



Silly Times Daycare Centre Inc. Parent Handbook

***Address: 102-1359 Fletcher Road, Saskatoon, SK S7M 5H5
Licensed Non-Profit Child Care Centre, Saskatoon SK***

MISSION:

***To provide a safe, nurturing, and play-based learning environment guided by
Saskatchewan's Play and Exploration: Early Learning Program Guide, where every child
can explore, grow, and thrive.***

Updated in 2025

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1. Introduction

Welcome to Silly Times Daycare Centre Inc. We are a licensed non-profit child care centre in Saskatchewan, dedicated to supporting families and providing a safe, nurturing, and educational environment for your child. This Parent Handbook has been created to help parents and guardians understand how our centre operates, the policies we follow, and the responsibilities of both the centre and families.

As a licensed centre, we comply with The Child Care Act, 2014 and The Child Care Regulations, 2015. We are inspected regularly by the Ministry of Education to ensure that we meet all standards for programming, staffing, health, and safety. This handbook explains what families can expect from our care, and what is expected of parents in return to ensure the best experience for your child.

2. Philosophy Statement and Goals

Our philosophy is based on Saskatchewan's Play and Exploration: Early Learning Program Guide.

Play and Exploration: Early Learning Program Guide offers a new perspective on how educators are evolving in their view of children. Today we have more information than ever about children's many abilities in their early years of life. It is now understood that play has a more important role in children's development than most adults realized in the past. Viewing children as competent learners has a strong, positive influence on children's identities, growth and development.

We view children as competent learners who thrive when given opportunities to play, explore, and discover at their own pace. We believe that meaningful learning happens through hands-on experiences and that children develop critical life skills through social interaction, problem solving, creativity, and independence.

We strive to create a warm, inclusive, and respectful environment where children feel safe to express themselves. We also value the role of families and community, working in partnership to support each child's growth. Our goal is to nurture children's confidence, curiosity, and love for lifelong learning.

This philosophy forms the foundation for all our Centre's policies, programming, and practices. It reflects our belief that early childhood experiences should be joyful, meaningful, and set the stage for lifelong learning and well-being

Our goals

- Supporting children's social, emotional, cognitive, and physical development.

- Fostering respect for diversity and promoting inclusive practices.
- Encouraging curiosity, exploration, and hands-on learning.
- Building strong partnerships with families to support children's development.

3. Program Operation

Our centre operates seven days a week to support the needs of families. Our hours are:

- Monday to Friday: 7:30 AM – 5:30 PM
- Saturday and Sunday: 9:30 AM – 3:00 PM

The centre is closed on all statutory holidays. In addition, if a statutory holiday falls on a weekend, we may also close the Friday before or the Monday after to allow families and staff a full long weekend. A yearly calendar of closures is provided to families in advance to allow for planning.

The Centre might be closed for staff professional development days. Dates will be given to parents before one month.

Closures:

Public Holiday

New Year's Day

Family Day

Good Friday

Victoria Day

Canada Day

Saskatchewan Day

Labor Day

Thanksgiving

Remembrance Day

Christmas Day

4. Daily Schedule

Our daily routine balances structured and unstructured play, meals, rest, and outdoor activities. Children start their day with free play and breakfast, followed by group learning and outdoor play. Lunch and nap/quiet time occur midday. Afternoons include creative arts, sensory activities, and story-time. This schedule is predictable yet flexible to meet the needs of individual children.

Children go outdoors twice daily, weather permitting. Outdoor play is an important part of our program, supporting physical health, exploration of nature, and social development. In winter, we do not go outside if the temperature is below -25°C with the wind chill. In summer, we limit or avoid outdoor play when the UV index is above 6, the temperature is 30°C or higher, or the air quality is poor, following Environment Canada and licensing guidelines. Parents are accountable for providing suitable clothing for their child. Summer hats, sunscreen, insect repellents must be provided by parents during the summer time. Suitable winter clothing includes at least a toque, jacket/snowsuit/ ski pants, neck warmer or gaiter, waterproof mittens/gloves and waterproof winter lined boots.

