



Stepping Stones

DAY CARE SOCIETY

Parent Handbook

Family Day Home Families



9614 – 100 Avenue
Grande Prairie, Alberta
T8V 0T2
Ph. 780-532-9684 ext.115
Fax. 780-532-9621
dayhome@ssdcs.ca
www.ssdcs.ca



STEPPING STONES DAY CARE SOCIETY –BOARD OF DIRECTORS

All the work done by Stepping Stones Day Care Society is supported by a dedicated group of volunteers who sit on the Board of Directors. The Board is a Governance Board that hires an Executive Director to oversee the day to day operations of the Society. The Board of Directors is comprised of leaders from the non-profit and for profit sectors who are dedicated to the organization's mission. Stepping Stones welcomes volunteers from the community to join the Board of Directors.

SOCIETY PROGRAMS OVERVIEW

Day Home Program

Our Family Child Care Program offers quality child care to families with children birth to 12 years of age.

Our child care program provides children with a high-quality environment and activities that promote optimal development.

Parents using our child care program may be eligible for assistance with their fees through the Child Care Subsidy Program.

We believe that all children and families need to be valued, respected and treated with kindness and compassion in all situations.

Day Care Program

Our Day Care Program offers quality child care to families with children 12 months to 5 years.

Our child care program provides children with a high-quality environment and activities that promote optimal development.

Parents using our child care program may be eligible for assistance with their fees through the Child Care Subsidy Program.

We believe that all children and families need to be valued, respected and treated with kindness and compassion in all situations.

Inclusive Child Care Program

The Inclusive Child Care Program works together with the Child Care Programs and Early Childhood Educators to ensure the inclusion of young children so they may achieve their full developmental potential.

If you have concerns about your child's development or if they have an identified disability or delay come see us.



Stepping Stones Day Care Society

Serving Grande Prairie Families Since 1975



Welcome to Stepping Stones Family Child Care

At Stepping Stones we are very proud of our Day Home Program which was developed to ensure children feel safe, secure and comfortable while in our care. We take pride in ensuring that the program provides an enriched learning experience for the children and that the environment is safe and healthy.

Our Educators don't do babysitting or childminding, but rather provide early learning and child care. We contract with qualified individuals that provide the children with ongoing opportunities to develop their abilities. Each child will have the chance to explore through play, the things that interest them. Emerging skills will be supported through a curriculum that is developed through Educator observations of children. Lots of focus will be on literacy, science, math, physical development and social interactions presented in a playful, engaging format.

Stepping Stones Society is pleased that you have chosen to place your child in our program and we welcome you to drop in for a visit any time. We have an open-door policy and encourage your input and participation.

1. Program Framework

- 1.1 Vision Statement
- 1.2 Mission Statement
- 1.3 Program Goals
- 1.4 Inclusion

2. Daily Program

- 2.1 Arrival & Departure of Children
- 2.2 Developmental Assessments
- 2.3 Program Planning
- 2.4 Family Involvement
- 2.5 Child Guidance Policy
- 2.6 Nap / Quiet Time
- 2.7 Outdoor Play
- 2.8 Potty Training
- 2.9 Field Trips and Outings

3. Health & Safety

- 3.1 Safety and Supervision
- 3.2 Sick Child Policy
- 3.3 Communicable Disease Policy
- 3.4 Medication & Herbal Remedies
- 3.5 Specialized Health Care
- 3.6 Nutrition
- 3.7 Accident / Occurrence Reporting
- 3.8 Incident Reporting
- 3.9 Fire Drill Procedures
- 3.10 Cleaning & Maintenance
- 3.11 Custody Orders
- 3.12 Crisis Management

4. Day Home Operations

- 4.1 Backup Care
- 4.2 Hours of Operation
- 4.3 Day Home Closure
- 4.4 Termination & Withdrawal
- 4.5 Smoking
- 4.6 Program Evaluation
- 4.7 Children's Files
- 4.8 Child Care Fees
- 4.9 Subsidy Information
- 4.10 Parent Concern
- 4.11 Child Abuse & Endangerment
- 4.12 Liabilities
- 4.13 Use of Technology
- 4.14 Bottle Recycling
- 4.14 Resources

Please note, **bolded** policies reflect Family Day Home Standards for Alberta. Regarding these policies the Society has no authority to adjust, amend or make exception under any circumstance.

