
Nottingham Child Care Centre

Parent Handbook

An Introduction to our Centre

• Policies and Procedures • Updated October 12, 2026



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Welcome

A NOTE FROM OUR DIRECTOR



Dear Parents,

Thank you for considering Nottingham Childcare Centre as a part of your child's early education and growth. Here at the Centre, we strive to understand and respond to best fit each child's individual needs.

I have over 25 years of experience within the industry, most of which has been spent in South and West Edmonton. Our staff here at Nottingham is equally dedicated to the development of the children at our Centre, which is at the core of our policies and procedures and daily routines.

We welcome parents to participate in our program activities in any way they are able. The following policies and procedures will outline, in detail, the standards and guidelines our staff must meet at a minimum. These are living documents, and we encourage parents to be involved in the ongoing development of our policies and procedures.

If you have any questions beyond the scope of the handbook, please let me know.

Sincerely,

Raj Sraa...

Program Beliefs

THE FOLLOWING PAGES OUTLINE OUR GUIDING POLICIES AND BELIEF SYSTEMS THAT GUIDE OUR DAY-TO-DAY DECISIONS

MISSION STATEMENT

At Nottingham Child Care, we assure children the highest quality of care by cooperating in professional development opportunities and educational programs that aid us in continually evolving our practices at the pace of research in the field. These efforts aid our team to enhance the total development of each child. We make every effort to create a comfortable, team-focused environment by providing quality childcare programs for today's families and tomorrow's future.

PROGRAM PHILOSOPHY

Nottingham Child Care recognizes and encourages the development of each child emotionally, physically, intellectually, and socially. We encourage children to express their own ideas and feelings using self-expressive materials to develop problem-solving and reasoning skills and to develop independence.

It is the responsibility of all staff to ensure that all children are cared for in a way that accommodates a child's feelings of safety, acceptance, and support. The staff consistently maintain a welcoming environment for all children. In addition to creating a safe and nurturing environment, caregivers use a holistic approach to encompass all areas of child development.

Daily learning opportunities are presented to stimulate the developmental areas of gross motor, fine motor, social, emotional, language, math, science, and creative arts. We believe this method creates pathways for future learning.

Our care does not end with children. We recognize that each child and their families are unique, and we respect their diversity. Nottingham Child Care aids all parents who are seeking skills advice and cooperation with family service agencies.

CENTRE GOALS

- Offer a wide array of toys.
- Provide a stimulating environment with a variety of equipment.
- Demonstrate interesting and well-illustrated reading materials.
- Display and give access to appropriate games and puzzles.
- Have adequate indoor and outdoor space.
- Encourage a friendly, efficient, and clean staff attitude.
- Continually use active listening skills and model these skills to children.
- Care for children in a warm, affectionate manner and let each child know how special s/he is.
- Meet each child's physical needs completely.
- Implement and adhere to strict sanitation procedures.
- Provide opportunities for exploring learning and social interactions through a wide variety of daily activities.
- Provide opportunities for the development of large and small motor skills incorporating outdoor activities.
- Establish awareness among staff to ensure a safe environment.

CHILD GUIDANCE POLICY AND TECHNIQUES

At Nottingham Child Care Centre, a safe environment is provided where children are modelled appropriate behaviours from staff, which they are expected to follow inside and outside the premises. The following contains some basic methods and approaches used by the Centre to guide young children's behaviour:

Caregivers will:

- Set good examples for children, families and co-workers.

- Provide a safe, healthy, child-centred environment that is developmentally appropriate.
- Use active listening skills to acknowledge one's feelings.
- Develop children's sense of responsibility and protect the property associated with the Centre.
- Encourage children to apply problem-solving approaches and support children in developing self-control, sense of responsibility and recognition of the needs of others.
- Follow logical consequences which are respectful and reasonable for the misbehaviour committed by children.
- Help children learn from their mistakes by explaining reasoning and logical consequences of their actions.
- Caregivers meet to discuss inappropriate behaviours committed and develop goals and strategies to help individual children. Parent conferences and referrals may be implemented at the discretion of the Director and with permission from parents.
- **All discipline policies are discussed with all parents at the time of registration.** Also, Parent Handbooks are available at any time to parents to update them on any policies and developments made by the Centre. Parents are welcome and encouraged to give feedback regarding all policies and programs.

PROMOTING A SAFE AND HEALTHY ENVIRONMENT

Children learn better in a safe, secure, and healthy environment. Here are some of the important points to be observed in the Centre:

1. Fire drills are practiced monthly.
2. Pesticides and aerosols are not used.
3. Poisonous and dangerous materials (if needed) are kept out of children's reach.
4. Health inspectors conduct reviews for licensing renewal.
5. Appliances are kept in good working condition and are repaired immediately.

6. Use of attendance sheets in each room monitors children at any given time. Head counts are done throughout the day to track the number of children.
7. A strict non-smoking policy is observed.
8. Diversity is integrated in weekly planning.
9. Video and computer games are only used when necessary, and time limitations are imposed. Staff ensure these games are age-appropriate.

COMMUNICATION WITH FAMILIES/ FAMILY INVOLVEMENT

Family participation is age-appropriate and helps enhance a child's learning experience. It is important for early childhood educators to recognize that parents are a child's first and most important teachers. Nottingham Child Care keeps an open-door policy which encourages parents and guardians to visit the Centre anytime. Visitations would be best at lunchtime, during special activities or circle time, as these times allow for interactions during activities instead of transitions.

Communication between our program and families is a vital component for a child's success. Parents' expectations and their goals for the child will be discussed with them at the time of registration and later from time to time. Inputs regarding the policies and procedures of the daycare Centre will be asked from the stakeholders annually. We will be reviewing our program and handbooks annually with discussion /suggestions from the stakeholders. **Examples** of parent communication systems used:

- 1.A parent board is designed especially for parent information.
- 2.Monthly or Bimonthly newsletters
- 3.Informal notes, either written or verbal.
- 4.Face-to-face updates on child performance, such as daily anecdotes and any concerns about the child's development. Referrals can be made and documented in the children's file.
- 5.Phone calls

We encourage parent feedback; it would be most useful to communicate directly with the staff concerned. If there are additional issues or questions, then they should be informed.

PROTOCOL FOR HANDLING CHILD ABUSE

If there is any evidence that a child is being abused, Children's Services will be contacted immediately, and an investigation will take place. All information will remain confidential from all persons. We highly advise that any sign of abuse be reported if a child is seen with evidence of child abuse.

