



# **CALEDONIA EARLY CARE AND LEARNING CENTRE SOCIETY Parent handbook**

Welcome to the Caledonia Early Care and Learning Centre. This handbook has been prepared to offer you information, operational policies, and information on how your child's daily needs will be met. This will be your reference to refer back on throughout the year.

The Centre is operated by the Caledonia Early Care and Learning Centre Society, a non-profit organization, with the support of parent fees, a provincial subsidy (Child Care Operating Fund), and a student levy.

The Centre functions as a training environment for the Early Childhood Care and Learning (ECCL) students at the College of New Caledonia. The two programs are very closely related to each other. The ECCL students as well as the ECCL Faculty spend time in the room as well as in the observation booth to see theory being put into practice, as well as to gain hands on experience. The ECCL students complete course assignments, practicums, and volunteer time in the Centre.

## PARENT HANDBOOK

### MISSION STATEMENT

We believe a positive self-esteem is central to children's growth and development. This belief forms the foundation of our philosophy and is dependent upon a sound interactive partnership between children, parents, and caregivers.

### PHILOSOPHY STATEMENT

Caledonia Early Care and Learning Centre is licensed and committed to providing exceptional childcare to the students and staff of the College of New Caledonia, as well as members of the Prince George community. We provide a play-based, child-focused early learning program for children; this fosters individualism, creativity, socialization, and problem solving. We provide an emergent curriculum through observations and documentation. We are inspired by Reggio Emilio and nature school philosophies. We are inclusive of all families and use beginner French and sign language in our program. Our knowledgeable, professional team of caregivers offer resources, and programming to challenge children and support them in a fun, nurturing and safe environment. Our program has a focus on natural play; providing natural resources and focusing on the outdoors.

### OUR ASPIRATIONS FOR CHILDREN

- Develop a positive self-esteem
- Express feelings and emotions
- Respect developmentally appropriate communication efforts
- Respect individual differences
- Support children in discovering choices, decisions, and solutions
- Be motivated life-long learners by encouraging a sense of wonder

### OUR GOALS

Encourage parent involvement in the programming

- Develop comfortable, ongoing communication with families
- Support families in developing and sustaining a healthy parent/child relationship
- To communicate openly regarding the individual child's developmental strengths and needs
- To provide a healthy, safe environment which meets children's physical needs
- To provide nutritious meals and snacks
- To provide children with opportunities to learn through play and the natural world
- To provide children with creative experiences in art, music, science, language, and sensory
- To provide opportunities for the development of gross motor skills such as running, jumping, and climbing through indoor and outdoor play
- To allow children to explore their community through field trips, walks, and the participation of visitors
- To provide active supervision and age-appropriate guidance, which fosters children's positive self-esteem and communication
- To promote innovative responses to the community needs and the newest research in Early Care and Learning
- To promote and implement educational opportunities for parents, students, and staff

## **STAFFING**

Three (3) full time staff members are employed in the Early Care and Learning Centre. Extra staff are added as needed. All staff members are licensed by the Provincial Child Care Facilities Licensing Board after completing their Basic Early Childhood Education Program. Some staff members complete their Post-Basic Early Childhood Program to be licensed as Infant/Toddler Educators. In addition, staff members have their First-Aid Training, Infant/Child CPR, clear criminal record checks, and Food Safe. All staff also participate in courses and workshops on an on-going basis.

## **LICENSING & INSPECTIONS**

As a licensed facility, the Centre must comply with the Community Care Facility Act, the Child Care Regulations, and the National Fire Code. We are also regulated by the Acts and Policies which govern a public college.

We are licensed for twenty-four (24) children, ranging from thirty (30) months to five (5) years of age, or school age. The Centre receives regular inspections by a Northern Interior Regional Licensing Officer. Parent may also request to see our inspection either at the Centre or the Northern Interior Health Unit.

## **INCLUSION**

We accept all children regardless of their developmental stage, culture, religion, and beliefs.

## **CELL PHONE POLICY**

The Caledonia Early Care and Learning Centre is a cell phone free zone. We ask that families have their cell phones put away before entering the room. While in the Centre, staff and parents/guardians focus on the children giving their full attention. The Centre does have a cell phone, this phone is used when outside of the Centre for emergencies, and also for us to keep in touch with parents. You are welcome to text us during the day to see how your child is doing. We will also send you texts and photos to keep you updated on your child's day. The staff do not use personal cell phones in the daycare classroom.

## **HIMAMA**

We use the HiMama app to keep in touch with parents, this is a web based program. You will receive a password to access your child's portfolio. This is secure and only you can see your child's portfolio.

We will send you photos, messages, weekly updates and keep you up to date with what is going on at daycare.