1.PROGRAM FRAMEWORK

1.1 Vision Statement

Stepping Stones Daycare Society aspires to be a leader in early learning and children programs, support services and resources.

1.2 Mission Statement

Stepping Stones Daycare Society's mission is provide exceptional early childhood education and care services, while fostering a safe, nurturing and inclusive environment where children can thrive. Through our innovative programs, dedicated staff and community partnerships, we strive to empower families and support the holistic development of each child, laying the foundation for lifelong learning and success.

1.3 Program Goals

- To create a nurturing and safe environment where each child's individual needs are treated with respect and patience
- To plan and implement a developmentally appropriate program that allows each child to explore, discover, and enhance skills that are age and stage appropriate
- To work in partnership with parents and families to ensure the needs of the children are met and opportunities for growth and enhancement are available
- To encourage children to problem solve, make choices and express themselves through their daily experiences and opportunities

1.4 Inclusion

Stepping Stones Family Child Care Program welcomes all children to our program, regardless of ability. Some children have physical disabilities; intellectual delays; social and behavioral challenges and/or communication difficulties. Disabilities may be visible or invisible. Children may be born with disabilities, or they may emerge later on or change over time.

We work in partnership with families to include all children and remove barriers that prevent children from actively participating in our program. When a child requires extra support, we work with our community partners including the Inclusive Child Care Program to find additional resources.



1. DAILY PROGRAM

2.1 Arrival/Departure of Children

Children's attendance will be recorded by the Educator at arrival and departure daily. Parents must notify the Educator when any alternate person will be picking up their child; if not notified the Educator will not release the child until parental permission is given. Any time an Educator does not know the person picking up they will ask for photo identification.

2.2 Developmental Assessments

As part of our commitment to quality child care, we take a proactive approach to monitoring the development of the children in our program. For this purpose, we use the Ages & Stages Developmental Screens. This screening identifies children's skills and areas that may need additional support. Each child's first Ages & Stages Developmental Screen will be completed by parents and is included in the registration package. Additional screenings are completed every six months. In the event that any concerns arise from the initial screening, the Program Coordinator may recommend an Ages & Stages Assessment be completed. The Program Coordinator will discuss with parent's what supports are available to ensure that their child meets the developmental milestones.

2.3 Program Planning

Our program planning is based on the needs and interests of children. Their developmental stages and interests are considered, and each day provides opportunities for all children to develop new skills. Our trained Educators ensure appropriate toys and activities are made available to children. Weekly programming is available to view.

Physical Literacy is recognized as an important part of a child's healthy development. Physical Literacy opportunities are integrated into daily indoor and outdoor programming.

2.4 Family Involvement

The Family Child Care Program and Day Home Educators have an open-door policy with their families. Open communication is promoted via: Message/Parent Boards; Posting of daily routines; Parent Newsletters and emails to Parents. Additional information sharing occurs through Annual Parent Surveys. All suggestions and comments are welcome. Parents are encouraged to attend special events such as family nights, celebrations and seasonal events and are invited to attend Stepping Stones Day Care Society Board of Directors Annual General Meeting. Parents are also invited to join in Stepping Stones Family Child Care Program Annual Food Drive held every autumn to collect donations for the Food Bank in support of our local community.

Parents are encouraged to share their family celebrations, holidays and family photos. Family photos help children feel at home, will ease their transition and enhance their social skills. Parents are welcome to bring new photos anytime they wish. Notice of changes in family dynamics including relocation to a new residence, marital status, number of family members or new contact phone number(s) is appreciated.

2.5 Child Guidance Policy

Educators must use a positive approach to child guidance. The approach is to be discussed with the child's parent(s). The child guidance methods used by the Educator are consistent with both the parent handbook and agency policies and are explicitly communicated in a written statement.

Expectations and Guidelines

1. State expectations in a clear and positive manner.
2. Discuss and problem solve with children using short positive verbal guidance.
3. Redirect the children to positive activities by offering two simple choices.
4. In situations where the child may have lost their ability to self-regulate and calm themselves, Educators will provide the child with an opportunity for alone space and calm down time. Calm down time is not a punishment, there is not a predetermined place or chair, and calm down time lasts as long as the child feels it is needed.

