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# Eld Care Centre

POLICIES & PROCEDURES













## HOURS OF OPERATION



## LATE PAYMENT OF CHILD CARE FEES

Late payment will result in the Director of Child Care Services meeting with the family:

After 2 days – A reminder letter will be issued.

After 7 days – A letter suspending care will be issued until all fees are paid.

After 14 days – A meeting will be held to develop a payment plan with the family.

After 1 month – A letter to terminate care will be issued to the family.

Late fees will be charged an additional \$25 per month.

Unpaid accounts will be forwarded to a collection agency.

## WITHDRAWAL NOTICE

The Child Care must receive one (1) month written notice no later than the 1<sup>st</sup> of the prior month of withdrawal.

## CHANGES TO CHILD CARE SERVICE

Agreement for Child Care Services are updated when changes occur (e.g. fees or hours of care). Parent(s) will be given one (1) month written notice of any fee increase or decrease. It is the parent(s) responsibility to provide written notice with one (1) month written notice in writing of any changes to Child Care arrangements (e.g., full time to part time). The Child Care will provide one (1) month written notice of any policy changes. This will be provided to each parent and posted on the parent bulletin board for 30 days.

## CONFIDENTIALITY

The Child Care will maintain the confidentiality of all children records to protect the children and families' personal information. Each employee signs an Oath of Confidentiality prior to their employment. Any confidential information will not be disclosed without a parent(s) written permission, except as required for the health and safety of a child, or as required by law. *(Refer to the Child Care Licensee's Manual - Part III - Section 40 for further information.)*

## MEDICATIONS

The Saskatchewan Child Care Regulations require that all medications administered to children in a Child Care Centre be recorded. Parents are required to complete the Medication Form (SSS7794) before the Child Care can administer any medication to a child. The date the parent(s) wish the medication to be terminated must also be noted on the form. If the termination date is unknown at the time of completion of the form, the parent(s) must notify the Director as soon as this information is known. Staff will not administer medicines unless the form is completed and signed by the parent/guardian. The form must be fully completed including date, frequency, and time(s) the medicine is to be administered. Normally parent authorization for administering medicines cannot be given over the phone. In exceptional circumstances verbal authorization is acceptable and will be immediately followed up with written authorization.





