

***Tsi ionterihwaienhstahkwa  
ne Kahwatsiranó:ron***

**Step By Step Child and  
Family Center**

**PARENT HANDBOOK  
2022-2023**

**For further information please visit our website:  
[www.stepxstep.ca](http://www.stepxstep.ca)**

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# Who we are:

## WELCOME TO STEP BY STEP!

The purpose of this Handbook is to provide you with basic information about Step By Step Child and Family Center, its policies, procedures and manners of practice. We hope that you will read through the Handbook to get a better idea of how we work together to ensure a quality learning experience for your child. Ask as many questions as you need to – we are here for your family!

Children are not our possessions, they are gifts to us. This is the belief of our people. Children must be restored to their place, the heart of the community and in doing so, restore our communities to a place of power and self-sufficiency. Child daycare can be a vehicle through which culture can be retained and transmitted from generation to generation. (Joint First Nations Inuit Federal Child Care Working Group, 1995, P.9, p.35)

“Inclusion is a fundamental belief that considers each person an important, accepted member of the school and community. Inclusion is characterized by an attitude of problem solving to discover what is possible...not placing blame, getting stuck, or giving up. Inclusion is solution-oriented. Inclusion means all school staff, students, parents work together as a team in partnership – not in isolation. Inclusion is something that changes over time – it is a series of small adjustments, not just a replicated model. Inclusion creates opportunities for people to learn together!” – from the Angelman’s Syndrome website.

These words, and there are many others, reflect the responsibilities of Step By Step Child and Family Center.

It is the responsibility of Step By Step Child and Family Center: to support all parents in their child’s physical, cognitive, and social-emotional development based on Kanien:keháka culture and traditions. This in no way takes away or replaces the responsibility of the parents as primary caregivers but compliments the holistic development of all children. Culturally relevant childcare is crucial for the preservation of our language, traditions, and identity. As parents and teachers, this is our responsibility to all children in our community.

As you first set foot into Step By Step, your family is welcomed as members of our family – a relationship that we hope will last a lifetime. Every step within our Center and on our grounds reminds us all of Kanien:keháka values that are the foundation of everything we do at the Center and in our interactions with each other and with children.

**Natalie Beauvais, Executive Director**

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## \*OUR VISION

Step By Step Child and Family Center envisions a community where all children, regardless of ability or need, are fully accepted by all people, at all times, in all places.

## \*MISSION

We believe that healthy families are fundamental to a strong community. In an accepting, challenging, and responsible atmosphere, the Center encourages all people to actively build on their individual strengths. In partnership with families and a community of caring people, the Center offers innovative, culturally based, inclusive educational experiences to young children. By offering diverse programs and services in the Center and in the community, in English, Kanien'kéha, and French, the Center lays the foundation for bridging a proud past and a bright future.

## \*MANDATE

Mandate of the Step By Step Child and Family Center (*MCK Resolution 48/1999-2000*)

To pursue healthy family, healthy children partnerships to collaborate in the teaching and nurturing of children.

To provide services so that each child can reach his/her potential within the Center and community in relation to child development, integrated early intervention and prevention, rehabilitation, health promotion, and early childhood education.

To provide resources and services which promote the Holistic well being of children aged 0-6 years in the areas of health, social, spiritual, cultural, emotional, physical, and intellectual development.

To act as an advocate, resource, and service provider to this and other communities.

To provide before school, after school, and respite child care services for children aged 0-6 years old, not excluding exceptional cases where the child may be over the age of 6 years.

To promote awareness of the services provided by the Center.

To work in a collaborative manner with the Kahnawake Quality Improvement Accountability Framework in achieving the goals and objectives of the Step By Step Child and Family Center.

To approach government agencies, organizations, and groups in order to raise funds to continue to maintain and expand inclusive early intervention programs for children aged 0-6 years old and their families, including families and children with special needs.

To engage in projects geared to promoting self-sufficiency of the Step By Step Child and Family Center.

To collaborate with the community, institutions, and the recognized government of the Mohawks of Kahnawake in the development of legislation affecting the 0-6 year old population, including children with special needs.

*\*We are in development of a new strategic plan and through this we have developed a new vision, mission and mandate which will be updated on the SBS website and 2021-2022 Parent Handbook.*

## OUR PROGRAM

Step By Step provides childcare services to children 18 months to 5 years of age (or older in exceptional cases).