In the event that a child's behavior cannot be calmed using these techniques and the Educator determines that the child is at risk of injuring themselves or others, the parent will be contacted and asked to pick up their child from the day home. Some children may need more support than we can provide. If the child's needs are not met by the program or if the child's participation affects the safety and needs of the day home, the Day Home Coordinator will ask to meet with the parent. The Coordinator will work in partnership with the parent to find solutions, explore options and, if necessary, make appropriate referrals to a more suitable program.

Prohibited Discipline

Any child guidance action taken is to be reasonable given the circumstances and must never:

- **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**

2.6 Nap/Quiet Time

Children under the age of 12 months must sleep in a crib. Children 12 months and older can sleep in a crib and/or on a mat. Play pens are not permitted for sleeping. Children under the age of three are encouraged to nap during the scheduled nap time. Optimal brain development occurs while children are sleeping, and this age group is sensitive to this need. We understand that some children may not be having naps at home, however the day home environment can be very stimulating and exhausting to children and they may require the nap. It is requested that children not arrive during nap time as it can be disruptive to the sleeping children. Parents are welcome to bring a favorite blanket or cuddle toy for their child during nap time. Soothers and/or bottles must be labeled with the child's name. Children over the age of three are encouraged to spend some quiet time on a mat. Children who do not nap will be provided with age-appropriate toys or books to enjoy while those who need to nap are sleeping.

2.7 Outdoor Play

We encourage lots of outdoor play, weather permitting. Our policy is to go outdoors up to -20 degrees Celsius. With an air quality index of 5 or lower, children will be permitted to play outdoors. An air quality index of 6 or higher, children will remain indoors. Air quality can be checked online at Peace Airshed Zone Association www.paza.ca or Environment Canada.

Please ensure your child has outdoor clothes for the season and the Educator will ensure your child is properly dressed to go outside. Please label all your child's items. Expect wet and sometimes muddy clothing to be a result of fun active outdoor play.

Your child should have a backpack with an extra set of clothes. If you provide sunscreen or bug repellent, please ensure they are non-aerosol type and that you have given consent on your registration form.

2.8 Potty Training

If you feel your child is ready to begin the process of potty training, please advise the Educator and ensure that the child has adequate changes of clothes, especially underwear and pull ups for naptime. We can provide information on potty training readiness to help you decide when to start.

2.9 Field Trips and Outings

Field trips will be pertinent to the program and used as an extension to children's learning. Details of field trips will be shared with parents in advance of where children are going, dates and times. An Outings Permission Form must be completed prior to the field trip occurring. Children will not be able to participate in a field trip without an Outings Permission form signed by a parent or guardian. **On swimming field trips the number of children will not exceed one child per adult.** This ensures safety and adequacy of supervision.

- ✓ Prior to leaving on a field trip expectations and safety procedures are discussed with the children and chaperones/volunteers.
- ✓ At no time are volunteers/chaperones responsible for any child(ren) in the Day Home Program except for their own child(ren).

- ✓ Educator's liability insurance coverage does not extend to chaperones/volunteers

When transportation is required, Educators may use the City of Grande Prairie Transit service and rely on the city to maintain the vehicle according to standards. Rules and guidelines will be followed as stipulated for the use of a bus. If the Educator is transporting children in their own vehicle, the Educator must have on file a copy of their valid vehicle liability insurance and a Driver's Abstract. (Which is updated every 3 years) The Educator will utilize only appropriate car seats.

2. HEALTH & SAFETY

3.1 Safety and Supervision

- Educators conduct daily and monthly safety checks and remove or repair unsafe items
- Educators arrange their day home environment to ensure adequate supervision of children
- Only those individuals with prior approval of the parent are permitted to pick up a child in place of the parent
- Educators ensure accurate arrival and departures times for each child is recorded on the attendance record
- Educators maintain a fully stocked first aid kit
- Emergency numbers for children's families; police, fire, ambulance and poison control are posted
- Emergency medication is kept readily available
- Children are always on the same floor of the home as the Educator. Monitors may be used when children are napping.
- Trampoline use is permitted when parents have completed a trampoline waiver, and the Educator has inspected the trampoline and netting to be in good condition before each use. One child is permitted at a time and will be under direct supervision.

