

# Creative Beginnings

**“Full Day Daycare Programs & Preschool”**

## Information and Policy Booklet



Located at:  
1440 Hugh Allan Drive – Unit C  
Kamloops, BC  
V1S 1L8

Tel: (250) 377-8700

Email: [creativebeginningspreschool@shaw.ca](mailto:creativebeginningspreschool@shaw.ca)

Website: [www.creativebeginningspreschool.ca](http://www.creativebeginningspreschool.ca)

The information in this handbook is intended for the use of Creative Beginnings Preschool only. No information may be used or copied without the owner's permission.

# Table of Contents

## **General Info & Policies:**

Welcome.....	Page 2
Mission Statement.....	Page 2
Philosophy .....	Page 2
Programs offered.....	Page 2/3
Curriculum.....	Page 3
Separation.....	Page 3/4
Pick Up and Drop Off – Full Day Programs.....	Page 4
Preschool – Pick Up and Drop Off .....	Page 4
School Age – Pick Up and Drop Off.....	Page 4
School age Drop off and Pick up from Schools.....	Page 4
Snacks & Lunches .....	Page 5
Clothing and Footwear .....	Page 5
Toilet Training .....	Page 5
Diapering.....	Page 5
Full Day Program - Active Play.....	Page 6
Indoor Play Structures.....	Page 7
Preschool – Active Play.....	Page 7
Extreme Weather.....	Page 7
Full Day Program - Field Trips .....	Page 7
Preschool – Field Trips.....	Page 7
Transportation.....	Page 8
Full Day Program - Screen Use.....	Page 8
Preschool – Screen Use.....	Page 8
Fees.....	Page 8/9
Guiding Children’s Behavior.....	Page 9/10
Rules.....	Page 10
Children with Aggression.....	Page 10
Safety and Child Release.....	Page 10
Lost Child.....	Page 10/11
Emergency Evacuation.....	Page 11-14
Health Policy.....	Page 14/15
General Policies.....	Page 15-17
Hygiene.....	Page 17
Sanitization.....	Page 17
Medication and Medication Forms.....	Page 17
Procedures for Handling Blood and Body Fluids.....	Page 17
Closures .....	Page 17
Cameras.....	Page 18
Concerns .....	Page 18

Welcome to the Creative Beginnings Preschool/Childcare. I hope that you have received and completed our registration package and taken the time to read it carefully. If you have any questions please speak to the owner or staff.

### **Mission Statement:**

Our goal as a Preschool/Childcare is to introduce our students to experiences that will enable them to grow and learn at a pace and willingness set by each child. It is our belief that children “learn through play” by being allowed to explore their environment. Children learn and develop differently so being aware of this and understanding their wants and needs are the tools we use to plan and to program. We feel that the most important task a child can learn prior to attending Kindergarten is the ability to interact in a social setting with their peers, this being quite an achievement for many 3-5 year olds.

We also want to ensure that Afterschooler's have a safe, nurturing environment to go to that they can continue to grow and develop at a pace set out at their level.

### **Philosophy:**

Creative Beginnings Preschool/Childcare is committed to promoting the development of the “whole” child through developmentally appropriate practice. As early childhood educators, our position is to encourage positive peer and social relations, development of critical thinking skills, and facilitate the development of self-esteem by fostering independence and problem solving skills through positive guidance. It is our belief that children learn best in a safe nurturing environment that is prepared for them to explore the world around them. Through this, children become active, involved learners while learning through play that is child-initiated and child-directed. The facility supports inclusion and encourages diversity in the center. All children are equal and different cultures should be recognized, as well as have an understanding of family values and beliefs.

Why are we enhanced and not full Montessori? We love the educational materials and philosophy of Maria Montessori but disagree with eliminating imaginative play and group play. Extensive studies have been done and have concluded that children learn through play. Montessori does not encourage the social interaction, as what we believe should be done which is why we do not use individual desks or mats for the materials. We agree that children should be able to use a material without being interrupted but should be sitting at a larger table where they can work beside other children to encourage the social interaction and make the most of modeling use of the equipment and materials to the other children. We do not separate our 3 year olds from our four year olds for this reason “Children learn from each other”.

