



**Brooks Dynamite Academy**  
**Policy Manual**

2022

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## ABOUT

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### 1. PROGRAM

#### A. Leadership team 'Bomb Squad'

**Allison Donaldson- Berg:** Owner, Program Director

**Heather Donaldson:** Owner, Preschool Educator/ Coordinator

**Janessa Slaney:** Program Supervisor

**Chelan Anderson:** Program Coordinator

**Kaitlin Plumer:** Administrative Coordinator

Full bio is available on our website

### 2. CONTACT

#### A. General

- BDA is located at 611 2<sup>nd</sup> Ave East in Brooks, Alberta
- Hours of Operation:
  - Child Care & Out-of-School-Care program
    - Monday – Friday 6:30am - 6:00pm

*Please note that the program hours may change based on the need and interest of our Early Learning and Child Care families as well as staffing capacity.*

- Phone:
  - Program: 403-501-0077
  - After hours/on call: 403-501-9429 (Texting is available to this number)
- Email
  - Brooks: [brooks.dynamiteacademy@gmail.com](mailto:brooks.dynamiteacademy@gmail.com)
  - Bassano: [bassano.dynamiteacademy@gmail.com](mailto:bassano.dynamiteacademy@gmail.com)
  - [billings.dynamite@gmail.com](mailto:billings.dynamite@gmail.com) for all billings and payment inquiries

#### B. Online

- Website: <https://www.brooksdynamiteacademy.com>
    - The BDA website lists program information, rates, and background. Staff bios are also available online for parents to get to know those working closely with their children.
  - Social Media:
    - Facebook Public: Brooks Dynamite Academy
      - This page has up-to-date information for parents and the public to access.
    - **Facebook BDA member only: BDAfamilies**
      - This page is used for non-formal communications with families.
    - Personal Facebook
      - We ask that parents respect early childhood educators' personal time. Any information regarding the child and/or programming should be communicated with the program or early childhood educator during their time at BDA.
      - Parents should avoid personal messaging educators.
    - Instagram: Brooks Dynamite Academy
- \*Media release and permission for posting photos is obtained in the registration package

### C. App Communication

- Himama
  - Parents **MUST** download the 'Himama parent app' to receive the most up to date information on your child and supply needs. Accounts can also be created online at [www.himama.com](http://www.himama.com).
  - The app creates and delivers daily reports on each child; reports are sent to the registered parent/guardians. Educators use it to track naps, toileting, meals and activities. Reports are sent via email and are posted on the app.
  - Educators also include programing on the app, observations and developmental tags to connect experiences to the Flight Curriculum.
  - Menus and past reports are also available through the app.
  - *Parents are asked to not send messages through Himama but to email or call the daycare instead. Himama messages will not be checked regularly.*

### D. Brand & Logo

- Brooks Dynamite Academy Inc. has multiple logos: 'Dynamite', 'boom', 'After Shock', 'Dyno-Mite' and a dinosaur. Families/staff may not use the logo (in its form or in an altered form) for any use. Others may not copy the logo or use it in any way without express permission from Brooks Dynamite Cheer Inc. and/or Brooks Dynamite Academy Inc. Staff cannot use the logo, even by request, as one-of-a-kinds are not available.

## 3. FACILITY

### A. Access

- BDA enforces a locked-door policy for the safety of program participants. Doors will be open until 9:30 am for drop-off, and remain locked until 3:30pm until pick-up. Anyone needing access between 9:30 and 3:30pm must contact the office.
- Families are encouraged to enter through the door closest to their child's classroom which is primarily the front glass door or the back 'grey room' door.

## PROGRAMMING

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## 4. CHILDCARE PROGRAMMING

### A. Introduction

- A program plan, with Alberta Licensing Regulations, is available at the request of all families.
- All kiddos have the opportunity to participate in a variety of activities to ensure all developmental domains are engaged in a play-based and child-led environment.

**Please see Parent Handbook for specific program information**

## 5. ENROLLMENT

### A. Deposit

- BDA requires an additional \$200 deposit. This amount is due prior to starting care. This works similar to a 'damage deposit'.
- The deposit will be refunded at the time of withdrawal, if adequate notice according to BDA policies is provided.
- The deposit can also be applied to the last invoice.

