



HSCA

Hillhurst Sunnyside Day Care

HSDC Parent Handbook



Welcome to the Hillhurst Sunnyside Daycare Program – HSDC! We look forward to building new friendships, and welcome back familiar faces.

We are a licensed and fully accredited program in Alberta.

OUR MISSION:

To provide each family with an extraordinary childcare experience. As a parent, we want you to feel like you're leaving your child in good hands. We hope your child will come to think of HSDC as a second home.

This package is designed to help familiarize you with the developmental practices, policies and procedures of our program. **If you have any questions or concerns, our door is always open.**

LOCATION AND CONTACT INFORMATION

Location: Hillhurst Sunnyside Community Association Building
1320 - 5th Ave NW
Calgary, AB. T2N 0S2

Phone: 403 270 9703

Email: shannon.m@hsca.ca / dcmanager@hsca.ca / sophie.b@hsca.ca

Website: www.hsca.ca



HSCA
Hillhurst Sunnyside Day Care

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HOURS OF OPERATION:

Monday – Friday: 7:30AM – 5:30 PM (January-December)

We are closed for all statutory holidays: Labour Day, National Day of Truth and Reconciliation, Thanksgiving, Remembrance Day, Christmas, Boxing Day, New Years, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, and Heritage Day.

We are also closed three days a year for professional development training for the staff and a week over the Christmas break.

During the summer, our teachers love taking advantage of the beautiful day and try to start outdoor activities early. Please be mindful of this and try to bring your kids in by 9am! We don't want them to miss out and to miss the routines that lead up to going out.

ABOUT THE PROGRAM:

Our Approach:

Here at the Hillhurst Sunnyside Daycare we aim to create a program where the individual needs of all our children can be met through a wide variety of creative, educational, and recreational play. In recognizing each child as an individual, we attempt to offer as wide a range of play as possible, so their developmental needs can be met daily. Through these choices we hope to enhance the physical, social, intellectual, creative, and emotional well-being of our children in a safe and secure environment where they feel they have room to grow and flourish. Each day we offer a variety of both active and passive play such as: gym time, outdoor play, art and creative activities, and general games and play centers. A quiet area for downtime is also provided. In giving our children these play opportunities, we aim to encourage confidence, self-esteem, self-awareness, and social awareness that will be the basis for learning to make choices for themselves as they grow.

We aim for the full participation of all children in our program, including those with diverse learning needs. We strive to support these children through our partnership with programs that specialize diverse learning: GRIT, Kin-Dir Education Foundation, Providence, etc.



We are implementing Play, Participation and Possibilities, an Early Learning and Childcare Curriculum Framework for Alberta through a partnership with Grant McEwan University working with our assigned Pedagogical Partner and the Alberta FLIGHT Curriculum.

Communication is also an important part of the Hillhurst Sunnyside Daycare. By encouraging the children to communicate and listen, we hope they will feel loved and cared for by their educators and will learn to have these same relationships with others. By encouraging language development, we also strive to give the children the means to express themselves and interact with others. Social interaction is an important life skill, and we feel it is our duty to help each child develop social skills such as patience, cooperation, respect for self and others as unique individuals, and how to build positive human relationships.

The Hillhurst Sunnyside Daycare aims for excellence in its standard of care for children. As such, we will participate in the accreditation process through the Alberta Child Care Accreditation.

Ultimately, however, the Hillhurst Sunnyside Daycare is about having as much fun as possible in a safe and secure environment with enthusiastic, energetic people who care!!

Free choice: Each day your child will be given a choice of several activities in which to participate. These include but will not be limited to:

- Gym time (including games or free play)
- Outdoor play (the program has an enclosed private outdoor playground)
- Arts and Creative activities such as: paint, playdough, sand & water play
- Clubs/Learning Opportunities: Dance, Drama, Cooking, Art, Drama, Gardening buddies, foreign language learning, biking, swimming, gymnastics, etc. (the clubs offered change each year depending on the interests of the children enrolled)
*all clubs are optional and some require a minimal additional fee to join, such as drama and dance, due to materials required or additional instructor fees (hiring a professional)
- Free Play (Games, blocks, manipulatives, drama center, dolls, etc.)
- Organized group activities (treasure hunts, field trips, etc.) We will at times offer one larger, structured activity in which all the children from the classroom participate together.