**Orientation (for children and families):** An inclusive orientation process has been developed to welcome children and families to the Center. Orientation offers an opportunity for families and staff to meet one another and for children and families to learn about their child's environment at the Center.

**Child Centered:** Play is our primary teaching method. Children learn naturally through a variety of play opportunities including; games, toys, music, drama, art, cooking, play centers, books, field trips, walks, outdoor play. Individualized teaching, which builds upon children's strengths and interests, are at the forefront of all learning opportunities. The class team plans all routines, activities, and project work based on children's interests, strengths, and developmental skills

**Individualized programs** are developed through family-staff observations and developmental assessments. Natural talents, strengths, and individual differences are accommodated within carefully designed individual, small, or large group learning activities and child/adult directed learning activities.

**Family Support:** Families are provided with support and resources.

**Family Engagement:** Families and extended families are encouraged to participate in daily programming and special activities.

**Culture and Language:** As a foundation for all learning, Kanien'kéha language and cultural activities are the foundation of the curriculum. We are intent in making curricular choices that are built on a foundation of cultural pride and a positive image of the child. Educators collaborate to create inspiring learning environments that help to build a child's knowledge and skills in ways that are culturally relevant and culturally rich.

**Quality Controlled:** All programming and staff are supervised and evaluated regularly. All staff are qualified and upgrade skills regularly. Our standards are evaluated regularly to ensure the quality of service to children and families.

**Teacher/Parent:** contact is done upon arrival and departure, by telephone, by email, ClassDojo or regularly scheduled portfolio discussions.

Each day provides opportunities for your child to participate in snack time, gym and creative movement, music, free choice and individual activity time, circle, outdoor activities, and quiet time. Daily schedules for each classroom are adjusted to meet the needs of each group of children. See your child's teacher(s) for more information about specific classrooms.

## TYPICAL SCHEDULE

7:30 - 8:45	Welcoming children and free play
8:45 - 9:00	Hygiene (Hand washing), diaper change/bathroom
9:00 - 9:30	Morning snack
9:30- 11:15	Activities according to weekly planning/outdoor play
11:15 - 11:30	Hygiene (Hand washing), diaper change/bathroom
11:30 - 12:15	Lunch
12:15 - 12:30	Hygiene (Hand washing), diaper change/bathroom
12:30 - 2:45	Naptime - relaxation
2:45 - 3:15	Waking up, diaper change/bathroom and snack time
3:15 - 5:00	Free play or guided activities/outdoor play

## BOARD OF DIRECTORS

As a governing board, the Step By Step Board of Directors controls the affairs and activities of the organization in the fulfillment of the mission, goals, and objectives based on community need and mandate.

Each new Board member participates in an orientation and Board training program. If you would like more information on how to become a member on our Board of Directors, please contact our reception.

Please refer to the Organizational Chart on the Step By Step website for a listing of our current Board of Directors. [www.stepxstep.ca](http://www.stepxstep.ca)

## STAFF OF STEP BY STEP CHILD AND FAMILY CENTER

Please refer to the Step By Step website for a listing of our current staff. [www.stepxstep.ca](http://www.stepxstep.ca)



# Registration:

Registration currently includes your child's first day of school up until they leave to attend another school or are withdrawn from the program.

- Parents and children are required to attend an orientation visit to our center once they have accepted a daycare spot.
- A child information/registration form will need to be filled during the orientation period.
- A Subsidized Daycare Service Agreement must be signed every year prior to your child's first day. A designated time will be determined.
- A renewal of services notice is generally distributed in February to hold your child's spot for September. Renewal of services process must be done yearly to continue in their spot for the following year.

## KANIEN'KÉ:HA CLASS

Step By Step offers a Kanien'kéha Class for children transitioning from Step By Step to Karihwanon or Karonhianonhna (or for parents wanting a Kanien'kéha learning environment for their child(ren).) Please inquire about this program if interested. There is a wait list for this class as requested on our Waiting List Application Form filled prior to enrolment.

## FEES

Daily rate is **\$8.70** per day (subject to change annually).

*This rate is subject to change based on budgetary regulations and will be communicated to parents/guardians prior to any changes being implemented.*

This rate is charged for the number of days registered. All previous outstanding balances must be paid before the beginning of the new year/program.