For approved day homes only

3.2 Sick Child Policy

If upon arrival a child appears to be sick, they will not be accepted if:

- The child has a temperature greater than 100.4 °F (38 °C)
- The parent indicates the child has had diarrhea or vomiting within 24 hours prior to arrival
- The child has not been taking a prescribed antibiotic for at least 24 hours
- The child appears too irritable and/or lethargic to actively participate in the program
- The child has any red/pink eye color (conjunctivitis/pinkeye)
- The child has a continuous cough, more than usual
- The child has any other illness or symptom that Educator knows or believes may indicate the child poses a health risk to others

If a child becomes ill with any of the following symptoms parents will be required to remove them immediately:

- **Vomiting and/or diarrhea**
- **Temperature greater than 100.4 °F (38 °C)**
- **A new and unexplained rash**
- **A new continuous cough**

- **Appears lethargic and unable to participate in the program**
- **Requires greater care and attention than can be provided without compromising the supervision and safety of the other children**
- **Displays any other illness or symptom that the Educator knows or believes may indicate the child poses a health risk to others**
- **Child will not be permitted to return to care for 24 hours if unable to attend due to illness or being sent home due to illness**

If you have been asked to remove your child from the day home and you take them to see a physician who indicates the child is well enough to return to the day home, we require a note from the physician indicating this before the child will be accepted. Otherwise, the child may return to care if they have been symptom free or on antibiotics for 24 hours.

We ask that parents respect the sick child policy to avoid the spread of illness through the day home.

If a confirmed diagnosis of a contagious illness or infection occurs in the day home, which may include but is not limited to the following: strep throat, pink eye, chickenpox, influenza, gastroenteritis, hand foot & mouth disease, scarlet fever and impetigo, parents will be notified by a memo posted at the front entry. The Educator will notify the agency and a fact sheet on signs and symptoms of the illness or infection will be provided.

It is not uncommon for children who are just starting at the day home to become ill fairly frequently. Despite all the regular cleaning and sanitizing done at the day home children new to the program do get infections in their first few weeks. Please be prepared for this possibility.

If an ambulance is required to transport your child to a medical facility, Stepping Stones Family Child Care Program is not responsible for any charges incurred due to the transportation of your child.

3.3 Communicable Disease Policy

When an Educator knows or suspects that a child may have a Communicable Disease, the parent or emergency contact will be notified immediately, and the child must be removed from the day home as soon as possible. Parents will be informed of the concern and encouraged to seek medical attention.

It is expected that the parent will inform the Program Coordinator or Executive Director if their child is diagnosed with a communicable disease. This will enable us to inform other families.

A list of diseases and guidelines that require the notification of the local Public Health Centre is available at www.health.alberta.ca under the “Health Professionals” tab and “Manuals and Guidelines” section.

3.4 Medication & Herbal Remedies

Educators may administer medications including prescription and non-prescription drugs, emergency medications and herbal remedies only when the written consent of the child's parent has been obtained, the medication is in the original labeled container, and the medication is administered according to the labeled directions.

Your child may require medication or herbal remedies to be administered while in care. To ensure this is done appropriately; Educators will require parents to complete and sign a medication form. Prescriptions must include the date, child's name and dosage. Expiry dates need to be checked. We do not administer vitamins. Educators must record the date, time, name of medication / herbal remedy and dosage and initial that they administered the medication.

DO NOT LEAVE ANY MEDICATIONS IN YOUR CHILD'S BACKPACK OR CUBBY

Children who have severe allergies or emergency medications will be required to have a detailed Severe Allergy form or Medical Alert Form completed.

3.5 Specialized Health Care

We may provide or allow for the provision of health care to a child only if the written consent of the child's parent has been obtained or the health care provided is in the nature of first aid.

If your child requires specialized health care, you will need to ensure that the Educator is trained in the proper method of administering the type of health care required by the child. The Educator will require documented evidence of their skill or training and a record of such will be kept in the Educator's file and the child's file.

