CHILDMINDING AT ECAC

Our Childminding space is designed specifically for children ages 6 weeks to 6 years, with age-appropriate furnishings, toys, play areas, and learning materials that support both fun and development. Every item in the space has been intentionally selected to create an engaging, welcoming environment for all children.

To support a healthy environment, all toys, equipment, and surfaces follow a strict daily and weekly cleaning schedule in accordance with Alberta Health Services (AHS) standards to help reduce the spread of illness.

The Childminding area is equipped with secure entry and exit points. A strict check-in and check-out process is in place to ensure children are only released to authorized guardians.

All Childminding programs are supervised by professionally trained childcare staff. Team members are certified in childcare and first aid, complete extensive background screening, and must provide a valid Vulnerable Sector Police Check prior to employment. CCTV monitoring is also in place to support the safety and security of the space.

ECAC uses a positive discipline approach that promotes safety, respect, and emotional well-being. Physical restraint, confinement, physical punishment, verbal degradation, or isolation are not permitted. Our goal is to create a positive experience where every child feels safe, supported, and excited to return.

CHILDMINDING HOURS OF OPERATION

Monday–Friday: 8:45 AM – 7:30 PM

Saturday & Sunday: 9:00 AM – 6:00 PM

Please expect the Childminding area to be closed on December 25, with reduced hours on some additional statutory holidays. Updated holiday hours will be communicated in advance.

CLUB BUILDING HOURS OF OPERATION

Monday-Friday: 5:30 AM – 10:30 PM

Saturday & Sunday: 6:30 AM – 9:30 PM

Pool, spa, restaurant and café hours vary

AGE REQUIREMENT

Childminding at ECAC welcomes children ages 6 weeks to 6 years old.

Children may stay in the Childminding area for a maximum of two hours per day. Parents or guardians must remain on ECAC premises at all times while their child is in care.

To help us manage capacity and staffing, bookings should be made at least 15 minutes in advance. Drop-in visits may be accommodated if space is available but cannot be guaranteed.

CHECK-IN AND CHECK-OUT POLICY

Upon arrival, parents or guardians are required to sign their child in, record the time of entry, and notify staff who will be picking up the child and at what time.

At pickup, the authorized pickup person must sign the child out and provide valid photo ID. ID may be requested during the first few pickups until staff can confidently recognize the individual. Photo ID will also be required anytime the pickup person is someone other than the child's primary caregiver or usual authorized pickup contact.

For the safety and security of all children in our care, there are no exceptions to the pickup policy. Only individuals 18 years of age or older may pick up or drop off a child.

Additional security measures or customized pickup instructions can be arranged upon request. Please speak with the Childminding Manager to create a personalized safety plan if needed.

LATE PICKUP POLICY

Children must be picked up before the Childminding area closes at 7:30 PM on weekdays and 6:00 PM on weekends.

A 5-minute grace period is provided for pickups during operating hours. After this grace period, a late fee of $15 will automatically be applied to the member account. Additional late fees of $1.00 per minute may apply for children picked up after closing time.

Repeated late pickups may result in suspension or withdrawal of Childminding privileges.

BOOKING

Childminding bookings can be made through WellnessLiving App, just like any ECAC fitness or athletic class. To help us maintain proper Alberta Health Services (AHS) staff-to-child ratios for each age group, we recommend booking at least 15 minutes in advance.

Bookings open 30 days in advance, and early booking is encouraged as spaces are limited. Before your child's first visit, please complete all required forms in WellnessLiving, including important information such as allergies, medical needs, and preferences.

Once submitted, bookings are reviewed and approved based on staffing levels and capacity.

A $15 no-show fee will be applied to your account if a booking is made and your child does not attend within the reserved booking window.

CHILD ILLNESS POLICY

To help maintain a safe and healthy environment for all children, members, and staff, children should not attend Childminding if they are showing signs of illness.

Symptoms of illness may include, but are not limited to:

Major Symptoms

- Vomiting
- Diarrhea
- Fever over 37.5°C or chills
- Difficulty breathing

Minor Symptoms

- Persistent cough (dry or mucus-producing)
- Runny or congested nose
- Sore throat
- Eye infection
- Loss of appetite
- Lethargy or unusual fatigue

If a child becomes ill while in our care, parents or guardians will be contacted for immediate pickup. In accordance with Alberta Health Services (AHS) guidelines, children exhibiting

significant symptoms may be separated from the group while awaiting pickup. Masks are available onsite if needed.

