough to fully participate and meet public health guidance for return to day care as well as the requirements set out in Appendix B.

Parents/Caregivers must complete a Permission to Administer Medication Consent Form (see Appendix A) each time YKDA staff are required to give medication (prescription or non-prescription) to their child.

2.9 COVID – 19 and Other Communicable Viral or Disease Outbreaks

The YKDA utilizes information provided by ECE and Public Health to assist in decision making regarding the COVID 19 pandemic as well as other communicable viruses and disease. As new information, research, and directives from the Office of the Chief Public Health Officer (OCPHO) become available, the YKDA will review and make any necessary changes. The YKDA is committed to the safety of all children in our care and recognizes that sending children home has an impact on parents' ability to work, however, our priority is to take all reasonable steps to protect our members and staff health and to remain open to serve our community. The YKDA Emergency Committee will consult with Public Health to determine when and if closure of the day care is required. Day care fees will not be reimbursed for closures. Any changes to the YKDA COVID response will be provided via email and Class Dojo as soon as possible to all Member Families.

Enhanced Temporary Facility Outbreak Protocols

The YKDA recognizes the risks presented and the impacts on staff, children, and families from disease and viral outbreaks at the facility. To minimize these risks and impacts the following enhanced measure will be temporarily put into place when a case of a known communicable disease from Appendix B (exception for common cold) is confirmed in the facility.

- All staff and parents/caregivers will be advised of the outbreak via email and Class Dojo and post a notice at all entrances
- Sick children and/or staff will be isolated
- Use of PPE will be increased – teachers use gloves when in contact with blood and bodily fluids, reintroduce masks if applicable
- Group sensory activities will be temporarily suspended (e.g., Water, sand, shared food, and remove plush/absorbent items
- Mouthed toys will be cleaned and disinfected immediately after the child is finished using them
- The space and equipment used by a known sick child will be cleaned and disinfected as soon as possible after the child has left – use disposable cleaning products such as wipes
- Movement of supervisors, staff and floater teacher in classrooms will be minimized where possible
- Movement and transitioning of children between age groups/classrooms will be temporarily suspended
- Increase frequency of environmental cleaning and disinfection, especially high touch surfaces up to a minimum of twice daily (e.g., diaper change surfaces, toilet fixtures, sinks, faucets, countertops, toys, floor mats, tables, doorknobs, phones, keyboards, touch screens, etc.)
- Sleeping equipment will be cleaned and disinfected/laundered daily and immediately when visibly soiled or contaminated
- The frequency of hand washing will be increased.

3.0 Nutrition

3.1 Menu

The YKDA follows the Canada Food Guide and has incorporated the recommendations into our weekly meal planning. The YKDA’s menu was also reviewed and approved by a dietician from NWT Public Health and further refined by input from YKDA Members in the health care profession. A full-time cook ensures that all children get two nutritious snacks and a hot lunch. Food is prepared from scratch where possible (e.g., yogurt, baked goods), and always using wholesome ingredients that are age appropriate (e.g., steamed vegetables for toddlers). See the following monthly meal plan. Morning Snack is from 8:30AM (8:40AM for Toddlers) to 9:00AM (9:10 for Toddlers), Lunch is from 11:00-11:30AM, and afternoon snack is from 2:30-3:00.

WEEK 1					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack <i>Served with water</i>	Fresh fruit and plain cheerios with milk	Yogurt with Wheat Thin crackers and banana	Banana with cinnamon French toast	Overnight oats with crushed strawberries and fresh fruit	Banana and plain cheerios with milk
Lunch <i>Served with milk</i>	Fresh vegetables* Chicken noodle soup with whole wheat soup crackers	Fresh vegetables* Cheese & Chicken Pizza rolls (with whole wheat tortillas) with mashed potato	Fresh vegetables* Rice Casserole with cooked shredded chicken, vegetables & cheese	Fresh vegetables* Beef and lentil soup with whole wheat soup crackers	Fresh vegetables* Tuna or cheese sandwich Ice Cream or Frozen Yogurt Toddlers: Yogurt
Afternoon Snack <i>Served with water</i>	Unsweetened Apple Sauce Naan bread with cream cheese	Banana bread with cucumber	Cut cheddar cheese cubes and rice crackers with fresh fruit	Cheese croissant with fruits	Baked Bannock Fresh vegetables* with tzatziki dip