3.6 Nutrition

Day Home Educators provide a morning snack, lunch and afternoon snack for children. Meals and snacks are served at appropriate times and in sufficient quantities in accordance with the needs of each child and in accordance with the Canada Food Guide. Infant nutrition provided by parents is clearly labeled with the infant's name. (under 19 months)

Menus for meals and snacks are posted on Hi Mama/Lillio. The manner in which children are fed is appropriate to their age and level of development, children are seated while eating and drinking, and no beverages are provided to children while they are napping.

You are welcome to bring food from home if your child arrives early and needs breakfast. Educators will store boxes of cereal or granola bars, etc. that is brought from home. Please ensure all food is labeled with your child's name. If you bring food from home, we ask for healthy food choices. These would be low in sugar, food coloring, chemical additives and fat.

We do not use food as a punishment or a reward. Children are encouraged to try new foods and when appropriate to serve themselves. Adequate time will be allowed for children to eat and notice will be given when the food is to be put away.

3.7 Accident/Occurrence Reporting

In the case of a serious accident or serious illness involving a child, we must ensure that the child's parent is notified, and that the child gets emergency medical care if needed.

In the case of a minor accident/occurrence, the child will receive first aid attention if necessary and the parents will be informed by a completed Accident/Occurrence form. Parents are required to sign the form indicating that they have read it. The Educator will answer any questions you may have. Signed forms will be filed at the agency office in the child's file.

3.8 Incident Reporting

In this section, "incident" means an incident that occurs while a child is attending a program that may seriously affect the health or safety of the child.

Incidents will be reported within 24 hours to the Government of Alberta - Child Care Connect. The following incidents will be reported:

- **An emergency evacuation**
- **Unexpected program closure**
- **An intruder on the Educator's premises**
- **An illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight**
- **An error in the administration of medication by an Educator or other resident resulting in the child becoming seriously injured or ill and requiring first aid**
- **The program requesting emergency health care and/or requires the child to remain in hospital overnight**
- **The death of a child**
- **An unexpected absence of a child from the program (i.e. lost child)**
- **A child removed from the program by a non-custodial parent or guardian**
- **An allegation of physical, sexual, emotional abuse and/or neglect of a child by an Educator or other residents of the home**
- **The commission by a child of an offence under an Act of Canada or Alberta**
- **And/or a child left on the premises outside of the program's operating hours**

3.9 Fire Drill Procedure

Should an alarm sound, the Educator will evacuate all children safely and move them to their meeting spot. If the alarm is false, the children will be quickly and safely return to the day home and parents will be informed of the fire drill when they pick up their children. In the case of a real emergency all parents will be contacted immediately and informed of the alternative emergency location.

3.10 Cleaning & Maintenance

As an ongoing measure to ensure the environment is safe and clean for the children in our care, continuous cleaning is done to maintain the day home, both indoors and out. An indoor safety checklist is conducted each morning, and an outdoor checklist is completed before going out each day to ensure the environment is safe for the children. All toys, equipment and materials are cleaned and sanitized each week. If we have a confirmed diagnosis of a contagious illness or infection, the Educator will do additional cleaning using a solution of bleach and water or other accepted disinfectants.

3.11 Custody Orders

Some families may have some custodial parameters set up for their child(ren). These legal proceedings are taken seriously and with due care. Parents who have legal documentation stating custody agreements will provide the Agency with a copy. The Agency will follow the orders outlined in these documents with no exceptions. These documents will be kept in the children's file.

It is not at the discretion of the Educator to refuse access to a registered parent/guardian without legal documentation.

3.12 Crisis Management

Crisis Management involves dealing with threats before, during and after they have occurred within a day home. Training consisting of skills and techniques for natural, sudden, weather related, and confrontation crisis will be offered to the Educators to ensure the safety and wellbeing of the Educator and the children in care. Training will include learning to assess potential threats within a day home environment and when out in the community.

3. DAY HOME OPERATIONS

4.1 Backup Care

If your Educator has to close their day home due to illness, vacation or other reason, it is their responsibility to try to find backup care for the families they work with. If the closure is due to illness, the Stepping Stones Sick Policy will apply. Backup care may not be available in some instances, such as a communicable disease outbreak or during a pandemic. Every effort is made to arrange alternate care for your child(ren) at an alternate home. **Parents must give written approval to all backup care arrangements. To ensure this is done Parents need to sign the Backup Care and Confirmation form.** Educators will forward the children's information to the Backup Care Educator. The Backup Care Educator will complete the Backup Care and Confirmation Form. The parent will review the form and sign it at drop off. In the case of an unexpected day home closure, the agency will immediately contact parents/guardians of the children in the day home. Alternate agency day homes (if available) will be offered to families.

