

Friends Together Childcare Cooperative

Family Handbook

Revision March 2026



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Website: <https://friendstogetherchildcarecooperative.com>

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Friends Together Childcare Cooperative Mission Statement

Since its opening in 1981, Friends Together Childcare has provided quality and affordable childcare to thousands of children and families in Saskatoon.

Please take a moment to review our mission statement and values.



At Friends Together we,

Teach children through play and exploration;

Encourage our children to Appreciate and Respect the Diverse Nature of
Humanity and the Environment;

Believe in Tolerance, Inclusion, and Open-Mindedness;

Encourage Co-operation more than Competition;

Listen and Respect each other's Thoughts and Opinions

Resolve disagreements or misunderstandings by clarifying the situation with
Logic and Empathy;

Encourage children to become Responsible for their actions by using a
system of Logical Consequences;

Provide a Nurturing, Safe Environment and the opportunity for each child to
develop to their fullest potential. This includes socially, emotionally,
creatively, physically, and cognitively through a balanced program of
activities and nutrition.



Friends Together Childcare Cooperative

Friends Together Childcare Cooperative operates Monday – Friday, 7 am to 5:30 pm. The facility closes on government regulated Statutory holidays. (Provincial)

Note: If a Statutory holiday falls on a Saturday, we close the previous Friday. If it falls on Sunday, we close the following Monday.

1. As a gesture of appreciation for our hard-working staff, and as a perk of employment, the daycare will close the following dates,
 - The Board of Directors implemented a policy to provide employees extra time with family during the holiday season. Friends Together childcare will close on **December 25th – January 1st** inclusive and reopen on January 2nd at its regular scheduled hours.
2. Please note: Families using alternate childcare facilities during the closure period must provide the daycare director with a printed receipt to receive reimbursement for expenses paid. The Ministry of Education will subsidize fees above \$10/day.

Parents are encouraged to arrive 15 minutes prior to closing to have appropriate time to dress their child, speak with staff, and pick up any required items, crafts, etc. If an unforeseen matter arises, please contact a staff member or Director as soon as possible to let them know you are running late. Try to provide an approximate time of arrival.

3. The following fees will be charged when a child is picked up late,
 - Between 5:45 pm and 6:00 pm, a late charge of \$40
 - Between 6:01 pm and 6:15 pm, a late charge of \$50

Upon pickup of your child, you will be asked to fill out a late slip. The late slip will include the time you picked up your child, and the fee amount you will be charged. A copy will be kept in your child's file. The late fee must be paid before you bring your child back to daycare. Families cannot accumulate late fees on their account.

At 6:30 pm, if the parent, guardian or emergency contacts cannot be reached, your child will be taken to the Saskatoon Crisis Nursery. The Director will keep trying to reach you.

Statutory and Holiday Daycare Closure Guidelines

1. FTCC will be closed on the following dates and statutory holidays,

(staff policy includes December 25th to January 1st inclusive, each year)

- | | | |
|----|------------------|---|
| a. | New Year's Day | - January 1 st |
| b. | Family Day | - 3 rd Monday in February |
| c. | Good Friday | - Friday before Easter |
| d. | Victoria Day | - Last Monday before May 25 |
| e. | Canada Day | - July 1 st |
| f. | Saskatchewan Day | - First Monday in August |
| g. | Labour Day | - First Monday in September |
| h. | Thanksgiving Day | - Second Monday in October |
| i. | Remembrance Day | - November 11 th |
| j. | Christmas Day | - December 25 th |
| k. | Boxing Day * | - December 26 th |
| l. | Holiday Break * | - Dec. 25 th Christmas Day to Jan. 1 st New Year's Day, Inclusive |

- Dates marked with a (*) are not statutory holidays in Saskatchewan, but the daycare is still closed (as per Board of Directors policy)
- Please note, Friends Together Childcare Cooperative is not a federally regulated employer but chooses to recognize statutory holidays occurring on weekends