Children's Services will keep your identity confidential and will investigate the situation with caution. Signs of physical abuse include hand marks, cuts and bruises to the child's forearms, thighs, back, neck, chest or face. Bruises, cuts and scrapes are common to play children however these are no harm asking the child how the mark happened. For further information about handling child abuse and neglect in child services, please contact Family and Social Service.

GRIEVANCE POLICY- INFORMATION PROCEDURE

To maintain the excellent service provided to our families, please see the following guidelines.

The following description includes the roles and responsibilities of each staff member and parent. We hope that this process will make it easier for parents and our staff to relay information that is essential in providing quality childcare services. We appreciate your cooperation in following these steps:

- I. Relaying information means contacting your child's PRIMARY caregiver. They understand your child's daily needs and communicate with them throughout the day. Parents should let the Director/Owner know of this conversation.
- II. Caregiver should then implement a solution approved by the parent in accordance with the established Centre policies.
- III. If the first two steps do not address the issue, a parent conference will be held with the Director, Staff and Parent to discuss and resolve the issue at hand.
- IV. If the situation has still not been acknowledged sufficiently, the Director will contact the owner for further intervention. A broad approach will be used to understand the other factors/context.

OPEN DOOR POLICY

We believe that children's development success occurs between their home and their interactions with places like our Centre. We invite and encourage parents and guardians to find time to visit, witness and participate in the Centre, for example, lunch or circle time. Likewise, we recommend that you take part in the activities of the Centre. Our doors will remain open to all parents and families, and we welcome visits throughout the day.

The COVID-19 policy is applicable. (Page 25)

SUPERVISION POLICY & PRACTICES

Supervision within the Centre is done in specialized groups. For example, primary caregivers take responsibility for a particular number of children to ensure both close and general interactions are observed by room staff. This method is also used during outdoor play, where staff will take small groups of children outside at a staggered rate to help with transitions. This allows staff to manage smaller groupings to ensure all children are accounted for during transitions and activities both in and out of the Centre.

Staff are responsible for completing daily safety checklists, both indoor and outdoor (see above), to remove hazards and are responsible for the equipment within their rooms and when they are in the outdoor playground.

The staff is responsible for: -

- Positioning equipment and arranging the environment to supervise the children's play area.
- Knowing the authorized pickup list for children.
- Notice the children arriving and leaving the Centre and record accurate times.
- Know where emergency medications, first aid kit and emergency contacts are kept.
- Always monitor children.

As per policy, children are signed up by primary caregivers when parents/guardians arrive. From this list, a total number is counted, which is re-counted throughout the day. Staff are therefore accountable for their smaller groups and for ensuring the total number of children in their room is present. This method is also used during trips taken outside of the Centre.

Head counts are therefore performed throughout the day after transitions.

Supervision also includes monitoring various developmental stages of children.

Developmental checklists are used, and stories/concerns/issues are communicated with

parents directly. Staff expectations include ongoing observation notes/anecdotes noting behaviour and development for children. These notes are given to parents, and copies are kept within the child's folder for documentation.

Effective supervision is maintained within a room where staff observe and make general observation notes regarding children's interactions. Daily staff will engage children in a variety of activities and will use redirection to maintain interest.

Caregivers will conduct safety checks of their rooms and the outdoor play space every day.

Primary caregivers are responsible for noting portable cards and are responsible for getting to know who picks up each child and what their daily routines are. Staff also maintain accurate records of children's attendance and therefore consider when children enter or leave the program.

Staff are required to know where emergency kits, portable records, and emergency numbers are always kept within their rooms.

Staff are not allowed to use their cell phone during the workday and are asked to plan/organize/clean during times when they are not supervising children.

Field Trips and Community Walks - Staff are required to take head counts before leaving the program premises. Children will be paired; staff will lead and follow up behind children.

Monitoring Play:

Staff should engage in activities and concurrently supervise the progress and interactions of children within their rooms. Staff are expected to listen to children and to discuss their needs and wants throughout the day.

Staff are encouraged to move play centers as they deem fit to supervise free play and other activities better. Staff are expected to supervise the entire group of children.

Nottingham Child Care Director will maintain policies, procedures, and checklists. The Director will also ensure that Staff have a thorough orientation and are given feedback for supervision and management of their rooms. The Nottingham Director will also ensure that appropriate staff ratios are maintained.

Centre Guidelines

THIS SECTION OUTLINES OUR DAY-TO-DAY POLICIES WITHIN THE CENTRE, AS LED BY OUR PROGRAM BELIEFS AND PHILOSOPHY

HOURS OF OPERATION

Nottingham Child Care is open year-round from 6:30 am until 6:00 pm, Monday to Friday, except for statutory holidays. Since the Centre closes at 6:00 pm, staff are entitled to request \$10.00 per 10 minutes worked due to overtime hours.

Parents will be informed of upcoming holidays via posted notices and our newsletter.

OUR STAFF:

Our staff undergoes rigorous monitoring and evaluations as a requirement for employment at our Centre. Often, our staff will join our Centre with years of childcare experience, including past teachers, nurses, and caregivers. They join our team as professionals. All our staff members have Early Childhood Education certificates, as distributed by the Government of Alberta, and required by the Provincial Staff Qualifications Board. Some of the staff hold bachelor's degrees within the area of Elementary or Secondary education. Our staff is also obliged to keep their CPR and First Aid qualifications up to date. Our Centre strongly believes in ongoing professional development and often attends workshops as a group, in this way to hope to develop a better understanding of childcare advocacy within our community.

The experience, passion, and knowledge of the staff at Nottingham Child Care combine to create an exciting environment based on creating a conducive learning environment for your child.

HOW TO PAY YOUR FEES:

Monthly fees are set according to the fee schedule in effect for the age group being contracted for. Fees remain in effect regardless of absences due to illness or vacation. Additionally, fees for children starting or leaving during the middle of the month will be charged on a daily rate basis.

All fees are due and payable in advance on the 1st day of the month. Late charges will apply after the 5th day, and termination of your reserved space may occur at the end of the month if payment is not received IN FULL, unless prior arrangements with the owner have been made.

Fees apply if a child is picked up after 6:00 pm. A \$15.00 fee is charged for the first 15 minutes (or any part thereof) and an additional fee of \$1 per minute thereafter. These fees help cover the overtime wages paid to staff that must remain to look after children after closing.

Subsidy is available for families who meet the government-mandated criteria. It is the responsibility of the Parent to pay half of the monthly fee until approval is obtained. You will be credited upon approval. In addition, Parents are required to pay any difference in Centre fees and subsidy granted amounts (known as the Parent Portion). It is the responsibility of the parent to ensure your subsidy is up to date and active. If your subsidy expires and is not renewed in time, you will be responsible for the full amount in monthly fees. If renewed and backdated, your parent portion will be credited.

