

Educator Handbook

14423160 Canada Foundation • Calgary, Alberta

This handbook outlines the policies, standards, and professional expectations for all approved family day home educators operating under 14423160 Canada Foundation. It aligns with the Family Day Home Standards Manual for Alberta (2025).

1. General Information

Office Hours: Monday – Friday, 9:00 a.m. – 5:30 p.m.

After Hours / Emergency Contact: 403-971-3824

Policy: For emergencies, accidents, or incidents outside office hours or on holidays, contact the after-hours line above.

Agency Contact Information

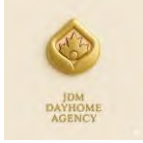
Consultant	
Phone	
Email	

2. Roles and Responsibilities

Educators provide quality, inclusive care within their approved residence, ensuring the physical, emotional, and developmental well-being of every child in care. Educators must adhere to agency policies, licensing standards, and professional ethics.

3. Program Planning and Environments

- Provide balanced daily programming that includes active play, rest, creative expression, and outdoor time.
- Offer inclusive materials and experiences that reflect cultural diversity.
- Maintain safe, well-organised play spaces with constant supervision.
- Keep all environments clean, hazard-free, and developmentally appropriate.



4. Behaviour Guidance and Intervention

The educator must promote positive behaviour and support emotional regulation. When behaviour challenges arise:

1. Redirect calmly and model appropriate behaviour.
2. Acknowledge feelings and support problem-solving.
3. Document persistent concerns and notify parents.
4. Consult with the agency for behavioural support plans.
5. If safety is compromised, temporary suspension of care may occur pending review.

5. Termination and Conflict Policy

14423160 Canada Foundation prioritises safety and respectful conduct among educators, parents, and agency staff. The agency reserves the right to terminate care arrangements or contracts if:

- A parent or guardian exhibits verbal abuse, aggression, harassment, or bullying towards any educator, child, or staff.
- A child's ongoing behaviour poses a safety risk to others, despite intervention.
- An educator fails to comply with safety or licensing standards.
- Payment, documentation, or attendance obligations are repeatedly violated.

Termination Procedure

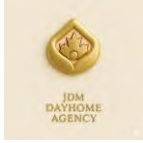
1. Written notice of concern provided by the agency.
2. Opportunity for review and corrective action.
3. Immediate termination without notice if safety or severe misconduct occurs.
4. Documentation retained in both educator and family files.

6. Intoxicated Parent or Emergency Contact Procedure

Educators must prioritise child safety when a parent or contact appears intoxicated by alcohol or drugs.

The following steps are mandatory:

1. Politely refuse to release the child and explain safety obligations.
2. Contact another authorised emergency contact for pick-up.
3. Notify the agency immediately.
4. If the individual insists or becomes aggressive, contact the police (911) and ensure children remain safely inside.



-
5. Document the incident in full and submit to the agency within 24 hours.

7. Health, Safety & First Aid

- Maintain accessible emergency contact lists at all times.
- Keep a complete first aid kit on-site and in any transport vehicle.
- Obtain medical help for serious injuries or illness immediately and report to parents and the agency.
- Submit signed incident reports within 24 hours.
- Maintain valid First Aid, CPR, and food safety certifications.

8. Sanitation and Hygiene

Educators must follow the agency cleaning and sanitation checklist daily. Proper hand washing, disinfecting of toys and surfaces, and separate personal hygiene items are mandatory.

9. Communication and Professionalism

- Maintain respectful communication with parents and the agency.
- Provide daily updates and discuss child progress openly.
- Notify the agency of any incidents, absences, or home changes affecting care.
- Uphold confidentiality at all times.
- Refrain from personal discussions or disputes in front of children or parents.

10. Emergency Preparedness

- Conduct monthly fire and evacuation drills, recording results in the Fire Drill Log.
- Display evacuation maps and emergency contacts visibly.
- Follow agency emergency communication plan for severe weather, lockdowns, or natural disasters.

11. Agency Monitoring and Support

Agency consultants conduct monthly visits (announced or unannounced) to review compliance, provide support, and observe program quality. Educators are expected to cooperate and maintain open communication.

12. Confidentiality and Records



All personal, family, and child information must be kept strictly confidential. Records are maintained securely and shared only with authorised agency or licensing personnel.

13. Training and Professional Development

Educators are encouraged to complete at least one professional development activity annually. The agency provides ongoing resources, workshops, and consultation.

14. Termination of Educator Contract by Agency

An educator's contract may be terminated immediately if:

- Licensing or safety violations occur.
- Documentation or screening lapses are unresolved.
- Repeated non-compliance after written warning.
- Any form of misconduct or negligence affecting child welfare.

15. Handbook & Policy Agreement

I, the Day Home Educator named below, AFFIRM that I have read and understood the 14423160 Canada Foundation Day Home Educator Handbook. I AGREE to follow all policies, procedures, and standards outlined herein. I understand that this handbook will be reviewed annually or upon policy update.

Educator Name	
Day Home Address	
Consultant	
Date	
Educator Signature	