

Mr. Cake's Day Care and Mr. Cake's Out of School Care



The experience in a child care centre is a period of a child's life during which he/she becomes prepared for the transition from home to society. Experiences in our centre should satisfy the social, emotional, physical, creative, and intellectual needs at your child/children's stage of development; and prepare your child/children for the more structured programs in school and the whole experience of life.

The following pages are the admission requirements and the information we need to have for your child/children's betterment and well being in our centre. Once fully complete, please return to the daycare on or before your child's first day.

Mr. Cake's staff are here to serve you and will make every effort to replace the home daytime environment in the areas of love, care, learning, and play. If there are any problems, suggestions or questions you may have with regard to your child/children's advancement, contentment or with our centre, please do not hesitate to come to the office.

We look forward to sharing your child's early years with you and your family.

REGISTRATION INFORMATION

When registering your child/children in our centre, you are required to place a deposit that is equivalent to one half of the monthly fees per child. This deposit will hold a spot for your child and will apply to the first month's fee. This deposit is non-refundable. Online registration and the following pages need to be completed and returned to the daycare on or before your child's first day.

Please note: our complete Policy Manual is on our website for parents to read through.

Please visit our website & click on the "register now" button to enrol your child.

<http://www.mrcakesdaycareshewoodpark.ca/>

Once you have registered your child and the application is approved, you will need to create a 4-digit passcode that will be used by the parents/guardians to check your child in and out for attendance purposes. Our iPad is contactless and by using your mobile device to scan the QR code on the screen, you are able to sign your child in and out.

A week prior to commencing full-time attendance, we request that the you bring your child in for three days. These trial days are for two hours, the second for half a day and the third for a full day at no charge. This helps the child become familiar with their new environment and bond with the caregivers.

TERMINATION POLICY

If you withdraw your child from our centre, we require one month's written notice. If a month's notice is not given, the next month's fee is due to be paid. Our centre reserves the right to terminate services for your child if his/her behaviour puts themselves, a staff member or other children at risk, or for non-cooperation of parents/guardians. Our centre also has the right to terminate service for your child if fees have not been paid.

ATTENDANCE

Please use the 4-digit passcode you created to check your child in and out on the front entrance iPad. If your child will be absent, please let the Centre know by phoning or emailing us.

YOUR CHILD'S HISTORY AND RELEVANT INFORMATION

Child's Full Name: _____ 4 Digit Passcode: _____

to sign your child in/out on the iPad

Any recurring medical problems? _____

Is child on any on-going medication at home? _____

If yes, what medication? _____

Does your child use any special equipment at home? _____

Favourite play activities: _____

Does your child have any fears? _____

How does your child express anger/frustration? _____

How are they comforted when upset? _____

What is your child's nap time/schedule? _____

Any previous experience of daycare: _____

Any experience with early intervention? _____
(specialist, psychologist, counseling, speech pathologist etc.)

Any step siblings? _____

Will you require two separate tax receipts for daycare fees? Yes No

Authorized person/persons with whom your child may leave our centre and relationship:

WE WILL NOT PERMIT YOUR CHILD TO LEAVE THE CENTRE WITH ANYONE NOT STATED AS AN "AUTHORIZED PERSON" UNLESS YOU NOTIFY ONE OF THE STAFF. PICTURE I.D. WILL BE ASKED IF THEY ARE UNKNOWN TO THE STAFF.

Parent/Guardian Signature: _____ Date: _____

Manager Signature: _____ Date: _____

HEALTH RECORD

Alberta Health Card Number: _____

Immunization up-to-date: Yes: _____ No: _____

Photo copy of immunization record must be brought in. (We can photocopy them here)

HISTORY OF ILLNESS (Dates)

Mumps	_____	Tonsillitis	_____
Measles (Red)	_____	Eye Sight Problems	_____
Measles (German)	_____	Hearing Problems	_____
Chicken Pox	_____	Chronic Diarrhea	_____
Scarlet Fever	_____	Rheumatic Fever	_____
Convulsions with Fever	_____	Earaches	_____
Convulsions without Fever	_____	Frequent Colds	_____
Croup	_____	Fractures	_____
Pneumonia	_____	Congenital Deformities	_____
Bronchitis	_____	Operations	_____
Asthma	_____	Eczema	_____