Invoicing is done every two weeks (bi-weekly). Payment should be made upon receipt of bill.

## Methods of Payment:

1. Pre-Authorized Payment—Payment will be made by direct withdrawal based on the Pre-Authorized Debit Agreement signed by the parent.
2. Interac Debit Payment

## LATE PAYMENTS

In the event of late payment (exceeding the amount of two weeks in fees), interest will be charged at the rate of **12.5 %** of any outstanding amount.

## CANCELLATION OF SERVICES FOR NON-PAYMENT

Step by Step may cancel the contract/services if the parent/guardian repeatedly fails to perform his/her payment obligation, despite written notice from Step By Step.

In the event that the contract/services are cancelled, you must re-apply to our waiting list once the outstanding balance is paid.

## WITHDRAWAL OF SERVICES BY PARENT

Parents may withdraw their child/ren by filling in and returning the Withdrawal of Services Form. Parents must give two weeks' notice of withdrawal or pay the lower amount of either 10% of any balance of their contract (up to August 31<sup>st</sup>) or \$50.00.

Parents who have children leaving the center, who will be 5 years-old before September 30th and/or will be attending another school in the fall, will need to pay in advance for one month of services provided up until their withdrawal date (last day of school). For example, if your child is leaving after the leaving ceremony, you will need to pay by the end of May for the month of June. If your child will be leaving at the end of summer, you will need to pay in July for the month of August.

## HOLIDAYS AND CLOSURES

For each day that a full time daycare spot is filled and the parental contribution is collected, SBS receives a subsidy from the province in order to continue to provide services to children and families. Each year, the province determines how many days SBS can be closed without penalty. These budgetary rules stipulate that SBS is required to collect the parental contribution from parents/guardians for daycare services although the Center is closed (ped days, holidays, closures due to weather) to obtain these subsidies from the province.

Step by Step will collect the daily rate indicated for days that the center plans to be closed (holidays, ped days, etc). These are shown on the Yearly Calendar.

We will also collect the daily rate if the center must close for reasons beyond its control (weather, safety, etc).

## SUMMER

Daycare services continue through the summer as part of your child's full time registration at the center. Because parents may take vacations during the summer, we will do a survey to determine when your child will be absent, this is for staffing purposes only and billing will continue for your regularly registered days.

Withdrawal of days or services for the summer is not recommended as we may not be able to offer you the days or placement you need in the fall.

# What to Expect:

## HOURS OF OPERATION

Step By Step provides care from Monday to Friday.

Our Center is open from 7:30 a.m. to 5:00 p.m. daily.

Please see our Yearly Calendar for days that the center will be closed.

## ARRIVAL AND DEPARTURE

- It is essential that the educators are aware when you arrive and when you pick up your child as staff must mark all children in and out of care at our center.
- Parents are asked to adhere to their registered drop off and pick up times.
- Please call and leave a message with reception if your child will be absent or late.
- You must inform reception and your child's teacher if someone other than yourself will be picking up your child, especially if it is someone not indicated on your registration form for authorized pick up.
- Parents who are requesting the need for special pick-up arrangements (ie. Occasional early/late drop off/pick up times) must let reception know and speak to the teacher.
- For insurance purposes, the person picking up your child must be **16 years of age** or older

It is important that you adhere to the above process as this affects the integration of children into their classrooms, the staff ratios, teacher planning times and child safety.

The following procedure will be implemented if the process is not adhered to:

1. Teacher will remind the parent of their registered pick-up time.
2. The parent will need to meet with the Supervisor of Program Services to determine if a special arrangement or change of schedule is needed.

## CHANGING REGISTERED DAYS OR TIMES

If you need to change your child's drop off/pick up time or add or remove days registered, you must fill out a special form at reception. Changes will then be reviewed by the Supervisor of Program Services to determine if sufficient staff is available for those times. You will be notified if it is approved.

## LATE PICK-UPS

Parents of children who are not picked up by closing (5:00pm) will be charged \$1.00 per minute for every minute that they are here after closing. A late slip will need to be signed by the staff member and parent with the late time marked and the slip will be submitted for billing.