Fees may be paid in Cash or Cheque

Note: NSF cheques will constitute an additional fee of \$25.00

-----DAILY PROCEDURES

NUTRITION/ FOOD POLICY

Centre serves morning breakfast (snack), lunch and evening snack. The Centre makes sure that at a minimum two food groups are served as per the Canada food guide. Menu for meals in day care is posted on the entrance as well as in rooms.

FOOD HANDLING POLICY

Nutrition is an important part of any child's daily program. Nottingham childcare provides breakfast, lunch, and evening snacks to all children. The childcare menu follows the recommendations of the Canada Food Guide. Uncooked Perishable food is kept in the freezer or refrigerator. All food is cooked and served according to Alberta Health Services' guidelines. In each room, refrigerators are provided to ensure cold foods are kept cold, and microwaves are available to warm up food.

Children and staff are seated calmly, and snacks and meals are eaten together as a group. All staff are requested to complete food handling training (Home Study Course for Child Care Providers, sponsored by Capital Health) to ensure quality in food handling. Director has completed the Provincial Food Sanitation and Hygiene Course (conducted by AHS) to follow the Alberta Health Act Food Regulation.

COVID-19 policy is applicable. (Page 25)

ILLNESS POLICY

In the best interest of the health of our staff and the children they serve, parents agree to keep their children home and seek alternate care for the following conditions:

*NOTE: Parents will be informed of any suspected illness, and children will be monitored for any change in condition. If any of the following symptoms appear, parents will be asked to pick up their child immediately.

1. Pain - any complaints of unexplained or undiagnosed pain
2. Fever (100F or 38.3C or higher)
3. Sore throat/ Trouble swallowing.
4. Headache or sore neck
5. Unexplained diarrhea/ loose stool combined with nausea/vomiting or stomach cramps.
6. Diarrhea not able to be contained in a diaper or if the child cannot keep from soiling, they're under clothes.

7.Nausea/ Vomiting

8.Severe itching of body/scalp

9.Known or suspected communicable diseases

If your school-aged child becomes ill at school, parents must directly pick them up from school. We discourage parents from sending their children to the Centre while they wait for their arrival, to prevent the spread of any virus.

In the event of serious illness, your child may be required to stay at home until a physician gives clearance to return to our Centre.

The following records are kept on file (and must be updated regularly)

-Name and Contact numbers in case of emergencies

- Child's Alberta Health Care Number

- Name of child's physician

- Any pertinent medical details of child

- **COVID POLICY is applicable. (Page 25)**

PLEASE NOTE: Nottingham Child Care reserves the right not to accept any children that may be suspected of being ill. Please respect the health of others.

MEDICATION POLICY

Medication is only administered to a child when our medication form is filled out in FULL and by a Parent. This policy is strictly observed and also includes any herbal forms of treatment.

The following must be recorded:

1.the name of the medication in full

2.time/s required for administration.

3.amount to be given.

4.document the initials of staff who have administered the medication.

If there is a prescribed medication given to the child, this medication MUST be kept within its prescription bottle and labelled with the child's name, the time it must be given and the dosage amount. Medication that is labelled under another name cannot be given to your child.

If over-the-counter medications are to be given, then clear directions must be printed on the label and must be appropriate for the age of the child. Parents must describe how the medication is expected to be administered.

It is then the responsibility of the caregiver to watch for any allergic reactions that may occur in the child. All medications endorsed to staff are kept within a locked box inside the refrigerator (if required). Medications are returned to parents as soon as the written authorization has ended. If the medication is ongoing, the medication form must indicate that directly.

INCIDENT AND ACCIDENT REPORTS

In case of incidents, accidents and emergencies, parents are notified immediately via telephone or through our incident report forms when parents enter the Centre. If the child needs immediate medical care, parents will be contacted immediately to inform them of the situation. If no parent or contact can be reached, the Centre will take all necessary actions to ensure the safety of the child. Parents are responsible for any applicable medical fees.

Incident/ Accident reports are completed by staff who witness the event and are presented to be signed by both the Director and the parent. These forms are kept for our records within the child's file. If you have concerns regarding injuries not reported by staff, these injuries must be brought to our attention.

Emergency numbers are posted within each room and in the Director's office. Aside from the emergency cards, each room contains a Directory for all children under their care.

CRITICAL INCIDENTS:

The following is considered a Critical Incident (which will be reported to the licensing office)

- An emergency evacuation
- Unexpected program closure
 - An intruder on program premises
 - A serious illness or injury to a child that requires the program to request emergency health care.
 - An error in administration of medication by program staff results in the child becoming seriously injured/ ill, requiring first aid or the program requesting emergency services.
- The death of a child
- An unexpected loss of a child from the program (i.e., lost child)
- A child removed from the program by a non-custodial parent or guardian.
- An allegation of physical, sexual, or emotional abuse of a child by a program staff member or volunteer.
- The Child committing an offence under an Act of Canada or Alberta
- And/ the program left the premises outside of the program's operating hours.

These critical incidents will be reported immediately to the government via fax or email. This report will include the program name/ contact information, child's name, date and time of incident and actions taken by the license holder as a result.

FIRST AID TRAINING

Child Care staff are required to present current CPR and First Aid Training. First Aid kits have been developed for each room and are easily accessed. Emergency cards are kept within the Centre office, while information cards are also found in every room.

First aid kits, emergency cards and directory are brought during all field trips, at the park, essentially any activity held outside the Centre.

FIELD TRIPS AND OUTINGS

Field Trips and outings are part of the Centre's program. We believe these outings are important in developmental learning by using a hands-on approach.

Children must understand the following criteria BEFORE they leave the Centre:

- Short description of the destination
- What to expect from the trip, where they are going, what will happen, whom they will see and who they need to listen to.
- Behaviour expectations (Rules to Follow) and logical consequences.
- Adults in Charge
- Emergency Procedures
- All the safety rules will be discussed with children and supervisors before the trip.

Parents may volunteer for any activity that their children participate in, within or outside the Centre. If they agree to accompany the Centre on any outside field trips, they are responsible for any associated costs. Parents are not expected to assist us but will always be a welcome addition!

Consent forms are signed at the time of registration. All parents need to sign the consent form prior to any off-site visits, including trips that are taken on a regular basis (for example, walks in the neighbourhood, spray parks, etc.). These forms are kept within the child's file.

