



16538 59A Street Edmonton, AB T5Y0B2

## **CHILD DEVELOPMENT POLICY**

### **POLICY ON CHILD DEVELOPMENT**

When children are lacking on some areas in development, the room in charge or director will talk to the parent and provide them with resources that can be helpful to them or ask to see their doctor or mentor for help. Centre uses noising as one of the tools to assess child development.

### **DEVELOPMENTAL SCREENING POLICY**

#### **PURPOSE**

The implementation of developmental screening in early childhood settings can be very useful in the identification of children with otherwise undiagnosed developmental delays. Early treatment of developmental concerns improves outcomes for young children and families.

#### **POLICY**

Children's development is monitored regularly using a formal developmental screening tool as well as informal methods. Observations, documentation, and the outcome of formal developmental screening are shared with families and children and families are supported in addressing any developmental delays.

#### **PROCEDURE**

- Parental permission for developmental screening will be obtained when children are registered in the Centre.
- Staff administering formal developmental screening will be trained in child development and hold at minimum Child Development Worker (Level 2) certification.
- Developmental screening will be implemented based on the recommended schedule – normally 6 months, 12 months, 18 months, 24 months, 30 months, 3 years, 4 years, and 5 years.
- Outcome of the screening will be shared with parents and parents will be asked to inform the Centre in writing of new goals for their child.
- If developmental delays are indicated, a recommendation will be made to the child's parent for further screening. Parents will be provided with appropriate resources. A record of referrals will be placed in the child's file.
- Ongoing communication between the Centre, the family and professionals will enable us all to work together to promote the child's optimum development. The Centre welcomes participation of outside agencies to support the child, the family, and the staff.



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- Informal developmental records include anecdotal observations and a portfolio for each child. Examples of items in children's portfolios are samples of children's art, pictures of children engaged in play experiences, samples of children's drawing and printing, cutting samples and a record of milestones achieved.
- Children's developmental records are available for parents to see at any time and will be shared formally with families annually

## **POLICY FOR NON-TOXIC ART AND CRAFT**

Kinder Kollege Daycare & OSC is committed to use only non-toxic supplies at the Centre. Before giving material to children, we at the Centre check all such products to ensure that all art and craft material are safe for children's use.

## **TOILET TRAINING PROCEDURE**

Kinder Kollege Daycare & OSC is committed that child sized toilet and or safe and cleanable step-aids on modified toilet seats will be provided to the children according to age appropriate.

However, potty chairs are needed for the children.

1. Choose potty chairs that are made of smooth, nonabsorbent easy –to- clean material and have a removable waste container. Keep potty chairs in bathroom, not in playrooms or hallways. Use potty chairs in a location where children cannot reach toilets, other potty chairs or other potentially contaminated surfaces.
2. After use, empty potty contents into toilet.
3. Rinse the potty in a sink reserved only for this use.
4. Wash and sanitize the potty chair and sink.
5. Wash your hands.

The use of chemical air fresheners is not recommended as it may cause nausea or allergic response in some children. Ventilation and sanitation can control odor and also prevent the spread of disease and contamination.



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## **Toileting & Diaper Changing Policy & Procedure**

Proper diaper changing procedures include:

- WASH HANDS.
- CHECK to make sure the supplies you need are ready: fresh Diaper, freshly dampened paper towels or pre-moisture towel/ wipes, gloves and plastic bag.
- Hold the child away from your body and lay the child on the change table.
- Fasten child with safety belt.
- Remove soiled diaper and put in garbage can, with a tightly fitting lid.
- Clean the child with a diaper wipe, or damp paper towel, moving from front to back. If the child needs to be washed completely, use running water, and disinfect sink immediately after you have diapered the child.
- If any children require diaper cream use clean wooden applicator to remove ointment from container apply ointment and discard applicator.
- Diaper and dress the child.
- WASH the CHILD hands.
- Clean and disinfect diaper changing area and equipment or supplies touched.
- Sanitize potty chair after each use.
- WASH YOUR HANDS with water and soap.

**Original effective date :** Feb 2024

**Date of last review :**

**Date of last amendment:**