The sunscreens and insect repellents are only applied if provided by the parents/ guardians.

Clothing and Personal Items

Play and learning activities can sometimes be messy. We ask that children come dressed in comfortable, washable clothing that can get dirty. To prepare for spills or accidents, please send an extra set of clothes (including underwear and socks) to be kept at the centre. All clothing and footwear should be clearly labeled to prevent mix-ups.

Families are also asked to provide:

- Indoor shoes (labeled) to remain at the centre. These are required for safety in case of emergencies such as fire evacuations.
- Diapers, pull-ups, and wipes if your child requires them. Please label these items and supply extras as needed; staff will notify you when more are required.
- A special blanket or comfort item (such as a stuffed animal) if your child wishes.
- A labeled water bottle for daily use.

Unless otherwise directed by parents, personal comfort items (blankets/stuffed animals) will remain at the centre and be washed as needed

Transportation

We do not provide transportation services. Parents are responsible for drop-off and pick-up. At times, parents may be invited to volunteer or assist with fundraising activities, though this is not

mandatory. Families are encouraged to participate in special events, share cultural traditions, and join us for celebrations.

If parents have concerns or complaints, these can be raised in writing, through email, or in a meeting with the Director. We are committed to open communication and resolving concerns in a respectful and timely manner.

5. Child Management

We follow positive guidance techniques that focus on teaching and reinforcing acceptable behaviors. Staff use the following strategies:

- Setting clear and consistent boundaries.
- Redirecting negative behavior toward constructive activities.
- Teaching problem-solving and conflict resolution.
- Providing verbal encouragement and positive reinforcement.

Prohibited Practices:

- Physical punishment (e.g., spanking or hitting).
- Verbal humiliation, threats, or derogatory language.

Minor behavioral problems:

Minor behavioral problems will be handled by the teacher/Centre's Director through verbal warnings, peace table discussions, problem solving Sheets and Incident Reports. Both the problem-solving sheets and Incident Reports must be reviewed with the parent and the parent is required to sign the incident report, so the parent is aware of the behaviors we are working on with their child.

Parent Conferences:

Three (3) Incident Reports for major issues within a two (2) week period constitutes a parent conference to be held within one (1) week of the last Incident Report. These parent conferences will be held between the within 8:00am and 5:00 pm and will be held at the main office located at 102-1359 Fletcher Road, Saskatoon, Saskatchewan, S7M 5H5.

Procedures Regarding Inappropriate Behavior

Silly Times Daycare Centre reserves the right to employ the following procedures in dealing with instances of inappropriate behavior:

- The Director of the Centre may remove inappropriate and/or objectionable materials and/or objects that may be used for inappropriate behavior.
- The Director reserves the right to determine the degree of punishment (i.e. Incident Reports, suspension, expulsion).
- The Director has the right to request full payment for total replacement and/or monetary reimbursement for repairs and/or replacement of broken/destroyed objects resulting from a deliberate or accidental breakage. This includes center equipment, school items and children/staff personal belongings.
- The Director of the Centre reserves the right to request that a child's parent accompany him/her while attending a field trip.
- The Director reserves the right to require information sharing with counsellors, doctors, psychiatrists, psychologists and social workers etc.

Offenses

The following lists are examples of *SOME* of the offenses for which a child may receive an Incident Report, suspension or expulsion, depending on the circumstances and severity surrounding the offense.

- Incident Reports
- Throwing rocks or sticks etc.
- Failure to refrain from hurting another (pinching, pushing, punching, biting, kicking etc.
- Using vulgar language, verbally or in written form
- Showing disrespect to another person (child or staff member)
- Improper use of equipment, materials or furniture
-

Suspensions which may result in expulsion:

- Failure to adhere to its recommendations based on parental conferences
- Theft/Robbery
- Use or possession of tobacco or firearms
- Arson/lighting matches
- Violent behavior which creates a substantial danger to persons or property
- Possession of a weapon
- Destruction and vandalism of school or personal property
- Harassment
- Insubordination (disobeying a directive from the Director or Teacher)
- Sexual activity