### **Programs offered:**

We offer a variety of programs for your needs. Please see one of the staff if you are interested in knowing more about any of the programs we have to offer. ***\*\*Space in one program does not guarantee space in the next...please apply for each.***

#### **Preschool:**

Preschool is offered in the same room as the school age care when the children are at school. This program is a Montessori enhanced program and offers both philosophies (Early Childhood Education and Montessori) in the same program. The reason for this is we believe that children need the socialization for learning how to adapt in a social environment through learning how to share and problem solve at the same time as being exposed to academic materials. We have a strong phonetic program and we focus on number and letter recognition, simple math exploration, pre-reading, printing, shapes, colors, sorting and more all in a theme based learning environment. This preschool program runs only 10 months of the year and is offered on set days. Each class is licensed for 20 children and the ratio is 1 staff to 10 children. A choice of sessions is offered as follows:

Monday, Wednesday, Friday 8:45-11:15am      Tuesday, Thursday 8:45-11:15am      Tuesday/Thursday 11:30-2:00pm

#### **Full-Time Full Day Care 3-5 year olds:**

This full day full time program is offered to children between the ages of 30 months to 5 years of age. Children between the ages of 30-36 months must commit to the space on a full-time basis and pay the non-refundable deposit required under the payment contract. The program is structured with a more structured program in the morning similar to preschool, where the children have the opportunity to play, participate in group time and learning activities, art, snack and outside play. Once inside the remainder of the day is slightly less structured with lunch, quiet time, a small group time, play, snack and more outside time before going home. This program also has a strong phonetic program, number and letter recognition, simple math exploration, pre-reading, printing, etc all in a theme based learning environment. This program is licensed for 25 children at once and the ratio is 1 staff to 8 children.

#### **Full-Time Full Day Infant/Toddler Care:**

This program is reserved for our youngest children. It is licensed for 11 children at once and for ages 0-3 years. The ratio is 1 staff to 4 children. Children under the age of 3 must commit to the space on a full-time basis and pay the required non-refundable deposit as required in the payment contract. The program will be slightly less structured than the “Full Day

Care/Preschool" program to ensure the younger ones aren't overwhelmed. There will be plenty of activities planned throughout the day as well as art and sensory exploration. Children in this age group will start to learn the basics such as colors, shapes, names of items, etc. as well as learn the social skills needed for being in a larger group setting. While parenting styles may differ from what we are able to provide, we want to make sure the transition is as easy as it can be on your child. With having a ratio of 1 educator to 4 children, it makes it very difficult to hold one the entire day. Keeping this in mind for the months prior to them attending here and having them have lots of floor play rather than carrying or holding them all day, will help in that transition. Another thing to keep in mind is co-sleeping, while we understand that bond is important, we are not able to lay down with your child as we need to spread our time evenly with all the littles ones in our care. We will lay them in the playpen or on the cot and will rub their back until they fall asleep with some relaxing music softly playing in the background. It will make their transition much easier if they do not co-sleep during their naptimes and its limited to only night time sleeping. While we do try to get all of the children on a similar napping schedule of 12:00-3:00pm, we understand that some still nap twice a day. Please advise the educators of the structured, scheduled naptimes your child has become used to and if you are planning on weening them to one nap a day. Please remember to ensure we have a change of clothing and weather appropriate outside gear. Muddy Buddies are great for staying drying in the spring and fall and waterproof mittens and snowsuits are fantastic for keeping hands dry in the winter months. We go outside during all seasons and children get muddy, wet and stained. We do diaper changing a minimum of 4 times a day and more when needed. It's important we have a sufficient number of diapers, wipes and creams on hand. Lastly, while we do understand that parents will breast feed their children for varying time spans, please ensure your little one is used to taking a bottle or a sippy cup as well. It is really important that you advise the educators, if you are in the process of weening your child from the breast, bottle or soother. Upon registering, please speak to our educators to discuss a gradual entry for your little one. Our goal is to help you transition your little one in the quickest and easiest manner possible. We understand that the transition for your little one joining us is hard on you too, please keep in mind that we are very busy in our program as our priority is the care of your little ones, therefore, taking phone calls throughout the day may be difficult for us as we could be in the middle of feeding, diapering, outside play or napping. We may not always be able to take calls and may need to call you back. It is important to share information with the teachers in your child's room each day which will give us an idea about how your little ones night and morning went and any vital information we may need for our day. Please ensure you chat with a staff member or leave a note in your child's lunch kit. Thanks so much for assisting us in making the transition as smooth as possible!