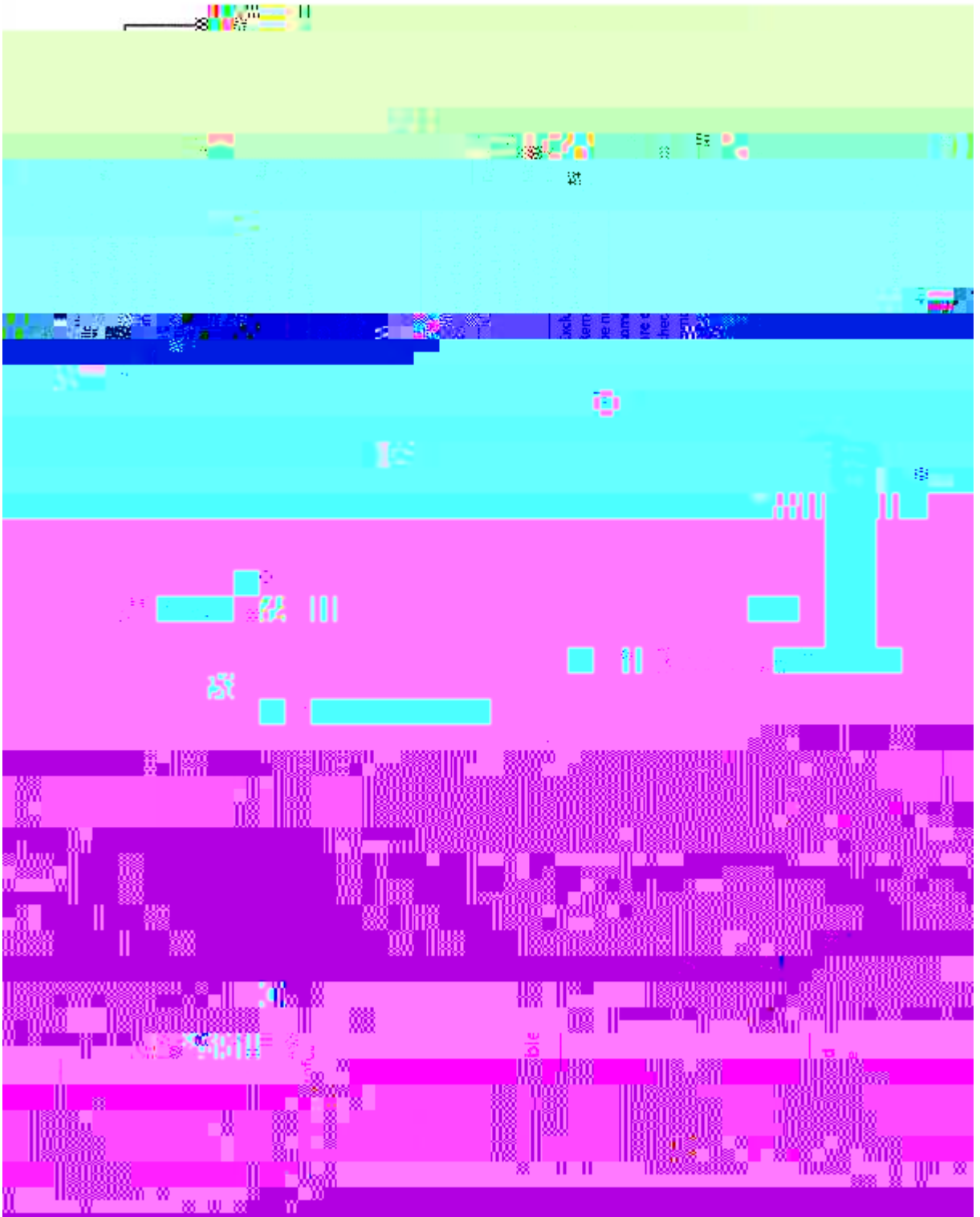




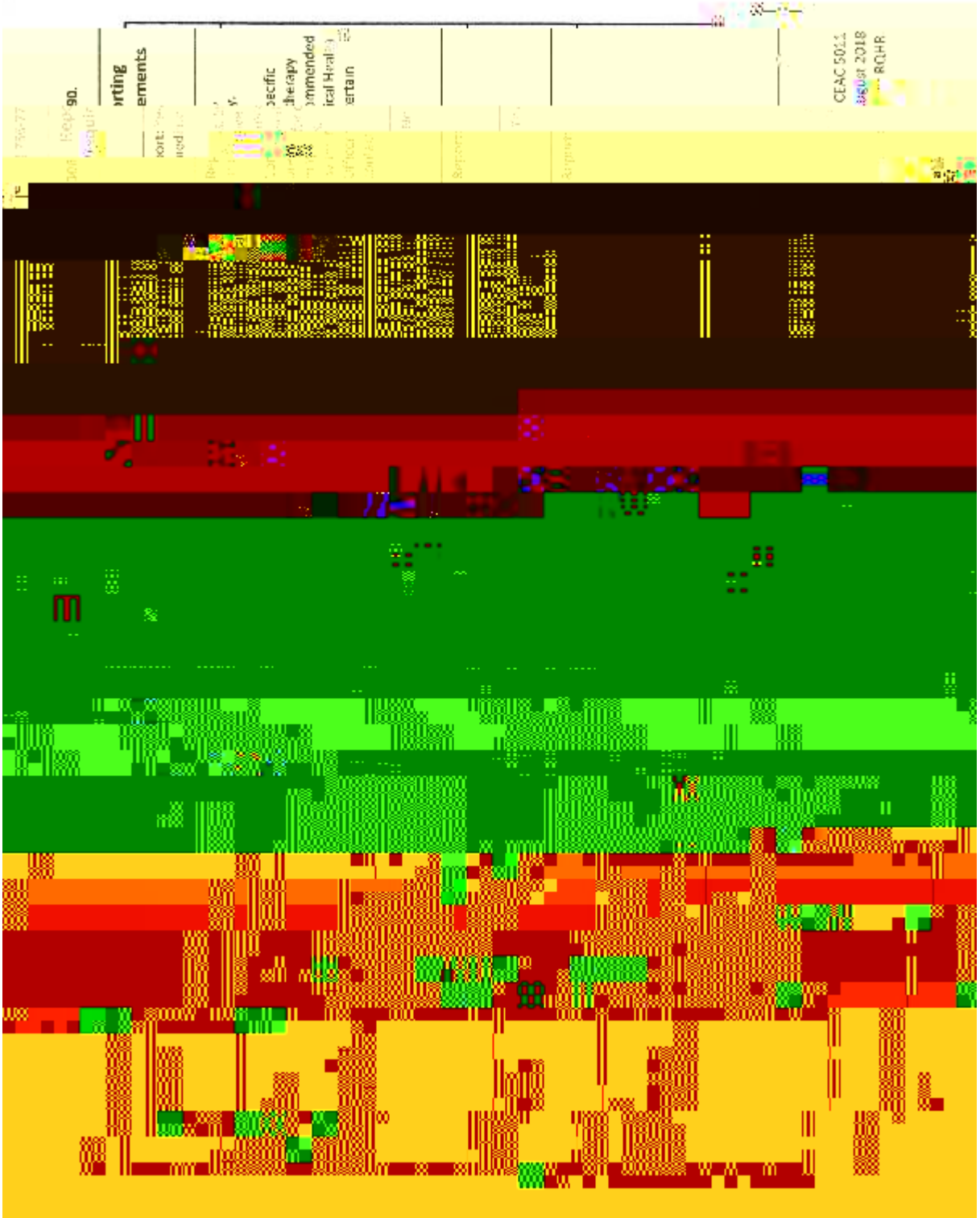


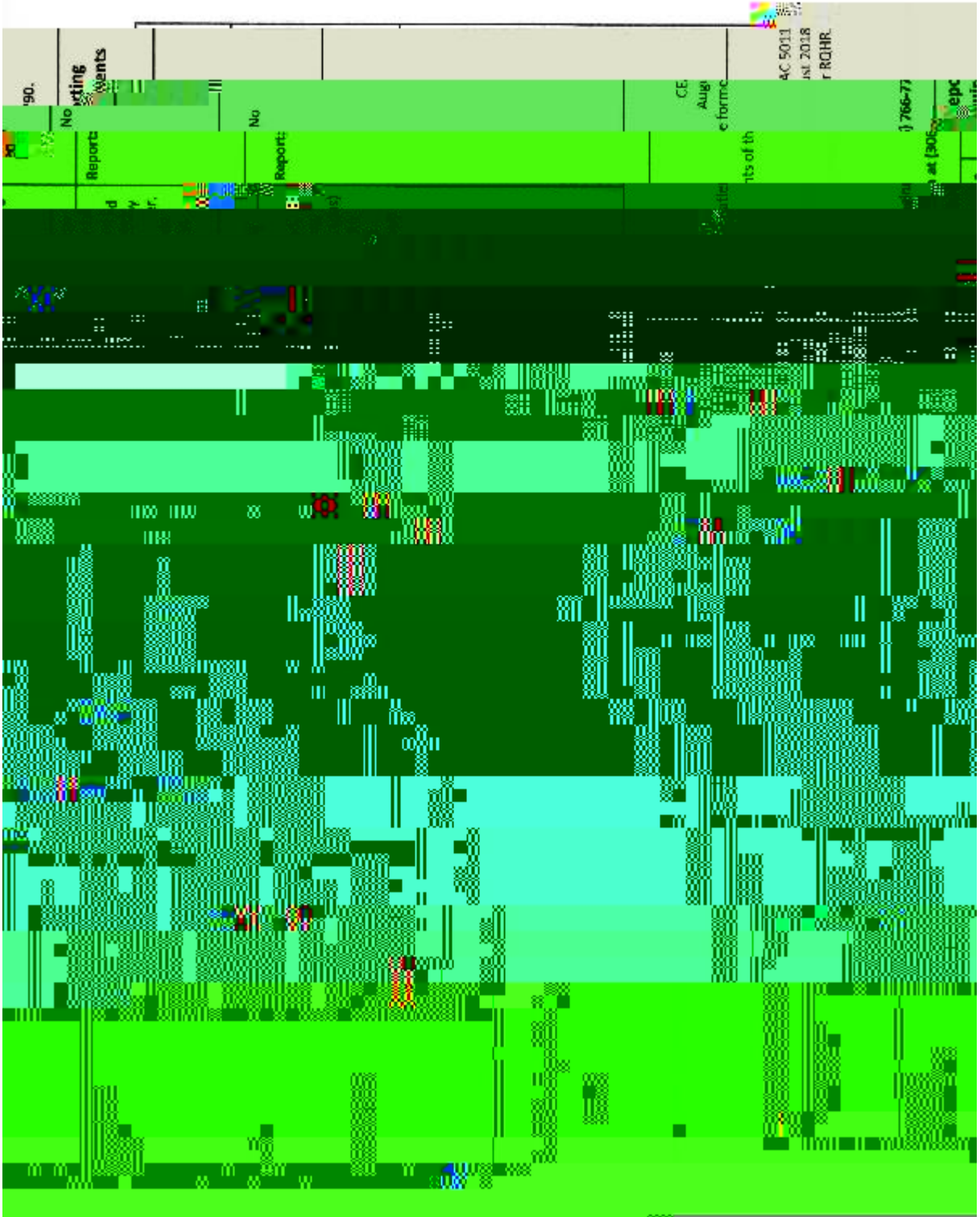


Reporting Requirements	AC 5011 CE-JST 2018 August RQ/HR.
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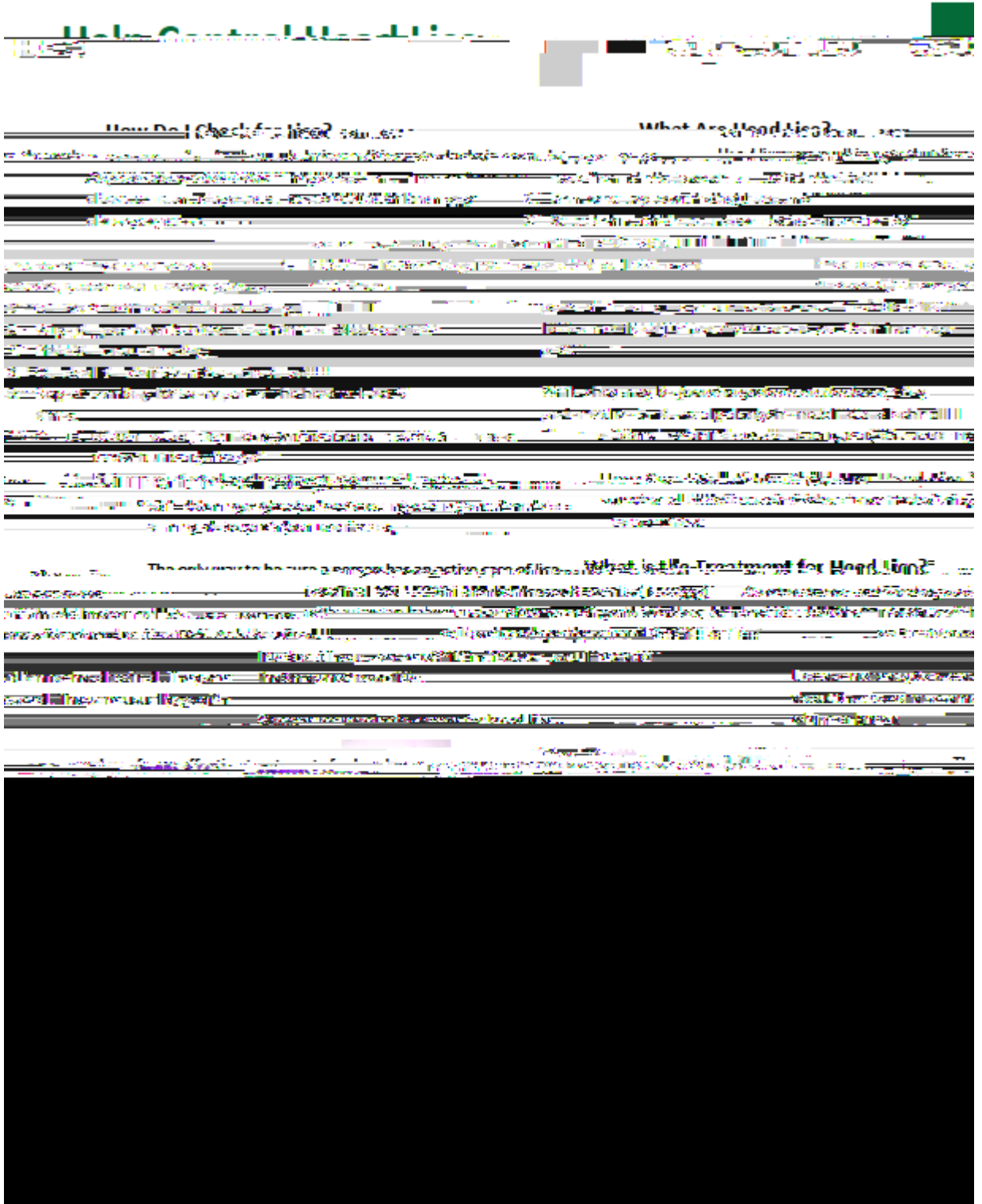






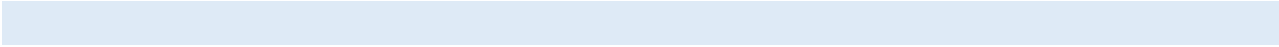


Program in Regina at (306) 766-7790	Reporting Requirements	Report: No	Report: Only if outbreak occurs in a more than 2 case room).	Report: Yes, immediately.	2015-2011 CLINICAL WORK August 2011 to support patients of the form
on is not affected. Should be			Report: Only if outbreak occurs in a more than 2 case room).	Report: Yes, immediately.	
until 24 hours treatment begins.			Report: Only if outbreak occurs in a more than 2 case room).	Report: Yes, immediately.	
until 5 days of antibiotics will be around and year pregnant women 3 <sup>rd</sup> trimester.			Report: Only if outbreak occurs in a more than 2 case room).	Report: Yes, immediately.	











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Child Care Centre

## Parent Handbook Acknowledgement Form

I, the undersigned, acknowledge that I have received a copy of the Parent Handbook for p  
Child Care Centre. While I understand that the Parent Handbook is neither a contract nor a legal  
document, I recognize that it is my responsibility to read and understand the policies, provisions, and  
procedures contained within the Parent Handbook.

In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge  
that the Parent Handbook will be revised in accordance with the rules and regulations of the  
Saskatchewan Child Care Regulations, best practices for Child Care providers, and/or at the discretion of  
the First Nation University of Canada. I recognize that any such revisions will supersede, modify, or  
eliminate the current contents of the Parent Handbook.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the