## **SOCIAL MEDIA**

We have a Facebook private group, Facebook page and a website. This is used to keep you updated on what is going on in the daycare and also for the public to access information about us. We only post photos of children that we have parental permission to do so. If we do not have your signed permission then no photos of your child will be posted.

## **REST TIME**

The children rest between 1:00pm and 2:30pm each day. This is required as part of a full day program. If your child(ren) feel(s) more comfortable having a stuffed toy or special blanket for his/her rest time, please bring it along for nap time. Please ensure to label the blanket and/or stuffed toy so there will be no confusion as to who the special item belongs to. At 1:30pm the children who are not sleeping and have had a quiet rest, will be given a box of quiet activities to enjoy on their mats until 2:30pm. Sometimes a staff member will take some of these children out for a walk or other activities. The staff, use this quiet time to prepare more programming activities and snacks for the rest of the afternoon. Please try not to pick up your child during rest time as this disturbs the children that are trying to sleep.

## **THINGS TO BRING TO DAYCARE**

### **A. CLOTHING**

- There should be a complete change of clothing including socks and under garments. **Please label your child's clothing, eliminating any confusion for staff and children.**
- Indoor shoes with non-marking soles (slippers are acceptable if they have a hard bottom sole).
- Please **no flip-flops** as these may cause tripping and are not suitable if there is an emergency and we have to spend time outside in the snow, rain, or cold. Please **no laces** as the footwear should be easy for your child to learn to put on by themselves. Children must wear shoes at all times when they are at the centre.

### **B. SEASONAL ITEMS**

- Spring / summer: sunscreen labelled with child's name, sunhat, muddy buddy pants (rain/splash pants), water proof jacket, and rubber boots.
- Fall / winter: appropriate outdoor jacket, snow pants, two (2) pairs of mittens, toque/scarf.
- Please send your child in appropriate clothing and footwear for the weather. Please remember our weather can and will change throughout the day.

### **OTHER ITEMS**

- Tooth brush (multi-packs available at dollar stores) and a cozy blanket and stuffed toy for rest time (bedding supplied by daycare).

Bedsheets will be washed weekly at the Centre. Please take your child's blanket home once a week for washing. Sleeping mats will be sanitized once per week.

**Please keep in mind that we value outside time very much, and strive to get the children outside as much as possible. Please keep this in mind when assisting your child in dressing for the day.**

### **HOME TOYS**

Please leave all home toys at home, they can become lost or broken and can frequently cause upset between the children. The children can bring one stuffed toy for rest time. If a child brings home toys they will be placed on the Lost and Found table for you to take home on pick up. This keeps them safe during the day.

### **PARENT PARTICIPATION**

With our Centre located right on campus, as well as in the middle of town, we encourage families to come visit and participate as much as possible. Communication and cooperation between the staff members and parents are important for the well-being of everyone involved at the Centre. The staff welcomes questions, suggestions, and concerns. If you ask a question and we do not have an immediate answer for you, please leave it with us, and we will be happy to find the answer to your questions/concerns and report back the following business day. Sometimes a few words when you arrive or depart are sufficient. If a more comprehensive conversation is needed, you're welcome to approach the Manager and she will arrange a meeting with you.

### **STUDENTS & OBSERVERS**

The Centre provides an opportunity for students in various programs such as Early Childhood Education, Nursing, Human Kinetics, School District Number 57, and CNC Adults Special Education Programs, to observe and complete their practicums, and have the same opportunity that exists for other professionals and students at other institutions. Student are under the supervision of staff members at all times, and it is mandatory for all students to have a completed criminal record check as well as a signed confidentiality agreement.

## **VOLUNTEERS**

Our Centre promotes community partnership by encouraging individuals who wish to volunteer their time in a recognized facility. All volunteers need a criminal record check.

## **DUTY TO REPORT ABUSE**

Reporting suspected child abuse is a sensitive and difficult issue. The law is designed to protect children because they are unable to protect themselves. Any person who has reasonable grounds to believe that a child or children are in need of protection is required, legally, by Section 7 of the *Family and Child Services Act* to report the matter to a child protection social worker. Failure to report in these circumstances is a criminal offense as per *Interior Ministry BC Handbook for Action on Child Abuse and Neglect 1988*.

It is essential that parents and guardians understand that all educators have a legal obligation to report suspected child abuse and it is not the responsibility of the caregivers to inform the families that such reports have been filed with the ministry. This is the responsibility of the police or the Child Protection Social Worker to communicate these issues with the individuals/families.