If it occurs that a child is not picked up one hour after closing (5:00 pm), and all efforts have been made to contact parents/guardians or other persons named as an Emergency Contact, a call will be placed to the Kahnawake Shakotii'a'takehnhas Community Services (KSCS) Intake worker for follow up.

### CHILD BELONGINGS

Each child is sent a "Things to Bring" list in their welcome package (see pg. 27). Among other items, it is recommended on this list that all children have a change of clothes at the center. We ask that shoes be sturdy and comfortable for walks and play. All items brought to the center (clothing, shoes, etc) must be clearly labeled with their name or initials. SBS is not responsible for loss, theft or damage of personal belongings at the center.

### CHILD INFORMATION UPDATES

It is imperative that Step by Step have up-to-date contact information at all times.

**Changes in parent addresses, telephone numbers and emergency contact information should be reported to reception to be updated so we can contact you immediately in case of emergency or illness.**

We also request that each family keep us informed of any changes or events which will help us to support and meet the needs of the child, including:

- Allergies—please give any new information to reception who will give you proper forms to fill.
- Medical information—illness, diagnosis, etc.
- Vacation plans
- Memorable happy family events
- Changes in daily routine
- Death, divorce/separation, family crisis, illness

### COMMUNICATION AND PARTICIPATION

Parent involvement is a founding principle at Step by Step and as such are encouraged to participate/volunteer at the center.

Activities could include but are not limited to: reading to children, talking about your job, skills, substituting/lunch monitoring, helping in any center-wide activities. If you wish to be involved, speak to your teacher for ideas, it is always greatly appreciated.

**Fundraising:** As a non-profit organization, we rely heavily on fundraising activities to maintain and enhance our programs and services. Step by Step is always looking for parents to participate on our fundraising committee to determine our 2 major fundraising initiatives for the year—in the fall and spring. Families are encouraged to participate in all fundraising activities. If you are interested in becoming part of the fundraising committee, please leave your name and e-mail at reception.

### Methods of Communication:

- \* **Www.stepxstep.ca**—our website contains information about our programs and services including a secure section for parents to access information pertaining to the center.
- \* **Step by Step Facebook page and Instagram**—used to share and promote certain activities at the center and emergency information (closures, etc). As the privacy of the children, families and staff are the utmost concern, we try to avoid using photos where children are clearly identifiable and stick to larger group photos.
- \* **E-Mail**—as we are hoping to eliminate using large amounts of paper, we will be using e-mail to communicate events, memos/notes, calendars, etc. to parents. Please ensure that we have your proper e-mail for this purpose.
- \* **Classroom Whiteboards**—Each classroom has a white board to inform parents/guardians of individual classroom activities.
- \* **ClassDojo**—information app to communicate with your child's teacher
- \* **TV at Reception**—Used for usefully parent/guardian information such as monthly calendar, parent updates, etc.
- \* **Text Messaging**—we will be using a text messaging service to reach parents for brief notes and emergency information (closures, etc).
- \* **Phone calls**—teachers may need to contact parents/guardians by phone. If you need to reach a teacher by phone, please leave a message with reception with your name and phone number and the teacher will call you back at their earliest convenience.

**Parent Assemblies:** To share what is going on at the organizational level and to get feedback from you so that the decisions we make have your input. We encourage all parents to attend these assemblies which are usually held in the fall and spring.

**Attendance Surveys:** As mentioned earlier regarding summer attendance surveys, we will be asking parents to fill in attendance surveys for the Christmas holidays and for March break. Daycare services continue as usual but we need to know how many children will actually be attending in order to have the correct child/teacher ratios in the classrooms. We do these surveys as parents and children often use these times to take holidays, as does SBS staff and we would like to make sure everyone is covered during these periods.

### Social Media Policy:

Online social media networking may include but is not limited to existing and emerging networking sites, including Facebook, YouTube, MSN, Twitter, Instagram, Snapchat, etc.

Social Media sites may be used for sharing information relating to the programs and services provided by SBS to family members, staff, Board of Directors, volunteers and at times, the community at large. This may include photographs, videos/media, childcare related news posts, child activity updates, fundraising and local childcare initiatives. Online social networking and increasing use of internet for communications increase the opportunity for unwelcome and unsolicited written material, pictures or videos. Harassment in any form, including comments posted electronically, is unacceptable.