Items from Home

a. Personal Belongings

Children are provided with a cubby to store all personal items. Parents must provide personal items such as second sets of clothing, hats, and weather appropriate clothing. Medication, sunscreen etc. is not to be stored in a child's cubby or locker – please give it directly to staff for safe storage.

b. Lost, Damaged and Stolen Items

- The Centre discourages any child bringing toys from home since there is a reasonable risk of the toy being lost, damaged or destroyed and because it may cause conflict between children.
- Silly Times Daycare assumes no responsibility for any items brought to the Centre that may become lost, damaged or stolen. All items/electronics brought to Silly Times Daycare Centre are brought at the owner's risk.
- The Centre provides a wide variety of activities and toys for children to enjoy and share. On occasion, the Centre will allow toys from home be brought (e.g. show and tell days, no school days). Parents will be informed of this in advance. All toys brought to the Centre will be shared with other children and are brought at the owners' risk. Staff are not responsible for looking after toys from home, or policing who plays with them.
- Toys which promote violence will not be allowed. Please send your child/children in clothing that they can play in each day. Children will have access to a variety of play materials including paint, playdough, mud, sand, glue etc. that can possibly stain clothing.

Commitment to the Saskatchewan Child Abuse Protocol:

Silly Times Daycare Centre Inc. is committed to ensuring the safety and protection of all children in our care. All staff members are trained in and required to follow the Saskatchewan Child Abuse Protocol. Any suspicion of child abuse or neglect will be reported immediately to the appropriate authorities, as required by law.

**PART III – STANDARDS FOR FACILITIES
DIVISION 1 – POLICIES AND PROCEDURES
CHILD MANAGEMENT SECTION**

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(1) The following practices are not permitted methods of child management with respect to a child receiving child care services in a facility:

- (a) corporal punishment;***
- (b) physical, emotional or verbal abuse;***
- (c) denial of necessities;***
- (d) isolation;***
- (e) inappropriate physical or mechanical restraint.***

(2) A licensee must:

(a) develop a written policy with respect to child management that is consistent with subsection (1); and

(b) ensure that all employees and volunteers who provide child care services at the facility comply with the policy required by clause (a).

22 May 2015 cC-7.31 Reg 1 s15.

INTENT

The intent of this section is to protect children from inappropriate child management practices and to enable children to learn independence and appropriate acceptable behaviour.

POLICY

The child management policy shall be included in the facility's Parent Handbook. In the case of a centre, the child management policy shall also be included in the centre's Staff Handbook.

GUIDELINE

Corporal punishment includes striking a child with or without an object, shaking, shoving, spanking and other forms of aggressive contact.

Physical, emotional or verbal abuse includes intimidation and humiliation, threats of withdrawal of love or acceptance, threats of God's punishment, belittling actions undermining a child's self-respect, requiring the child to maintain an uncomfortable position for any length of time, forcing the repetition of physical movements, and forcing the child to consume unwanted food.

Denial of necessities includes withholding of food or water from a child, preventing the child from utilizing washroom facilities, denying the child access to sleeping facilities or bedding, and denying the child access to adequate clothing.

Isolation includes confinement of a child in a room or structure within the facility which a child is unable to exit on his or her own accord, excluding cribs or playpens where age appropriate.

Inappropriate physical or mechanical restraint includes holding a child so tightly that they bruise, grabbing or dragging a child, using excessive force, using tape, rope or other devices to restrain or hold down a child and restraining a child in a chair, excluding high chairs where age appropriate.

The facility's policy requires that a supportive environment exists to encourage positive interactions among adults and children, realistic expectation of children's capabilities and natural consequences for behavior.

The goal of discipline is to help children develop their own self-control.

Reasonable approaches to discipline for children include:

- Setting reasonable limits
- Gentle reminders
- Providing explanations
- Offering appropriate choices
- Assisting children in making choices
- Anticipating children's needs
- Helping children see consequences to their actions and words
- Recognizing child differences in age, temperament and experience

- Ignoring behavior where appropriate
- Encouraging appropriate behavior
- Distracting children from potential problems
- Removing children from the situation where appropriate

Child management differs depending on the age of the child, the individuality of the child and the type of behavior the child is exhibiting. Caregivers are flexible in their practices using a progression from preventative techniques to discipline.