## **STAFF PROFESSIONAL DEVELOPMENT DAYS**

The Centre is closed for two (2) days every year to create time for the entire staff to participate in professional development activities. Furthering the education of the child care givers is integral to their success. There will be sufficient notice given to all families who have children attending the Centre so that alternate childcare arrangements can be made for such days. The fees are not reduced for these days.

## **HOURS**

The Centre is open from 7:45am to 5:15pm Monday through Friday except for statutory holidays, (See Parent Agreement document for a list of these holidays).

## **FEES**

All fees are due in full by the enrolling parent(s)/guardian(s) on or before the first business day of each calendar month, one (1) month in advance of service, without being invoiced. The fee is due regardless of the number of days in the month, absenteeism due to illness, vacations, statutory holidays, or college closures. Parent fees are a large source of income for the Centre and it is important that these fees are paid on time. A receipt is given on a yearly basis and you are encouraged to keep them for income tax purposes. Fees can be paid with Interact E transfer, cash, or post-dated cheques. Please see your parent contract for more information.

## **FAILURE TO PAY**

You are required to pay fees on time. Please see your parent contract. Your child(ren)'s space in the Centre may be compromised if fees are not paid five days after they are due. Any outstanding fees are tracked, and parent/guardians will be notified by the Centre Manager. If the outstanding balance and any accrued late charges are not paid out in full, the file will be escalated and will be sent to collections. For students, your name will be flagged on the computer system and you will not receive your marks until the account has been paid in full. Once all late fees are paid, a parent may apply for re-admission.

## **SUBSIDY**

If you qualify for subsidy, your portion of the payment is due within the same time frame as stated under the Fees section above. Parents are responsible for any outstanding balance not covered by subsidy. **If a valid subsidy authorization is not on file, you will be responsible for the full month's fees.** Once the new authorization has been received you will be

credited or reimbursed. If your subsidy has not been approved and your parent/guardian portion is yet to be determined, or if you are unable to pay, please contact Kathy Reed at 250-561 5834 to make payment arrangement. Child Care Subsidy Centre can be reached at 1.888.338.6622 or on the web at [www.mcf.gov.bc.ca/childcare](http://www.mcf.gov.bc.ca/childcare).

### **UPDATING OF FORMS**

It is parents' and guardian's responsibility to update all registration forms. Students are responsible for updating their timetables. Having updated and current contact information is critical. In an emergency, action is slowed down if the staff cannot locate the parent, doctor, or alternate contact person.

### **ARRIVING & DEPARTING**

Please arrange for your departure from home to allow time to feed your child breakfast. The first hour at day care is a busy time with the arrival of many children, and caregivers are not easily available to feed hungry children. Please keep in mind that a child who is hungry will be very easily distressed and unsettled for the morning routine. When you arrive in the morning please help your child settle before you leave. Please sign your child in and out each day. Please make sure a staff member is aware your child has arrived at the Centre for the day. **We ask your child be at the Centre by 9:30am and to notify the Centre if the child is going to be away. You are responsible for your child while you are in the Centre.** The Centre closes promptly at 5:15pm. Please arrive by no later than 5:05pm so that you can talk with the educators and help your child depart by 5:15pm.

### **LATE PICK UP**

All families and authorized pickup persons must pick up by 5:15pm each day. If a child is not picked up by 5:15pm and the authorized persons or enrolling parents have not contacted the Centre, the staff will try to contact the family and then someone from the emergency contact list. The staff will keep trying until your child is picked up, please be aware this is extremely stressful to your child. The Centre staff will NEVER send a child or children home in a taxi. If late pickup is a repeated problem, the Manager and the enrolling parents or guardians will be required to address the problem directly. If late pickups continue after this time, and cannot be resolved, then one (1) months' notice may be given and daycare services may be terminated.

### **ALLEGED IMPAIRED AUTHORIZATION PICK UP**

It is the staff's legal responsibility to the extent that this is possible not to release a child to an authorized person who is unable to adequately care for a child or children. If a staff member believes that the child or children will be at risk, the staff person in charge will offer to call a relative, friend, or taxi to pick up the person and the child or children. The staff will contact the *Ministry for Children and Families*. If the person is driving a vehicle, the staff person will explain that driving under the influence of drugs or alcohol is against the law and it is the staff members' obligation to ensure the safety and well-being of the child or children as well as the adult. If the presumed impaired person chooses to get in the car with or without the child or children, the staff member will immediately notify the RCMP...

### **WITHDRAWAL**

When you are planning to withdraw your child from the Centre, please remember that one (1) calendar months' notice is mandatory. Failure to do so will result in being charged for the months' fees in Lieu of the notice.