### **School Age Care:**

Our school age program is offered throughout the year. We offer before and after school care. Transportation is offered to and from school but is not guaranteed as there are times when the vehicles require inspection, repairs, colder than -15 with the wind chill or when the snow/roads are deemed by the owner unsafe to transport children because there is risk of accident or if there is not adequate staffing with required drivers licenses for vehicle transportation. We offer summer care for full-time in the summer as well at an increased full day summer rate. To maintain your space in our school age program throughout the school year, you are required to pay for the summer as well. There are field trips planned throughout the year during our full days together and lots of fun activities to keep your child busy. We pick up from Aberdeen, McGowan, Summit and South Sahali. If your child is in Kindergarten they may either be placed in the daycare 3-5 room or school age room. This program is licensed for 24 children.

### **Curriculum:**

Our goal as a Preschool/Childcare is to introduce our students to experiences that will enable them to grow and learn at a pace and willingness set by each child. Many parents choose preschool as a "Kindergarten readiness" program, which we interpret to be a "social awareness" environment. Children learn and develop differently so being aware of this and understanding their wants and needs are the tools we use to plan and to program. We feel that the most important task a child can learn prior to attending Kindergarten is the ability to interact in a social setting with their peers, this being quite an achievement for many 3-5 year olds. We also know the importance of having children not only socially prepared for kindergarten but also academically which is why your child will have freedom to explore in a prepared environment through child-directed sensorial learning experiences in a Montessori enhanced program. We teach number and letter recognition, phonics, theme based curriculum which includes math, science, socials, language, geography and art exploration, practical life skills, problem solving skills, social skills, how to care and respect for the environment and others. Here your child will develop the self-esteem and prep that your child needs for entering Kindergarten. We believe that if children at any age, are given the freedom and the environment in which to explore, they will teach themselves through hands on experiences, natural curiosity and love for knowledge. Please inform the staff of any major changes in the child's life, (i.e. separation, a move, a death, a new addition to the family, etc.), so that extra support can be given. In order to plan and implement the program efficiently, the staff would appreciate notice of absent children at the beginning of the day. A message may be left on the answering machine at 250-377-8700 if the teacher is unavailable.

### **Separation Policy:**

If this is the first time that your child is experiencing a formal play or care setting please take the time to recognize that your child may be reluctant to separate from you. This can be extremely difficult for both the parents and the child and the most

frequently asked question on the first day of class is “how do I leave?” The rule of thumb is, do not say goodbye until you are sure that you are leaving and say it only once! Saying “goodbye” repeatedly may help you feel better but can create a sense of insecurity around the child. We ask that parents support us by making quick goodbyes and leaving their child with us to console. This will help make the transition smoother much quicker. We highly recommend and encourage all parents to visit the centre prior to starting and to meet with the teacher. This enables the child to make a connection when discussing it and allowing them to feel comfortable when they start. The first day, week or even month can be extremely exciting for the child and sometimes once the novelty has worn off they become reluctant to return. Very often a few weeks or months into the program your child is finding it difficult again to separate from you and this can cause much frustration. Be patient and communicate with the teacher what your child is feeling so all parties are working together on a solution.

#### **Pick up and Drop off Policy – Full day program:**

We ask that you drop off your child on time each day and pick up promptly. The center is open 7:30-5:30pm. To avoid a later pickup fee, please ensure you pick up your child by 5:30pm. We will allow children to be dropped off at our center between 7:30am and 9:15am in our daycare facility. Children must not be dropped off after 9:15am (unless with special permission prior) as it is disruptive in our routine at this time. Parents/visitors are welcome back in the center as long as they have performed a health check on themselves. In order to ensure there is adequate parking please be quick with drop offs and pick ups so that others may use the parking stalls as well. Please supervise children closely in the parking lot as it is quite busy with three business' being in our complex. Children should never be left unattended to go outside to the car or come in to the center without a parent. During full day care there is a maximum of 9 hours of care at the center, should you need more due to work hours, please speak to the owner. Should you arrange for someone else to pick up your child you must have them on the authorization for pick up and if staff has not met them they will need picture ID. Otherwise, we will not release your child to them and we will contact you. Late pickup will be billed to you at \$20.00 per quarter, billing starts automatically at 5:31-5:45pm, 5:46-6:00pm or the first 15 minutes after your 9 hour max of daily care, etc... After hours, late pick-up fees will be required to be paid directly to the last staff on shift and before the next day of care.