Suggestions and Feedback:

We love to involve the kids in the planning of our daily activities. Teachers do this by including the observed interests of the children in the weekly plan and providing resources to the children to expand on these interests. We would love to hear from you as well about your child's



interests and any other suggestions you may have for the program. Please remember to fill in the development form with as much information as possible. You can also submit any feedback or suggestions you may have in the suggestion box available at the program, or online through our parent forum.

Items from Home:

- **Pillows, blankets, and stuffed animals may be brought in for naptime use. No other toys from home are allowed in the program outside of show and share.**
- Children in Butterfly, Moonlight, and Firefly will be allowed to bring toys from home for show and share days. During show and share, children can bring in one item from home and talk about it with their peers. This is great for building confidence, working on language skills, listening, and asking questions.
- Child-friendly water bottle with your child’s name
- When you start with us, please remember to bring a **small backpack** that your child can carry which contains the following items:

Winter	Spring	Summer	Fall
- 2 pairs of extra socks	- 2 pairs of extra socks	- 2 pairs of extra socks	- 2 pairs of extra socks
- Extra underwear	- Extra underwear	- Extra underwear	- Extra underwear
- Extra pair of pants	- Extra pants	- Extra bottoms	- Extra pants
- Extra shirt long sleeved shirt or sweater	- Extra shirt	- Extra shirt	- Extra long sleeve shirt or sweater
- Extra pair of mitts	- Splash pants	- Sunscreen	- Warm toque
	- Bug spray (if needed)	- Wide brim sun hat	- Extra pair of mitts
	- Wide brim sun hat or light toque		



HOW TO DRESS FOR THE SEASONS

*Please remember that Calgary can have cold mornings and warm afternoons, please dress your child in layers that they can remove as the weather changes in our in between seasons:

Winter	Spring	Summer	Fall
<ul style="list-style-type: none"> - Winter coat - Snow pants - Waterproof mitts - Socks - Toque - Winter boots 	<ul style="list-style-type: none"> - Raincoat or light coat - Splash pants - Wide brim sun hat or light toque - Socks - Rainboots or runners 	<ul style="list-style-type: none"> - Shirt / tank top - Pants / shorts - Socks - Runners - Wide brim sun hat 	<ul style="list-style-type: none"> - Light coat - Runners or boots - Toque or hat - Light mitts, if needed
<p>*Please avoid sending children in rainboots that are not insulated</p> <p>*In accordance with licensing, please do not send mittens on a string or anything that needs to be worn around the neck (i.e. scarfs, gaiters, etc.)</p>		<p>*Please note that your children need to wear socks and shoes, no sandals or flipflops unless it is a water play day which in that case, please put it in their backpack</p>	

FEES, ENROLLMENT AND UNENROLLMENT

As a Community Association Program, it is essential that you buy a Community Association Membership. The membership offers discounts at various businesses within the area. The fee for this is \$30 and the membership is valid for one calendar year – a new membership must be purchased every 12 months from our facilities office.



There is a registration fee of \$30 per child.

Enrollment process: This entails filling out our online waitlist application form completely and submitting it to our management team, waiting for an email/call of confirmation of available spot, a tour, accepting spot, meeting with the Manager to have a one-on-one orientation of the program, and payment. The enrollment process is complete when the manager confirms all this has been completed to satisfaction. Then, the start date is given. Three transition days will be scheduled prior to the start date. A parent or guardian need to be present with the child on these transition days. This gives the parents the opportunity to see and meet the teachers and classmates. It also helps in having a smoother transition for the child.

Once registration is complete, parents will need to give 30 days' notice should they decide to withdraw from the program (even before their start date).

REGISTRATION WITHOUT PAYMENT IS CONSIDERED INCOMPLETE AND WILL BE TREATED ON A FIRST COME FIRST SERVE BASIS.

***Please note that there is a 24-hour hold on spots offered once families are contacted about availability. No response means removal from waitlist.**

HSDC has a waitlist for families who wish to enroll their children in the program in the future. Children may *not* be put on the waitlist before they are conceived. There is no fee to have your child added to our waitlist. However, if you decline a full-time spot after your desired entry date, and would like to remain on our waitlist there is a one time \$100 holding fee.