Fees and Payments

We accept children aged 18 months to 6 years of age (Grade 1), after 6 years of age, a child no longer qualifies for the parent fee reduction program (families will still receive funding for the month the child turns six or until they begin school Sept. 1st)

Parent fee: \$217.50/month or \$10/day (child attends less than 10 days per month)

Toddler age - (19 mos. – 30 mos.) \$845.18 per month (parent portion, \$217.50)

Preschool/School-age - (31 mos. – 72 mos.) \$787.03 per month (parent portion, \$217.50)

Note: One Week Transition period, introduction for Toddler children (Ladybug Room)

The transition week supports toddler children to become familiar with new faces – confidence and security in parents' return. We encourage families of toddler children to pick them up by 5 pm, both regular staff in this classroom end at 5 pm. The remaining toddler children will need to join another classroom until they are picked up. Please note, it is scary for young children to move to an unfamiliar room during their first month new at the centre.

1st day child stays for (1) hour / pick up
2nd day child stays for (2) hours / pick up
3rd day child stays for morning and lunch / pick up 12 noon
4th & 5th day child stays for nap time and afternoon / pick up 4 pm

The Ministry of Education will provide fee increases to help support inflationary costs. A one-month advance notice will be sent to families, please note a fee increase will not affect your parents' portion of \$217.50/month.

Security Deposit: Families must pay a security deposit of \$300 to secure childcare space. \$200 is used to secure space and is 100% refundable when you withdraw your child from the centre (or you can opt to use the reimbursement as part of last months fee). The additional \$100 is the **membership fee**, it is non-refundable and used toward programming activities, field trips, in-house guests, etc.

Drop-in Fee: \$50 per day (Families must call in advance for spacing availability)

Our Centre offers (40) licensed full-time spaces. We do not offer part-time or casual spacing. This means, if your child attends part time or you have holidays during the month, you are still required to pay the full monthly fee. You can request a drop-in space, but they

are not guaranteed. You must call the morning of to ensure a space is available. We must adhere to staff/child ratio guidelines. **Note:** Your child must attend within two months of provided start date. Failure to attend on the given start date will result in losing your childcare space. The signed childcare agreement will be terminated immediately, and you will not receive a refund of your security deposit.

- Your security deposit can be used towards your last month's fees when you provide one month's notice of withdrawal. *Most Childcare Centers follow the same policy.

For our program to run smoothly, it is imperative that parents pay their fees on time each month. The daycare will accept Cash, Cheque, Etransfer. The monthly childcare fee (\$217.50) is due on the first business day of the month (during first week is fine). Payments can be made via Etransfer to friendstogether@sasktel.net

A late fee of \$15.00 is charged after the 14th day of the month. If the balance and late fee are not paid by or on the 14th business day of the month, childcare services will be terminated the following day.

Parents who leave the center with an outstanding balance will have 30 days to pay their remaining balance. If payment has not been received within the 30-day period, failure will result in your account being sent to the Collections Bureau of Canada. No Exceptions.

Withdrawal Policy

A one-month written notice (email is acceptable) is required from either party (Parents or Childcare Centre) indicating withdrawal of services from the daycare. Notice of withdrawal must be provided before the first day of the last month that care is required. You may refer to your original Childcare Agreement for more details. **Failure to provide notice will result in the family paying next month's fee and losing their security/membership deposit.**

Zero Tolerance Policy

Swearing, threats or any act of violence, verbal or physical harassment, or intimidation of any kind will NOT be tolerated. **Mistreating ANYONE at the centre will result in termination of services and they must grab their child's items and leave the premises immediately.** Anyone in violation of this policy will not be refunded their security deposit. (\$200)

Early Childhood Educator Month

May is Early Childhood Educator month, recognized by the Ministry of Education, Early Learning years. The staff dedicate time towards ensuring the environment is inviting, inclusive, safe, educational, opportunities through play and exploration.

