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# dragonfly gazette

Oct. 2018

## News Around The Pond

Hello **dragonfly** families,

With Thanksgiving quickly approaching, it is a common custom to reflect on the past seasons and recount our gratitude. Dragonfly FDHA has so much to be thankful for; from our provider's dedication to quality programming, the children for their enthusiasm and willingness to discover and learn alongside our providers, our families for their never-ending support and involvement, to the ECDC, and Community Parenting Coalition for their support and guidance—we are grateful!

Throughout our Agency we are constantly reviewing our policies, practices and procedures. During the month of September we reviewed our Confidentiality Policy and made some updates; Please see the section below for further information as confidentiality is of utmost importance to our families, providers, and Agency.

## Spotlight on Light Play

### What is it?

Light play is a type of sensory play that allows children to explore light, reflection and shadow.

**Materials:** the materials for sensory light play can be super simple to really complicated! They can include flashlights, mirrors, beads, tissue paper, water, coloured water, an overhead projector, a light table, shiny wrapping paper, or even just the sun and a puddle!

### Easy DIY light play activities:

- Using a flashlight, project shadows onto a wall, take turns acting out animals and guessing what the other is!
- Fill a jar or glass with water and place it in on a large piece of white paper in the sun and talk about the colours you see

## Confidentiality Policy Update:

Our Confidentiality Policy has recently been updated to clarify **who** it applies to, **what** types of information it applies to, as well as to include **examples** of a breach of confidentiality.

All staff, providers and families will be required to sign our updated Confidentiality Statement, confirming their understanding of the requirements of Confidentiality and the protocol if a breach occurs. Copies of the policy will be sent to the email address on file and print copies will be available at your family's day home this week along with the Confidentiality Statement for you to sign. If you have any questions, concerns, or would like to suggest further updates/clarifications to this policy (or others), or would like to access our complete policy manual please don't hesitate to contact us at any time!

[dragonflydayhomes@gmail.com](mailto:dragonflydayhomes@gmail.com) or call/text 780.621.2123

**FDH Standards Briefs**

The Family Day Home Standards Manual for Alberta is made up of three parts; Child Family Services Authority Standards, Agency Standards, and Family Day Home Standards.

Let's Start with the Family Day Home Standards section

**Standard Two: Children's Information Records**

Children's information Record must include up-to-date information for each child that includes:

- child's name, date of birth, home address
- completed enrolment/registration form and parent/provider/agency contract
- parent/guardian's name, home address, work address, work telephone number
- emergency contact name and telephone numbers
- evidence that child's parents have been advised of any outings including transportation and supervision arrangements
- daily attendance details including arrival and departure (parents should initial the child's arrival and departure times as a security measure for the transfer of responsibility between the parent and provider)
- information about any health care provided to a child, including written consent of the child's parent to provide or allow for health care; and
- any other relevant health information provided by the child's parent(s) including immunization records and allergies.

Providers will maintain updates to children's information records (ie, attendance sheets, new health information, etc) for no longer than one month. Within five working days after the last working day of the previous month providers must submit to their agency all updates to children's information records.

Records must be kept for a minimum of two years.

Records are available to parent(s) at reasonable times and are available to the CFSA at all times.

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