## **TERMINATION OF SERVICES**

We are committed to providing a caring and supportive environment for all children. A family's termination of services may be required if:

- Fees for childcare services are not paid according to the Financial Policies in the Parent Agreement and suitable arrangements cannot be agreed upon.
- The family does not abide by the expectations set forth in the Parent Agreement and successful resolution of the differences are not achieved.
- If the parents cannot come to a Parenting Time (previously called 'Custody') agreement.
- A family member harasses, threatens, abuses, or commits an aggressive or violent act toward staff, children, or other families involved in the program of the Centre.
- Is unable to satisfactorily resolve problems of late pick up with a family.
- The Centre does not have the resources available to meet the child's needs.
- The child's behaviour is severely disruptive or physically threatening to the well-being and safety of other children or staff.
- Additional supports to accommodate the child are unavailable. Termination of services is a last resort measure. Steps will be taken to accommodate the child's needs. Such steps include;
- The staff will complete observations on all children. If a child is not adjusting well, these alterations will be discussed with the enrolling parents or guardians. Programs will be planned and implemented to support the child. In the event that the child is not responding, the family will be consulted and other options may be explored at that time. The Manager will determine whether the childcare service can or cannot be continued from that point on.

## **GUIDANCE POLICY**

**Children's behavior is influenced by their overall development, their environment, and their caregivers. Each child differs in terms of his/her activity level, distractibility, and sensitivity. Children must learn to develop socially acceptable and appropriate behavior as they grow to maturity. The staff work together cooperatively to ensure that our philosophy and interactions with the children remain positive and consistent.**

### **Purpose of this Policy**

This policy is the guideline that Caledonia Early and Learning Centre childcare educators will follow to assist children in developing self-regulation, self-confidence, and sensitivity in their interactions with others. Guidance is required to ensure order, prevent injury, and ensure a child's activities are not infringing on the rights of others.

At no point, will a child under the care of Caledonia Early Care and Learning Centre staff be subject to any of the following forms of punishment. (*October 2004 - Section 31, Child Care Licensing Regulations*).

- (i) Shoving, hitting, shaking, spanking or any other form of corporal punishment;
- (ii) Harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the person in care or undermine the person in care's self-respect;
- (iii) Confinement or physical restraint,
- (iv) Deprivation of meals, snacks, rest or necessary use of a toilet.
- (v) Separation from the group without a staff member present.

In keeping, with the centers philosophy of respect each child will be responded to on an individual basis. We will always keep in mind the developmental age of the child in order to keep the guidelines and expectations age

appropriate. Ensuring developmentally appropriate toys, activities, and guidance techniques ensures the children receive quality care at all times.

The child will be encouraged and supported to use “I” statements and to label feelings. For example, “I feel frustrated when you hit my body. I want you to stop.”

Verbal reminders are used to remind and to reinforce program limits for the children. Program limits will also be reinforced through staff modeling both with staff and the children.

### **Remind, Redirect, and Remove:**

**Remind:** Often a verbal or nonverbal reminder of the limits is sufficient when a child has forgotten or is not hearing the opinions/concerns of their peers. Being involved in children’s play and interactions is one of the best strategies to employ when guiding young children.

**Redirect:** At times children simply need a break from a peer or a play space in order to regroup. Making this transition can require the support of a staff person to (a) let the child know it is time for them to take a break or (b) to help them become involved in another peer group or in solitary/parallel play.

When redirecting a child it is helpful to let the child know why they are being redirected. Doing so helps the child internalize the rules and to self-reflect (i.e. when I do or say... this will happen...because....). This information will then be stored in their long term memory bank for future reference.

Redirecting requires the staff to focus on what it is you want the child to do rather than what you don’t want them to do. For example, “chairs are for sitting on” rather than “do not stand on the chair”. Encourage the children to verbalize their feelings and to hear what their peers are saying to them. Engaging in group problem solving allows each child to feel respected and to have a sense of autonomy. Also, children are encouraged to work together to achieve a common end.

**Remove:** Sometimes, as a last resort, a child may need to be removed from their peer group for their safety as well as the safety of others.

Explain to the child in a calm voice why you are removing them and what they can do to show you it is safe for them to rejoin their peers. This removal may simply be from a larger play group to a solitary activity, or assisting the staff person with a task, or it may mean a quieter space on their own for a few minutes so the child can self-calm. At no time will the child be sat on a chair for ‘time out’ or be left in a space that is unsupervised. It is the responsibility of the staff to stay engaged with the child and to support them re-enter play once they are calm and ready to join the larger group or their original peer group.

The plan will be individualized and will take into account the child’s unique needs, the goals of his/her care and the services required in achieving the goals. Furthermore, it will have sufficient information to implement, direct, and evaluate the child’s care.