Families are encouraged to show appreciation – a kind ‘Thank You’ goes a long way.

Holidays and Celebrations

We celebrate many holidays as secular rather than religious events. We will work with families to respect and honor the traditions of all families in attendance.

Staffing/Roles at Friends Together Childcare Centre

At Friends Together Childcare, we have dedicated and loving staff with Early Childhood Education and years of experience. The following describes the roles and responsibilities of the people working with or at our Centre.

Early Learning and Childcare Consultant (ELCC): all childcare Centers and licensed childcare homes receive the support of an Early Learning and Childcare (ELCC) Consultant. The role of ELCC Consultant is to promote quality childcare services and enforce The Childcare Act and The Childcare Regulations, 2015. These pieces of legislation set standards for licensed care in Saskatchewan. Please refer to the end of the handbook for more information on our consultant and her role.

Board of Directors: They oversee the Centre, its procedures, and ensure health and safety guidelines and legal regulations are being followed. The board consists of parents from the Centre who are liable for the Childcare Centre and how it operates. They manage the decision process, make financial policy decisions, and create policies for general day-to-day operations; these include but not limited to, health and safety policies, management of children’s behavior, and staff or parent concerns. The Board will manage licensing issues or investigations and decide how they are resolved. The list of our members always changes. The current list of names and contact information is posted by the front entrance of the Centre.

Director: is responsible for ensuring that our Centre is implementing the mission statement and policies as well as fulfilling licensing requirements. The Childcare Director prepares budgets, financial statements, organizes fundraising, applies for grants, and develops partnerships with external organizations under the supervision of the Board of Directors. They are also responsible for overall day-to-day operations of the center and supervision of staff.

Assistant Director: helps the Director with day-to-day procedures within the center. They are also in charge of the Centre and its operation as well as supervision of staff while the Director is away.

Early Childhood Educators (ECE) are responsible for the overall care of the children. To be employed in a licensed childcare facility, staff must possess certification in Early Childhood Education. Minimum requirement ECE level I. Friends Together Childcare

strives to encourage higher education levels as a ECE Level II and ECE III Diploma. Every staff member is required to attend a minimum of (6) hours of professional development - per licensing year (Ministry of Education, Early Learning Years)

Cook: Our chef provides nutritious meals and snacks for the children. Our menu is approved by the Ministry of Education, Early Learning Years. (during yearly licensing review) The menu provides protein, grains, fruit and vegetable options, milk, and water.

Please note, we are a peanut-free facility, the cook and Director ensure peanut free products are served daily. We ask families not to bring outside food items into the daycare as we cannot monitor children sharing with others.

Practicum Students: are a set of extra hands throughout the year We always welcome students to come into the center to observe, interact, and engage with the staff and children. Our students may come from secondary/high school programs, ESL programs and the Polytech Early Childhood Educators practicum program. If you see one in your child's room, please make them feel welcome.

Summer Student(s): work alongside the full-time staff members to cover sick time, vacation time, or extra children. Although they are temporary, they do possess most (or all) of the same qualifications as our senior staff. Please make them feel welcome and address any questions or concerns you may have. They provide support and shift coverage during our busiest time of year and are appreciated.

Volunteers: are families attending the centre. Donating items, volunteering in the room to assist staff members, field trips, yard maintenance, small job duties. Licensed contractors are hired for larger repairs and maintenance requirements. If you are interested in volunteering or sitting on the Board of Directors, please speak with the Director. *Thank you.*

Behavioral Consultant and Speech and Language Pathologist

Friends Together Childcare is fortunate enough to have access to Behavioral consultants and Speech and Language Pathologists (Ministry of Education). If staff or families have concerns regarding their child's development, families can access these services [free of charge]. The director can provide the family with consent forms, they must be filled out and submitted prior to an appointment being approved/scheduled. A consultant will visit the daycare to meet with the child and guardian.

