



YMCA Calgary Child Minding Information Handbook

YMCA Early Years Purpose Statement

We nurture impactful relationships utilizing YMCA Calgary's core values of respect, responsibility, honesty and caring. Our intentional program experiences provide children with the best possible start in life.



Child Minding User Expectations

- All users of the YMCA Child Minding area must remain on-site and utilize the facility's amenities. Jogging in the immediate vicinity is permitted, provided the parent/guardian has a cell phone with them that remains on.
- The Child Minding area may be closed during periods with no advance notice due to staff shortages or lack of bookings in any given time slot.
- Please drop off and pick up your child(ren) on time.
- In consideration of children with life-threatening allergies, as well as to reduce the risk of choking, the following are not permitted - peanuts, nuts & nut products, gum, hard candy, popcorn, mini cereals (such as Cheerios). All foods, including items such as grapes, must be cut into small pieces.
- Please provide the caregivers with information specific to your child to ensure their safety and wellbeing while they are in the child minding area. This includes health, toileting, feeding and behavioural details. Any emergency medication (eg. EpiPen, Inhaler) will be kept in our dedicated medication box.



Intake Process

At YMCA Calgary, we are committed to creating an inclusive, safe, and nurturing environment where every child can grow, learn, and thrive. We warmly welcome all families to explore our space and philosophy, and we value the opportunity to learn about your child's unique needs, strengths, and interests.

While we strive to be inclusive, there may be situations where we are not equipped with the specialized resources or staffing required to safely and effectively support certain individual needs or behaviours. In such cases, we will work with families to ensure transparency.



What to Bring – please ensure all personal belongings are labelled with your child's name. If leaving items for use by your child, please identify these to staff at time of drop off for labelling and storage.

- A small blanket (and comfort toy, if needed) for the rest/nap period
- Closed toe footwear is required for safety, with runners being highly recommended
- At least 2 changes of clothing
- Diapers/wipes/diaper cream (if applicable)
- Water bottle and if required, a snack. All food is to be prepared and ready for serving and must be NUT FREE

Arrival & Departure Procedures

Daily child sign in/out is required with transfer of care for each child occurring between a YMCA staff member and the child's parent/guardian. Staff will sign all children in/out of the program following their arrival to, or departure from, child minding. All transfer of care processes are completed while everyone is in close physical proximity to one another, ensuring the safety and wellbeing of the child.

Any individual picking up a child who is unfamiliar to the educator will need to provide government issued photo identification. Should the individual not be listed on the child's enrolment form as either a parent/guardian or listed as authorized to pick up the child, the child's parent/guardian must communicate their approval for this to occur to the centre in advance.



Child Guidance Policy

YMCA Calgary is committed to helping children grow and develop to their fullest potential in a safe, caring and nurturing environment. The health and well-being of each child is the primary focus and child guidance strategies will be tailored to meet individual needs in the group setting.

Caregivers will:

- model appropriate behaviour and problem-solving techniques
 - guide children in a positive and constructive way
 - try to calm/comfort, redirect and provide strategies for a child who is having trouble self-regulating
 - engage with the child at their level
 - provide time for children to work out problems with their peers verbally before intervening
 - be consistent in their guidance techniques
 - adjust guidance techniques to best suit the age and development of each child within the program.
- Individual differences for each child will be considered when determining:

- o the level of responsibility a child has for his/her actions
- o the child guidance techniques most effective for the child and the situation
- o a child's level of involvement in problem solving as well as opportunities for growth and development
- o ensure all actions/consequences given are reasonable in the circumstances
- o keep parents/guardians up to date regarding their child's behaviour and experiences in the program
- o ensure that any child disciplinary action taken is reasonable in the circumstances

Caregivers will not:

- inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation
- deny or threaten to deny any basic necessity
- use or permit the use of any form of physical restraint, confinement or isolation

Parents/guardians are encouraged to provide verbal or written feedback regarding guidance techniques used at home in order to maintain consistency between the Child-Minding Program and the home environment.

- Staff will incorporate child guidance suggestions made by the parent/guardian for their child except when they are inconsistent with the techniques outlined in this policy or are not feasible within the child-minding setting.

Staff members will review, and sign off on, the Child Guidance Policy that is outlined in the Child-Minding Handbook, upon hiring. Should the policy be revised, staff members will be provided with an updated copy for review and signing.

Staff members will discuss behaviour expectations with children, where developmentally appropriate, when dropped off in Child Minding and throughout the child's time in the program as new situations arise and as opportunities for growth and development occur.

In the event a child is struggling to exhibit appropriate behaviour while in the child minding setting, staff members will work with the child and his/her parent/guardian to help the child to find strategies and self-regulate. Should a child continue to demonstrate behaviour that is negatively impacting child minding experiences, or operations, further action may be required including suspension or termination from child minding.



Health and Safety Measures

At YMCA Calgary, we ensure that all Alberta Health Services (AHS) requirements are met. YMCA Calgary's internal Health, Safety & Risk Team also monitors and supports additional measures.



Health Assessments & Temperature Checks

Daily screening for symptoms of illness in children is encouraged prior to a family leaving home. Children who are ill are to stay home until symptoms have resolved.

Infrared contactless thermometers are used within the centre to check child temperatures. The acceptable temperature range for children is between 35.5 – 37.78°C.



Illness in Children

If a child develops symptoms of illness while in care, the parent/guardian will be notified to come and pick up their child at once.

Illness Chart

A Child May Not Attend Care When -	A Child May Return to Care When -
Child has a new or unexplained rash, or signs of any contagious disease	They have been examined by a doctor and received a doctor's note providing medical clearance to return
Child has any form of untreated infestation (i.e. scabies, head lice, etc.)	They have been treated.
Gastrointestinal (nausea, vomiting and/or diarrhea)	Children experiencing gastrointestinal symptoms will need to be symptom free and have restored, typical body function without the use of medication for 48 hours prior to return to care.
Any communicable disease (i.e., measles, mumps, rubella, bronchitis, chicken pox, croup, fifth disease, hand, foot & mouth, roseola, strep throat, meningitis, etc.)	Has been examined by a doctor, is provided with medical clearance, and has spoken with a member of our senior team to discuss the return to care plan
He/she has a fever of 100 degrees (37.78C)	His/her fever has remained below 100 degrees (37.78C) for 24 hours without medication

Cleaning and Sanitizing

YMCA Calgary's contracted housekeeping services ensure the child minding areas, and its equipment, are kept clean and ready for use. Staff manage toy rotation, cleaning, and sanitizing. Additional cleaning and sanitizing measures are implemented during periods of increased illness within the space.

Emergency or Critical Situations

All YMCA staff members partake in regular first aid and CPR training in accordance with YMCA policies and provincial regulations in addition to YMCA Calgary Health and Safety training. In a medical emergency, staff begin First Aid and contact Emergency Medical Services (EMS). The child's parent/guardian is informed as soon as possible.

There is always a designated Duty Manager in charge at each location. YMCA radios are used to engage YMCA Calgary's crisis response team in an emergency, ensuring all aspects of the emergency are managed in a safe, calm, and effective manner.

*YMCA Child Minding
Because You Deserve A Break!*