* Vegetables are steamed or softened for toddlers, ** All soups are made in our kitchen from scratch

WEEK 2					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack <i>Served with water</i>	Fresh fruit and plain cheerios with milk	Yogurt with Wheat Thin crackers and banana	Banana with toast with cheese	Overnight oats with crushed strawberries and fresh fruit on the side	Banana and plain cheerios with milk
Lunch <i>Served with milk</i>	Fresh vegetables* Vegetable Rice and beans soup with whole wheat soup crackers	Fresh vegetables* Grilled Cheese Sandwich Cream of broccoli soup	Fresh vegetables* Elbow macaroni with beef meat sauce	Fresh vegetables* Chicken noodle soup with whole wheat soup crackers	Fresh vegetables* Tuna or cheese sandwich Ice Cream or Frozen Yogurt Toddlers: Yogurt
Afternoon Snack <i>Served with water</i>	Unsweetened apple sauce Naan bread with cream cheese	Zucchini muffins with mix-fruit salad	Cut marble cheese and crackers with melon	Mini carrot muffins with peppers	Baked Bannock, Fresh vegetables with tzatziki dip

* Vegetables are steamed or softened for toddlers

** All soups are made in our kitchen from scratch

WEEK 3					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack <i>Served with water</i>	Fresh fruits and plain cheerios with milk	Yogurt with Wheat Thin crackers and banana	Banana with cinnamon French oats	Overnight oats with crushed strawberries and fresh fruit on the side	Fresh fruits and plain cheerios with milk
Lunch <i>Served with milk</i>	Fresh vegetables* Beef barley soup with whole wheat soup crackers	Fresh vegetables* Cheese & Chicken Quesadillas (with whole wheat tortillas) and macaroni with tomato sauce	Fresh vegetables* Meatballs with mashed potatoes	Fresh vegetables* Rice and chicken soup with whole wheat soup crackers	Fresh vegetables* Beef barley soup with whole wheat soup crackers
Afternoon Snack <i>Served with water</i>	Unsweetened apple sauce Naan bread with cream cheese	Blueberry muffins with cucumbers and cheddar cheese cubes	Mixed fruit salad with rice crackers and cream cheese	Banana bread and mixed vegetables	Baked Bannock Fresh vegetables with tzatziki dip

* Vegetables are steamed or softened for toddlers

** All soups are made in our kitchen from scratch

WEEK 4					
	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Snack <i>Served with water</i>	Fresh fruits and plain cheerios with milk	Yogurt with Wheat Thin crackers and banana	Banana with cheese toast	Overnight oats with crushed strawberries and fresh fruit on the side	Fresh fruit and plain cheerios with milk
Lunch <i>Served with milk</i>	Fresh vegetables* Chicken noodle soup with whole wheat soup crackers	Fresh vegetables* Rice with vegetables and chicken	Fresh vegetables* Homemade Mac & Cheese	Fresh vegetables* Beef and barley soup with whole wheat soup crackers	Fresh vegetables* Chicken noodle soup with whole wheat soup crackers
Afternoon Snack <i>Served with water</i>	Unsweetened apple sauce Naan bread with cream cheese	Whole wheat crapes or whole wheat pancakes with cream cheese and strawberries	Cut marble cheese and crackers with fresh fruits	Apple & cheese biscuit with mixed vegetables	Baked Bannock Fresh vegetables with tzatziki dip

* Vegetables are steamed or softened for toddlers

** All soups are made in our kitchen from scratch

3.2 Special Diet Requests

The YKDA is committed to the safety of all children in our care. Our menu is posted on the website and a weekly menu is posted on the wall outside of the kitchen. It is parent's responsibility to check the menu to decide whether or not their child can have the food posted on the menu. We request parents/caregivers whose children have an allergy to certain foods and who wish to substitute meals with their own to follow the guidelines below:

- If you are requesting your child have meal substitutes due to allergies, a letter from the doctor or other professional should be in your child's file.
- The YKDA requires anyone bringing substitutes for your child(ren) to bring your meals or snacks in the following manner:
 1. meals should be ready to serve in a plastic container than can be heated if need be (microwaveable safe), labeled with your child's name and any necessary instructions (e.g., "Please microwave");
 2. snacks should be brought in a baggie or other suitable container with the child's name on it and designated for morning or afternoon use;
 3. yogurt products: a small container that would be used up the same week it is brought, clearly labeled with the child's name;
 4. milk products: should bring it in a small container holding a maximum of 5 days worth, clearly labeled with their child's name on the container;
 5. All substitutes: need to be taken to the kitchen and left there for the cook. Inform your child's teacher about their food in the kitchen*.