Please note, the sooner your child begins therapy, the greater the success – if you have any questions or concerns, please speak to the Director for more information.

Child Guidance

Each classroom will receive behavioral guidance provided by our certified early learning staff members. Behavioral guidance helps children learn essential life skills such as emotional self-regulation, impulse control, and conflict resolution. By providing a supportive environment, children learn to be responsible, independent, improved social skills and communication.

We focus on positive methods of child guidance, our daycare does NOT permit the following methods of child management,

- a. Corporal punishment
- b. Physical, emotional, or verbal abuse
- c. Denial of necessities
- d. Isolation, shaming
- e. Inappropriate physical or mechanical restraint (the only time restraint is approved by Director, if the child presents a physical threat/danger to themselves, other children, and staff. **The Director will contact a parent immediately to pick up child. If the behavior does not improve within the selected period (goals set by the Director and guardian), the Director will provide family with a one-month notice of withdrawal (letter). The family will review withdrawal terms, acknowledge they understand the terms, the Director and family member will be required to sign document.**

Child Abuse Protocol - we follow the Saskatchewan Child Abuse Protocol to protect children from abuse and neglect, and daycare staff will adhere to the Government of Saskatchewan laws and regulations. Police services may be contacted to prevent, detect, report, investigate cases of child abuse and support children who are abused.

Confidentiality Policy

Staff, Substitute teachers, and the Board of Directors must sign a **Confidentiality** Form as per *The Childcare Regulations Act, 2015*. This policy,

- preserves confidentiality with respect to Personal information and records with respect to a child or a child's parent; and
- disallows disclose or communication any information with respect to a child without the permission of the child's parent to any person except:
 - (I) As required for the health or safety of that child or any other child; or
 - (II) As required by law

Toilet (Potty) Training Policy

- Toilet training will be provided in a positive manner when the child is developmentally ready. Your child will be supported to learn the skills required for healthy toiletry and independence. Most children are ready to begin training between the ages of 2 and 3 years old.
- Children beginning at the centre, at the age of 3 ½ or older, **MUST** be potty trained before their 'start date' at the centre. If it is determined that the child is not potty trained, and no medical reasons for behavior, it will result in termination of services. The child will remain on the waitlist and can return when trained.
- Children in the preschool room (Bumblebee room) will not be able to advance to the school-age room (Dragonfly room, 4 years +) until they are fully potty trained.

Keep in mind, the occasional accident will happen, and this is natural. Kindly provide an extra set of clothing each week. The parents/guardians are responsible for taking dirty clothing, blankets, and stuffed animals home to wash. Please ensure to speak with your child's room staff to ensure everyone is communicating for a successful transition period.

Nap/Quiet Time

We try to achieve a balance of active and quiet activities throughout the day. All rooms observe a quiet time between **12:00 and 2:30 pm**. Therefore, we kindly ask parents to try and pick up and/or drop off children outside of these hours. We understand sometimes this is unavoidable. The older children may not rest; however, they are required to remain on their mat (they can read, work on quiet activities, etc.) This supports the younger children in the lower level of the daycare to achieve much needed rest - toddlers, preschoolers. 😊

Drop Off / Pick Up Policy

Each child will be accompanied to and from their room by their parent/guardian. The guardian dropping off the child(ren) must let the staff know they are there. Your child(ren) will only be released to an adult, listed in the child's emergency contact file. From time to time, the family may ask an alternate adult to pick up their child(ren); however, the centre must be informed prior to pick for us to release the child in their care. Staff may ask to see identification to ensure it is the correct person.

**Please remember to keep your emergency contact information up to date, thank you*

Parking

We acknowledge that parking can be limited at times, we kindly ask parents to avoid taking up more than one parking space or blocking a neighbors' driveway. This supports safety of our children and residents in the neighborhood. The daycare has a five-minute loading zone in front of the property – this helps provide parents with parking access and traffic flow.