4.2 Hours of Operation

Educators are self-employed individuals who are contracted through Stepping Stones Family Child Care Program. Upon placement in a day home, an Agreement between the Educator and the parents/guardians will be negotiated and signed. The Parent-Educator Agreement will indicate the

hours of operation and child care fees. This is a legal document and will be followed accordingly. In the event that a child is left in care after hours, Child and Family Services will be notified. Day Homes are closed for statutory holidays.

4.3 Day Home Closures

It may be necessary to close the day home during days of extreme winter weather, power or gas outages or water supply issues. Parents will be notified of the situation and asked to pick up their children as soon as possible.

4.4 Termination & Withdrawal

Stepping Stones Family Day Home Program reserves the right to terminate enrollment for the following reasons:

1. Abuse of the policies outlined in the Parent Handbook
2. Inability of the program to meet the child's or parent's needs
3. Non-payment or late fees as set out in the fee schedule
4. Extreme behavioral issues that are unsafe or dangerous
5. Verbal or physical abuse or bullying towards the Educator or Agency Staff by children or parents

We require a two-week written notice of withdrawal for each child prior to their last day in care. Full fees will be applied to accounts if the required notice is not provided.

4.5 Smoking and Vaping

Smoking and/or vaping is not permitted on the premises of the family day home during hours that children are being cared for. Smoking or vaping is not permitted at any time or in any place where children are being cared for, including off-site activities and during field trips or other program-related activities. Parents are asked to refrain from throwing cigarette butts out onto the Educator's property.

4.6 Program Evaluation

All the policies and procedures related to the Day Home Program are reviewed regularly. Parent input is welcomed. Opportunity to share your ideas can be done through our annual survey. Annual Surveys are forwarded to families and community stakeholders to evaluate the program to ensure needs are met.

4.7 Children's Files

Files will be kept for all children who are enrolled in the Day Home Program at the agency office. These files are confidential and are only to be reviewed by government personnel (upon request), the Director, Program Coordinator or Parents. Items required to be included are:

- **Current and accurate registration form**
- **Copies of developmental assessments**
- **Letters or notes given by the parents**
- **Medication forms**
- **Copies of Incident, Accident/Occurrence reports**

- **Copies of Outings Permission forms**
- **Other pertinent information deemed important by the Coordinator**

These items will be kept in the children's file during their enrollment and for two years thereafter. Children's files are reviewed and updated regularly to ensure all information is current.

Parents are responsible for notifying the Program Coordinator of any changes relating to their child's registration.

4.8 Child Care Fees

In order to secure a spot in the program, parents are required to pay \$250 deposit per child. The \$250 will be used as payment towards for the final month of care. If a credit exists after the final day of care, it may take up to 30 days to verify and issue a refund. Parents' monthly fees ensure their child care placement. Should a child's hours drop below the contracted amount due to the child's absence (i.e., holidays, sickness) the fee will remain unchanged. Should the child's hours drop below the contracted amount due to the Educator's absence (i.e., holidays, sickness) and no back-up care is available, the parent will be invoiced based on the actual hours used.

As a non-profit agency all monies collected for child care are used to pay the Educator for services rendered and to ensure adequate administration and supervision of Educators. In order to maintain child care it is crucial that fees are paid on time. Fees are due by the 5th, 15th, or 20th of the month as per your payment agreement. If any portion of the fee remains unpaid by the 25th Stepping Stones Day Care Society will withhold child care services until the account is paid in full. Delinquent accounts will be sent to collections and legal action initiated. **NSF payments will incur a \$40 service fee.** Fees may be made in one of the following ways:

1. Preauthorized Debit or Credit Card Payment
2. Debit
3. Cash or e-transfer to finance@ssdcs.ca

Payments may be made to administration staff between 8:00 a.m. to 4:00 p.m.