What triggers it? _____

ALLERGIES

Food: _____

Drugs: _____

Other: _____

Special Diets: _____

Parent/Guardian Signature: _____ Date: _____

PERMISSION

I give permission for Mr. Cake's Daycare to apply the following initialed items on my child(ren) if needed/or if it is a fun day at the centre.

_____ Diaper ointments (brought in from home)

_____ Vaseline for chapped lips

_____ Hand / Body lotion for chapped or dry skin

_____ Face paint

_____ Cornstarch for diaper rash/ irritated privates

_____ Hair gel or hairspray or temporary hair color

_____ Vaseline for diaper rash/irritated privates

_____ Paint finger nails

_____ Polysporin for cuts and bug bites

_____ Mosquito Repellent (brought in from home)

CONSENT

_____ Post pictures on Mr. Cake's day care Facebook Page. First names are never used, and the child's face is covered completely.

_____ Post pictures on Mr. Cake's day care private Instagram account (mrcakesdaycare) to share daily updates and photos of each of the rooms. Only parents of the centre can see these posts.

_____ Take pictures of my child for art projects, classroom decorations, etc. Photos of your child are sent home with you at the end of each month with their art.

_____ Take my child on supervised walks throughout the neighborhood, to local parks/playgrounds (Woodbridge Farms 624 Woodbridge Way and Westboro School Park 1078 Strathcona Dr) and to Clover Bar Pioneer Court seniors lodge (6 Mission St) for carolling etc.

_____ To apply sunscreen to my child as needed. At our centre, we use Ombrelle Hypoallergenic SPF 50+ sunscreen for kids. Parents can pay \$10 and this covers their child for the whole year. If parents do not wish to pay, they can supply their own child's sunscreen.

CULTURAL BACKGROUND

Languages spoken in your household? _____

Holiday and traditions are celebrated in your household? _____

What songs, languages, food, books, art material and toys could we include in our program to represent and support your family? _____

What favorite family dish or recipe is cooked in your household? _____

MR. CAKE'S ADMISSION REQUIREMENTS

1. Your signature indicates your willingness to comply with our regulations, with the understanding that this agreement may be terminated at any time. However, we do require 30 days notice if you should decide to withdraw your child. There will be no refunds of fees if you decided to withdraw your child. Our Centre reserves the right to terminate services for your child/children if his/her behaviour puts themselves, a staff member or other children at risk, or for non-cooperation of parents/guardians.
2. Your child will enjoy outdoor activities daily if weather permits. Therefore, your child must be properly dressed for the time of the year upon arrival each day.
3. Please supply a complete change of clothes. Clearly label the clothing, coats, shoes, boots, etc. with your child's full name.
4. Your child will enjoy field trips and special guests on site at the daycare throughout the year. We are always happy for you to join on any trip and love parent volunteers! These special days are mentioned in our monthly newsletter and monthly calendar that is emailed to you at the beginning of the month. Every field trip will require a signed consent form. There may also be a cost involved which is the responsibility of the parent/guardian.
5. Please escort your child to their respective rooms. We cannot be responsible for children unless they are received by one of the staff.
6. Your child must remain at home when ill. If a child is too ill to participate in the daily activities at the center then he/she is too ill to attend. Should your child become ill while at Mr. Cakes, you will be contacted and required to pick up your child.
7. In order to keep our centre healthy, your child cannot attend Mr. Cake's until they are free from the following symptoms for at least 24 hours: fever not caused by teething, excessive diarrhea, vomiting, any rash until seen by a doctor and approved to return to day care, and any illness that we feel necessary to exclude them for. If your child is diagnosed with a contagious illness (strep throat, hand-foot-mouth, pink eye, etc.) a doctor's note will be needed upon returning.
8. Should your child require MEDICATION/HEALTH CARE while in our care, prescription drugs and non-prescription drugs (Tylenol, cough medication, etc.) will be administered only with the parent/guardian's written permission. All medication must have the child's name on the container and be given to a staff member who will store it in a locked box. We cannot keep medications onsite unless they are emergency medications (EpiPen's/inhalers etc.)