To help reduce the spread of illness, we ask families to keep children home during the most contagious period, which is typically within the first 24–48 hours before and after symptoms appear.

Communicable Diseases

If a communicable disease is identified within the Childminding program, the incident must be reported to the Childminding Manager. Families will be notified as soon as possible, and appropriate communication will be posted and distributed.

Childminding staff follow Alberta Health Services Communicable Disease Regulations and guidelines. Children diagnosed with a communicable illness must not attend Childminding during the contagious period as outlined by AHS recommendations.

FOOD, ALLERGIES & MEDICATION POLICY

Food Policy

ECAC Childminding does not provide food or snacks for children. Any food consumed during a child's visit must be provided by the parent or guardian.

Parents are welcome to send snacks, milk, formula, or bottles for their child. A mini fridge is available onsite for the storage of milk and formula, and staff are able to bottle-feed infants during their time in care if needed.

To maintain health and safety standards, all food and drink items left in the fridge at the end of the day will be discarded. Please ensure all personal food items and bottles are collected at pickup.

Allergies & Medications

Any allergies, medical conditions, or dietary restrictions must be disclosed to Childminding staff during your child's first visit and will be documented in the child's profile.

If medication must be administered during a child's visit, the following requirements apply:

- Parents or guardians must complete and sign a Medication Administration Permission Form.
- Detailed instructions regarding allergies, medication, triggers, severity, and care requirements must be provided.

- All medication must be supplied in its original packaging with a written prescription label where applicable.
- Medication will be stored securely in a designated area out of reach of children.

Our team is committed to maintaining a safe environment for all children in our care.

STAFF-TO-CHILD RATIOS

Childminding availability is based on Alberta Health Services (AHS) staff-to-child ratio requirements. ECAC follows the ratios outlined below to help maintain a safe and supportive environment for all children.

Age Group	Staff-to-Child Ratio	Maximum Group Size
Infants under 12 months	1:3	6
12–19 months	1:4	8
19 months to under 3 years	1:6	12
3 years to under 4 years	1:8	16
4 years and older	1:10	20

For mixed-age groups, ratios are determined based on the age group representing the majority of children present.

The maximum capacity of the Childminding room is 12 children at one time.

PHOTO & MEDIA CONSENT WAIVER

Child(ren)'s Name(s): _____

Parent/Guardian Name: _____

Date: _____

At ECAC, we love capturing the fun, creativity, and learning that takes place in our Childminding programs. From time to time, photos or short videos may be taken during activities such as crafts, games, storytime, dance, or special events for use on ECAC marketing platforms.

Images and videos may be used for promotional purposes including:

- ECAC social media platforms
- The ECAC website
- Printed marketing materials
- Other club communications and promotional content

Your child's name will never be shared or published without additional written consent. Participation in photos or videos is completely optional and will not impact your child's experience in our programs. Consent may be withdrawn at any time by providing written notice.

Please indicate your preference below:

☐ **YES, I consent to my child being photographed and/or recorded for ECAC promotional use.**

☐ **NO, I do not consent to my child being photographed and/or recorded.**

Parent/Guardian Signature: _____

Date: _____

If you have any questions or concerns, please contact us at: **childminding@ecathleticclub.ca**

ACKNOWLEDGEMENT

ECAC is responsible for maintaining records related to each child's attendance, including arrival and departure times, authorized pickup information, emergency contacts, allergies, medical needs, and frequency of visits. This information is collected to support the safe and effective operation of our Childminding programs.

Failure to follow the policies, procedures, and expectations outlined in this handbook may result in the suspension or removal of Childminding privileges.

Acknowledgement of Understanding & Agreement

By signing below, I acknowledge that I have read, understood, and agree to comply with the policies, procedures, and expectations outlined in the ECAC Childminding Handbook.

Date: _____

Child(ren)'s Name(s): _____

Parent/Guardian Signature: _____

Secondary Guardian Signature: _____