Parents who share responsibility for child care fees will both be required to sign a waiver indicating that they agree to our Child Care Fee policy and are jointly responsible for payment. Child Care Fees are reviewed annually by the Board of Directors of Stepping Stones Day Care Society.

4.9 Subsidy Information

Alberta Government Child Care Subsidy may be available to eligible families. Information on eligibility and application forms are available on-line at <https://applychildcaresubsidy.alberta.ca>

If you have been approved by subsidy, it is your responsibility to ensure that the guidelines are followed. We are obliged to report any abuse.

4.10 Parent Concern

Parents are encouraged to address minor concerns directly with the Educator. For serious concerns or any situation that cannot be resolved, please complete the Parent Concern Form, available from administrative staff. This will ensure a record is being kept and the concern is understood clearly.

Completed forms will be reviewed by the Program Coordinator and/or Executive Director. You will receive a written response to your concern and are welcome to speak to the Coordinator or Executive Director at any time. If you feel that the matter is unresolved, you may address this in writing to Stepping Stones Day Care Society, Board of Directors.

4.11 Child Abuse & Endangerment

If we suspect child abuse, neglect or endangerment, we are required by law to report this to Child and Family Services. We are not permitted to notify the parents or guardians of the report. It is the responsibility of the CFSA to investigate and determine if the report is justified.

4.12 Liabilities

Educators make every effort to care for children's belongings, we are not responsible for lost or damaged belongings. Please ensure appropriate play clothes are provided to avoid damage to good clothing. In addition, please label all children's belongings to avoid loss and confusion.

4.13 Use of Technology

The use of technology is limited to educational purposes that will support and extend activities and opportunities for learning.

4.14 Bottle Recycling

If you would like to support the Society by donating bottles or can please do the following:

- Sort items into bags – glass- plastic- tin

- Label each bag securely with user **ID#1297-9685**

- Drop off at any Recycle Plus Bottle Depots

You won't have to wait in line, simply let the cashier know you are dropping off bags for the Stepping Stones Society or give them the User ID# 1297-9685.

4.15 Resources

Memberships and relationships are maintained with; Alberta Family Child Care Association; Alberta Resource Centre for Quality Enhancement (ARCQE) and Canadian Child Care Federation.

Resource

Bullying Help Line
Catholic Family Services
Child Abuse Hotline
Child Care Subsidy Program
Child and Youth Services Authority
Canadian Mental Health Association Crisis Hotline
Emergency Social Services Assistance
Family Violence Info Line
FASD Parent Support Group
Grande Prairie Salvation Army Food Bank
Grande Prairie Public Library
Health Link
Kid's Help Phone
Alberta Mental Health
Odyssey House (Women's Shelter)
PACE Sexual Assault & Trauma Centre
PADIS Poison and Drug Information Service
Public Health Center

Contact Information

1-888-456-2323
780-532-9381
1-800-387-kids (5437)
1-877-644-9992
780-538-5102
1-800-232-7288
1-866-644-5135
310-1818 (toll free 24-7)
780-539-0433/780-533-5460
780-532-3720
780-532-3580
811/1-866-408-5465 www.healthlinkalberta.ca
1-800-668-6868
780-538-5160
780-532-2672
780-539-6692
1-800-332-1414
780-513-7500

Thank you for choosing
Stepping Stones Family Child Care Program

Stepping Stones Family Child Care Program

Parent Fee Schedule

April 2025

FULL TIME:	(100 + hours)
0 – 18 months	\$881 – \$554.75 affordability grant = \$326.25 parent portion
19 months +	\$1031 – \$704.75 affordability grant = \$326.25 parent portion
PART TIME:	(50 – 99 hours)
0 – 18 months	\$573 – \$343.00 affordability grant = \$230.00 parent portion
19 months +	\$670 - \$440.00 affordability grant = \$230.00 parent portion
CASUAL CARE:	(1 – 49 hours)
All ages	\$8.75/hour

Children who are enrolled in full time kindergarten or attending Grade 1 or higher, are NOT eligible for the affordability grant discount. Childcare subsidy is available to these children with a household income of \$90,000.00 per year or less. More information on childcare subsidy and how to apply can be found online <https://applychildcaresubsidy.alberta.ca>

A deposit of \$250 for each child is required upon registration

Stepping Stones Day Care Society