## B. Program Rate

- Fee rates will remain the same throughout the fiscal year. Changes to program rates will be communicated with parents (a minimum of 60 days prior to implementation).
- BDA will offer 10% off older siblings for full time and part time care.
  - Not eligible for drop in or preschool programming.
- Fees will not be adjusted or refunded if a child is not attending; a space reserved is a space used.
- Part time is the same three days per week

	<b>Full time</b>	<b>Part time</b>	<b>Drop in</b>	<b>Daily</b>
<b>Infants 12 months &amp; under</b>				
BDA fee	\$1000.00	\$885.00	\$10	\$75.00
<u>Government portion</u>	<u>\$635.00</u>	<u>\$317.50</u>	<u>\$0</u>	<u>\$0.00</u>
Estimated parent portion	\$365.00	\$567.50	\$10	\$75.00
 <b>Infants 13 - 18 months</b>				
BDA fee	\$945.00	\$860.00	\$9	\$72.00
<u>Government portion</u>	<u>\$635.00</u>	<u>\$317.50</u>	<u>\$0</u>	<u>\$0.00</u>
Estimated parent portion	\$310.00	\$542.50	\$9	\$72.00
 <b>Toddlers 19mth - 3 years</b>				
BDA fee	\$900.00	\$635.00	\$8	\$53.00
<u>Government portion</u>	<u>\$510.00</u>	<u>\$255.00</u>	<u>\$0</u>	<u>\$0.00</u>
Estimated parent portion	\$390.00	\$380.00	\$8	\$53.00
 <b>3 - 5 (not yet in Kinder)</b>				
BDA fee	\$845.00	\$585.00	\$7	\$50.00
<u>Government portion</u>	<u>\$450.00</u>	<u>\$255.00</u>	<u>\$0</u>	<u>\$0.00</u>
Estimated parent portion	\$395.00	\$330.00	\$7	\$50.00
 <b>Grade Kindergarten - 6</b>				
	\$800.00	\$565.00	\$6	\$45.00

## D. Changes & Withdrawals

- Changes and withdrawals require 14 days' notice, in writing. Notice must be received by the office, not to an educator.
- For changes between full time and part time, 14 days' written notice is required. Please recognize that part time spaces are not always available.
- Changes to pick-up and drop-off times need to be discussed with the leadership team (not an early childhood educator) in a timely manner. Extending hours may require changes to staffing and may take time to implement. We strongly suggest 24 hours' notice. **Ideally these requests will be made via email.** We will do our best to accommodate extending hours whenever possible for families.

## STAFFING

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### 6. Designation & Roles

#### A. Bomb Squad (Leadership team)

- Currently, the Bomb Squad consists of the Owners, Program Supervisor, Program Coordinator and Administrative Coordinator.
- These members have both direct and indirect interactions with programming and work on program development and implementation.
- They work directly within the program as support to the Detonation Team. They are the contact persons for parents.

#### B. Detonation Team

- The detonation team refers to all Brooks Dynamite Academy employees. This staff group is responsible for implementation of programming and the direct care and attention given to children in the programs. The detonation team has various levels of training and experience, and have ample support from the Bomb Squad. Detonation Team member profiles are available online.

#### C. Certification

- All early childhood educators' hold a minimum of a Level One ECE Certificate, an up to date Criminal Record Check and Vulnerable Sector Check and First Aid & CPR certificate.
- Educators & staff members may also have additional training or higher levels of certification.

## POLICIES & PROCEDURES

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### 7. COMMUNICATION

#### A. FOIP & Media Release

- All participants are required to complete the FOIP and media release section of the registration package.

#### B. Policies & Programming

- The program handbook and Policy Manual will be reviewed annually by the Bomb Squad, with parent feedback, to ensure policies that best meet the needs of the children, staff and families enrolled in programming, while maintaining licensing standards.
- Any questions or concerns about policies should be directed to Allison for further discussion or inquiry.
- BDA will provide families with surveys on an ongoing basis to ensure programming is meeting the needs of those enrolled.