Input from staff, the child’s guardian, and any other members of the multi-disciplinary team will be necessary.

If needed, those who are responsible for providing certain aspects of care will also be identified within the individualized care plan.



## **NUTRITION POLICY**

**We are a NUT FREE CENTRE! This means we do not bring peanuts and other nuts in to the Centre. We have children with severe allergies.**

Caledonia ECEL Centre will provide two snacks and drinks for children at the daycare to maintain their energy, health and state of well-being. We follow Canada's Food Guide guidelines when planning our menus. We have a healthy food policy so that children get nutritious food to help their growing bodies, and the children learn about looking after their own bodies. Each child will need a water bottle to be kept at daycare. Your child has access to his/her water bottle at all times.

No child will go without nourishment for longer than three hours. We will offer our two snack times to all children in attendance at the times identified in the daily schedule. Morning snack starts at 9:00 am, Afternoon snack starts at 3 pm and Lunch starts at 11:45. We are flexible depending on the needs of the children.

When weather permits we will eat snack outside. This allows for outside eating experiences for the children. Only water will be offered between meals as a beverage. We have a **"no juice"** policy including fruit juice, fruit punch, Kool aid and soft drinks. If you send these with your child, they will be returned home. We will ensure that the food and drink given to a child is sufficient in quantity and quality to meet the developmental needs of the child, with regard to;

1. The child's age,
2. The number of hours the child is under the care of the Caledonia Early Care and learning Centre,
3. The child's food preferences and cultural background.

Special celebrations will focus on non-food activities. We teach children that not all celebrations require candy or treats. For children with special dietary needs, or religious, cultural food practices we will work with the parent to decide on a feeding plan that may include the parent bringing all food for the child or providing a list of food the child can eat at the daycare Centre.

### **Treats**

We ask that juice, chocolate milk candy, gum, fruit gummies, chips, chocolate bars, granola bars, cookies etc. are left at home. If these items are sent in a child's lunch, they will be sent back home at the end of the day. The children are free to choose whatever they wish to eat from their lunch. We do not monitor what order they eat their food choices.

Meal times will be a calm and pleasant experiences, focusing on the social interactions of the children between the other children and staff. Children will be encouraged to have discussions about food, healthy food choices and foods from other cultures. You may bring in a birthday treat for your child to share with his/her friends on their birthday i.e. cupcakes, cookies or muffins.

We endeavor to maintain high standards of cleanliness in all areas and the following guidelines will be followed:

### **Guidelines for cleanliness**

All persons handling food within the daycare are required to wash their hands thoroughly using warm water and soap before and after handling food.

Children wash their hands before eating.

All food for consumption is prepared in the kitchen.

All food is covered once prepared and while waiting to be given to the children e.g.; paper towels, cling film. All meals and drinks for children will be kept refrigerated until ready for use and returned to the refrigerator if unused.

Leftover food from meals, unless in an unopened container, is to be discarded.

Soiled cutlery, dishes, mugs etc. are washed in the dishwasher, large items will be washed in the sink using hot water and dishwashing liquid, to disinfect the dishes we will use bleach water and then rinse off with hot water before drying and being stored away in the appropriate place.

All food scraps are placed in the waste bin in the kitchen area. This bin lined with a plastic liner. This bin is emptied every night.

The bowls, utensils, plates, mugs etc. in the kitchen area are for the purpose of food preparation and serving only. They will not to be used for play unless supervised by a teacher for the purpose of baking or cooking with the children.

**Children's food will be checked to make sure it does not contain any peanut, almonds, or other nuts and given only to the child whose name is on the packaging.**

A snack menu is kept in the kitchen, on the fridge and is also posted each day on the whiteboard. This contains a record of any food given to the children at the Centre. This record only applies to snacks which have NOT been supplied by the parent or caregiver.

Water is available for the children to drink throughout the day. We also sometimes provide an option of milk at snack time. Children are encouraged to have a drink with their snacks and meals.

All snacks and meals are served at the snack table. Children are to remain seated while eating.

The children are encouraged to clean up after themselves.

**FOOD WILL NOT BE GIVEN AS A REWARD OR WITHHELD AS PUNISHMENT.**

#### **OUR DAILY SCHEDULE**

7:45	Centre opens/ free play/art/play dough/blocks/dramatic play etc.
9:10	Snack
9:30	Bathroom for younger children
9:45	Children help put out beds
10:00	Circle time/ bathroom time/outside time
10:25	bathroom time
10:30	outside time (or gross motor time inside, if weather is bad)
11:30	clean up time, bathroom time for younger children
11:45	Lunch for younger children. Clean up for older children
12:30	Bathroom time/stories/puzzles
12:45	Story time
1:00	Rest time
1:30	Nap toys/fine motor toys,
2:30	Wake up time (children wake up on their own. Put away blankets and beds)
3:00	Snack/free play inside or outside
4:45	clean up time
5:00	children ready for home
5:15	Centre closed

This is a flexible schedule, if the weather is good snack time/art take place outside.