Waitlist priority will be given according to the following factors:

- First Priority goes to
 1. Siblings of children currently enrolled in one of our childcare programs
 2. Community Partners
 3. Residents of Hillhurst/Sunnyside Community
- **All other waitlist children will come after those who fall into one of the priority categories listed above.**

*Tours are given after a spot has been offered



Daycare Fees:

Full Time:

19-35 months	\$1,344.00
3-5 years	\$1,282.00

*Part time Care is not offered at this centre

Drop-in Daily Fee:

All Ages \$75.00

There will be no reduction in fees due to ill health or holidays – exceptions may be made in the case of prolonged illness, at the discretion of the Program Manager.

Your payment options:

- **Pre-Authorized Debit (PAD) or direct deposit:** comes out on the 1st day of each month
- **Dishonored PAD payments (NSF): \$25**
- **Cash and cheque payments need to be submitted by the 5th of every month**

LATE FEES WILL INCUR A LATE CHARGE OF \$30.

Tax letters will be issued to all families in February. There will be a \$25 charge if you would like the letter re-issued. There will be a \$10 charge, per receipt, if you would like copies of invoices for payments made.

SUBSIDY:

We accept enrollments of families who receive subsidies for childcare. However, we aren't responsible for subsidy applications/processes. You can obtain information regarding subsidy through the Government of Alberta website at: www.alberta.ca/child-care-subsidy

AFFORDABILITY:

HSCA Childcare has partnered with the Federal-Provincial Government to lower parent fees while maintaining a high level of quality care through the Affordability Grant. All families registered in the HSCA Daycare are full-time, and so all families qualify. There is no application required on the parent/guardian end; funding is directly sent to HSCA.



PROGRAM WITHDRAWAL:

We require 30 days written notice of intent, to withdraw a child from the program and to terminate direct deposit.

DISMISSAL/TERMINATION OF CARE:

HSDC is an **inclusive** childcare program. We strive to help each child grow and develop in a safe, fun, and nurturing environment. We will do our very best to assist with any social, emotional, or behavioral issues that may arise, work with you to find a solution, and get your child comfortable here as quickly as possible. However, there are times that, for whatever reason, our program may not be a good fit for your child.

THE SAFETY OF EACH CHILD IS OUR PRIMARY CONCERN. **If any child poses a threat to this safety, he/she will be removed from the program without notice.**

THE SAFETY/RESPECT TOWARDS STAFF AND OTHER PARENTS IS DUE AT ALL TIMES. **If any parent poses a threat to the safety of a staff member or another parent or conducts themselves in a manner which is not respectful, their child may be removed from the program without notice.**

POLICIES AND REGULATIONS (THE RULES!)

We are not licensed to accept children outside operating hours, barring emergency circumstances; **therefore, it is the responsibility of the parents to pick up their children by 5:30pm and we can't accept children before 7:30am.**

We do recognize that there will be emergencies when parents are unable to pick up their children by closing. If you're stuck in traffic, please call us! Our educators have families and lives outside of the program, let us be respectful of their time as well so please let them know. But rest assured, a staff member will always remain with your child until your arrival. However, please be aware of our late policy:

The licensed operating hours of HSCA Childcare (Daycare & Out of School Care (OOSC)) are 7:30am-5:30pm. HSCA is not licensed to accept children outside of these hours, barring



emergency circumstances, therefore it is critical that children be picked up by a parent/guardian prior to 5:30pm. Children will not be accepted to the program prior to 7:30am.

We recognize that there will be emergencies when parents are unable to pick up their children prior to program closure at 5:30pm; these should be limited to unexpected and unpreventable emergencies only.

Below are the procedures which will be followed for late pick-ups:

- 1) If you will be late, please call at your earliest opportunity to inform the staff you will be late.
 - a. **Daycare: 403-270-9703**
- 2) Late pick-ups will be recorded on your account each time they occur and reviewed quarterly.
 - a. 1st late in a 3-month period: **written warning** from management.
 - b. 2nd late in a 3-month period: written warning, meeting with management and **\$50 charge** to be paid immediately to management.
 - c. **3rd late in a 3-month period: removal of child(ren) from program.**
- 3) If Childcare staff are not informed of a late arrival, they will contact the emergency contact on your child's registration form after a 15-minute waiting period.
- 4) If the emergency contact cannot be reached, social services may be called to pick up your child.

