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### **Program's Child Care Philosophy**

Fun Station program acknowledge that every child is unique. Our educators facilitate an environment that supports each child's development. Adults in the program provide safe and secure environment that is protective of each child's individuality. Each child is given support, affection and stimulation with enough limits to reach each child's full potential Our program will strive to meet the developmental need of each individual child through play.

### **Child care Program and the Developmental Needs of Children**

Fun station program strives to meet each child's developmental needs. We focus on the five developmental needs of children.

- **Social:** learning to interact with others. They get practice at this in circle time, learning to share and take turns, how to negotiate and resolve conflicts. This is ongoing daily.
- **Physical:** developing large and small muscles. Physical activity time and/or outside time is planned daily. Outside time is very much encouraged, weather permitting. Fine motor skills are developed through cutting, lacing, buttoning, zippers, etc. This is ongoing daily.
- **Intellectual:** developing cognitive skills. Children are exposed to new concepts and ideas and allowed to experiment with these until they grasp them. They are challenged intellectually on a daily basis.
- **Creative:** this can be expressed through art (painting, drawing, and coloring), storytelling, playdoh or clay, gift and toy making, books, etc. Craft materials are available to the children at all times.

Staff plan creative activities daily and the children are encouraged to create on their own. Efforts are enthusiastically praised and displayed for all to see.

- Emotional: dealing with feelings. Staff model for the children methods of dealing with peers and other people in their lives. Problem solving and resolving conflicts are talked about and children are encouraged to deal with these in appropriate ways. Staff are sensitive to moods of the children and give comfort, encouragement and praise where and when needed. Staff also teach children about emotions and encourage them to name their emotions in different situations.

### **Indoor**

Indoor play space provided is a minimum of 3 sq. meters per child. Washrooms and washroom fixtures are conveniently located, with all children having access directly from their playrooms. All indoor space is conducive to effective supervision of children. Infant and toddler rooms have diapering stations right inside the rooms and positioned in a way to allow appropriate supervision of other children. An office for administration duties and a cozy, comfortable staff room are also located on the program premises.

### **Outdoor**

The outdoor play space accommodates at least 50% of the licensed capacity at 2 square meters per child under 19 months of age and a minimum of 4.5 square meters per each child over 19 months of age. This area is part of the program premises and is securely enclosed.

## **Fun Station Daycare and Community Resources**

Fun station daycare and out of school care will utilize as many community resources as possible in order to use the community as a teacher and to provide children with a sense of belonging. Our program will utilize community resources by using local community parks and public library. Community resources that can assist parents include using services and educational materials from public health services and assisting parents in getting subsidy funding if eligible.

## **Parental Involvement Child Care**

Fun station daycare and out of school care believes in working closely together with parents to achieve common goals. Our children and their parents are the core of our program:

- Parents are informed about their child's daily activities on a daily basis.
- Parents are able to view their children's art work on a daily basis
- Parents are able to view all the daily programming
- Parents receive community information through the parent information board.
- Parents provide feedback and suggestion to the program through our suggestion box.
- Parents are informed about any and all accidents or incidents that involve their child.
- Parents review the program policy and provide their suggestions.

## **Evaluation and Improvement of Child Care**

Any occurrences identified as a critical incident (as per Child Care Services) will be immediately conveyed to the regional child care office. A report using the prescribed form will be submitted to the Child and Family Services Licensing Office within 2 days of the incident. Copies of critical incidences are retained and used in the process of ongoing annual evaluation and improvement of the centre, using the Annual Summary and Analysis Report.

Fun Station Day Care and Out of School Care ensures parent evaluations are completed on a regular bases, and Environmental Rating Scales are used to identify any components of quality care which may have been overlooked.

Staff and peer evaluations are completed by the Director annually.

## **Staffing Plan**

A Program Supervisor certified as a Child Development Supervisor is on staff at all times. A minimum of 1 in every 3 staff members are certified as Child Development Workers, particularly between 8:30 am and 4:30 pm. All other staff members hold at minimum, a Child Development Assistant certificate.

The licensed capacity requested for this program is 77. 9 infants (12-19m) ,12 toddlers, 20 preschoolers and 36 kinders and school age children. The following ratios will be adhered to:

Age of children	Primary staff member to children ratio	Staff to child ratio during nap time
Infants less than 12 months	1:3	1:6
Infants 12 months to less than 19 months	1:4	1:8
19 months to less than 3 years	1:6	1:12
3 years to less than 4.5 years	1:8	1:16

## **Staff Policies and Procedures**

Once a candidate has been hired, they complete an orientation process with the director. They are given a copy of the program's policies and procedures. They will be given time to read it and sign that they will abide by all the policies of the daycare and out of school care. Newly hired staff are then paired with former staff to learn hands on procedures.

## **Volunteers Staff**

All applicant resumes are reviewed and qualified candidates are contacted and invited for a job interview. The suitability of the volunteer is assessed. The candidates must answer to a pre-developed job interview questionnaire. Scenario questions may be used to gain better understanding. Candidates will be asked to provide examples from previous experience for clarification purposes. References are contacted. Once a candidate has passed the interview and the references have provided positive and satisfactory insight on the candidate, all documentation are collected.

Each employee and volunteer must have a criminal record check with vulnerable sector search dated not earlier than 6 months of hiring date, and every 3 years after. Each employee also must provide the program a copy of their certificate, a copy of their first aid and CPR training, and any other certification or credentials they wish the program to have. Volunteers are required to partake in an informal interview and references are requested at this time. If successful, a brief orientation will be provided.