The children do many activities outside including sensory play, dramatic play, science, imaginary play and gross motor play.

## **HEALTH POLICY**

Caledonia Early Care and Learning Centre Society health policies are based on the following criteria:

- Preventive public health care practices.
- The comfort and safety of the child who is sick.
- The staff's ability to look after a sick child.
- The protection of other children, staff, students, and parents from communicable diseases and conditions.

### **Preventive Health Practices of the Centre**

Hand washing is considered the single most important procedure for preventing the spread of illness. Please help your child wash their hands upon their arrival at the center.

Washing should be conducted vigorously for 30 seconds or longer with warm water and soap.

The incidence of disease and infestation may be reduced by:

- Ensuring adequate circulation of fresh air
- Avoiding overcrowded conditions
- Arranging sleeping mats to avoid children breathing, coughing, and sneezing in each other's faces.
- Proper hand washing before eating, after using a toilet, after playing outside and after handling pets.
- The use of Universal Precautions.
- Use of a paper towel to turn off taps.
- Modeling and teaching the proper way of covering coughs, blowing noses, and disposal of tissues.
- Being familiar with conditions under which a child's health may be deemed to be at risk to him/her self or to others by participating in the program
- Being familiar with and by practicing all hygienic procedures(e.g. disinfecting all toys, furniture regularly)

### **Immunizations**

Immunizations help protect your child from disease. They also help reduce the spread of disease to others and prevent epidemics. Please see the immunization program schedule, which is attached. Children who are in larger groups may be exposed to more illness. Please provide a copy of your child's immunization record. If your child has not been immunized, you may be asked to withdraw your child if there are any outbreaks of diseases that are preventable by immunization.

### **Unimmunized children may be excluded from the program during a period of communicability.**

There may be some minor side effects after immunizations. Possible side effects include:

Redness, mild swelling or soreness at the injection site

Slight fever

Drowsiness, irritability

Mild rash

Joint pain

In order to ensure a child's comfort and safety, parents are asked to notify their child's caregiver of any recent immunizations. Staff will monitor the child and notify the parents should any of the above side effects occur. If the child does not appear well enough to participate in the regular program activities, alternate care arrangements will need to be made by the parent.

### **The Child who is Ill**

It is inevitable that children in-group care will occasionally get sick. They play very intimately, and share toys. Additional factors include: children at younger ages have lower immunity to illnesses, and children in group care have an increased exposure to illnesses because of the expanded numbers of people with whom they are in daily contact. A child needs to be well enough to take part in all aspects the regular program **(including outdoor play)**, in order to be at the centre.

Symptoms that require a child to be excluded from care;

Pain - any complaints of unexplained or undiagnosed pain

A severe cold accompanied by listlessness, runny nose or eyes, coughing and a sore throat

Difficulty in breathing - wheezing or severe cough

Fever over 100°F or 38.3° C accompanied by general symptoms such as listlessness

Infected skin or eyes

An undiagnosed rash

Headache and stiff neck

Unexplained diarrhea or loose stool which may be accompanied by nausea, vomiting or abdominal cramps

Severe itching of body and scalp if caused by head or body lice or scabies

Known or suspected communicable disease

---

In summary, a child must be kept at home or taken home if they are suffering from one or more of the above symptoms or if they are not well enough to participate in the regular programs of the facility. Ultimately, the care of a child who is ill is the parent's responsibility.

### **THE CENTRE DOES NOT HAVE EXTRA STAFF TO CARE FOR SICK CHILDREN.**

Parents may choose to give their children over the counter medications at home in order to alleviate their symptoms, however; children need to be symptom free without the aid of over the counter medications in order to be well enough to be at the daycare centre and to avoid spreading illness to others.

Parents must notify Caledonia Early Care and Learning Centre Society within 24 hours of the diagnosis of a serious illness or communicable disease (e.g., measles, mumps, rubella or chickenpox) in their child or the exposure of their child to a serious illness or communicable disease in any member of their family.

### **A child may return to the program after an illness:**

24 hours after receiving an antibiotic, (to ensure the medication has had time to work, and to ensure that there are no adverse side effects to the medication)

When the child is no longer contagious after a communicable disease as diagnosed by a physician (a letter from the child's physician is required).

Being symptom free for 24 hours after any gastrointestinal illness. (Or longer if recommended by the Northern Health Authority).