Our Social Media Policy can be found on our website [www.stepxstep.ca](http://www.stepxstep.ca) in the Parent Information section. You must register with the site to access this policy. Some key points in our policy state:

- Section 2.3.4: "No unauthorized references (including photos) can be made to SBSCFC, its staff, children and/or families on any social networking site."
- "Using computer technology to communicate any inappropriate, demeaning, harassing or threatening, or potentially slanderous or libelous messages shall be subject to appropriate disciplinary and/or legal action by Step by Step Child and Family Center."

Please see our website for the full Social Media Policy.

#### ACTIVITIES & FIELDTRIPS

Throughout the year, children and families are invited by the Center and/or the child's classroom to celebrate and participate in the following activities:

- \* Leaving Ceremony
- \* Fieldtrips for children and parents
- \* Family Breakfasts (extended family members are invited to attend)
- \* Brown Bag Lunches (a parent or family member may attend)
- \* Festivals (Harvest, Mid-winter, Wahta, etc)

**Family Breakfast**—Usually on the last Wednesday of the month, SBS hosts a Family Breakfast from 7:30 a.m. to 9:15 a.m. in our Gym. Family members (including extended family) are invited to the Center for coffee, yogurt, fruit, eggs, sausages, and pancakes, etc. Families are encouraged to bring their children to the gym to eat before dropping them off for the day.

**Birthday & Holiday Celebrations**—Please consult with your child's teacher to discuss different options for birthday and holiday celebrations. Due to a Health and Safety decision, birthday cakes must have a clear label stating that it is Peanut/Nut free to be allowed in the center. We do not allow baked goods, foods prepared at home (cut fruit and veggies) or candies to be shared in the classrooms as we cannot guarantee they are Peanut/Nut free.

**Fieldtrips**—Announcements and pertinent information of fieldtrips will be posted

on classroom white boards for parents to sign permission for their child/ren to attend. Much of our learning takes place at SBS and in our community, so children will go on fieldtrips (by bus or foot) that are in Kahnawake (i.e. Longhouse, arena, hospital) with permission agreed upon in the services contract.

#### SPECIAL SERVICES

Step by Step provides a wide variety of services and supports to children and their families which are culturally guided, with the intention of child success. In addition to the quality early childhood education program delivered within each classroom, all children and families are able to benefit from the following services:

- Screening and assessment
- Individual Education Plans
- Family Support
- Speech and Language
- Psychology
- Occupational Therapy
- Physiotherapy
- Health and Nutrition

#### Tsontaweia:tákhwa Room (Family Room)

Most mornings, coffee is available in the Tsontaweia:tákhwa Room for parents/guardians dropping off their children. Our Family Support Worker is available to offer support and resources to parents, children and families. Whether you need to recoup after a stressful morning or just want to chat before heading off to work, stop in and enjoy a cup of coffee.

#### PARENT ISSUES & CONCERNS

##### Complaint procedure:

If you have a complaint, approach the person about whom you have a complaint in a respectful manner, describe the complaint, brainstorm solutions together and come to an agreement or a solution. Should this prove unsuccessful, address the issue with the following persons in this order, using the same procedures:

1. Supervisor of Program Services
2. Executive Director
3. Should the above steps prove unsuccessful, direct your complaint to the Board of Directors.

Please note that all complaints will be redirected back to the above steps, should they not be followed initially.

##### Suggestion procedure:

If you have questions or suggestions, please speak with the teacher, Supervisor of Program Services, Executive Director or write to our e-mail: [info@stepxstep.ca](mailto:info@stepxstep.ca). We will provide you with a response directly.



# Health & Safety:

## EMERGENCY PREPAREDNESS

Our Health & Safety Committee along with relevant community emergency workers have developed emergency plans for the safety of children, staff, and families. These plans include:

- Fire Drill Plan
- Non-Fire Evacuation Plan
- Lockdown Plans

In the case of an emergency, a designated staff member is appointed to maintain calm and order and implement emergency procedures.