Any special field trips will constitute another content form detailing the experience (ie., Fringe)

Staff ensure that all emergency-related materials are carried and brought by their team. Staff must enforce core safety rules in compliance with Transport Canada guidelines. One staff member from each room will be assigned responsibility for carrying first aid materials and emergency cards. These roles will be discussed BEFORE anyone leaves the Centre. Centre will ensure that one additional adult will accompany the group (over the required ratio). The Centre will hand out the detailed responsibility and expectation list to all the adults accompanying the trip.

FIRE DRILL POLICY AND PROCEDURE

Fire drills are conducted monthly. Evacuation maps and procedures are posted in each room. Once all staff and children from each room have congregated within the specified areas, a call will be conducted to ensure all staff and children are present. Staff and children are only permitted to return to the building when notified by the Director or alternate.

A monthly surprise drill is conducted. All evacuation and fire drill procedures are posted in the Centre and must be understood by all staff. Any noncompliance regarding our emergency or fire drill procedure is a basis for employment review. Inspectors from the Strathcona County Fire Prevention Division regularly check that fire drills and correct procedures are implemented properly. Staff also engage in workshops such as Fire Extinguisher training which are completed on a yearly basis as a refresher for staff.

Evacuation floor plans are posted for all visitors and staff within each room and should be familiarized by parents. Parents will be contacted when any unexpected event occurs.

EMERGENCY EVACUATION PROCEDURE

Fire Drill Policy

Fire drills are scheduled monthly. Evacuation maps and procedures are posted in each room. Once all staff and children from each room have congregated to their assigned areas, a roll call is done to ensure all children and staff are present. Staff and children are only permitted to return to the building when notified by the director or alternate.

Fire Evacuation Plan

In the event we are forced to leave the daycare, we will proceed as follows:

- 🕒 Staff will lead children out of their rooms through the emergency doors located within the room (FACING OUR PLAYGROUND)
- 🕒 If that exit door cannot be used, we will leave by the SOUTH door located in the middle of the Centre. NOTE: MUSTER POINT WILL BE GREENSPACE ADJACENT TO OUR PLAYGROUND
- 🕒 The Director/Alternate will collect registration/sign in books, and the daycare will double-check for children.
- 🕒 Once outside, we will proceed as a group to Nottingham Community Play Park at– Upon arrival at BEHIND the Centre, we will contact each parent to verify our location.

Emergency Evacuation Plan

In case of full-scale emergency or disaster, children and staff will leave the Centre in the same manner as described above (during a fire drill). Emergency forms will be taken along to contact parents immediately. Staff will congregate at the Muster point/ then go to STRATHCONA CHRISTIAN ACADEMY (location across Clover Bar Road), and parents will be expected to pick up their children from this location immediately.

Each room supervisor will be expected to organize the children and staff of their room into an orderly fashion and obtain all emergency cards and first aid kits. Staff will be delegated by the Director and Room Supervisors to produce an effective transition.

Emergency Procedures:

Staff are oriented to evacuation and emergency procedures as a component of their orientation training. Evacuation procedures are posted within each room and will be practiced 1x per month. Children will learn about emergency procedures through drills and workshops provided by community services such as the Police and Fire departments as developmentally suitable.

Current emergency forms, which provide accurate up-to-date information, are required by law. We should be informed of any changes in emergency information. New emergencies are required each year and are updated every 4 months.

Parents are obligated to provide accurate emergency information; Nottingham Child Care reserves the right to withhold childcare services if this information is withheld. We thank you in advance for your participation.

In the event of an emergency, parents and/or emergency contacts will be contacted immediately and notified of the situation. If no contacts can be reached, the registration form signed by parents indicates that staff of Nottingham Child Care are able to take any necessary actions to ensure the safety of the child. Parents are responsible for any medical fees which may apply.

TERMINATION FROM THE CENTRE

If for some reason, you decide to stop bringing your child to Nottingham Child Care, a TWO-WEEK notice is required. Payment is due for the two-week notice period, whether your child is attending the daycare. Any outstanding fees must be paid on or before the child's last day.

If we can no longer keep your child in the Centre for any reason, a two-week notice will be given from the Centre.

The following (including but not limited to) circumstances may result in termination:

- a. change of location

- b. nonpayment of fees (1 month or more)
- c. noncompliance with required documents
- d. lack of parental cooperation (regarding policies and procedures)
- e. failure of child to adjust after a reasonable amount of time.
- f. inability to meet child's needs without additional staff.

Daily Procedures

THIS SECTION WILL OUTLINE THE DAILY ACTIVITIES AND REQUIREMENTS AS GUIDED BY OUR BELIEFS AND POLICIES

DAILY ROUTINES

In general, all routines are structured and planned carefully to be appropriate and suited for the various age groups within our Centre; these plans are flexible based on the needs of our enrolled children.

Our goal is to provide varied activities and opportunities where children can make choices throughout their day. One example is taking children outside to develop several skills, such as gross motor skills and to develop an appreciation of nature and outdoor play. Children usually go out depending on the weather conditions, wearing clothing appropriate to the weather. Likewise, children should be aware of the community where they are; therefore, Nottingham Child Care frequents neighbourhood parks and walking trails for picnics to provide for a change of scenery.

COVID-19 policy is applicable. (Page 25)

PROPER HAND-WASHING/ DIAPERING & TOILETING

Hand washing:

Proper hand washing is an important skill to learn for lifelong hygiene. Therefore, we always bring children to wash their hands before handling food and after toileting.

It is important that staff maintain their cleanliness for the safety of their group of children. We offer hand sanitizer as an available option.

Caregivers are expected to wash their hands with soap before handling food, after assisting children to the washroom and after handling any other chemical or toxic materials.

Diapering:

We consistently disinfect toilets, doorknobs, sinks and water fountains. The tables and chairs that children consistently use are always cleaned regularly. Diapering stations are available to each staff member in their respective rooms.

Cleanliness is very important to us during diapering. It ensures the safety of the children in our care and our staff. All staff are expected to WASH THEIR HANDS WITH SOAP before and after EACH

diapering. We also sanitize changing tables after each use. Soiled diapers are wrapped in plastic bags and thrown into a closed container, which is emptied every day.

We offer paper towels in each room and washroom for hand washing.

Toileting:

Potty training is practiced in each room in collaboration with Parents. All children are taken to the washroom after each meal/snack and before a major transition (e.g. going outside). Staff will supervise children old enough to toilet themselves and assist them with hand washing, etc., if need be. Children who are being trained in toilets will be supported by staff in using positive motivation as support. Proper hand-washing techniques will be modelled and taught to children as they learn to use the toilet.