Preventative techniques include:

- Providing good supervision
- Providing enough activities to keep children involved and not bored
- Providing multiples of toys, especially favorites
- Allowing enough time for activities to keep children from feeling rushed
- Preparing children for transitions
- Giving children responsibility and letting them help
- Respecting children's feelings
- Expressing pride, interest and pleasure
- Providing a very close presence when children are having a rough day

Removing the child from the action is always a last resort, with a *brief* "time out" to give the child time to settle down and think about what happened, then a *short* discussion of how better to deal with the situation.

Ongoing problems are discussed with the parent and solutions are arrived at together.

Child management that is appropriate for *Infants and Toddlers*:

- Direct and close supervision
- Child proofing home/Centre
- Praising more than saying No
- Giving simple explanations
- Anticipating and responding to needs
- Distracting with something else

BEST PRACTICE

Respect and learning are the basis for all child management practice. Children are guided with respect and taught about appropriate behavior in a way that protects their self-esteem.

Caregivers model problem solving and understanding of others as well as other behaviors expected of the children.

Caregivers share practices and knowledge with parents to help develop consistency between home and child care facility.

Where developmentally appropriate, children are actively involved in solving their conflicts and problems (e.g. assisted to talk out problems and think of solutions, being sensitized to the feelings of others).

Activities teaching social skills are part of the program, such as storybooks and group discussions working through common conflicts.

Caregivers seek assistance and relief from colleagues when needed (e.g. when feeling like the situation is out of control, when feeling angry, when experiencing a personality clash with a child).

Professional advice is sought for recurring and difficult behavior problems.

6. Enrolment

Eligibility:

We provide care for children aged 19 months -school age (6 years). Admission is based on availability, priority for existing families, and compliance with Saskatchewan child care regulations.

Families' complete registration, provide immunization records, and emergency contacts. If no spaces are available, families may join our waitlist. We encourage visits before enrolment to help children transition smoothly.

7. Changes to Child Care Services

We provide one month written notice of any changes to fees, schedules, or policies. Parents are expected to give written notice when requesting changes in care arrangements.

8. Termination of Services

Parents must provide one month written notice to withdraw a child. The centre may also terminate services if fees are unpaid, agreements are not followed, or a child's needs cannot be met.

Once the Centre has given parents notice that they are in breach of the agreement, service agreement will be cancelled and the family will not be considered a client of the Centre.

If a child of this family arrives at the Centre once the contract has been nullified, we will make every attempt to contact the parent, followed by any emergency contacts previously provided by parent, to remove the child immediately. If this action fails to result in prompt removal of the child, the child will be considered abandoned and proper authorities will be notified.

Any costs incurred by the childcare Centre for administration fees and care of the child will be the responsibility of the parent. If a parent terminates care mid-month, we will decide if they will collect the fees for failure to provide one month's written notice.

Withdrawing a Child from the Centre

Parents are required to give management in writing or via email, 1-month advance notice of the termination of childcare services. This notice must be received by the first day of the month. The written statement must include: the date, the name of the child, the last day of attendance and the signature of the custodial parent (if not by email). Management will confirm withdrawal procedures with the parent once notice is received.

Request to Withdraw a Child from the Centre by Management

Silly Times Daycare Centre attempts to meet the needs of ALL children attending the Centre. Our intention is to support each family as best we can. If under reasonable circumstances, the Centre is unable to accommodate the needs of a child, the parents may be asked to withdraw their child from the Centre at any time. The Centre will WITHIN THE BEST POSSIBLE MEANS AND EFFORT, attempt to link the parents with support services or facilities that would be better suited for the child.