*Staff will not be available to look through a child's bag to check for substitute food or open cans or other commercial containers. If you need to use a can or commercially prepared food, please place it into a plastic container ready for serving. A menu is posted each week for your information.

3.3 Birthday Celebrations

Commercial cakes or cupcakes will not be accepted, as it may contain potential allergens. Commercial baked goods also contain excess sugar, which the day care endeavours to limit. Should parents wish to provide treats to celebrate their child's birthday, please ensure it is homemade and does not contain nuts or icing. Parents/Caregivers should inform their child's teacher if they plan to bring any baked goods for their child's birthday. Alternatively, fruits, cheese, and cracker tray are always a great option!

3.4 Nursing Mothers and Breastmilk

Nursing mothers are welcome to nurse their child during the lunch hour (11AM-12PM) and can do so in the hallway or staff room. Parent(s)/Caregiver(s) can choose to bring breastmilk as a substitute for cow's milk but it must be brought in a bottle or sippy cup to be used that day. Leftover breastmilk will be kept in the fridge and will be returned to parents/caregivers at the end of the day. New milk must be supplied each day. Bottles are not allowed in beds/cribs and are used while sitting in a chair with the teacher's full attention.

4.0 Behavior Management and Discipline

4.1 Guidance and Behaviour Strategy

The YKDA's philosophy and practices regarding behavioral guidance and discipline are based on a positive, non-punitive approach. Behavioral guidance is a process by which children develop socially acceptable and appropriate behavior. Each child is unique and we train our staff to recognize and understand their differences and help children to learn and interact safely with their peers. In cases where discipline is needed, staff will acknowledge the age, feelings, circumstances, set limits, and offer appropriate choices, and use natural and logical consequences. It is a positive learning experience, with reinforcement of acceptable behavior being the emphasis.

4.2 Behaviour Management

If the misbehavior is minor, the child is given a gentle reminder and is asked to perform the appropriate action or redirect it to another area of play. If the misbehavior is more significant, the following behavioral management action will be taken:

1. The child is removed from the situation to sit out of group activity for a quiet time. If the child continues to misbehave and becomes more disruptive, the teacher will take the child to the Executive Director's office, where the Executive Director will talk with the child about their action.
2. Depending on the consistency and severity of the misbehavior, privilege loss may be used. For example if the child's behavior is dangerous, the child may not be allowed to attend extracurricular activities, such as trips to the library, field trips, or any other activity, or the parent will be called to pick up the child from the program.
3. During all incidents, the child's age and development level will be considered, along with any additional events that may impact the child (e.g., a new baby at home, a parent traveling, etc.).
4. A report will be written about the incident and will then be discussed with the parent.

In the rare and extreme case where behavioural issues continue and aren't manageable, and the YKDA believes it is necessary to end a Membership agreement, parents will be given a two-week written notice and refunded their deposit. However, the YKDA reserves the right to terminate the Membership agreement without notice, should the ***child's behavior be uncontrollably violent or threatening to the safety of the child's self, other children in the program, or the YKDA staff.***

4.3 Biting

The YKDA recognizes that biting is a common behavior among young children. Young children bite for various reasons, like teething, over stimulation, or from being frustrated due to a lack of appropriate communication skills. The YKDA's top priority is to make sure all children are safe and well-cared for while at the day care. However, as biting can be unpredictable, it is not always possible to prevent occurrences.