If HSDC is not informed of your late arrival, staff members are required to wait no longer than 15 minutes before calling the emergency contact stated on your child's registration form. If they are unavailable or no one answers the call, social services may be called to pick up your child.

SIGN IN/SIGN OUT:

Children will not be released to anyone other than those specified as authorized to pick up by the parents. If someone outside of this list will be picking up, please inform your child's primary teachers and the management team. Please also let the person picking up your child for the first time know that they will be asked to show photo ID. The better-informed you keep us, the safer your child will be!



ABSENCES:

If your child will not be attending HSDC on any day, for any reason, PLEASE CALL or EMAIL! Informing us that your child will not be attending allows us to provide drop-in care to other families if needed as well as allowing us to staff and plan appropriately.

For vacations, please let your primary teachers and management team know how long you will be away. For those away for a month or more, you will still need to pay your monthly fees. For those subsidized that will be away for a month or more, you will need to inform Alberta child claims of your vacation so they can inform you of next steps.

CHANGE OF PERSONAL INFORMATION:

Please inform us if there are any changes to your personal details throughout the year, such as address, numbers, or emergency contacts. These changes are **extremely important**, so we can locate you in the event of an emergency.

SICKNESS, INJURY, AND MEDICATION

SICK CHILDREN:

If your child is sick, please notify us immediately, particularly in relation to a communicable disease or contagious condition (such as: head lice, pink eye, strep throat, hand/foot and mouth disease, GI, COVID-19).

In accordance with public health standards, a contagious child cannot be accepted into the program until a doctor deems the child is non-communicable.

If your child becomes ill during the program, we will allow them to lie down in an area away from the others until parents/guardians arrive. The parents/guardians have 1 hour to remove their child from the daycare from the time contacted. Otherwise, child services will be contacted to pick up the child.

If your child displays any of the following symptoms, they must be removed immediately from the program. In such case, parents/emergency contact will be contacted to pick up your child.



These symptoms include but are not limited to:

- Vomiting
- Fever (greater than 38.0 F/100 C)
- Diarrhea
- New or unexplained rash or cough
- Exposure or presence of contagious illness such as whooping cough, strep throat, or chicken pox
- Pink eye
- Continuous runny nose, coughing
- The child does not feel well and requires greater care and attention than can be provided without compromising the care of the other children.

Following removal from the program, the child may not return until they have been symptom free for at least 24 hours.

For respiratory illness, the child must stay home until all symptoms have improved, feeling well enough to resume normal activities, and be fever-free for at least 24 hours without using fever-reducing medications. Symptoms for respiratory illnesses include ([according to AHS' Outbreak Prevention and Control in Child Care Facilities Guide](#)):

<ul style="list-style-type: none"> • Cough • Shortness of breath • Sore throat • Loss or altered sense of taste/smell • Runny nose / nasal congestion 	<ul style="list-style-type: none"> • Fever • Fatigue (significant and unusual) • Muscle ache / joint pain • Headache • Nausea
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***After 24 hours, if the child is still symptomatic but waiting to return to program, please secure and provide a physician's note stating that the child is no longer contagious.**

For gastrointestinal illnesses (GI), the child may not return to program until they are symptom free for at least 48 hours.



HEAD LICE:

We have a No Nit Policy. We will do scheduled and announced head checks for head lice/lice eggs as well as unannounced checks when we see possible signs of head lice. Children who are found to have head lice or lice eggs (nits) will be sent home to be treated. Head checks will be conducted upon the child's return to the program to ensure that both lice and eggs have been completely removed. We ask that you screen your child regularly and notify us immediately if head lice or their nits (lice eggs) are detected. We welcome the opportunity to teach those of you who do not know how to check your child for head lice.

MEDICATION:

The HSDC staff can and will only administer prescription medication in accordance with the direction of the issuing physician or prescribing pharmacist. **The medicine must be in the original labeled container, clearly showing the physicians/pharmacists' name and patient's name, date of issue, time to be given, and dosage.** You will be asked to fill out and sign a medication form to be kept in the child's file.