9. If for some reason your child will not be attending Mr. Cakes, please notify the center either by email, text, or a phone call.
10. Our staff members attend regular in-services and training that train on developmentally appropriate ways to deal with behavioral issues. While many issues (hitting, tantrums, etc.) are age appropriate, we feel it is best to re-direct the child and always reward positive behavior. We will remove any child who is causing harm or distraction to the other children. They will be given supervised time to regain their composure so they can re-join their peers. If your child's behavior becomes a constant issue, their teacher will request a meeting with you so that you can work together to correct the behavior.
11. Please do not send toys with your child to Mr. Cakes. We will not be responsible for loss or damage to personal toys or items.
12. Mr. Cakes is open from 6:30 a.m. until 6:00 p.m. Monday to Friday excluding holidays. It is your responsibility to pick-up your child/children or to arrange to have your child/children picked up by someone else no later than 6:00 p.m. However, should your child/children be in our care at 6:05 p.m., your emergency contact will be called to pick-up your child/children. There will be a charge of \$15.00 per child at this time and for every ½ hour thereafter. The money will be paid to the staff member in charge at that time.
13. Payment in full is to be made the first working day of each month. No credit will be extended unless prior arrangements are made with the manager. Fees still owing on or after the 15th of the month will incur a charge of \$5.00/day till they are paid. Also, any NSF (non-sufficient fees) from cheques or email money transfers will result in a \$50.00 fee. We reserve the right to terminate childcare services if monthly fees are not paid in a timely fashion.
14. There will be NO refunds for days missed, vacations or daycare closures, with the exception of one month missed. In the case of one month missed, we will require half a month's fee only. This portion will not be as a partial payment for the following month. The full fee will be expected the following month.
15. Should your child be involved in an accident during the day at Mr. Cake's, we will contact you immediately. If a serious illness/injury occurs, an ambulance may be called, and the parent/guardian will be responsible for the cost of the ambulance.

Parent/Guardian Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Kindergarten/Pre-School Information

CHILD'S NAME _____

SCHOOL ATTENDING _____

SCHOOL ADDRESS _____

SCHOOL PHONE NUMBER _____

FIRST DAY OF SCHOOL _____ month _____ day _____ year

A.M. _____ P.M. _____ FULL DAYS _____
(please list days)

BUS NUMBER _____

BUS DRIVER'S NAME _____

TRANSFER BUS NUMBER _____

TRANSFER BUS DRIVER'S NAME _____

Mr. Cake's Day Care does **NOT** provide bussing. Parents/Guardians must contact Elk Island Catholic or Elk Island Public Student Transportation to arrange for bussing for their child/children. Our Centre will be responsible for escorting your child/children safely to the bus. Our Centre will also be responsible for meeting the busses and escorting them safely into our Centre. It is the responsibility of the parent/guardian to notify our Centre and bus transportation if their child/children will not be on the bus whether it is in the A.M., P.M. or not at all. It will be the responsibility of our Centre to notify the parent if a child, who should be on the bus, does not arrive back at our Centre. **If we cannot get a hold of the parent and have contacted the school and the bus driver and still cannot locate the child, we will then call the RCMP to report a missing child.** Our Centre is **NOT** responsible for what takes place on the bus or at school.