To prevent biting:

- children who are biting will be kept within arm's reach during group activities
- teachers will create an environment that minimizes frustration
- if the problem persists, the child may switch to a new classroom

Treatment for bitten child:

1. prompt attention and comfort
2. check immediately for broken skin
3. clean bite area (broken or unbroken skin) with water and put cold compress
4. cover broken skin with a Band-Aid or gauze
5. record the incident
6. inform parents
7. report to ECE if the skin is broken

Treatment for biting child:

- respond promptly, using firm language in a calm voice: e.g. "biting hurts our friends", "no biting")
- remove the child who has bitten from the area
- support child who has bitten to re-enter the play situation positively with appropriate guidance

Procedure for prolonged biting (3+ bites in a week)

- The Executive Director will schedule a meeting with parents of the child who is biting and classroom teachers to create a plan for managing the biting behavior
- Parents/Caregivers will be provided with a list of available resources
- Teachers and the Executive Director will monitor the child to determine triggers for the biting
- Parents/Caregivers will be asked to seek professional help (e.g. family physician) if the behavior persists, the Executive Director will bring the topic to the attention of the Board of Directors at the next monthly board meeting
- If the biting escalates and all resources have been exhausted (e.g. change of the environment, etc.), and the behaviour cannot be controlled; the Executive Director, with the approval of the Board of Directors, can decide to remove the child from the day care
- Should the child need to be removed from the daycare, parents/caregivers will be given a two-week written notice and refunded their deposit.

5.0 Fees and Payments

The YKDA is a not-for-profit organization and a registered charity. Parents/Caregivers become members by paying an annual membership fee of \$100.00 (prorated from start date). Members who remain in good standing have one vote per family at all General Meetings of the Association. At the time of enrollment, a deposit will be required that will be applied to the monthly fees required in the last month your child is a Member of the day care. One (1) months' notice is required to withdraw from the day care.

Monthly fees are due during the first week of each month. We request all Members sign up for pre-authorized payments to reduce the administration associated with processing manual transactions. Cheques and cash are not accepted. Every parent must have a zero balance by the third week of each month (or have a payment plan in place). Outstanding balances will result in removal from the day care.

Child Age	Fee	Deposit
1-2 years	\$655	\$495.50
2-3 years	\$695	\$482.50
3-4 Years	\$680	\$472.50
4+ Years	\$649	\$450.50
After school	\$180	

6.0 Toilet Training Policy

Toilet training readiness is one of the developmental milestones that the child will reach once they are physically and psychologically ready. Each child will reach this milestone in their own time and we require that the child be at least two years of age and show signs of readiness before beginning training at the day care. When parents/caregivers feel that their child is ready to be toilet trained, we ask that you begin teaching at home. Allow at least a week to establish this new routine at home, then the day care teachers will start the process of toilet training. It is important that parents/caregivers and teachers work together to ensure consistency to encourage the best outcomes.

During toilet training, we require the child to be in pull-ups until the child is ready for underwear. Please keep in mind that the activity level here at the day care can distract your child from responding to an urge to use the toilet more than at home. Therefore, we will use pull-ups until your child can and will announce that they must use the toilet. The child will be wearing pull-ups at nap time until they have naptime control established.

6.1 What to wear

During toilet training, your child needs to be dressed in "user-friendly" clothing. The best items are shorts and pants with an elastic waist. Please DO NOT dress your child in the following:

- tight clothing, especially jeans
- shirts that snap in the crotch
- pants with snaps, zipper, or a belt
- overalls

For successful toilet training, it is important to teach children how to be independent. Children should be able to dress and undress, pull down, and pull up their underwear and pants by themselves (and teachers will help at the beginning). Therefore, it is important that your child's clothing does not hinder them to do so.

6.2 Required Supplies

- three (3) changes of clothing including socks
- an extra pair of indoor shoes
- a bag of pull-ups – you will be notified when the supply is running low
- a package of wipes – you will be notified when the supply is running low

6.3 Toilet Learning Schedule

In the first week, the child will use the toilet at consistent times, about every 15 to 20 minutes, and whether the child indicates the need to use the toilet or not.

6.4 Toilet Training Readiness Checklist

Physical and psychological signs of readiness include:

1. Basic verbal skills. The child can speak in three to four-word sentences.
2. Stays dry for an extended period (the child can "hold" their pee and poop).
3. Can recognize when the diaper is wet or soiled.
4. Can undress and pull up their pants.
5. Initiates interest in using the toilet and asks to wear underwear.
6. Must show a willingness to want to sit on the toilet.
7. Wants to be independent, which is very important for the learning process.