#### C. Grievance & Other Communications

- Families are asked to communicate any concerns with the Bomb Squad as they arise; regular feedback helps to improve programming.
- All grievances must be brought to the Bomb Squad in a professional and timely manner to be dealt with appropriately.
- Any parent/guardian who challenges the authority of a staff member by using abusive behavior, language or attitudes, or shows negative conduct, will be removed from the facility and may face grounds for dismissal from programming. Brooks Dynamite Academy facility is a harassment-free zone.

- Any slanderous or demeaning comments towards Brooks Dynamite Academy, its staff or students via any social media or other forms of communications may result in dismissal from the program.

#### **D. Community Grievance**

- Any community member who has concerns about our programming, are encouraged to communicate this with the Bomb Squad.

#### **E. Confidentiality Policy**

- All participants have the right to expect confidentiality in regards to all matters involving their child, registration information obtained, or any other matters discussed.
- Staff members agree to uphold and respect our confidentiality policy.
- Parents are encouraged to complete an Information Release form that is found within the Registration Package.

### **8. FEES & PAYMENTS**

#### **A. NSF & Late Fees**

- Please make arrangements prior to the due date if fees are going to be late.
- Late payments (without discussion) will incur an additional \$5 fee per day late for the second and third offense. Each offending month after the third offence will incur late fees at an additional \$5 per day. Ex. Fourth time being late will result in a late fee of \$10 per day.
- Children may be removed from programming due to continuously late fees.
- Fees for the month, including late fees, must be paid even if programming is canceled.
- Children may be removed from programming if payments are not received.
- There will be a charge of \$30 to any NSF cheques.

#### **B. Receipts**

- Families are encouraged to keep invoices and receipts sent throughout the year.
- A complete receipt will be available at the end of February if parents request it.

### **9. PARTICIPANTS**

#### **A. Drop Off & Pick Up**

- Additional AHS guidelines may be required to be followed and may change without notice.
- Parents/guardians are encouraged to assist children walking into the daycare vs. carrying where developmentally appropriate. Staff are encouraged to not lift children beyond infancy to ensure everyone's safety.
- Families must ensure children are ready to participate when dropped off.
- Please ensure to make contact with an educator and not be left in a space alone. Children must be brought directly to a classroom

#### **B. Role of the Parent**

- Families are encouraged to communicate daily with the educators, provide feedback as available and work in collaboration with the program.
- We ask that parents regularly check emails.
- It is the responsibility of the parent to fulfill all financial obligations as set forth in the handbook and registration package.

### **C. Parent Resources**

- BDA has a variety of resources available to parents. If you are looking for something specific, please reach out!
- Parents can also refer to our facebook page for many shared resources or reach out to BDA for any specific content.

### **D. Inclusion & Diversity Policy**

- Brooks Dynamite Academy welcomes all children to participate in our programming. Our program is available on a first come first serve basis ensuring equal opportunity to all families wishing to participate.
- BDA is committed to inclusion, ensuring to embrace each child's diverse identity, beliefs, abilities and lifestyles.
- We encourage families to share their traditional celebrations and cultural backgrounds. By parental participation, BDA can ensure diverse activities, menu, materials and toys are provided.
- BDA considers all members when planning. This includes classroom schedules, daily activities, field trips etc. Our program will ensure flexibility based on the child's needs and abilities.

## **10. PARTNERSHIPS**

### **A. Community Relationship**

- BDA is a member of the Medicine Hat and District Childcare Association and Brooks & County of Newell Early Childhood Development Coalition.
  - Ms. Allie is the Vice Chair of our local coalition.
- We believe in the importance of being an active member in the ECE groups in our community.
- BDA early childhood educators and staff members participate in events and training available in our community.
- Our program strives to create partnerships with other community organizations by providing resources to parents, sharing content on our social media, including information in our Newsday Tuesday and attending functions where possible.
- Business partnerships are also available!
  - Additional businesses looking to create partnerships and/or partnership agreements (collaborative marketing, employee discounts, community events, etc) are encouraged to communicate with Allison.