All medication must be given to a staff member upon arrival in the program. This will be locked away for safety and administered at the appropriate time.

Please fill out the medical form (in your registration package) as accurately as possible, including all illnesses and symptoms we need to watch out for.

Please keep the staff informed when your child is taking medication at home that may affect them during our program.

ACCIDENT, INCIDENTS AND SERIOUS ILLNESS OR INJURY:

If there are any accidents or incidents that occur while your child is in the HSDC Program a form will be completed and will require both the Program Manager and the Parent's signature. These issues will be discussed in person with the parents and further action taken as necessary.

Parents will be notified immediately in the event of a medical emergency. By signing consent to this handbook, you grant permission for emergency care to be given, as well as an emergency vehicle to be called, when good judgment dictates, for the child's safety. It is expected that the



parents will bear the cost of any emergency transportation required. If parents can't be reached, your emergency contact will be notified and asked to report to the designated hospital.

SERIOUS INCIDENTS/ILLNESSES:

In the case of serious incident or illness, these must now be reported to Calgary and Area CFSA. These include: an emergency evacuation, an unexpected program closure, intruder on the program premises, injury or illness requiring overnight hospitalization or EMS, error in the administration of medication resulting in injury or first aid, death of a child, lost child, child removed from program by an unauthorized guardian or adult, allegation of physical, sexual, emotional abuse and/or neglect of child by staff or volunteer, child left on the premises after operating hours, child commission of an offence under the Act of Canada or Alberta.

NUTRITION:

As part of our program, we provide morning and afternoon snacks and lunch. Menus and food portions are prepared according to the Canadian Food Health Guide. Lunch includes food from four food groups and snacks include food from two food groups.

Morning snack between 8:00 am-9:00 am, lunch is served between 11:30 am and 12:30 pm, and afternoon snack between 2:30 pm-3:30 pm daily.

A monthly menu is posted on the Parent Information Board with extra copies for parents to take. Please check this at your convenience. Please be aware that the menu may be subject to changes without prior notice, but we will cater to children with dietary needs if this happens.

Please let us know of any dietary restrictions due to allergy, intolerance, cultural reasons, etc. We will make every effort to find an alternative lunch/snack for your child, to accommodate dietary restrictions.

We strictly adhere to the mealtime schedule mentioned above. Due to the recent E. Coli outbreaks in the childcare sector, we are extra cautious in how long we keep food out. Please help us comply with our AHS' health policies by bringing your children in within these timeframes or feeding them prior to bringing them into program if you do not make these times. We do not have extra pre-packaged food for those who run late. Please be mindful that our teachers cannot leave ratio to find food for your child when you are late and that our cook is tirelessly working to keep her food schedule on time and her kitchen up to code for AHS.



BE AWARE THAT WE ARE A NUT-FREE FACILITY. We don't allow outside food into the daycare unless permission is given for a specific event like a birthday. Please remember to inform staff/management if you would like to bring treats for the kids.

CONFIDENTIALITY:

Licensing regulations require all staff working with children to keep their records confidential. Our staff sign a declaration confirming they understand the various confidentiality issues involved while working with children. Only HSDC staff and licensing/accreditation officers have access to child-specific information which is indicated in your child's files. This information will not be shared with any other parties without parental consent. All concerns regarding your child will be communicated directly to the parent and followed through with strict adherence to the parent's wishes. Photographs of your child will not be used within the program without parental consent.

PARENTS MUST SUPPLY THE FOLLOWING ITEMS FOR THEIR CHILD TO BE KEPT AT THE PROGRAM

- Indoor & Outdoor shoes appropriate for running
- Small backpack that contains a spare set of clothes (socks, underwear, pants, shirt) and reusable bag for soiled clothes
- Family picture
- Diapers or Pull ups, if needed and skin care products (like rash creme)
- Water bottle with child's name
- Sunscreen
- Hat, Mitts, snow pants and jacket
- Naptime: Blanket and pillow (optional) & pillowcase to store blanket
- Pacifiers are not allowed in the program

FIELD TRIPS:

Field trips are an important part of the fun at HSDC! For each field trip parents must sign a consent form on which will be the following information: the location of the trip, transportation info, as well as contact info. This form will be provided in advance to the trip, no later than 3 days prior. Parents are also invited to attend, please indicate on the form if you would be interested in attending.