Appendix A – Required Forms

- Photo and ClassDojo Consent Form
- Sunscreen and Bug Spray Consent Form
- Emergency Consent Form
- Medication Consent Form
- Field Trip Consent Form
- Transportation Consent Form
- Anaphylaxis Emergency Consent Form

PHOTO & CLASSDOJO

CONSENT FORM

CHILD'S NAME _____

PARENT / GUARDIAN _____

The Yellowknife Day Care Association maintains a website, a Facebook page, and uses the ClassDojo App. Pictures can be group or individual shots of the children at special events or random pictures of daily activities inside and outside of the classrooms.

Yellowknife Day Care Association Website

I consent to individual and group photos including my child being publicly posted on the website **Yes No**

Yellowknife Day Care Association Facebook Page

I consent to individual and group photos including my child being publicly posted on the Facebook page **Yes No**

ClassDojo

I consent to the YKDA using the ClassDojo app to communicate with me regarding my child(ren) **Yes No**

I consent to individual and group photos of my child(ren) being shared with the parents of other children in the class through ClassDojo **Yes No**

Respecting the privacy of other's children:

By signing this form I consent to not share any photos from the YKDA that include another child's picture without written permission from the parent / guardian of the other child(ren).

Parent / Guardian Signature

Date

SUNSCREEN & BUG-SPRAY

CONSENT FORM

CHILD'S NAME _____

PARENT / GUARDIAN _____

The Yellowknife Day Care Association (YKDA) staff will apply sunscreen lotion or bug-spray when the children engage in outdoor activities. The YKDA uses Banana Boat kids' sunscreen and Johnson Off family care bug spray brands. If parents prefer alternative brands, they will have to supply their own.

Sunscreen

I consent to YKDA staff applying sunscreen to my child(ren) **Yes No**

I will provide an alternative product to be used for my child(ren) **Yes No**

Bug Spray

I consent to YKDA staff applying bug spray to my child(ren) **Yes No**

I will provide an alternative product to be used for my child(ren) **Yes No**

By signing this form I agree not to hold YKDA staff responsible for any effects or reactions caused by the sunscreen lotion or bug-spray.

Parent / Guardian Signature

Date

EMERGENCY MEDICAL TREATMENT CONSENT FORM

CHILD'S NAME _____

PARENT / GUARDIAN _____

In any emergency, every possible effort will be made to contact the parents or guardian of the child involved. However, if at any time emergency medical treatment is required due to circumstances such as accidents, sudden illness or other situations, the Yellowknife Day Care may provide it as necessary which may include qualified medical practitioners until such time as the parents or guardians are able to be contacted. This includes using anesthetic and other medications as necessary.

Date of birth (D) _____ (M) _____ (Y) _____

Health number _____

Clinic _____

Family doctor _____

Known allergies or reactions to medications _____

Parent / Guardian Signature

Date

Signature of Witness

MEDICATION

CONSENT FORM



Yellowknife Day Care
ASSOCIATION
EXPANDING THEIR FUTURE

CHILD'S NAME _____

PARENT / GUARDIAN _____

The Yellowknife Day Care Association will agree to let a staff member administer medication as requested by a parent with the understanding that none of our employees can be held responsible for any effects or reactions caused by the administration **or** non-administration of any medication. If administering the medication is essential to the child's well-being, the parent should consider either not bringing the child into the daycare or administering the drug in person. No medication of any kind will be administered without parents' consent on this form. Our staff will do their best to accommodate parental drug administration requests; however, we will not guarantee that it will always be done.

We will administer a drug only if it is in the original container, with the pharmacy name, child's name, expiry date, and directions. It must be in a container (baggie) with the child's name clearly written on the outside.

Reason for medication _____

Medication is (please circle one): PRESCRIBED / NON-PRESCRIBED

Person who will administer drug _____

Times to be administered _____

Directions for administering medication _____

Refrigeration needed (please circle one): YES / NO

Dates to be administered: From _____ to _____

Parent / Guardian Signature

Date

(Please keep in mind that a child that is sick enough to require drugs is probably too sick to participate in day care activities.)

DATE ADMINISTERED	TIME ADMINISTERED	ADMINISTRATOR

**FIELD TRIP
CONSENT FORM**

CHILD'S NAME _____

PARENT / GUARDIAN _____

I give permission for my child to go off the Yellowknife Day Care Association property for field trips including but not limited to local parks or recreational centers by walking, riding on the strollers or by chartered bus (preschool only). I understand that the appropriate number of adults will accompany the group and that all reasonable safety precautions will be taken.