## **11. ALBERTA EARLY LEARNING & CHILD CARE LICENSING REGULATION**

### **A. Introduction**

- Our program will maintain, on the program premises, up-to-date administrative records.
- A copy of our full program plan is available to families at any time by request. Families can also view our licensing board, and previous inspections at all times.
- The following policies must be exercised in order to remain in full compliance. They are based on the expectations outlined in the Alberta ELCC License Act & Regulations, which is available online.
- *Many additional guidelines are being published by AHS and will be updated. BDA will continue to communicate any updates with families where necessary.*

### **B. Health Information**

#### **Records**

- BDA participants must provide health information at the time of registration. Any changes or updates must be communicated with the Bomb Squad.



- All children must have disclosed immunization information to the program
  - BDA families are not required to get immunizations or provide copies of records.
  - Parents must be aware that there are unvaccinated children and/or staff in the program. This information is shared as a precaution for other children.

**Potential Health Risk & Supervision of Sick Children**

- **Families must adhere to the guidelines as directed by AHS**
- **Family members exhibiting signs of illness may also not enter the program.**
- Where a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness, as set out in the below statement, BDA staff will do as follows:
  1. Contact the family for the **immediate** removal of the child.
  2. Make the parents aware that the child may not return to the program premises until BDA is satisfied that the child no longer poses a health risk to persons on the program premises according to the most recent AHS guidelines.
- The guidelines below determine if a child is too ill to attend BDA programming. For the safety of other children and our staff, sick children may not attend our program.

Sign or Symptom	Frequency or Circumstances for removal
Diarrhea	Two loose bowel movements within four hours
Vomiting	One or more within twelve hours
Fever	A temperature of 100F or 38C or higher
Rash, Cough, Pink Eye, Runny nose or other infection/illness	Excluded from programming in accordance to AHS guidelines
Infection requiring antibiotics	Must be on antibiotics for 24 hours prior to returning for non-contagious illness.

If a child requires more care and attention than can be provided without compromising the care of the other children in the program
Any other signs or symptoms that a staff member knows or believes may indicate the child poses a health risk to persons on the program premises

- If a child exhibits any signs of the above symptoms while in our care, a parent/guardian will be notified and must pick up the child **immediately**. In the case of a communicable disease such as chicken pox, measles, mumps, etc., children must not attend until cleared by a physician and according to the outbreak protocol as determined by the Ministry of Health.  
*If a parent fails to immediately remove a child, emergency contacts will be called.*
- The staff will assess a child to determine if they are ill by visually and verbally assessing them. This will include asking the children how they feel, if they have a sore stomach or head and by taking

their temperature. This assessment will include looking at the child for visual signs of illness such as red face or pale skin.

- Children will not be permitted back into the program until the license holder is satisfied that the child no longer poses a health risk to other persons on the program premises. Acceptable evidence may include a child is symptom free as determined by AHS guidelines (without the assistance of medication) or a parent has a physician's note. Physician's notes may not always be accepted.
- BDA staff will record and document children who are ill, including the child's name, the date the child was observed to be ill, name of the staff member who identified the child was ill, the time the parent was initially contacted, the name of the staff who contacted the parent, time the child was removed from the program and the date the child returned to the program. This record is kept on premise.
- Any child that becomes ill on BDA premises will be kept as far away from other children as practically possible. The sick child will remain in direct supervision of a primary early childhood educator.
- **Children with allergies or known health conditions causing similar symptoms of COVID19 should communicate with BDA to determine procedures as outlined by AHS.**

**\*Additional measures will be in place as necessary by AHS.**

### **C. Emergency Protocols**

- Emergency evacuation procedures are made known to all staff, and to children where developmentally appropriate. The program will participate in regular emergency evacuations through the internal program review. Staff will be notified of the procedures through staff orientation, meetings where possible and/or staff check ins.
- Staff and children will be informed about evacuations through a discussion and demonstration. They will be aware of the fire safe space.
- In the case of an emergency evacuation, Staff will calmly and quickly evacuate children through the
- nearest exit.
- **All staff and children must be wearing shoes at all times.**
- In the case of an evacuation, the program will ensure access to portal records through Himama.
- Educators will be aware of lock-down procedures through the staff handbook and discussions within the program.
- Emergency procedures are available in the staff handbook as well as posted on multiple program doors.
- An after-hours emergency program contact list is posted on the regular entrance doors and visible from the outside of the program.