Management reserves the right to withdraw services for any of but not limited to the following reasons:

- (a) conduct that is injurious to the physical, emotional or intellectual wellbeing of others in the Centre
- (b) lack of compliance with the parental/guardian responsibilities outlined in the policies of the Centre
- (c) failure to reasonably co-operate with the staff and fails to abide by the policies as agreed upon
where a child/family/guardian is unable to adjust to the Centre

- (d) a child/parent/guardian who displays behavior that threatens the health and/or safety of the other children/staff
- (e) behavior that creates a potential safety hazard to children and staff
- (f) verbal abuse, harassment or threatening of children/staff
- (g) a lack of payment of fees

9. Fees and Payment

Our fees follow provincial subsidy guidelines: \$217.50/month full-time. Monthly fee is due on the 1st day of every month. If the 1st day falls on the weekend or is a stat holiday, parents must make arrangement to pay the monthly fee before the 1st day of the next month.

If a child attends less than 10 days, we will be charging on the basis of \$10/day; depending on the agreement between the parents/ guardian and Silly Times Daycare Centre.

Late payments incur a \$25 daily fee.

Late pick-ups cost \$15 per 10 minutes. If you arrive after 5:30pm on the weekdays or after 3:00pm on the weekends, you will be given a late fee charge by the staff of Silly Times daycare Centre which has to be paid before drop off on the next day or it can be paid on the same day.

Receipts are issued annually for taxes. Parents are encouraged to save their monthly receipts.

Silly times Daycare Centre will not issue any refunds or reductions in fees for absences due to illness. Please note that children can potentially be away from care for a week or more – depending on the illness and guidance from Public Health. Parents are advised to develop contingency plans in the event of an extended absence from childcare due to child illness. Silly times Daycare might be required to close any classrooms or the Centre's for any reason (public health requirement, staff shortage, etc.), we will notify the affected families via email or parent-staff application. Silly Times Daycare Centre does not provide sibling credits, discounts, or refunds in cases where a child is unenrolled from the Centre for any reason, including voluntary withdrawal by parents or termination of services by the Centre. Fees are charged per child, and each enrolment contract is considered independent of any sibling enrolment.

10. Meals and Snacks

We provide breakfast, lunch, and snacks daily. Menus are posted on classroom doors. We are a nut-free centre. Parents must provide meals if children cannot eat non-halal or non-veg meals.

Please make sure your child/ren do not bring any eatables/ drink from home into the classroom upon arrival. You are welcomed to wait with your child/ren outside the classroom until they finish their food if it contains nuts/seeds and hands must be

washed/sanitized before dropping off the child. If it's a fruit/ healthy snack, we will accept the child (depending on the snack).

Meal Times:

- Morning snack: 9:00AM-9:20AM. Please drop off children before 9:00am (at least 10 minutes earlier) if you want them to eat breakfast at the daycare. We cannot serve breakfast if you are dropping off late and breakfast time is almost over.
- Lunch: 12PM-12:30PM
- Afternoon snack: 3:00PM-3:20PM

On weekends: We only provide lunch at 12:00pm. Parents are encouraged to feed children before the drop off time, i.e. 9:30am.

Parents are encouraged to inform us of any allergies or cultural food preferences.

11. Health and Safety Policies

Children with contagious illnesses must stay home. We notify parents immediately if a child becomes ill. Toys and surfaces are sanitized daily. Handwashing is practiced regularly.

ILLNESS POLICY

Children may not attend the program while exhibiting the following symptoms:

- Fever
- Vomiting
- Diarrhea
- Contagious Illness
- Any two or more other symptoms (i.e. runny nose, cough, lethargy, mild fever, headache, inability to be comforted, etc.)
- If a child is unable to participate in all activities of the program (including outdoor play), they should not attend the program.

Staff members may not attend the program with the following symptoms:

- Fever, Vomiting, Diarrhea, Contagious Illness, Any two or more other symptoms (i.e. runny nose, cough, lethargy, mild fever, headache, etc.)