To ensure the safety of all children, we ask that the following are respected in the event of an emergency situation:

- Parents are asked to wait to be contacted by SBS Staff. SBS phones will not be answered during an emergency.
- In the case of an evacuation, parents will be contacted as soon as children and staff reach a safe, designated area.
- Staff will keep children with them and return to the center when the emergency is declared over, upon which staff will sign the children out once the parent has arrived. We will ensure that communication with parents and families is a priority once children are safe.
- If parents arrive at the center, they are asked to stay with their child and remain with the SBS staff until the emergency is over and the conditions are deemed safe by emergency personnel.
- If an emergency or evacuation is in progress, children will not be permitted to be signed in/dropped off or signed out/picked up until the emergency has ended.

Please note that all staff are trained on these and other emergency plans and procedures. We continue to update our plans with the Community Emergency Preparedness Committee and/or the SBS Health & Safety Committee to ensure safety of everyone at the center.

### Emergency closures:

Emergency/Early Closure due to bad weather will be broadcast on K103 (103.7FM). Please tune in if there are severe weather conditions. **Please do not rely solely on the SBS website or Facebook page for this information as power outages may affect our ability to post up-to-date information.**

Again it is important to ensure that your emergency contact information is kept up to date so that we are able to reach you if necessary.

## Parking:

The circle at the front of the building is to be used for drop-off in the morning and pick-up in the afternoon. The parking lot on the west side of the building can be used for longer term parking (if you have a meeting, workshops, etc.). There are some very important points to remember with regards to the parking lot for safety purposes:

- The speed limit in the parking lot is 10 km/hour. Often, children run to and from their parent's vehicle and could easily not be seen.
- Please do not leave your car running in the parking lot. Not only is it a safety hazard if another child gets in your car, children's lungs are very sensitive to carbon monoxide emitted from the exhaust pipes which is nearly at their breathing level.
- Please do not leave other children unattended in your vehicle while you are picking up or dropping off at the center.
- Please ensure all children are fitted with a car seat or booster seat if they are required based on child's size and weight.

## Injuries:

In general, most injuries that occur at the center are quickly and easily cared for by staff, who maintains up-to-date CPR and First Aid Training. For any minor injuries including bumps, bruises and scratches, the parent/guardian of the child will be called to advise them of the injury. An Accident Report is filled out by staff member which is given to parent and a copy kept in their file.

In case of an injury or illness requiring medical assistance, we will:

1. Call peacekeeper/ambulance
2. Administer basic first aid, fill out Accident Report and make a copy for parents and for ambulance/hospital use.
3. Contact parents. If we are unable to reach parents, we contact their designated emergency contacts.
4. If we are unable to reach anyone by telephone, a staff member will accompany your child by ambulance to the nearest children's hospital with their medical form containing pertinent information.
5. Staff at the center will continue efforts to contact parents or emergency contacts to inform them to meet their child at the hospital.
6. A copy of the Accident Report will be kept in their file.

## MEDICAL INFORMATION

### **Confidential Student Medical Record:**

Please make sure that this sheet has been completely filled in on your child information form at the beginning of the school year, so that we can best care for your child and respond appropriately in the event of a medical emergency.

Additional information also needs to be provided if your child has any of the following health issues;

- Severe Allergies requiring EpiPen
- Any other allergies or intolerances
- Asthma
- Diabetes
- Epilepsy
- Any other medical need requiring our attention.

Additional forms are required to be filled for some of these conditions. Please inquire about these forms at reception.

### **SEVERE ALLERGIES REQUIRING AN EPIPEN**

Step by Step in conjunction with the school nurse and Kateri Memorial Hospital Centre has a comprehensive intervention guide to address the safety of children at risk for severe allergic reactions. This guide is made available to parents who indicate that their child has a severe allergy requiring an EpiPen.

If your child has a severe allergy requiring an EpiPen or another type of medical intervention, please indicate this on their medical form at the start of each year and see receptionist for the "Intervention Guide for Students at Risk for Severe Allergic Reaction" booklet. Forms will need to be filled to give us consent to administer the EpiPen if needed.

If your child develops a severe allergy requiring an EpiPen or some type of medical intervention after the medical form has been filled, please see reception to report the allergy and ask for the Intervention Guide. Forms will need to be filled to give us consent to administer the EpiPen if needed.

Along with the consent forms, the EpiPen needs to be left with reception in its original box with the prescription and child's name clearly visible. Your child will not be able to attend daycare unless these steps are followed and the EpiPen is in the building.