Parental Involvement

Ongoing communication is vital to the success of our programs. We encourage parents to address any concerns or share ideas with the educators in their child's room. The daycare uses the [REMIND] App to communicate with families. Please join, the app is free. Watch weekly for posted memos, notices by staff and the Director. Parents are welcome to join field trips to support guidelines for adult/child ratios away from the centre. Children enjoy spending time with you and are proud to show you off 😊

Friends Together Childcare Cooperative – Website, Facebook Page

The director and staff members regularly share updates, guidelines, policies as well as fun programming events, activities, excursions, photos, for families to enjoy. Please visit,

<https://friendstogetherchildcarecooperative.com>

www.facebook.com/friendstogetherchildcare

(AGM) Annual General Meeting

All parents are welcome to attend the Annual General Meeting (AGM). The AGM is intended to provide families with the opportunity to address any questions, concerns, or make suggestions that could improve our services. The AGM meeting is usually scheduled for end of November - following completion of the centre's annual financial audit. Supper is provided, as well as childcare, if substitutes are available. Families are welcome to join

the Board of Directors committee; a board package will be provided outlining guidelines and obligations. Board meetings are held every second month unless an extenuating circumstance arises. Months excluded: July, August, and December. The number of meetings will be determined by the Board of Directors; there is no minimum or maximum regulation by Ministry of Education or financial auditor. Max. number of members: (9)

Field Trips and Excursions

The Director plans a minimum of two field trip excursions per year. One scheduled outing during the summer months is to the Brighton Spray Park. The two older rooms (preschool, school age children) bus to and from the park. The facility pays for field trip expenses using the non-refundable \$100 membership fee paid by families. (before child's start date)

All children are required to wear a suitable sun hat, and walking shoes on outings. Staff will apply sunscreen and mosquito repellent when required. Families will receive forms regarding products we use at the daycare.

Safety and Emergency Procedures

Our centre provides a safe and nurturing environment, however, when the childcare centre is full attendance, minor accidents can happen. If a minor injury occurs, our trained staff ensure the child is unharmed and moved to a safe location to receive treatment (administer first aid, band aid, ice pack, or whatever minor treatment is required for specific incident) Once the child(ren) receives treatment, the staff will fill out a minor injury report form. The form will be shown to the parent/guardian to explain what happened, location of injury, and what first aid was administered to treat injury. The minor injury form requires the attending staff member's signature, parent signature, and Director's signature to ensure everyone is aware of the incident. Form is placed in child's file.

The staff follow the same procedure if out on a field trip, away from daycare premises. Staff ensure a first aid kit, and child's emergency card is placed in backpack for all activities away from the daycare. If a more serious injury occurs, a staff member will call 911 (if required) and contact family immediately. First Aid/CPR will be administered until parent or ambulance arrives. Field trips must be assessed by the Director ahead of time, and a special excursions form filled out. Parents will receive early notification of field trips and excursions. The Director will assess whether extra help is required, parental volunteers and regular subs (children and parents must know the volunteers) It is dangerous to take individuals to ensure the children are unfamiliar or uncomfortable.

Our emergency procedures include monthly fire drill training with the children. In case of a real fire emergency, all children and staff must quickly exit the facility in a quick but safe manner. Staff may take children to Fountain Tire for safe distance from building.



illness

A child's day should be stress-free and fun! When a child is ill, their day can become stressful, and even painful. Children need to feel well enough to actively participate in the daily routine, both indoors and outdoors. Children that are ill often require one-on-one care to manage their symptoms and disinfect their areas of play. This makes it difficult for the room staff to attend to other children in the classroom. **Please remember**, bringing a sick child into the childcare centre exposes other children, adults, staff, and their respective families to the illness. The sick child may also experience a relapse of symptoms if they return before they have fully recovered.

If your child becomes ill or experiences an allergic reaction throughout the day, the Director or a staff member will contact a guardian on the pick-up list to come pick up the child as soon as possible. Your prompt cooperation is appreciated, to prevent others in the centre from becoming sick, and to avoid any additional stress or discomfort for the child. The child(ren) will be made as comfortable as possible until you arrive.