Parent / Guardian Signature

Date

TRANSPORTATION

CONSENT FORM

CHILD'S NAME _____

PARENT / GUARDIAN _____

I give permission for my child to go off the Yellowknife Day Care Association property by chartered bus (school bus) to facilities such as the multiplex/fieldhouse and back. I understand that the appropriate number of adults will accompany the group and that all reasonable safety precautions will be taken. Please note that school busses do not have seatbelts, so therefore children will be seated without seatbelts.

I am aware that I can ask that my child not be included in a specific activity, and in that case, the child will be left behind in the care of a different group.

I am also aware that I can offer to drive my child with my car or accompany them in the bus.

Parent / Guardian Signature

Date

ANAPHYLAXIS EMERGENCY



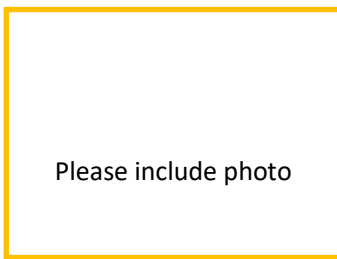
CONSENT FORM

CHILD'S NAME _____

PARENT / GUARDIAN _____

I authorize any adult to administer epinephrine to my child in the event of an anaphylactic reaction, as described below. This protocol has been recommended by the patient's physician.

This person has a potentially life-threatening allergy (anaphylaxis) to:



Food(s): _____

Insect stings/Other: _____

Epinephrine Auto-Injector: Expiry Date: _____

A person having an anaphylactic reaction might have ANY of these signs and symptoms:

- **Skin system:** hives, swelling (face, lips, tongue), itching, warmth, redness
- **Respiratory system (breathing):** coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like systems (runny, itchy nose and watery eyes, sneezing), trouble swallowing
- **Gastrointestinal system (stomach):** nausea, pain or cramps, vomiting, diarrhea
- **Cardiovascular system (heart):** paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or lightheadedness, shock
- **Other:** anxiety, sense of doom (the feeling that something bad is about to happen()), headache, uterine cramps, metallic taste

Emergency Contact Information				
Name	Relationship	Home Phone	Work Phone	Cell Phone

Parent / Guardian Name

Date

Parent/Guardian Signature

Appendix B – Illness Guidance

Please see below general guidance regarding daycare exclusion for each particular illness.

REPORTABLE DISEASES (Public Health Needs to Be Notified)

Disease	Signs and Symptoms	Transmission	Infectious Period	Exclude For Daycare?
COVID 19	<p>Serious symptoms: Difficulty breathing or shortness of breath, loss of speech or mobility or confusion, chest pain.</p> <p>Most common symptoms: Fever, cough, tiredness, loss of taste or smell.</p> <p>Less common symptoms: sore throat, headache, aches and pains, diarrhea, rash on skin, discolouration of fingers or toes, red or irritated eyes.</p>	Close Contact		Yes - Must test negative on COVID-19 test and be symptom free
Chickenpox (Varicella-Zoster virus)	Generalized, itchy rash: Crops of small red spots turn into fluid-filled blisters that crust as they resolve. Other systemic symptoms such as fever.	<p>Airborne: Spreads easily from person-to-person through the air (coughing/sneezing).</p> <p>Contact: Direct contact with the fluid from the blisters or respiratory secretions.</p>	1 to 2 days before the rash develops, until crusting of all lesions (usually 5 days).	Yes – until crusting of lesions and child feels well enough to participate