COVID-19 is applicable. (Page 25)

CENTRE PLAY SPACES

Indoor Safety Policy

- Cubbies are maintained and cleaned regularly
- Toys are washed regularly.
- Poisonous plants are not allowed inside under any circumstances.
- Beds are labelled with the child's name. Bed covers and blankets are kept in containers; all blankets are brought home each Friday for washing. Bed Covers are provided by the Centre and are washed weekly.
- Fans are available in summer while heaters are available for use in the winter.
- Floors are swept after every activity. Carpets are vacuumed daily.
- Garbage bins are situated in strategic places. Trash disposal is the duty of the Room Manager and must be taken out daily.
- Activity areas are brightly lit while the sleeping room is dimly lit with relaxing music.
- Electrical outlets are secured with child-proof outlet guards.
- Water tables are cleaned and disinfected daily.
- Sinks and countertops are kept tidy and clean.
- Non-toxic, water soluble art & craft supplies are used.

Facility/ Room Safety Details

- Nottingham Child Care has a dedicated Baby, Toddler and Preschool room.
- Toddler Room is 23feet wide X 34 feet long and is the basic standard for the rest of the Daycare rooms.
- All children take their naps within their designated rooms.

- Our license is issued according to our room sizes.

*All rooms are maintained daily, where cleanliness and safety take precedence.

Indoor safety checks are completed in each room daily and are recorded on an Indoor Safety Checklist

Outdoor Safety Policy

- A specialized, private play area is located adjacent to the Centre (behind/ away from traffic); a local community playground is located approximately 3 minutes walking distance (there are no major roads to cross).
- Children are supervised in small groupings during outside play, allowing staff to play and interact with children outdoors.
- Several structures are provided, including slides, climbing structures, toys and others.
- Both playgrounds are fully fenced with secured gates; all entrances and exits are closed. The community playground has a small opening at the far end of the field, away from the playground.
- Children are coached for activities and are always monitored to avoid any danger.
- Outdoor equipment is maintained and is designed to be developmentally appropriate.
- Staff at Nottingham Child Care are responsible for conducting daily safety checklists to ensure the outdoor space does not present any safety concerns.
- The area and structures comply with CSA standards.
- The outdoor sandbox will always be covered with a tightly fitting cover when not in use.
- Children's wading pools are drained and stored upended after use.
- Note: Toxic plants and animal waste are never scattered within the area. The use of pesticides is limited to a range as dictated by Strathcona County. No spraying of pesticides is conducted in the vicinity of our play park.
- COVID-19 AHS policy is applicable. (Page 25)

THINGS TO BRING TO THE CENTRE

- Personal Blanket (if your child naps) - Nap time is roughly 2 hours per day.
- Extra set of clean clothes to keep within their cubby.
- Diapers, wipes, and creams (if applicable)

- Water bottle for use throughout the day
 - Weather-appropriate, comfortable indoor and outdoor shoes
 - PLEASE LABEL CLEARLY
 - The Centre is not responsible for lost or stolen toys; please keep valuables at home.
-

WHAT TO EXPECT FROM PARENTS/ GUARDIANS

For the maximum amount of comfort for your children at our Centre, please consider the following:

- Ensure your child wears appropriate clothing. Children's activities are varied throughout the day, including activities inside/outside and naps. Ensure your child can keep warm or keep cool by dressing in layers.
- Stains are also a part of a child's daily routine; we cannot guarantee that all stains will come out in the wash - please bring resilient clothing.
- Please discourage your child from bringing toys to the Centre to avoid loss and, more significantly, conflicts among other children.
 - NOTE: Fridays are reserved for show and tell for children two years or older, to bring their toys to share with their peers. We make every effort to ensure these toys are not lost - but as a precaution, do not bring valuables
- Label all your children's belongings clearly and permanently
- As a policy, staff will not tolerate any verbal abuse from Parents. All requests of parents are associated with our Centre policies and are in the best interest of your child.

The COVID-19 policy is applicable. (Page 25)

COVID POLICY

This policy has been developed to support Nottingham Childcare and Out of School Care in reducing the risk of transmission of COVID-19. This policy builds upon the Alberta Health Services' health and safety childcare guidelines and recommendations. This policy will continue to reflect the changing health and safety legislation.

Anyone with symptoms of COVID-19, with a history of international travel in the last 14 days, or with close contact with a confirmed case of COVID-19 in the past 14 days must remain at home.

Entering and Exiting the Centre

- ☐ Before leaving home, the parent or guardian conducting drop-off is expected to screen each child for symptoms using the Alberta Health Daily Checklist. ([Alberta.ca/BizConnect](https://alberta.ca/BizConnect))
- ☐ Parents must wear a mask to enter the center.
- Parents are requested to stop at the entrance, fill in the screening tool, staff will monitor the child's temperature, and staff will take the child to the designated room. For reference, normal temperatures are:
 - o Mouth: 35.5-37.5°C (95.9-99.5°F)
 - o Underarm: 36.5-37.5°C (97.7-99.5°F)
 - o Forehead: 36.6-38.0°C (97.9-100.4°F)
 - o Ear (not recommended in children under 2 years): 35.8-38.0°C (96.4-100.4°F)
- At the pickup time (latest by 5:30 pm to proceed with the safety measures of COVID), parents are requested to call before reaching or wait outside till your child is ready.
- Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose, unless an individual provides their consent.

- The Centre will not allow volunteers or non-essential visitors until 5:30 pm. Parents or guardians are able to enter the program when necessary/needed but should minimize the time spent there and always stay two meters away from staff and other children.
- Alcohol-based hand rub (with at least 60% alcohol) is placed in all entrances to the program area for use by staff, parents doing pick- ups/drop-offs, and any visitors to the center.
- Signs are posted at the entrance reminding people not to enter if they have signs or symptoms of COVID-19.

Sick Parents, Staff or Children

- Parents and children will not be allowed to enter the childcare space if they have COVID-19 symptoms.
- Parents can access COVID-19 testing for their child (with or without symptoms) by filling out the AHS Online Assessment Tool and booking a test.
- If a child develops symptoms while at the facility, the child will be isolated in a separate room, and the parent or guardian will be notified to come and pick up the child immediately.

If the child is young and requires close contact and care, staff can continue to care for the child until the parent is able to pick up the child. Staff should wear a mask during all interactions with the child and should avoid contact with the child's respiratory secretions.

- Staff will wash their hands before donning a mask and before and after removing the mask (as per Alberta Health mask guidance), and before and after touching any items used by the child.

- All items, bedding, toys, etc. used by the child while isolated should be cleaned and disinfected as soon as the child has been picked up. Items that cannot be cleaned and disinfected (e.g., paper, books, and cardboard puzzles) should be removed from the Centre and stored in a sealed container for a minimum of 10 days.