To maintain a healthy environment for children and staff, Silly Times Daycare Centre Inc. requires that:

- **General Rule:** Children and staff who are ill must remain away from the program until they have been symptom-free for at least 24 hours, unless otherwise noted below.
- **Non-Contagious Symptoms:** If symptoms are due to a non-contagious condition (e.g., allergies, teething, non-contagious ear infections), the child or staff member may attend the program, provided they are able to fully participate in all activities, including outdoor play. The centre reserves the right to request that a child be picked up if illness is suspected, or that a doctor's note be provided to confirm the illness is not contagious. Similarly, staff may be asked to provide a doctor's note before returning to work.
- **Parents and Visitors:** Parents and guardians who are ill are asked not to enter the building. Staff and families must inform the centre of any communicable disease that may be transmitted within the program (e.g., pink eye, hand-foot-mouth disease, Norwalk virus, COVID-19, measles, mumps, etc.). If a communicable disease is reported, the centre will follow Public Health guidance for informing staff and families and for implementing measures to reduce further spread.
- **Colds and Flus:** The most common illnesses in childcare are colds and influenza. Children and staff who have a cold or flu should remain at home during the most infectious stage—generally the first 3–7 days after symptoms appear, or while symptoms are most severe. Returning is permitted once symptoms have significantly improved, with only minor lingering signs (such as occasional coughing, sneezing, or runny nose). Staff returning with lingering symptoms are required to wear a mask. The centre reserves the right to request that a child be picked up if symptoms worsen or if the child is too unwell to take part in daily activities, including outdoor play.

Our illness policy is designed to balance the need to prevent the spread of illness with minimizing unnecessary disruptions for families. We thank all staff and families for supporting this policy to keep our childcare community healthy and safe.

12. Administration of Medication

Medication is administered only with written parental consent. All medication must be in original containers and securely stored.

Medication can be administered at the Centre only if a medication form has been completed and signed by the child's parent. • All medicine must be in its original container and clearly labeled with the child's name and presented to a staff member.

- The staff will record each time medicine is administered.
- Medication cannot be given in excess of the pharmaceutical and medical recommendations.

- Holistic or naturopathic medicines will not be administered except with a doctor's note.
- Over the counter medication is only administered in dosages as per the label instructions, unless accompanied by a physician's written recommendation to administer a different dosage.
- Authorizations for medication required on a long-term basis are reviewed periodically (every 3 – 6 months) and completion of a new medication form will be required.

13. Injuries and Unusual Occurrences

All injuries are reported to parents and documented. Major injuries or unusual occurrences are reported to the Ministry of Education as required. Preventive measures are implemented to avoid recurrence.

ACCIDENTS •

All Centre staff members have current first aid and CPR training and are allowed to perform simple first aid in the treatment of injuries using supplies in the first aid kit.

- Any accident that results in an injury (i.e. any visible mark) requires completion of a minor injury form to be signed by the staff member, parent and management staff. This form will be kept on the child's file.
- In the event of a serious accident or medical problem which requires immediate medical attention, the staff member will designate someone to:
 - Call 911 to call for an ambulance.
 - Take the child's emergency card which has information required by the hospital.
 - Attempt to contact the parent. If the parent cannot be reached, contact the designated emergency person.
- Centre staff members are not allowed to sign consent forms for medical treatment of children.
- Any serious injury or unusual occurrence requires the parents to be immediately notified, the program consultant notified within 24 hours, the Board of Directors notified within 24 hours, and an unusual occurrence form to be completed within 7 days.

14. Confidentiality

Children's records are confidential and stored securely. Information is only shared with parental consent or as required by law. As per provincial funding requirements, some information is shared with the Ministry under FOIP.

At Silly Times Daycare Centre Inc., we respect the privacy of all children and families. All personal information shared with the centre is considered confidential. This includes files, records, conversations, and any other personal details provided by families.

- **Record Keeping:** All child records (registration forms, medical information, incident reports, custody arrangements, etc.) are securely stored and only accessible to authorized staff who require the information to provide care.
- **Information Sharing:** Confidential information will not be disclosed to anyone outside the centre without the written consent of a parent/guardian, except where disclosure is required by law, for the health and safety of the child, or as part of the licensing process.
- **Verbal Information:** Any personal information shared in conversation with staff is treated with the same level of confidentiality. Staff are trained to ensure that sensitive information is not discussed in inappropriate settings.
- **Regulatory Requirements:** The Ministry of Education, licensing officers, and health officials may review records as required by law.