Parent/Guardian Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Before and After School Information

CHILD'S NAME _____

SCHOOL ATTENDING _____

SCHOOL ADDRESS _____

SCHOOL PHONE NUMBER _____

FIRST DAY OF SCHOOL _____ month _____ day _____ year

A.M. _____ P.M. _____ FULL DAYS _____

(please list days)

BUS NUMBER _____

BUS DRIVER'S NAME _____

TRANSFER BUS NUMBER _____

TRANSFER BUS DRIVER'S NAME _____

Mr. Cake's Day Care does **NOT** provide bussing. Parents/Guardians must contact Elk Island Catholic or Elk Island Public Student Transportation to arrange for bussing for their child/children. Our Centre will be responsible for escorting your child/children safely to the bus. Our Centre will also be responsible for meeting the busses and escorting them safely into our Centre. It is the responsibility of the parent/guardian to notify our Centre and bus transportation if their child/children will not be on the bus whether it is in the A.M., P.M. or not at all. It will be the responsibility of our Centre to notify the parent if a child, who should be on the bus, does not arrive back at our Centre. **If we cannot get a hold of the parent and have contacted the school and the bus driver and still cannot locate the child, we will then call the RCMP to report a missing child.** Our Centre is **NOT** responsible for what takes place on the bus or at school. **If the school buses are not running but the schools are still open and your child is staying the day at daycare, there will be a charge of \$70 dollars.**

Parent/Guardian Signature: _____ Date: _____

Manager Signature: _____ Date: _____

CHILD GUIDANCE POLICY

Our method of child guidance for the children is one that involves (most importantly) a verbal explanation, and therefore determines that the child does not in fact understand that what he/she is doing is unacceptable behaviour. The child is given three reminders (depending on age) that what they are doing must be stopped or they will be required to leave the group for "REFLECTION TIME". Reflection time simply means they sit back from the group and observe until they are ready to join the group again. This time period is usually only a matter of two or three minutes, with a maximum of five minutes for an older child.

For a younger child, re-direction is used rather than "REFLECTION TIME" which has no meaning to a toddler.

I have read the above policy completely, and understand that this is the form of child guidance used in this Centre.

Parent/Guardian Signature: _____ Date: _____

Manager Signature: _____ Date: _____

PARENT HANDBOOK

I, _____, have received, read and understand the
(Please Print)
policies in the parent handbook.

Parent/Guardian Signature: _____ Date: _____

Sandbox Parent Portal Quick Start Guide (PLEASE KEEP)

Mr. Cake's Daycare uses Sandbox Software to help manage our center. Sandbox Software has a Parent Portal that enables parents to manage information for their family, see billing information, as well be kept up-to-date with regular updates and pictures of their children.

In order to access the Parent Portal, you will need to create an account using the steps below.

1. Go to <https://parentportal.runsandbox.com>
2. Use your email address as the username.
3. Create a password. (Your password must be at least 6 characters long)
4. Confirm your password.
5. Click 'Create Account' to create your account and you will be logged in immediately.

In the future, you will need to login to your account directly from the Parent Portal website: parentportal.runsandbox.com Type this in the address bar on your web browser to login securely on any device, including your mobile phone, tablet, laptop or desktop computer. To download the Parent Portal app on your cell phone, search "Sandbox Software" and choose the Sandbox Parent App. Both the Sandbox App and Parent Portal website lets you view the following and make changes as needed.

In the Child Info section, you can view information for your child. You can add or edit information for your child by clicking the pencil icon on the far right.

- You can only edit information if the pencil icon is present.
- The attachments section enables you to upload documentation if required by your center.
- If you have more than one child at the same location, you can move from one child to the other by clicking on the child's name.

The News Feed is where you will see information that is shared by the daycare such as pictures and announcements.

The Billing section lets you view your account balance, as well as any invoices on your account or payments that you've made. You can print monthly statements as well as any available tax receipts by clicking Print Statement on the top right-hand side. You can also view/print invoice and payment details by clicking on them in the list.

When you're finished using the Parent Portal, make sure to click the Log Out button on the top right-hand side to prevent anyone else from accessing your account.

If you are having issues creating an account or logging in, please contact the daycare.