### **D. Administration of Medication**

- All medication must be administered by a primary staff member.
- The following information must be provided and below procedure must be followed;
  1. Written consent from the child's parent/guardian
  2. All medication must be in the original container with original label stating the name of medication
  3. All medication will be stored in the kitchen or kitchen fridge, within a locked container. (storing instructions must be provided)
  4. Clear instructions as to how and when medication is to be administered, along with the dosage must be provided by the parent. Administration must include where medication is administered to the child (ie. orally or topically). Medication will be administered according to the labeled directions.
- Our program will only administer medication prescribed by a physician.

- **BDA will not administer any over-the-counter medication** unless prescribed by a doctor and accompanied by a physician note. This included Advil, Tylenol, Motrin, Benadryl, gravel etc.
- Medication used in the case of an emergency must be accessible to staff but inaccessible to children except where developmentally appropriate. Non-emergent medication will be in a locked box, inaccessible to children.
- A medical administration log accompanies the permission form and is kept on program premise within our records. When medication is administered a log will be kept with the following information; the name of the child, the name of the medication, the date medication was administered, time medication was administered, amount administered and initials of the administering staff member. Administration will also be recorded on Himama to provide parents of notification.
- Medications will accompany staff for off-site activities, where necessary, in a locked container with all necessary permission forms and administration logs. Emergency medication will not be locked but will be inaccessible to children.

#### **E. Injury Policy**

- In the case of an accident or a serious illness involving a child, the parents/guardians will be notified immediately. If parents/guardians cannot be reached, the emergency contact person will be notified.
- Children will receive medical attention deemed necessary.
- Parents/guardians will be notified via phone in the case of an accident or serious illness involving their child.
- Incidents will be reported with written documentation as necessary.
- All members must have a valid permission form for children to participate in activities. This is included in registration packages.
- An incident report will be filled out in the case of any injury. Accidents are tracked through our reporting records and trends are looked at regularly.
- Parents will be notified via incident records of any minor injuries incurred during programming through Himama.
- All educators will be certified with a first aid certificate, acceptable to the statutory director. Educators will be aware of the location of medical supplies such as band-aids and ice packs.
- In the case of an accident or serious illness that involves a child, educators will ensure to notify an extra staff member, Program Supervisor and/or Program Director to assist with the situation and/or other children in the classroom.
- The staff will ensure the child receives medical attention as necessary including contacting 911
- immediately when required.
- The staff will notify the parents/guardians (or emergency contact if the parent can not be reached).
- The program will ensure to notify licensing and complete written documentation as necessary for all accidents or serious illnesses.

#### **F. Child Guidance Policy**

- Our program will ensure that child guidance methods utilized in the program are communicated to parents and staff through program handbooks, and children, where developmentally appropriate. All child guidance provided is reasonable in the circumstances. Communicating expectations with children will assist in success throughout the day as well as provide the children with opportunity to be actively engaged in all areas of programming. By communicating methods with parents, partnerships will be created as communication happens. This will also assist parents in using the program as a resource and having the opportunity to collaborate strategies together.
- Our program will not, with respect to a child in the program, 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, or use or permit the use of any form of physical restraint, confinement or isolation.