#### **Preschool Pick-up's and Drop-off's:**

We ask that you drop off your child on time each day and pick up promptly as there is limited parking in the parking lot and we want to make sure everyone is able to drop off and pick up their children on time. Please supervise your children closely in these areas as it does get very busy. The classroom will be opened for children to enter 5 -7 minutes prior to class time. Please wait with your child outside the center doors until that time. Should you arrange for someone else to pick up your child you must have them on the authorization for pick up and if staff have not met them they will need picture ID. Otherwise, we will not release your child to them and we will contact you. Please ensure we are aware at all times of anyone specifically not authorized to be around your child. If your child is struggling with drop off, we may ask you to bring them in or hold off on drop off until the rest of the children are in and settled. There is a \$5.00 fee for anyone late picking up their child from preschool by 5 minutes (which would be 11:20am – class ends at 11:15am or 2:05pm - class ends at 2:00pm, depending on the class your child attends), after the first 5 minutes, there will be an additional \$2.00 per minute after the first 5 minutes (ie: child picked up at 11:23am total owed is \$11.00). Please understand that we only have 15 minutes between classes to tidy up and prepare for the next class, use the washroom and eat lunch. We also have to leave the center at 2:05 at the latest to get to the schools for pickups of our school age children.

#### **School age Drop off and Pick up from Schools Policy:**

We will provide drop-off and pickup service to our school aged children from McGowan, Summit, South Sahali and Aberdeen Elementary only. Please also be aware that we cannot be at all the schools at 8:30am for drop-off or 2:40pm for pick-up and therefore, drop-off's will be done between 8:00am and 8:20am depending on the school and then pickups between 2:40-3:15pm depending on the school. Schools are now in session from 8:30am-2:41pm. If for some reason you are dropping your child off at the center after school instead of us picking them up, you must wait until one of the school age staff arrives in the parking lot. There may be unforeseen situations that may arise that may cause a delay in drop-offs/pickups, should this occur you will be notified. There may be times when we are not able to drop off or pickup children due to inspections, repairs, staffing with adequate driver's license requirements or weather conditions (heavy snow, slippery conditions or -15 or colder with the wind chill), in which case, you will be responsible to transport your own children, however, it will not impact the care you are paying for. You will be notified should this occur and we will do our best to aim for the night before. There will be no discounts based on transportation. Please understand, your children may be unsupervised between the time that we drop off the children and school starts and the time children are dismissed from school until we get to your child's school. Please note that if your child does not need pickup we must be notified by 2:15pm via text or phone call to 250-319-8586 (Irene cel), otherwise you will be charged a fee of \$15.00 per child per day that we show up to pick up your child and they do not require our services. The reason for this is to eliminate staff having to search grounds and make several calls to find out the child's whereabouts while they are supposed to be picking up at other schools (we want to eliminate delays in picking up children from other schools). The vehicles leave the center at 7:55am. Please be sure to check with us on availability for pickup and drop off if you require it, some schools have limited space. Late pickup will be billed to you at \$20.00 per quarter, billing starts automatically at 5:31-5:45pm, 5:46-6:00pm or the first 15 minutes after your 9 hour max of daily care, etc... After hours, late pick-up fees will be required to be paid directly to the last staff on shift and before the next day of care.

### **Snacks & Lunches Policy:**

We “**do not**” provide snacks or lunches in our program as we are not set-up with a kitchen facility that would meet regulations, therefore, you will need to pack your child’s snacks and lunches. Your child will need a morning and afternoon snack as well as a lunch if they are attending the whole day. If your child attends the preschool program only then only a snack is required for the 2.5 hours they are here. Please ensure your child has an ice pack if there are perishables in their lunch kits. We do have a microwave for heating foods. Bottles and baby foods should be prepared in advance. If your child attends our afterschool program, you will need to ensure your child has a snack for afterschool at our facility and you may store some extra snacks at the center in a large Ziploc baggie with your child’s name on it if you wish. Our centre is a “nut free zone” so we ask that you keep this in mind when preparing snacks/lunches. It is very important to READ labels. If a child brings a snack that contains “Traces of nuts” they will not be able to eat it and we will suggest that they eat something else from their snack/lunch bag or if they have nothing else we will offer them gold fish crackers as a snack instead. Please be aware of healthy choices for snack/lunch times and refrain from sending candy, as we want to encourage healthy eating. It is your responsibility to pack their child healthy foods that they know their child will eat. Your child will need heat-able food packed in appropriate containers and utensils packed daily. These will not be provided. Kool-aids, juice boxes, and candy will be sent back home as we discourage those treats at the center. Please ensure your child has a water bottle which should be in their lunch kits, unless they attend the full day then we should have one left here for your child.