Daycare Closures 2020-201

(PLEASE KEEP)

JANUARY 1 st	NEW YEAR'S DAY
FEBRUARY 15 th	FAMILY DAY
April 2 nd	GOOD FRIDAY
April 5 th	EASTER MONDAY
MAY 24 th	VICTORIA DAY
July 1 st	CANADA DAY
AUGUST 2 nd	HERITAGE DAY
SEPTEMBER 7 th	LABOUR DAY
OCTOBER 12 th	THANKSGIVING DAY
NOVEMBER 11 th	REMEMBRANCE DAY
DECEMBER 24 th	CHRISTMAS EVE
DECEMBER 25 th	CHRISTMAS DAY
DECEMBER 26 th	BOXING DAY
DECEMBER 31 st	NEW YEARS EVE

What to Bring Checklist

(PLEASE KEEP)



Musts...

- 1 Complete Extra Set of Clothing
- Indoor Shoes and Outdoor Shoes
- Proper Outerwear (for all seasons: hat, toque, ski pants and mitts)
- Water Bottle or Sippy Cup
- A Family Picture

If Needed...

- A Blanket or Stuffy for nap time (Blankets are provided)
- Bottle
- Diapers
- Pull ups
- Wipes
- Special Creams or Ointments
- Sunscreen(if not paying for daycare sunscreen)& Mosquito Repellent

Mr. Cake's Covid-19 Policy

This policy has been developed in response to the current COVID-19 pandemic in order to support the families we serve as well as the staff employed at our centre.

Risk Mitigation

- Staff and Parents must assess themselves for symptoms of COVID-19.
- Parents are asked to respect social distancing requirements in the hallways and wait their turn when filling out the health questionnaire if another family is present.
- Parents must fill out a daily health questionnaire for their child and their child's temperature must be checked. These health records are kept for two weeks and then shredded.
- Pens and the no-touch thermometer are sanitized after each family.
- Staff must sanitize their hands at the top of the stairs and wash their hands upon arrival.
- Parents must use hand sanitizer at the top of the stairs.
- Children must wash their hands immediately upon arrival.
- If possible, have only one parent/guardian or family member come to pick up the children. If possible, have the same parent do pick-ups and drop offs in the event of contact tracing.
- Parents who are on site longer than 15 minutes, will need to have their temperature checked and fill out a health questionnaire.
- Special visitors to the program and on-site/off-site field trips will be cancelled until further notice.
- Children will go for walks in the community but not use or play at other playgrounds at this time.
- Children will be served food by staff (no self-serve) and will not participate in food preparation or baking/cooking learning activities.
- The front entrance iPad is now equipped to be contactless. Parents and staff can now use their cell phone to scan the QR code on the iPad with their personal device. This will prompt them to open the timeclock web page on their personal device. They will then be able to operate the timeclock as normal on their own device by entering their 4-digit code and initials to complete the sign in process.

Rooms

- Rooms will not exceed 30 or more people including staff and children.
- When diapering, feeding, or providing first aid to an infant/child, the staff will wear a mask.
- If staff and children choose to wear mask throughout the day in their designated room, that is their choice. Gloves and masks are provided to the staff and we do have children sized masks in the event they become ill. The child will be required to wear one (if over two years old) until picked up by their parent or guardian.
- Staff will need to wear a mask when in the hallway, kitchen, meeting busses or when not in their designated room. Outside a mask is not needed.
- Tables have been set out with chairs spread apart for tabletop play. At lunch and snack times, children will also be set spread apart from each other at the tables.
- Staff have been instructed to not plan for any activities that encourage crowding and large gatherings of children.
- Where possible, physical distancing practices should occur, for example: Avoid close greetings like hugs or handshakes and encourage physically distant greetings such as "air fives" and waves.
- For naps, increase distance between sleeping mats/cots up to 2 metres if possible, and always practice head-to-toe placement.
- Our break room allows for two staff to sit and take their breaks while maintaining distance. The maximum number of staff in the lunchroom is two.
- Staff have been instructed to spread themselves out in the rooms to ensure that they are respecting the social distancing requirements when engaging with the children.