□ The Centre will keep records of children's known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the program. A child who has tested negative for COVID-19 does not need to be retested unless new or different symptoms develop. After testing, parents are requested to provide self-attested COVID-negative confirmation for the records; no other test proof is required.

- A child who has a cough, fever, shortness of breath, runny nose or sore throat that is not related to a pre-existing health condition or who tests positive for COVID-19, is legally required to isolate for 10 days from the start of their symptoms, or until symptoms resolve, whichever takes longer.
- If a child has a fever, cough, runny nose, shortness of breath or sore throat and is not tested for COVID-19, the child must isolate for 10 days from symptom onset, or until symptoms resolve, whichever is longer. NOTE: It is always recommended that the parents seek testing for a child with symptoms of COVID-19.
- If two or more children are identified as having symptoms consistent with COVID-19, the center will follow outbreak notification procedures as per routine zone protocols and adhere to recommendations from Alberta Health Services.
- Staff and children will be frequently reminded to follow proper hand hygiene and respiratory etiquette (wash hands frequently, sneeze/cough into their elbow, put used tissues in a waste receptacle and wash hands immediately after using tissues). Post signs with visual cues around the program area to remind staff and children to perform hand hygiene and respiratory etiquette properly.
- Childcare Centre must adhere to handwashing guidelines outlined in the AHS Health and Safety Child Care Guidelines. While alcohol-based hand sanitizer is not typically recommended for routine use in childcare, it has been proven effective for hand hygiene when soap and water are not readily available. Access to hand sanitizer needs to be always monitored and can result in accidental poisoning if ingested. Children will be closely supervised when using alcohol-based hand sanitizer. Manufacturer instructions for each product must be followed.

Ensure staff:

- Are trained on the childcare operator's policies regarding physical distancing, hand hygiene, respiratory etiquette, cleaning and disinfecting, and any other updated policies or procedures related to preventing transmission of COVID-19.
- Have access to hand sanitizers or hand-washing stations, as required.
- Are permitted to wear non-medical masks if preferred, even if a non-medical mask is not necessary for the work they are performing. Guidance is available online.
- Designate lockers and storage spaces for individual staff.
- Encourage staff to launder uniforms between shifts as appropriate.

- Continue to follow existing occupational health and safety (OHS) requirements.

OHS questions and concerns can be directed to the OHS Contact Centre by telephone at 1-866-415-8690 (in Alberta) or 780-415-8690 (in Edmonton) or online.

Safe Practices Onsite

- Before every shift at a center, a staff member must assess themselves for symptoms of COVID-19
- Activities cannot violate a public health order. To help plan activities, staff will ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed:
 - Does the activity involve shared surfaces or objects frequently touched by hand?
 - Can an activity be modified to increase opportunities for physical distancing?
- Where possible, physical distancing practices will occur, for example:
 - Avoid close greetings like hugs or handshakes and encourage physically distant greetings such as “air fives” and waves,
 - Plan for physically distant activities such as shadow tag and, where possible, avoid activities that require clustering around a particular item or part of the room. Consider ways to set up rooms to avoid clustering or traffic jams.
 - Consider staggering individual participation in activities or use of equipment to avoid clustering in any specific area.
 - For naps, increase distance between sleeping mats/cots up to 2 meters if possible, and always practice head-to-toe placement.
- Use of masks by program staff is only encouraged for prolonged close interactions with children (e.g., changing a diaper or assisting with feeding).
 - If masks are worn, Alberta Health mask guidance must be followed and can be found here: <https://www.alberta.ca/prevent-the-spread.aspx>.
 - Once a mask has been removed, it should be thrown in a lined trash bin (disposable masks) or placed in a sealed container to be laundered (reusable masks).

- Children attending a childcare program are not required to wear a non-medical mask while at childcare.
- Staff and children will be frequently reminded to follow proper hand hygiene and respiratory etiquette (wash hands frequently, sneeze/cough into their elbow, put used tissues in a waste receptacle and wash hands immediately after using tissues)
- Signs with visual cues are posted around the program area to remind staff and children to perform hand hygiene and respiratory etiquette properly.

-For cohorts in Centers, the AHS guidelines will be followed: alberta.ca/BizConnect

- Childcare Centre will adhere to hand washing guidelines outlined in the AHS Health and Safety Child Care Guidelines. While alcohol-based hand sanitizer is not typically recommended for routine use in childcare, it has been proven effective for hand hygiene when soap and water are not readily available. Access to hand sanitizer needs to be always monitored and can result in accidental poisoning if ingested. Children must be closely supervised when using alcohol-based hand sanitizer. Manufacturer instructions for each product must be followed.

Programs directly associated with a confirmed or probable case of COVID-19 must adhere to requirements from Alberta Health Services. This may include temporary program closure to allow for contact tracing processes to occur.

Out-of-school care programs

- In the instance that a child arrives at the childcare program directly after attending school (for which the child was assessed for symptoms by a parent before attending), program staff should assess the child for symptoms verbally before entering the program.
- Program staff may also take the child's temperature as an additional measure to ensure the child is symptom-free before entering.
- Thermometers should be disinfected between uses according to the manufacturer's instructions or by using an alcohol wipe.

For food service, meals, and snacks

- The Centre provides food to children, and staff will help serve.
- Food provided by the family will be stored with the child's belongings or, if refrigeration is required, will be kept in an area designated for the child's cohort and will not be handled by other cohorts' staff.

- The kitchen/nourishment areas will be closed to children, non-designated staff, or non-essential visitors.
- No activities will be planned to involve child participation in food preparation.
- The Centre will ensure that food handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.
- Where possible, children will practice physical distancing while eating.
- There will be no common food items (e.g., salt and pepper shakers).
- Meals will be served in individual portions by a designated staff member to each child.
- Utensils will be used to serve food items (not fingers).

Cleaning and Disinfecting Items

- Centre will engage in frequent, thorough cleaning and disinfecting each day.
- Except for diaper change tables, clean and disinfect frequently touched objects and surfaces as per AHS' Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community <https://www.albertahealthservices.ca/assets/info/ppih/if-ppih- covid-19environmental-cleaning-public-facilities.pdf>.
- Cleaning and disinfection of diapering areas must continue to be done as per usual protocols.
- Cleaning and disinfecting of toys will be done by:
 - Commercial dishwasher
 - OR:
 - Wash with detergent and water
 - Rinse with clean warm water
 - Wipe, spray or immerse for 2 minutes in an approved disinfectant.
 - Air dry
- Discontinue shared use of items that cannot be cleaned and disinfected (natural materials such as acorns, sticks, cardboard, etc.)