When the child is well enough to participate in the facility's program and no longer has any of the symptoms for exclusion as previously listed.

The parent provides information on the care and recuperation of their child to staff.

If a child becomes ill while in care, the child shall be made as comfortable as possible. The parent (or alternate, if parent is unavailable) shall be notified, and he/she must pick up the child as soon as possible, or send another responsible adult to do so.

### **Administering Medication**

Prescription medications will be given to the child at the parent's request if it has been prescribed by a physician and sufficiently labeled by a pharmacist (in its original packaging).

Non-Prescription medications will be given to the child at the parent's request if the caregiver is in agreement and comfortable with it. A note from the doctor that includes the amount to be given and the duration of treatment will be required.

The supervisor has the right to exclude a child from care if they feel that the child is not well enough to participate in the program. In order for the staff to give any medication to a child, the parent must record the following information on the Permission to Administer Medications form:

- The name of the medication
- The date and time the medication is to be given
- The amount of medication to be given
- Sign the permission form

The staff will follow the parent's instructions as recorded on the Medications Form, will sign their name when medication is given, and will record any unusual side effects of the medication. All medication needs to be handed to a staff member who will then place it in a secured area.

### **Emergency Procedures**

Any child who is injured or in need of emergency medical care shall be treated by the following procedures:

First aid procedures necessary to sustain life will be administered.

For minor or superficial injuries, first aid will be applied.

For serious injuries, or if the staff is in doubt:

Staff will call 911 and request an ambulance.

The parent will be notified immediately or if the parent cannot be contacted, the child's emergency contact will be called.

Staff may accompany the child in the ambulance when possible.

Careful note should be made of all circumstances and factors pertinent to the accident and a serious incident report form will be completed and submitted to the Licensing Program within 24 hours of the incident.

All minor injuries will also be documented by staff, and verbally communicated to the parent(s)/guardian(s).

**\*If a child has a medical condition and/or treatment procedures, the manager will request that a Medical Information Record form is completed by the parent/guardian.\***

### **Communicable Illness**

If a child or staff member becomes ill with a highly communicable illness (i.e. Norovirus) while at the center, the following procedure will be followed;

Staff will use universal precautions and a careful cleaning procedure. Surfaces that have been contaminated with vomit or feces will be cleaned with detergent and hot water. They will then be disinfected using a bleach solution of one part bleach to 10 parts water.

The Manager or designate will notify Community Care Facility Licensing of the illness and follow any further recommendations given by the Licensing Officer.

Parents will be provided with written information about the illness and instructions on what to do if their child becomes ill.

## **ACTIVE PLAY**

Active play is physical activity which includes moderate to vigorous bursts of high energy, and raises the heart rate such as running and jumping. Active play is important for young children to help promote health growth and development and supports body control and movement.

Active play can help build strong bones and muscles, improve balance, coordination and help the development of fine and gross motor skills.

Caledonia Early Care and Learning centre recognizes the importance of physical activity for young children. Implementation of appropriate physical practices supports the health and development of children in childcare, as well as establishing positive lifestyle habits for the future.

Licensing standard of practice requires group childcare programs to ensure a minimum of 60 minutes per day of outside active time. Indoor active play is acceptable during bad weather.

The children at Caledonia Early Care and Learning Centre have outside active play both in the morning and afternoon. The morning session is approximately 60 minutes. Two mornings a week this active play is done in the CNC gym. The children also have an outdoor active play session in the afternoon for 60 minutes, longer in the summer weather. If bad weather limits active outdoor play then the total amount of indoor active time will be increased.

Each play session is made up of facilitated play by a teacher, free play, and activities that practice fundamental movement skills.

Facilitated play can consist of sports such as soccer or hockey, or games such as Simon says, follow the leader etc.

Free play can consist of the children running around the play space, making up their own games, riding bikes, and setting up their own activities.

Fundamental skills include balance, coordination skills such as catching and throwing a ball, kicking a ball, playing hockey or racket sports and locomotor skills which include running, walking, jumping, hopping, marching and skipping.

Children are taught injury prevention through the use of safety equipment e.g. bike helmets and how to correctly use equipment to prevent injuries. Parents are required to provide their child with a well-fitting helmet that is to be kept at the childcare centre. Staff are aware of their responsibility to ensure the helmet is properly adjusted and worn. They are also taught about their own space and looking around to check they are not going to hurt anyone. Children are taught that physical activity is fun and good for their bodies. The children do not spend long periods of time sitting down, they are encouraged to have frequent short burst of activity.

Staff will not withhold opportunities for physical activity except when a child's behavior is a danger to himself or others. Staff will not use physical activity or exercise as punishment.