Due to our staff to child ratios, your child will not be able to opt out of a trip and remain in the HSCA building. If you do not wish your child to attend any given excursion, please dissuade from enrolling them in the program on that day. You will have to find alternate care or keep them at home. Parents are responsible to know departure and arrival times of the field trip and to bring your child on time. We will not organize arrivals or departures during field trips due to the inconvenience this causes to other children in the group.

For warmer months, we do regular walks around the community, please make sure that you arrive on time to not miss our morning walks.

EMERGENCY EVACUATION

The children will be accompanied to St. Barnabas Anglican Church, 1407 – 7th Avenue NW, (403-283-3035, or 403-283-4684) in the event of an emergency requiring the evacuation of the building. Parents will be notified immediately should this situation occur. It is also possible to contact the Program Manager on the emergency cell phone during this time.

Monthly fire drills are conducted to ensure your child will be well prepared.

COMPLAINT POLICY

A parent may lodge a complaint with the Program Manager in person, in writing, via email, or by calling 403-270-9703. If the complaint is not investigated adequately or concerns the Director, a parent may contact the Childcare Director or Executive Director at 403-283-0554 ext. 221.

For complaints of a serious nature, parents may contact the Social Service Department at 403-268-5152. Anonymous complaints will also be investigated.

We encourage you to talk to the staff or the Program Manager if you have any complaints or concerns. We are happy to work with you to find a solution.

PARENTAL INVOLVEMENT & RESOURCES

We welcome parent volunteers who may wish to come along for some fun on field trips, or special activities. We are always looking for donations of household craft materials, new or used



toys, or dress-up clothes and as a charitable non-profit organization we have the possibility to issue tax receipts for monetary donations or donation in kind. If you are looking for more information on a specific topic, we can provide resources & information upon request.

CHILD GUIDANCE/DISCIPLINE POLICY

Here at Hillhurst Sunnyside Daycare/OOSC (HSDC/OOSC) we strongly believe the goal of discipline is to help the child develop appropriate self-control along with a positive self-concept. Our emphasis will be on creating an environment which minimizes conflict and inappropriate or unacceptable behavior, positively reinforcing appropriate or acceptable behaviours, through a number of positive discipline and leadership approaches.

In relation to this, any child disciplinary action taken must be **reasonable in the circumstances**. Under no circumstances would we inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation. Nor would we feel it to be appropriate to deny or threaten to deny any basic necessity or use or permit the use of any form of physical restraint, confinement or isolation. This will include but not be limited to:

- Pushing/pulling a child
- Grabbing or holding a child by wrist or arm
- Or any other form of touching a child

Unacceptable or inappropriate behaviour will be defined as behaviour which:

- Violates the human/child rights of others
- Jeopardizes the human/child rights of others
- Is destructive to equipment or materials
- Is self-defeating or self-damaging
- Is contrary to the requirements of the situation
- Is unsafe

All the rules the children are expected to follow are established for the above reasons and are evaluated regularly to be sure they are both valid and necessary.

Staff should review rules with children, where developmentally appropriate, using symbols and posters. This ensures everyone in the program is aware of the rules and is also aware of the consequences to be invoked were they caught breaking those rules. Consequences for



behaviour should be logical, sequential, and carried out on an individual basis. Younger and older children should be reminded, by staff, on an ongoing basis what are appropriate and inappropriate behaviors and the consequences of such behaviors.

Staff will use meetings, developmental reports, incident reports, and the communication book to communicate about ongoing behavioral issues and consequences to ensure consistency.

When a disciplinary situation arises, the staff will isolate the inappropriate behaviour by taking the child displaying the behaviour aside or will go over directly to the individual and will help define the inappropriate behaviour and why it is not acceptable, with them. Older children may be asked to define the problem for themselves before explaining the issues to a staff person. In some cases, this may be all that is necessary to eliminate the behaviour. If not, the staff member may then choose one or more of the following positive approaches to discipline, always keeping in mind the child's age, **developmental level**, and personal characteristics.