- Area rugs and soft furnishings (e.g., large pillows or cushions, bean bag chairs) that cannot be easily cleaned and disinfected are removed. We increased the frequency of cleaning of permanent carpets and upholstered furniture.
- Centre will ensure mouthed toys are immediately put into a designated bucket to be cleaned and disinfected.
- Soft toys (plush toys and blankets) will not be shared at this time. Launder in hot water and dry thoroughly between children or discontinue use.
- All shared sensory tables, including water tables, sand tables, and shared play dough, will be closed.
- Individual sensory bins or activities that are not shared between children are not used (play dough labelled for individual child use, small individual water bowl with sensory activities)
- Items such as books and puzzles will not be moved between rooms and will stay within each cohort room only as they cannot be fully cleaned and disinfected between cohort uses.
- Regarding items that travel with the child from home to the childcare center on a daily or regular basis:
 - Children bringing in non-essential personal items are not allowed.
 - Friday Show and Share Day is suspended until further notice.
 - Equipment that is required for children's day-to-day use (e.g., mobility or feeding devices, weighted blankets, headphones) will be cleaned and disinfected at drop-off and pick-up and should not be used by anyone other than the child.

Other resources

- ☐ General information regarding COVID-19 (Government of Alberta) www.alberta.ca/coronavirus-info-for-albertans.aspx
- ☐ How to hand wash (AHS) <https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-ipc-flu-handwash-how-to.pdf>
- ☐ How to use alcohol-based hand sanitizer (AHS) <https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-flu-hand-rub-how-to.pdf>

□Diapering procedures poster (AHS) <https://www.albertahealthservices.ca/assets/wf/eph/wf-eph-diapering-procedure-poster.pdf>

□Hand washing posters (AHS) <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-you-d-clean-em.pdf> <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-you-d-clean-em-2.pdf>

□Arts and crafts safety (AHS) <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-arts-crafts-safety.pdf>

TRANSPORTATION POLICY

Kindergarten and school-age children enrolled in Nottingham Child Care will walk with the staff to transport children between the bus stop and the Centre. Parents are required to complete & sign a transportation agreement form (included in the policy) that includes the details of the transportation arrangements. Private vehicles will never be used to transport children unless Alberta Transportation has issued an Operating Authority for the specific vehicle.

During transportation, children will be closely supervised. Attendance will be checked every time before departure from the Centre and again when children arrive at the Centre.

Parents will be provided with an emailed copy of the Transportation Policy, which will be reviewed with them if transportation is required.

Transportation should be arranged by the parents in case of School bus suspension, bus cancellation, or if the school bus is missed at the bus stop.

Transportation between Schools and the Centre

Parents must inform the child's school about the transportation arrangements. The Transportation Agreement will be renewed each school year. There is no additional fee for transporting children between the bus stop and the Centre.

PROCEDURES

Methods of Transportation & Responsibility for Supervision of Children

Children are transported to and from the bus stop by walking.

- Before school, Nottingham Child Care is responsible for the children from the time they are signed into the Centre to the time they are dropped off at the bus stop, when the school becomes responsible for the children. The staff will stay at the bus stop until the children go on the bus.
- After school, Nottingham Child Care is responsible for the children from the time they arrive at the designated meeting point at the bus stop to the time they are signed out by a parent/guardian when picked up at the Centre.

**See Missing Child Procedure: below are the procedures that will be followed if a child does not show up after school.*

Missing Bus Procedures: If the child misses the morning bus, the parents will be informed and updated immediately to drop off the child at school. In such a case, the Centre is not allowed to drop off the child at school or to keep the child in the Centre during school days as per Alberta Child Care Licensing regulations.

Transportation Communication with Schools

Nottingham Child Care will establish a relationship with Elk Island Public School Transportation.

Safety and Supervision

Children will be continuously supervised during the walk to the bus stop. Safety rules will be developed together with the children. If a child's behaviour during the walk is consistently problematic and unsafe, parents will be responsible for transporting their child.

Children's portable information, a first aid kit and a cell phone will be taken along whenever children are walked. At least one staff member with the group will hold valid first aid & CPR certification when children are being walked.

Ratios during Transportation: At minimum, a staff-child ratio of 1:15 is maintained while children are transported to and from the school bus.

Severe Weather Conditions

- Nottingham Child Care will be open during our operating hours, and children will walk to and from their respective school buses whenever possible. If weather conditions are such that we are unable to walk the children to the school bus or the **bus is cancelled**, the children should be dropped off by parents, as we are not able to keep the children during school days as per **Early Learning and Childcare Regulations**, and parents will be notified in such case.

RESPONSIBILITIES

Parent Responsibilities

- It is critical that parents inform us if their child will be absent after school.
- Parents must provide Nottingham Child Care with all the details of their child's transportation arrangements using the Transportation Agreement form and sign the form at least one week before the date transportation is required. A new Transportation Agreement is required annually or whenever transportation requirements change.
- Before school, parents are required to have their child at the center at least 15 minutes before school bus departure times. If parents are unable to have their child at the center by this time, parents are responsible for transporting their child to the school.
- Parents are required to notify the center about absences in advance. Written notification is required whenever possible. This can be done with a phone call and followed by a written note, text, or email to the Director. This is especially important after school.
- Parents must ensure children have the appropriate clothing for prevailing weather conditions.

Program Supervisor/Director Responsibilities

- Provide parents with a copy of the Transportation Policy and review their responsibilities with them.
- Ensure each child has a current Transportation Agreement form on file that has been signed by parents.
- Before school starts each fall, the Director will ensure that each child who goes to school has a new Transportation Agreement on file. All relevant lists and attendance sheets will be updated before the first day children are transported.
- Up-to-date transportation lists for each school will be prepared and posted in the office and in the kindergarten and OSC rooms. The lists will include the names of the children, schools the children attend, school dismissal times, pick-up/drop-off locations and the departure times for kindergarten and OSC pick-up.
- Monthly attendance sheets will be prepared for each specific drop-off & pick-up time and site (i.e., before school, after kindergarten, after school). The drop-off & pick-up locations will be recorded on the attendance sheets/register.
- Staff who are familiar with the children will be scheduled to drop off and pick up children at each school bus or school. At least one staff member with each group holds valid first aid & CPR certification.
 - Staff-to-child ratios based on licensing requirements are maintained during transportation of children – 1:15 for school-age children.
 - The Director will train the staff in the transportation procedures.
 - A backpack containing a first aid kit and the children's portable contact information is taken along whenever children are walking back and forth to the school bus.

**The Director will follow the Missing Child Procedures (below) if a child does not show up after school when expected.*

Caregiver Responsibilities

Caregivers responsible for the transportation of children will participate in training on the Transportation Policy and procedures.