If you are trying to decide if your child is well enough to come to daycare, please review the following list of symptoms that are frequently associated with infectious diseases in childcare settings. If your child has **ANY** one of the items listed below, a parent/family member will be contacted, and it is encouraged that he/she stays home from daycare.

- Fever of 37.8°C/100°F or greater
- Vomiting or diarrhea
- New onset of cough that is atypical for your child
- Frequent sneezing associated with green/yellow mucus (not seasonal allergy-dependent)
- Itchy/painful rash or lesions. Child may return when their rash has crusted over or cleared
- Inflamed and/or discharging eyes

Before returning to the centre, your child must be free of symptoms which pose a risk for the contagious transmission of illness to others. It is mandatory that children with open sores and/or oozing eyes, wounds (as seen with Pink Eye, or Hand-Foot-and-Mouth Disease) be absent from daycare for a minimum of (2) days. **We require that 24 hours have passed since the last episode of fever, vomiting or diarrhea, without the aid of medication, including Tylenol.** The Director and/or board member, at their discretion, may request that the child's return be delayed if the above or other symptoms persist that interfere with the child's daily routine. In some circumstances, a doctor's note may be required for your child to return to the centre.

The Saskatchewan Health Authority has published a patient information and educational resource guide '[Is My child Too Sick to Attend School](#)', which describes many of the above symptoms and provides guidance on when to return to school or daycare after an illness. Please review and call health line 811 for 24-hour health advice and information.

Covid-19 and other respiratory illnesses: If your child and/or a member of your household tests positive for COVID-19 or influenza on either a PCR or rapid antigen test, it is strongly recommended that your child(ren) self-isolate for **five days** and not attend daycare for the duration of the self-isolation period, or until the affected person is no longer displaying symptoms. Children who are in close contact with cases outside their homes may continue to attend daycare but should be monitored for symptoms. Search the link for Government of Saskatchewan [Living with COVID, Schools and Daycares](#).

To assist in making decisions regarding the control of communicable diseases, the Saskatchewan Health Authority has published a [Communicable Disease Control Guideline for school and childcare centres](#) in an easy-to-read format. Please refer to this table for some of the common communicable diseases and their exclusion criteria. The Director or other staff members may refer to this document and/or call the Health Hotline 811 for illness-related decision support regarding exclusion and return to daycare.

Medication Policy

Over-the-Counter Medication: These medications need to remain in the original packaging or container and be labeled with the child's full name, expiry date and specific legible instructions for administration and storage. Note that the Centre will NOT administer Tylenol. If a child develops a fever while at the centre, he/she will be sent home.

Prescription Medication: These medications must remain in the correctly labeled pharmacy issued container. The label must contain the child's full name, medication name, dosage, and expiry date along with the proper storage information.

Administration: A medication form must be filled out completely and signed by the child's parent/guardian for the daycare staff to administer medication. Details on the form must be identical to those on the label of the medication.

Minor Scrapes and Bruises

Full-time staff members are required to hold a valid First Aid/CPR Certificate as a requirement for permanent employment. An up to date first-aid kit is provided in each classroom and kitchen. Our daycare also requires substitutes teachers to hold a valid First Aid/CPR certificate to work with children.

A First Aid kit must be taken on excursions, events away from facility. If a minor injury occurs, an injury form will be filled out by the witnessing staff member and shown/explained to the parent at time of pick up. If the child remains worried and upset, the Director may call the parent to come pick up the child earlier. In the event of a serious occurrence, a staff member or Director will notify the parent/guardian immediately. They will assess the scene and injury and determine whether to call 911, if an ambulance is required, a staff member will accompany the child to the hospital and wait for family to arrive.