### **Administering Medication:**

The administration of medications at Step By Step is limited to life sustaining medications only such as Ventolin, Epi-pen, fever reducing medications for febrile seizures. This is to ensure child safety and protection from liability for Step By Step. Therefore, medication will only be administered by designated staff under the following conditions:

- Medical Consent Form must be filled before any medication can be administered. Prescribed medication must be in the original container and bear the pharmacy label stating the child's name, medication name, dose to be administered, dosing schedule, expiry date and name of the prescribing doctor.
- Parents will need to fill out a new medication consent form and obtain a new pharmacy label if the dose of the medication changes.
- Staff are not authorized to give non-prescription, over-the-counter medication, herbal remedies or to apply topical creams, except sunscreen and diaper rash cream (clearly labeled with the child's name).
- Epi-Pens and Asthma medication require a separate form to be filled as they are life sustaining medications.

### **Contagious Diseases/illness:**

If a child attending Step by Step is exposed to a contagious disease outside of the center, it is the parent's responsibility to inform the center of this disease, including the name of the disease and the date of exposure. The center will then inform the entire staff, in writing, of the disease and which group or groups have had contact with the exposed child (no name will be indicated). If the group becomes exposed to 2 cases or more of a contagious disease, information about the disease will be requested by the child's doctor in order for the child to return to SBS (eg. Pink eye, impetigo) or you will be asked/required to keep the child home until the illness/disease is no longer contagious. Although Step by Step has access to general guidelines, please ask your doctor or nurse for information specific to your child/ren's illness.

### **Protecting Your Child from Abuse and Neglect**

Step by Step, the Kahnawake Education System and Kahnawake Shakotii'a'takehnhas Community Services work closely together for the safety and well being of our children.

If there is suspicion of abuse, Step By Step follows the procedures developed collaboratively by Step by Step, Kahnawake Shakotii'a'takehnhas Community Services and the Kahnawake Education Center.

For more information or support, please contact any of the following:

- Step By Step Child and Family Center 450-632-7603
- Kahnawake Shakotii'a'takehnhas Community Services 450-632-6880
- Kahnawake Education Center 450-632-8770

# When Your Child is Sick:

1. Have plans for back up child care.
2. Tell your caregiver what is wrong with your child, even if your child stays home.

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Department of Public Health



# Keep Me Home If...

## What To Do When Your Child Is Not Well:

How do I decide if my child is too sick for daycare?

- If a child has cold symptoms—runny nose, cough, they may be well enough to come to daycare, but if an educator notices that the child is lethargic and unable to participate in classroom activities, the decision may be made to call the parent to have child picked up.
- If a child has a fever and the child's behavior indicates that they are unwell—tired, crying, upset, the decision may be made to call the parents to have the child picked up. A fever sometimes is an indication that a child is fighting a virus or infection. If this is the case, it is important to understand that the child is likely contagious when there is a fever present so it is important that the child is kept home for 24 hours after the fever breaks without medications for fever so as not to pass the illness to others.
- If a child is vomiting OR has diarrhea, a course of action is determined on a case by case basis, as it could be simply a reaction to something they ate. In this case, educators will keep track and notify parents at the end of the day so they can continue to monitor the child. If the vomiting OR diarrhea combined with the child's behavior indicates they are unwell, the decision may be made to have the child picked up.
- If vomiting AND diarrhea occur at the same time, this could be an indication of gastroenteritis or "gastro" (stomach flu). The parents will be called to pick up the child, especially if there are other cases in the building as this is very contagious. Child will need to remain at home until 48 hours after the last occurrence of vomiting/diarrhea.
- If a child displays yellow discharge in the eye, parents will be called to pick up their child to rule out conjunctivitis (pink eye). Pink eye is very contagious in young children.

Communication is key, especially in the cases where something is diagnosed. Please inform your child's teachers so that they can give notice to other classrooms and keep an eye on your child's symptoms upon their return to the center.

Please see the "Keep Me Home If..." pictogram on the opposite page to help you make your decision about sending in your child to daycare if he/she is not well.

# Info:

NEED MORE INFORMATION?

Please consult our website: [www.stepxstep.ca](http://www.stepxstep.ca) which contains valuable information about our programs, curriculum, child care options, fees, center-specific information and much more.

OR CONTACT US AT:

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Step By Step Child and Family Center

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