Staff will not:

- Pressure children to eat all of their food/drink, we believe children will eat as much as their body needs and they have a right to decide how much to eat and what to eat out of their lunch kits, although we will encourage healthy choices first;
- Will not use food/drink as form of reward or punishment for children;
- Will not deprive children of their meals and snacks.

Staff will:

- Encourage children to develop a healthy relationship with food
- Will role model healthy eating habits and join children at meal times.
- Will ensure food is offered every 2-3 hours
- Water will be offered whenever children want it.

Any treats such as cookies, granola bars will be given during afternoon snack time as long as they have eaten their healthy foods earlier. Each child should have a labelled water bottle for the center as children need access to their water bottles throughout the day.

### **Clothing and Footwear Policy:**

Always send a change of clothes as accidents can always happen – we also require every child have two wet-dry bags labelled and provided to us. These will be used for clothing either wet or dirty. These will be kept in their backpacks at all times. Keep in mind that weather conditions can rapidly change and children will be going outside most days so appropriate clothing is essential especially in the rainy, cold seasons. In the hotter months sunscreen must be applied by the parents and please remember those sun hats. We also require a bottle of labelled sunscreen for each child. We will re-apply sunscreen before going outside in the hot months during the afternoons. Preschool children should all have it applied before attending. To keep our environment as clean as possible all children are required to bring a pair of inside Velcro runners or slippers that are to be labelled and kept at the facility. Footwear should be easy for the child to put on and take off by themselves, so slip on or Velcro would be much appreciated. We do not allow crocs or flip flops on the climbing equipment. If your child attends the full day daycare program or Infant/toddler program we will require a full set of weather appropriate attire (Spring: rubber boots, muddy buddies, jackets, Summer: bathing suits, towels, sun hats, Winter: snow pants, winter jackets, hats, waterproof mitts, winter boots).

### **Toilet Training Policy:**

We do accept children that are not fully toilet trained in our facility. Please ensure that you let us know if your child is in the process of toilet training and we will encourage them to use the toilet frequently. Please use disposable training pants while they are at the facility if they have started the toilet training process. In preparation for Kindergarten, we encourage children to take care of themselves, so if they require assistance in wiping we will help after they have done so first. In the event that they have an accident in their clothing, we must have a change of clothing in every child’s backpack. We will then take them to the washroom and have them change themselves with our assistance. Wet or soiled clothing will be sent home for laundering in one of your wet/dry bags that you provide.

### **Diapering Policy:**

Please ensure that staff has diapers, disposable training pants, wet wipes and creams for changing. We do not supply these. It’s a good idea to provide us with a package of each and once we get low we will advise you that we are in need of more. Once toilet training starts at home, disposable training pants must be used in the center. Please ensure that you communicate with staff about this transition to ensure we are all working together at this important milestone.

### **Active Play Policy:**

It is very important to have weather appropriate gear at our center as our yard can get quite wet and muddy in the spring and fall. Our activities incorporate many different skills using a variety of forms that are maintained throughout our day. We ensure our environment is safe, stimulating and interesting to encourage active play both inside and outside of our facility. Research states, "Young children need regular, vigorous, physical activity to develop and grow properly. Active play strengthens bones, muscles and the brain and establishes connections between all of them. A physical active style is crucial for life-long health and physical and emotional well-being". In order for us to encourage good habits, our staff at the center role model healthy eating and being active with the children. The staff at our center is aware of each child's developmental stage and the importance of promoting and encouraging children in using and developing their large motor skills.

We have a fantastic playground outside with lots of space to run and play. The staff here will encourage children to utilize the space, which follows the safe play space guidelines, by participating in various activities such as:

- |                                |                  |
|--------------------------------|------------------|
| -balance activities/games      | -kicking         |
| -moving arms and legs to music | -rolling a ball  |
| -walking/running               | -throwing a ball |
| -dancing                       | -tumbling        |
| -climbing                      | -catching        |
| -hoping                        | -crawling        |
| -skipping                      | -jumping         |
| -parachute play                | -swinging        |

There will be days when any of our programs may go on walks instead of using our outdoor play space. This will be up to the staff in each room to decide what they would like to do for active play. In this event the main routes will be posted below, however these can change on occasion but will be listed as the main routes. Staff will ensure the safety of the children by using a long rope with handles, having each child hold on to the rope and having a staff member at the back of the rope and one leading. If there are extra staff available they will be placed in the middle. Children that are easily distracted or struggle with holding on to the rope will be required to hold hands with the staff. Staff will carry an emergency backpack with first Aid kit and all parents contact information included.