Nutritional Guidelines

We provide healthy and nutritious snacks that follow the Canada Food Guide. Our cook prepares morning snacks, lunch, and afternoon snack varieties. Children are encouraged to try the menu items however we do not force children to eat. The staff will let parents know at the end of the day how their child ate.

We are a **peanut-free** daycare, as per policy, families are not to bring outside meals into the daycare, our cook provides nutritional meal options guided by the Ministry of Education, Early Learning Years. In July, our daycare has an annual licensing review, safety guidelines, inspections, and nutritional menu must be approved by designated childcare consultant. Families **must** provide the Director with their child's allergies and medical conditions to ensure a safe environment can be provided. Your child's dietary food restrictions will be posted in the kitchen and childcare rooms. The Director will update child's file in the office.

Birthday Snacks

Parents are welcome to bring a birthday snack for their child's room; please ensure you have informed the room teachers or the Director ahead of time to arrange celebration. All treats must be **peanut-free**. Birthday cakes, cupcakes, and cookies are suitable, please do not send candy or hard items as it is a choking hazard. In addition to birthday snacks, the cook will serve nutritious items from our programming menu.

Smoking

Smoking is not permitted inside the daycare or on the premises (inside fenced areas). We kindly ask parents and guardians not to smoke on the sidewalk directly in front of the daycare. **Please Note:** Smoking and vaping in a vehicle with a child under the age of 16 is illegal across all Canadian provinces and territories. Violating this law can result in fines and is considered child endangerment due to dangerous secondhand smoke exposure.

Friends Together is a non-profit charitable organization. We kindly ask parents to volunteer to sit on the Board of Directors and/or plan fundraising events throughout the year. Parents will be notified well in advance of an event or activity requiring volunteers. Funds help support purchasing educational resources, reno's, toys, playground equipment, etc.

If you have any questions or concerns regarding information provided, we ask you to speak with the Director, or a board member posted on the bulletin board (entryway)

Thank you for considering Friends Together Childcare Cooperative. We are committed to providing a positive learning experience for your child with many happy memories.



Information for Parents of Children Attending Licensed Childcare Facilities

Role of the Early Learning and Childcare Consultant



What does an ELCC Consultant do?

ELCC Consultants provide a variety of supports to your child's centre or childcare home.

Consultant's support childcare home providers, centre staff, directors, and boards of childcare centres to implement best practices in the care and education of your child.

Consultants also:

- complete a licence review annually to ensure that a basic standard of care is in place
- conduct a minimum of two unscheduled monitoring visits per year to ensure licensing requirements are maintained.
- attend two board meetings per year for parent operated childcare centres, and one parent advisory committee meeting and one board meeting per year at other centres.
- address non-compliance when observed or when reports are received; and,
- Facilitate grants.
- ELCC Consultants support licensed Centre's and homes to implement quality programs. *The Childcare Act and The Childcare Regulations, 2015*

When should I contact the ELCC Consultant for my childcare facility?

You may contact your ELCC Consultant for any question you have, or to share information about your child's program.

Examples of when you may contact your ELCC Consultant include:

- You would like to share strengths and successes you have observed about your child's program.
- You have a concern about the quality of care your child is receiving.
- You would like further clarification about *The Childcare Act and The Childcare Regulations, 2015*.
- You have a question about the services offered by Saskatchewan's early learning and childcare program or would like additional information.

Who is the ELCC Consultant for my childcare facility?

Bronwen McRae
ELCC Consultant
Early Years Branch
Ministry of Education

Ministry of Education, Early Learning Years
3rd Avenue North
Saskatoon, SK S7K 2H6
Business: 306-933-5037
Fax: 306-933-7082

Thank you for your support, we will continue to reach out to parents and guardians as information becomes available to us, provided by the Ministry of Education and our Board of Directors. Our centre is committed to implementing and following strict safety guidelines and providing an enjoyable environment for little ones to grow, learn, and engage in creative discovery and exploration.

*Friends Together Childcare Cooperative
Director*