**At the Caledonia Early Care and Learning Centre we have a ready to play policy!**

Each child should have appropriate clothing to play outside every day. Please see our list of clothing to bring for appropriate clothing. **Active children get dirty!**

It is our expectation that children will go outside every day, unless the temperature is colder than -15 degrees or there is a wind chill factor. This will be at the manager's discretion (or manager designate if the manager is unavailable) on a day to day basis. On hot summer days the children will have active play time before 11 am or it will take the place in the shade. The children have access to water bottles at all times. All children will wear sunscreen when necessary unless parents have signed that they do not wish sunscreen to be applied. Parental permission must be given for the staff to apply sunscreen and sunscreen will be provided by the parent and labelled with the child's name.

**SCREEN TIME**

As a licensed Childcare facility we are required to limit screen time to 30 minutes a day or less. We believe that children under the age of five years do not benefit from screen time while they are at the childcare centre. It is our policy not to offer any screen time. We may occasionally use the iPad to share photos or short videos taken of the children to share with them.

The staff use a centre owned iPad and iPhone to share messages and photos with the parents throughout the day. The staff of Caledonia Early Care will demonstrate appropriate modelling of active play activities and screen time. No staff cell phones are allowed in the classroom.

**PETS**

Animals can be a valuable learning tool and can stimulate children's interest in, curiosity and appreciation of nature. Research suggests that connecting to the natural world contributes to children's mental, physical, emotional and spiritual health and well-being. Providing opportunities to explore, care for, and interact with the natural world helps to strengthen these connections. While animals can pose a risk of infectious disease transmission and injury, particularly for infants and children under the age of five years, measures can be taken to minimize these risks offering children these important opportunities.

Animals in this child care centre have been carefully chosen in regards to care, temperament, health risks, and appropriateness for young children.

We have the following pets: **A hamster called Smoky.**

Smoky is kept in a locked cage on top of a shelf in the daycare away from eating and bathroom areas.

Handwashing reminder posters are placed in the immediate vicinity of the pet's enclosure.

All pet supplies and food will be kept out of reach of children.

Care of our pets:

- Pets will be provided with adequate and appropriate food and water.
- Pet containers and cages are cleaned and disinfected weekly or as often as needed (immediate cleaning and disinfecting if pet odors are evident).

- Cage and containers will be cleaned and disinfected in utility areas – not around child play areas or kitchen/food preparation areas.

Our plan to care for pets when our facility is closed is:

On regular weekends, our custodian will check on the hamster and feed if necessary and check his cage.

On longer weekends or when the childcare centre is closed between Christmas and New Year the hamster may go home with a staff member or a Parent.

Sometimes Pets will visit our centre. We have regular visits from Georgie (a small dog) and occasional visits from other dogs, puppies or other family pets

When animals visit our center or we go on a field trip, the following policies will be implemented:

- Parents will be notified, of the type of animal that will be visiting by our communication white board and/or HiMama.
- The manager will ensure that no children are allergic to the animal.
- The Manager will have primary responsibility of supervising all activities associated with the animal's visit as related to safety and hygiene. This includes making sure that the animal has an acceptable temperament for interactions with children and that the animal is current on all vaccinations (if appropriate).
- Any animal that has a history of biting or other aggressive behaviors will not be allowed on-site.
- The animal will be properly cared for while on-site. This is the responsibility of the visiting animal's owner.
- The animal will not be allowed in any food preparation areas. Items associated with the animal, including cages, food, water, etc., will not be placed on food-contact surfaces.
- Children will be closely supervised while handling the animal. Children will be in small groups while handling the animal.
- Children will immediately wash hands after handling or feeding the animal. Handwashing will be closely supervised by staff.
- After the animal leaves the site, staff will clean and disinfect the area. (See next section)
- Staff will wash hands after cleaning and sanitizing the area.

Children may interact with the animal in the following ways:

#### **Gently petting the animal.**

To ensure children stay safe during these interactions, the following steps are taken:

- Children will complete curriculum regarding the animal and how to interact gently and appropriately
- Children will be taken in small groups (3 or 4) and will be directly supervised by a staff member
- Only trained animals that tolerate handling can interact with the children.
- Immediately stop interaction with animals showing stressful behaviors.
- If animals are getting stressed they will be removed from the classroom and placed in the Manager office away from the children.

Children and staff will wash their hands in the nearest hand-washing sink after handling pets or touching containers where the animal is located. Please inform us if you child as an allergy to animals



We are here to ensure your child has a fun and happy day. If you have any concerns please talk to the staff or email/phone Kathy to make an appointment.

250-561-5834

[daycare@cnc.bc.ca](mailto:daycare@cnc.bc.ca)