Mandatory FOIP Statement:

"As a condition of the parent fee grant to reduce child care fees for Saskatchewan families, the Ministry of Education is required to gather information including a child's name, current fee, and parent information to determine the amount of funding a family will receive. This information will be collected and used in accordance with The Freedom of Information and Protection of Privacy Act (FOIP)."

VISITATION RIGHTS

It is the Centre's policy not to become involved in custodial disputes. In the event that parents using the Centre separate or become involved in legal proceedings over custody of children and visitation rights, The Centre will not disallow a natural parent access to their child except in the circumstances where there is clear direction from a court order regarding visitation rights of a non-custodial parent. If both parents enter into a contract for childcare while living together, and then separate, the Centre will ask the custodial parent to enter into a new contract with the Centre. Nothing in this policy will affect the right of the contracting parent to authorize any person to pick up or drop off his/her child. It is parents' responsibility to let Centre Director know about any changes regarding this.

15. Child Care Centre Staff

All staff have valid First Aid and CPR training. Full-time staff hold Early Childhood Education certification. Criminal record checks are mandatory before hiring, and new staff serve a 3-month probation period. Volunteers may only be ECE students.

16. Supervision

Children are always supervised according to provincial ratios. Staff maintain supervision indoors, outdoors, and on outings. Ratios are never compromised.

17. Physical Environment & Equipment

Our indoor and outdoor environments are safe, clean, and age-appropriate. Playgrounds are checked daily before use.

Smoking is prohibited anywhere visible to children.

Service dogs are welcome.

18. Emergency Procedures

The safety of children and staff is our highest priority. Silly Times Daycare Centre Inc. has written procedures in place for a variety of emergency situations. Staff are trained to respond quickly and calmly, and children practice safety routines regularly so they are familiar with them.

Fire Drills and Evacuations

- Fire drills are conducted once per month in accordance with licensing regulations.
- Staff guide children to evacuate the building quickly and safely.
- Evacuation routes are posted in each classroom.
- Families may be contacted to pick up children if the building cannot be re-entered.

Lockdowns

- Lockdowns are practiced periodically so children and staff know how to respond.
- A lockdown may be initiated if there is a threat inside or near the building (e.g., unauthorized intruder, community emergency).
- During a lockdown, staff secure the building by locking doors and closing blinds. Children are gathered in a safe area, kept calm and quiet, and accounted for.

- The centre maintains communication with authorities and parents will be notified as soon as it is safe to do so.

Other Emergencies

- The centre has plans for severe weather, power outages, and medical emergencies.
- In all cases, staff will follow established safety procedures and contact families if children need to be picked up early.

Emergency Supplies

An emergency kit is kept on site with first aid supplies, and emergency contact lists.

Communication with Families

- Parents will be notified of emergencies as quickly as possible using phone calls, email, and/or the HiMama app (Lillio).
- Updates will continue until the situation is resolved.
- If children need to be picked up, parents or designated emergency contacts will be informed of where and when to collect them

19. Governance

We are a non-profit centre governed by a Board of Directors, mainly parents of enrolled children. The Director manages daily operations.

At least 50% of the board members are parents with children attending the Centre. The Board is elected at the Annual General Meeting. Board responsibilities and authority is outlined in the by-laws of the organization. All members have voting privileges at the Annual General Meeting and in this way are able to participate in the decision-making processes of the Centre. The Executive Director and other members of management are non-voting members of the Board of Directors. Our licensed childcare Centre is governed by the Child Care Act and Regulations. Information about licensed childcare in Saskatchewan, including copies of the Act and Regulations can be accessed online from the Saskatchewan.ca website.

20. Contact Information

Silly Times Daycare Centre Inc.

102-1359 Fletcher Road, Saskatoon, SK S7M 5H5

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Website- sillytimesdaycare.ca

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