Verbal Discussion:

Includes the definition of unacceptable behaviour, why it is unacceptable and what can be done to remedy the situation. An older child should have input into this. It may involve the expression of feelings and some appropriate ways of handling these feelings. Active listening and "I" messages lead to increased effectiveness in problem solving. Staff will be encouraged to develop skills in this area and in turn help the children develop more effective communication skills.

Logical or Natural Consequences:

Natural consequences are the direct result of the child's own action. Logical consequences are the result of the child's actions that are provided by the adult. "Consequence" is a technique, which gives the child responsibility for the result of his own actions. A consequence must be related to the unacceptable behaviour and should occur every time the unacceptable behaviour is done. Also, the consequence must be acceptable to our program (within our policy limits). For the younger or new child, a verbal warning may precede the applying of a consequence. The older child will be encouraged to have input in the determining of their consequence to help them learn self-discipline. Parents may be involved in establishing consequences.

Breathing Time:



Breathing Time is a technique used to interrupt unacceptable behaviour by redirecting the child from the “scene of the action”. It should be looked upon as a **calming device** and never as a punishment. The child/children will be removed from the heated situation and asked to sit out to calm down. After a few minutes-when the child/children seem to have regained control the staff person will either send them back to try and work out the problem they were encountering on their own or will intervene by way of discussion and suggestion of appropriate ways of solving the problem fairly. Again, keep in mind the age and individual characteristics of the child/children involved. Some ideas to help a child calm down, include the use of a quiet area, pictures, and guidelines on how to solve situations, and books about emotions.

Toddler discipline can present its own challenges. Developmentally, toddlers look to test boundaries. It is very important that toddlers know where these boundaries lie and some guidelines in these regards. Disciplinary actions specific to toddlers are distract & divert, naming emotions, acknowledging emotions, and providing structure.

Through redirection, we seek to distract toddlers from their original intention and divert them towards a safer alternative.

Providing structure is setting up conditions for toddler discipline that encourage desirable behaviour to happen. Structure protects and redirects. Structure creates a positive and child friendly environment. By preplanning daily activities and routines we remove a lot of “no” and a happy “yes” environment prevails.

All children are unique individuals. Therefore, no one strategy will be effective in every situation with every child. Some behaviors are normal within certain age groups, and we need to be flexible with each child’s needs. Language can also be a barrier in toddler discipline. Pictures and gestures can be helpful for them to express themselves and for the caregivers to help them understand.

Discipline **will not** include yelling, any form of physical discipline (including, but not limited to hitting, shaking, or shoving) or requiring the child to repeat inappropriate physical movements. It may not include statements or actions that may cause the child to lose self-esteem or dignity.

At the beginning of each new program all parents receive a copy of our discipline policy (as above) in the parent handbook. They must then sign consent to the policy on our parental consent form. Input into positive improvements will be gladly welcomed.



All new staff receive a copy of our discipline policy when they start. Again, this must be read and signed, with a signed copy to be placed in the file of each staff member. Staff will be required to review and sign off on the discipline policy each year at the time of their annual performance review.

Annex: UNICEF Rights of the Child; Parenting Toddlers; Guidance Strategies for Early Childhood Settings, Upper Saddle River, NJ, Pearson, 2005

Updated: February 2024

COMMUNITY LINKS:

General Programs:

Calgary Family Services: www.calgaryfamily.org; 403 269 9888

Alberta Health Services Programs: www.albertahealthservices.ca; 403 943 5465

Child Safe Canada: www.childsafecanada.com

Information on childcare programs:

High quality childcare services: www.excellence-earlychildhood.ca

Regulated & Approved Childcare: www.child.alberta.ca

Childcare subsidy: <https://www.alberta.ca/child-care-subsidy>

Separation & Divorce:

Calgary Counseling Center: www.calgarycounselling.com; 403 691 5991

Family Violence & Bullying:

Family Violence: www.familyviolence.alberta.ca; 310 1818

Bullying helpline: 1 888 456 2323; www.b-free.ca

Child Development & Behaviour Resources:

Parenting Exchange: www.parentingexchange.com

Canadian Childcare Federation: www.cccf-fcsge.ca

Developmental Resources: www.connectability.ca; www.developingchild.harvard.edu/