Norwalk (Norovirus)	Sudden onset of watery diarrhea, abdominal cramps and nausea. Symptoms last from 24 to 60 hours.	Contact: Direct contact with bodily fluids (contaminated hand to mouth). Indirect contact with contaminated food, water or other objects or surfaces contaminated with stool.	For duration of diarrhea.	Yes -24 hrs symptom free Or 48 hrs symptom free during an outbreak.
Measles (Tuberculosis, Red Measles, Morbillivirus)	High fever, cough, runny nose, red eyes for 2 to 4 days before rash starts. Rash begins on face as small red spots, which enlarge and clump together and spreads down body.	Airborne: Spread easily from person-to-person through the air (Highly contagious). Contact: Direct contact with respiratory secretions of an infected person	3 to 5 days before onset of rash until 4 days after onset of rash.	Yes – Until 4 days after beginning of rash and when the child is able to participate.
Mumps (Rubulavirus)	Swollen and tender glands at the jaw line on one or both sides of the face. May include fever, malaise, headache, inflamed testes and respiratory symptoms (especially for children aged five and under.)	Swollen and tender glands at the jaw line on one or both sides of the face. May include fever, malaise, headache, inflamed testes and respiratory symptoms (especially for children aged five and under.)	7 days before to 9 days after onset of swelling.	Yes – Until 5 days after onset of parotid gland swelling.
Pertussis (Whooping Cough, Bordetella pertussis)	Usually begins with runny nose and cough. Cough progressively becomes frequent and severe and may result in a high-pitch whoop sound. Loss of breath or vomiting after coughing bouts may occur. May last 6 to 10 weeks.	Droplet: From coughs and sneezes of an infected person to a distance of < 2 meters.	Highly infectious in the early stages of runny nose and cough to 3 weeks after onset of whooping cough (paroxysms), if not	Yes – Until 5 days of appropriate antibiotics have been completed. If untreated, until 21 days after onset of cough.

			treated. Or after 5 days of treatment.	
Rubella (German Measles, Rubivirus)	Characterized by a red rash, low-grade fever and swelling of the glands in the neck and behind the ears. Usually uncomplicated illness in children.	Droplet: From coughs and sneezes of an infected person to a distance of < 2 meters. Contact: Direct contact with respiratory secretions of an infected person.	7 days before to 7 days after onset of rash.	Yes -For 7 days after onset of rash.

NON REPORTABLE DISEASES

Disease	Signs and Symptoms	Transmission	Infectious Period	Exclude?
Common Cold (Rhinoviruses)	Runny nose, sneezing, sore throat, cough, fever, headache, decrease of appetite and lack of energy. Most colds last for 7 to 10 days.	Droplet: From cough and sneeze of an infected person to a distance of < 2 meters. Contact: Direct contact with respiratory secretions. Indirect contact with toys, other objects or surfaces contaminated with respiratory secretions.	Highest during the first 2 to 3 days of symptoms and until 7 to 10 days after onset of symptoms.	Yes – until fever is gone, and other symptoms improving and child is well enough to participate

Hand, Foot & Mouth Disease (nonpolio enteroviruses)	Fever, loss of appetite, malaise, sore throat, small painful mouth ulcers and a rash (small red spots or blisters on hands, feet and in mouth) and headache. May last 7 to 10 days.	Contact: Direct contact with stool, saliva, nose and throat secretions or fluid from the blisters of an infected person. Indirect contact with contaminated toys, objects or surfaces.	For duration of illness and up to several weeks after onset of illness.	Yes – Until fever is no longer present and blisters have scabbed
Impetigo (Streptococcus pyogenes or Staphylococcus aureus)	Cluster of red bumps or fluid-filled blisters, which may ooze a clear fluid or become covered by an itchy honey-coloured crust. Usually appears around a child’s mouth, nose or on exposed skin of the face or limbs.	Contact: Direct contact with skin lesions. Indirect contact with contaminated bed linens or clothing.	From onset of rash until 1 day after start of treatment.	Yes – Until 24 hours after treatment has been initiated. Lesions on exposed skin should be covered.
Fifth Disease (slapped cheek erythema infectiosum, Parvovirus B19)	A very red rash on a child’s cheeks (slapped face appearance). A red, lace-like rash develops on torso and arms, then over the rest of the body. Rash may itch occasionally. May have low-grade fever, malaise, or a mild cold before rash starts. Rash may last 1 to 3 weeks.	Contact: Direct contact with respiratory secretions.	Several days before the appearance of the rash. Not infectious once rash appears.	No – If child feels well enough to participate.
Conjunctivitis (Pink Eye, nontypable Haemophilus)	Purulent: Pink or red eyeballs, white or yellow discharge, matted or red eyelids and eye pain. Usually caused	Contact: Direct contact with eye secretions. Droplet: From coughs	Bacterial: Infectious until 24 hours of appropriate antibiotic	Yes – Until 24 hours after appropriate