- It is expected of all staff members to communicate with staff directly and the leadership if Child Guidance is not being utilized. The educators can also reach out to the leadership team, other staff members or our Inclusive Educator to assist with being proactive in the classroom.
- If at any time concerns are brought forward or observed, BDA will ensure that educators understand correct behavior redirection through discussions, support in the classroom or additional training as determined on a case by case basis.
- The program will monitor the proper use of child guidance practices by performing internal inspections, staff evaluations, and by the leadership team having an active role within the classroom.
- Our program will assist children in developing self regulation techniques which will be required to ensure the prefrontal cortex is engaged to utilize all executive functioning skills. Educators will continuously support children in their development of decision making, communication, and guide them in a positive manner. Educators will work in collaboration with the children to ensure the children have the opportunity to develop these skills. Our program will utilize all areas of programming to provide opportunities for children to develop such skills.
- Literature, classroom decor, classroom layout and additional materials will reflect the needs of the children in the classroom to enhance their abilities to develop executive functioning skills. Educators will utilize additional tools such as provide warning for transitions, visual schedules, timers, class responsibility lists and others as needed.
- Redirection of behavior through positive intervention will occur as necessary. This may include co-regulating with a child (sitting together, practicing deep breaths, drinking water, coloring, etc.), providing alternative options or allowing the child time and space so they need to choose their furthering actions (including having a designated space for that).
- Educators will participate in ongoing training to support their understanding of Child Guidance and ways to continue to implement strategies in the classroom. Some of the training may include implementing Trauma informed practices, Triple P parenting, Love in Logic, and more as determined with programs professional development and available courses.
- It is expected of all staff members to communicate with staff directly and the leadership if Child Guidance is not being utilized. The educators can also reach out to the leadership team, other staff members or our Inclusive Educator to assist with being proactive in the classroom.
- If at any time concerns are brought forward or observed, BDA will ensure that educators understand correct behavior redirection through discussions, support in the classroom or additional training as determined case by case.
- The program will monitor the proper use of child guidance practices by performing internal inspections, staff evaluations, and by the leadership team having an active role within the classroom.

#### **G. Supervision Policy**

- Adequate educators will be available to supervise indoor and outdoor play to ensure the safety of all children is maintained. Staff to child ratio will be maintained at all times.
- Educators will be positioned throughout premises in a manner that allows for all children to be adequately supervised and to provide the best opportunity for all developmental needs to be met.
- This will include participating in the activities through the co-inquiry process. Educators are invited to model exploration by being active members of the classroom. During the time educators are involved in play, they will actively scan the room to ensure all children are supervised.

- Our program will be aware of the supervision taking place within the classes by our Program Supervisor and/or Program Directors being physically involved in a variety of classes daily. By modeling supervision expectations, and reflecting on practices regularly, our program will ensure supervision is acceptable to the age and development of the children in each space.
- If at any time, educators need assistance to ensure effective supervision is available, educators will radio for extra staff. This may include a float staff, Program Supervisor or Program Director. If patterns are observed, our program will ensure additional staff are available to meet the needs of the children. This may include a lower staff to child ratio for meals, preparing for rest or transitions as determined necessary for each group.
- Staff will all be aware of the program indoor and outdoor physical environment by ensuring all materials are in good repair at all times. This will include a visual check of outdoor play space upon entering. Any potentially hazardous materials will be removed to prohibit the children from accessing them.
- Through attendance and regular head counts, educators will ensure all children are supervised at all times. Parents are informed about Supervision Policies and Practices through the program handbook
- All children will be accounted for both on and off the program premises, and at all times during programming by utilizing the above supervision policies.
- Additionally, children will only be removed from the program by an approved parent/guardian or designated person as approved by the parent/guardian. These individuals will be responsible for the children once the child is signed out from the program.
- Providing effective supervision and utilizing our supervision policy will ensure the safety of children is promoted. Creating relationships, engaging with children and being intentional with the environment will promote child safety.
- Those utilizing our program must use caution when entering and exiting the parking lot to ensure the safety of all those on the premises is maintained.
- The program does not transport children.
- The program will monitor supervision practices through our internal reviews, staff evaluations and by the leadership team having an active presence within the classes.

#### **H. Meals & Nutrition Policy**

- BDA will provide two snacks and lunch each day.
- Snack at 9:40am, lunch at 11/11:30, and snack at 2/2:30. Times may slightly vary to accommodate each group's needs.
- Our cook is responsible for providing nutritious meals in accordance with the Canadian Food Guide and in consideration with the Alberta Health Services Nutrition guide. Menus are created in consultation with the cook and Program Director.
- Menus are available to parents on Himama, posted within the kitchen and available at entrances.
- Parents are regularly invited to provide suggestions for meals and snacks. Dietary restrictions are discussed with parents at the time of enrollment and/or as they arise to ensure a meal plan is created to meet the needs of children.