Cleaning/Disinfecting

- There is a cleaning sheet at the front entrance to record cleaning procedures. Shared washrooms and high contact surfaces are disinfected and cleaned twice a day.
- Staff are very familiar with sanitizing and disinfecting toys frequently due to the high licensing and health and safety standards already in place in childcare facilities. Staff have a daily cleaning checklist they must complete. They have also been given a new high contact checklist to complete and reminders have been posted in the rooms.
- Additionally, staff have been given a COVID-19 Guidelines packet with all the important information needed as outlined by government of Alberta and childcare licensing.
- Staff take the children to the bathrooms and will sanitize the toilet seat after child, the taps and doorknobs. All the rooms have their own bathrooms for child use.
- When children are done playing with toys, staff will sanitize them by spraying and wiping them quickly down. If there is no time to immediately clean them, staff will place the toy in a dirty toy bucket to be sanitized later. Also, chairs and tables will be sanitized as children leave them.
- At naptime, toys and buckets are sanitized by soaking them in a bleach solution and letting them air dry.
- At this time, water and sand tables will not be used. Outdoor water play will also not be scheduled.
- Play blankets, pillows and rugs will also not be used at this time as they are not easily disinfected.
- Health and safety posters will be posted around the daycare to remind staff and children about the risks and prevention of COVID-19.
- Frequent handwashing by staff and children will be in place: Start of the day and before going home/After going to the washroom/After a diaper change (staff & child)/Before and after eating food/ After nose wiping/blowing nose/After cleaning tasks/When hands are visibly dirty)

Sickness Policy

- Staff must complete a daily self-assessment of symptoms. If they are sick, they are not to come into work and another staff member will be called in to meet childcare ratios.
- Parents need to complete a daily health questionnaire documenting their child's current symptoms.
- If staff or children become sick, they will need to immediately leave the program. Children will be kept in the office away from others and wear a mask if over the age of two while they wait to be picked up. All areas and items the child used will be immediately disinfected.
- Parents will be called if their child has one or more vomiting or loose bowel movements at daycare.
- **If children or staff are showing symptoms of COVID-19 they** will need to be tested for COVID-19 or self-isolate for ten days if they choose to not get tested. They may return to the daycare if their test result is negative, they have no more symptoms or their self-isolation time frame is over, with no symptoms remaining.
- If a child has a pre-existing condition that has similar symptoms to COVID-19, a doctor's note will be needed stating the condition. The condition will be documented in detail and noted on the child's medical records.
- If anyone tests positive for COVID-19, the daycare will be closed for 72 hours to allow for contact tracing. Additionally, if two or more cases or symptoms of COVID are reported at the daycare, we will follow outbreak procedures outlined by Alberta Health. We would inform our licensing and health officer as well as report it to the COVID-19 outbreak line (780-445-7226).

Personal Protective Equipment (PPE)

- Gloves are available in all of the rooms for staff use.
 - Gloves are worn when diaper changing and when disinfecting.
- Children and staff are divided by rooms and stay in their designated room except at outside play time.

Responsibilities Considerations

- The daycare manager will be responsible for ensuring protocols and procedures are in place. We communicate through text and email to ensure that staff and parents can be made aware of any updates or important information. If the manager became sick, the owner of the daycare would be called in.
- The daycare manager will also be responsible to inform parents should a child or staff be showing any symptoms of COVID-19.

Symptom Checker

Staff, Parents and Children should get tested if showing any of the COVID-19 symptoms.

- Fever
- Cough (new cough or worsening chronic cough)
- Shortness of breath or difficulty breathing (new or worsening)
- Runny nose
- Sore throat

If showing any of these symptoms, stay home and minimize your contact with others until your symptoms resolve:

- Chills
- Painful swallowing
- Stuffy nose
- Headache
- Muscle or joint aches
- Feeling unwell, fatigue or severe exhaustion
- Gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite)
- Loss of sense of smell or taste
- Conjunctivitis, commonly known as pink eye

A self-assessment tool is available on Alberta's government website to help determine what further action should be taken if showing symptoms.