influenzae, S. pneumoniae, Viral adenoviruses)	by a bacterial infection. Non-Purulent: Pink or red eyeball, clear and watery discharge, mild or non pain. May be caused by virus or non-infectious condition.	and sneezes of an infected person to a distance of < 2 meters.	treatment. Viral: Infectious as long as there is eye discharge.	antibiotics has started.
Ringworm, (Tinea Corpis, various types of fungi)	Itchy, flaky ring-shaped rash, on face, trunk, limbs, scalp, groin or feet.	Contact: Direct contact (skin-to-skin). Indirect contact sharing combs, unwashed clothes, shower or pool surfaces and under fingernails from scratching. Can also be acquired from pets.	As long as rash is untreated or uncovered.	Yes – Until the appropriate treatment has been started.
Scarlet Fever (Streptococcus pyogenes)	Sore throat, fever, swollen tender neck glands with widespread bright red rash covering the entire body. Commonly seen on neck, chest, underarms, elbow, groin and inner thigh, tongue (strawberry tongue). Typically rash does not involve face, but there may be flushed checks. Rash feels like sandpaper.	Contact: Direct contact with saliva. Droplet: From coughs and sneezes of an infected person to a distance of < 2 meters.	Until 24 hours after appropriate antibiotic treatment started. In untreated cases, 10 to 21 days.	Yes – Until 24 hours after treatment has started and the child is able to participate in activities.
Strep Throat (Streptococcus pyogenes)	Sore throat, fever and swollen tender neck glands.	Contact: Direct contact with saliva. Droplet: From coughs and	Until 24 hours after appropriate antibiotic treatment started.	Yes – Until 24 hours after treatment has started and the

		sneezes of an infected person to a distance of < 2 meters.	In untreated cases, 10 to 21 days.	child is able to participate in activities.
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CRITTERS

Critters	Signs & Symptoms	Transmission	Infectious Period	Exclude?
Head Lice (Pediculosis capitis)	Itchy scalp, nits (whitish-grey egg shells) attached to hair shafts, live lice.	Contact: Direct contact head-to-head (live lice). Indirect contact by sharing hats, hair brushes, headphones, etc.	While nits or lice are present.	Yes – until treatment has been completed
Pinworms (Enterobius vermicularis, nematode, roundworm)	Itching around the anus, disturbed sleep and irritability.	Contact: Direct contact from fingers contaminated from scratching. Indirect contact from contaminated bed linens, clothing, toys, etc.	Until treatment is completed.	Yes – until treatment has been completed
Scabies (Sarcoptes scabiei)	Red, very itchy rash which usually appears between fingers, on palms, underarms, wrists, soles, elbows, head and neck. Itchiness is usually worse at night.	Contact: Direct contact from person-to-person, prolonged, close and intimate skin-to-skin contact. Mites are almost invisible to the naked eye.	Until treated, usually after 1 or 2 courses of treatment, a week apart.	Yes – Exclude until after 24 hours of the first treatment given.

Appendix C – Supply List

Every child in the daycare, regardless of age, requires the following:

- Hard-soled lace-free “inside” shoes; (we have a fire drill every month, sometimes requiring us to go outside, even in winter. Thus hard-soled shoes are preferable. **Please mark “inside” and the child’s name on their shoes meant for inside use.**
- A complete change of clothes including underwear and socks, kept in a bag or small backpack in their cubby; if your child is toilet training or using diapers or pull-ups, at least three changes are required;
- Outside play is a part of our daily schedule (unless it’s frigid temperatures) and each child must have clothing appropriate for the weather, including mitts, hat, winter boots and snow pants; or sun hat, (with a permission slip signed for bug spray and sunblock use) **all marked with the child’s name**

12 months to 2-year-old groups

1. diapers, wipes, diaper cream, pull-ups or training pants as appropriate for your child;
2. ***Optional***one water bottle for inside use -we have a sippy cup for each child. If your child has a favorite sippy cup or water bottle, then please provide one.

2 to 3-year-old groups

1. one water bottle (for inside use)
2. diapers, wipes, diaper cream, pull-ups or training pants as appropriate for your child

3 to 4-year-old group

1. one scrapbook, 14” x 11” with a metal spiral spine (at Staples or Wal-Mart)
2. one water bottle (for inside use)