- All staff have current first aid & CPR certification.
- Safety rules will be developed together with the children and reviewed at the beginning of the school year and regularly throughout the year as required. Safety rules will be posted in the OSC & Kindergarten rooms.
- Children will be actively supervised while walking to the bus stand.
- Attendance sheets will be taken along whenever children are walked, and attendance is always accurately recorded.
- A cell phone and the backpack containing a first aid kit and the children's portable/emergency contact information.
- While walking with children, a staff member must always lead the group of children that are being walked whenever there is potential danger – i.e., parking lot, sidewalk next to a street, crossing a roadway, etc. The second staff member will walk at the end of the group. When only one staff member is present, he/she will walk in front of the group, constantly checking to ensure the children are walking safely. For safety reasons, the children may walk alone or in pairs, not in groups of three or four unless in a safe area such as the school grounds.

- Caregivers will keep the Director informed of any concerns that may arise when walking children.

Morning Transportation Procedures

- The staff will ensure children are ready on time for their departure from the Centre.
- The staff will ensure that children sanitize or wash hands before departure.
- The staff members walking with the children will do a roll call using the appropriate transportation attendance form before departing from the Centre. All children who are absent must be recorded as absent on the attendance sheet.
- When children arrive at the bus stop, the staff do a head count to ensure all children have arrived safely.
- If the child misses the morning school bus for any reason, parents will be notified immediately, and they must arrange transportation for that morning.

Afternoon Transportation Procedures

- The staff will inform children in advance of what to do if they can't find the Nottingham Child Care staff; they must wait at the predefined bus stop.
- When parents inform staff of absences, it will be recorded in the Communication book and on the transportation attendance form/register. Written notice from parents is encouraged (i.e., e-mail or written notes).
- The staff will double-check for absences and update the attendance sheet before departing from the center to pick up children from the school bus.
- The staff will be at the designated meeting spot before bus times.
- Staff will ensure that each child needs to sanitize their hands after getting off the bus or at reaching the Centre.
- Staff will record attendance as children arrive at the meeting spot. If all children are accounted for, roll call will be done, and we will depart for the Centre.
- When inside the Centre, staff will do attendance using the on-site attendance form to record accurate attendance times for each child.
- The *Missing Child Procedures* (below) will be followed if a child does not show up after school when expected. Any incidents of a displaced or missing child will be reported to the Director immediately. A child will be considered "missing" if he/she has not arrived at the bus stop when expected and the parents cannot explain the child's absence.
- Children need to wash hands after reaching the Centre.

***Missing Child Procedures: Child Does Not Arrive as Expected after School**

If a child does not show up after school when expected, Nottingham Child Care staff will attempt to locate the child. The following procedure will be followed.

- The staff picking up the child will inquire with the school bus driver as to the whereabouts of the missing child. If the ***absence is not verified***, the staff will call the parent/guardian. If the parents cannot verify the absence, the staff will inform the Director, and the staff & children will proceed to the Centre.
- The Director will call the parent/guardian. The parents will be asked to go to the school. If the parent/guardian cannot be reached, emergency contacts will be contacted.

- The Director will work together with the school and parents to locate the child.

If a child cannot be located and there is no explanation for his/her absence, the police will be notified. Licensing will be contacted immediately, and a critical incident report will be filed using the prescribed form.

In general, Nottingham childcare and Out of School Care will not provide personal transportation to the children to school or to the field trip venues in their **personal vehicle**. Transportation mode (yellow bus, city bus or walk) will be mentioned in the field trip calendar.

GENERAL PERMISSION

From time to time, the children may be photographed or videotaped. For example, pictures or tapes may be required as teaching aids, for publicity, or to be shown at parent meetings. Additionally, validators from the Government of Alberta ask for permission during times of reevaluation for our Centre.

If children are photographed or videotaped for publicity purposes, a consent form will be sent to parents for approval. Parents will also be asked for their consent regarding any validators entering the Centre and observing their children. Parents should feel free to refuse permission if they or their child feel uncomfortable about the activity.

Thank you so much for choosing Nottingham Child Care Centre & OSC as a second home for your child/ren. Your trust in us gives us the confidence to work effectively as a team and to work in the best interest of the children we serve. Your participation in our policies and procedures is appreciated, as your efforts help us efficiently run the formal aspects of the Centre. We look forward to getting to know your family!

Sincerely from

Nottingham Childcare & OSC

Updated: October 2026.

Nottingham Child Care Parent Handbook Acknowledgement Form

By signing this form, I acknowledge that I have received a copy of Nottingham Childcare's Parent Handbook and understand, have read and agree to adhere to the regulations of Nottingham Child Care Centre. I understand the procedure for any grievances and agree to speak with Centre staff/ Director to solve any problems arising from Centre policies. I understand that I can access this handbook at any time and will be asked to contribute to and evaluate Centre policies at least once a year.

I have read the Parent Handbook and have gone over all policies. I agree with and support all policies and procedures described by Nottingham Child Care. I understand a copy of this form will be kept within my child's personal file for records.

Printed Name: _____

Signed, _____

Date: _____

Please return this form directly to the Centre Director/ Administrator

Parent - Provider Transportation Agreement

Nottingham Out of School Care

Name of the
Child _____

Name of the
School _____

Mode of
Transportation _____

Time and location for drop off and pick
up _____

It is agreed that:

1. The caregiver will never leave my child (ren) unattended at any meeting spot.
2. Each child will board or leave a vehicle from the bus stop on the street.
3. I have reviewed the transportation policy with the director and agreed to the terms of the policy.
4. I/we will notify the childcare Centre about the absence of the child in written/email.

(Parent or Guardian) (Date)

(Provider/Director) (Date)

Parent Orientation Checklist

NOTTINGHAM CHILD CARE

Part One: Introductions

- _____ Introduction to Staff/
Qualifications
- _____ Philosophy
- _____ Programs/ Daily Routines
- _____ Centre Tour
- _____ Fees description/
Payments
- _____ Hours of Operation
- _____ Attendance Sheets
- _____ Supervision Policy

Part Two: Policies and Procedures

- _____ Introduction to Parent
Handbook
- _____ Child Guidance Policies
- _____ Meal Program
- _____ Illness/ Medication
Policies
- _____ Incident/ Accident Reports
- _____ COVID-19 Policy

Part Three: Other

- _____ Registration form review
- _____ Subsidy Application details
- _____ Emergency
Evacuation/Fire

I, _____
have received the orientation regarding
the checked items above.

I acknowledge and understand the policies
and programs of the Centre.

Signed,

Date: _____