Walk #1: Walking the sidewalks using Hugh Allan and turning right onto Pacific Way, crossing the overpass and heading over to the Pet store upon leaving there, returning the same route.

Walk #2: Walking east on Hugh Allan and heading up to Harrison Place, crossing at the cross walk and walking up until it reaches Howe Road, turning right at the top (passing the dog park) and returning either the same way or looping down Pacific Way and returning to the center.

Any other field trips that require transportation, parents will be notified before the children leave the center. In the winter when the playground equipment is icy or there is snow, all outdoor climbing structures will be out of bounds.

### **Full day Care Programs:**

Our center believes in the importance of active play for children of all ages. Active play is taking part in physical activity that uses the large muscles of the body which provides the movement that children need, this is the key to a healthy life. To ensure that we meet the requirement of "active play" in the center for children in attendance the full day, we have scheduled time slots for outdoor active play as well as encourage several indoor active play activities. These timeframes can be altered slightly in the event that the weather is too cold or hot, in which case, we may incorporate our active play indoors by using mats, tunnels, balance blocks/beams, balls, games, action songs, parachute play, dancing and large sensory activities to ensure the children are getting their physical activity in each day. There may be days when we do community walks or field trip outings to parks and other fun places. It is very important to have weather appropriate gear at our center as our yard can get quite wet and muddy in the spring and fall. Our activities incorporate many different skills using a variety of forms that are maintained throughout our day. We ensure our environment is safe, stimulating and interesting to encourage active play both inside and outside of our facility. Research states, "Young children need regular, vigorous, physical activity to develop and grow properly. Active play strengthens bones, muscles and the brain and establishes connections between all of them. A physical active style is crucial for life-long health and physical and emotional well-being". In order for us to encourage good habits, our staff at the center role model healthy eating and being active with the children. The staff at our center, is aware of each child's developmental stage and the importance of promoting and encouraging children in using and developing their large motor skills through participation in various movement activities. Winter gear and bathing suits/towels/sunblock are needed during winter and summer months. Children will have 60 minutes of outdoor active play each day as long as the weather permits (\*see Extreme Weather Policy for definition) as well as 120 minutes of various forms of active play both through planned and unplanned activities. This may include mats, tunnels, balance beams/blocks, balls, games, action songs, jumping, walking, parachute play, dancing, yoga or any other large motor sensory skills.



### **Indoor Climbing Structures:**

We have some fabulous indoor climbing structures within our infant toddler room and 3-5 room. These structures within the infant/toddler room have a max of 18" height and will have 2" mats around them when in use. The structures in the 3-5 room under 24" will be used in the room without mats but will be placed with a safe fall space around them. The two pieces of wall mounted taller equipment will have a max of a 5' climb level which is marked out accordingly on the wall and will be closely supervised with staff standing directly in front (in a catch distance) of the climbers in use. Both climbers will have 2" mats below and all equipment will have a 6' radius fall zone. The rock wall will have a limit of 1 child on it at a time and the tall blue ladder climber will have a limit of 2 children on it at a time.

### **Preschool:**

Our center believes in the importance of active play for children of all ages. Active play is taking part in physical activity that uses the large muscles of the body which provides the movement that children need, this is the key to a healthy life. To ensure that we meet a minimum of 30 minutes of "active play" for children in attendance between 2-3 hours in the day, we have scheduled time slots for outdoor active play. The Preschool is provided 30 minutes of outside play per day and in the event the weather does not permit (\*see Extreme Weather Policy) then 30 minutes of indoor active play will occur instead. These timeframes can be altered slightly in the event that the weather is too cold or hot, in which case, we may incorporate our active play indoors by using mats, tunnels, balance blocks/beams, balls, games, action songs, parachute play, dancing and large sensory activities to ensure the children are getting their physical activity in each day. In the winter months, children will go on daily walks rather than play in the snow, as we try to avoid snowsuits as much as possible. Again, please be aware of our extreme weather policy.

### **Extreme Weather Condition Policy (provided to the entire center but may not be applicable to Preschool):**

#### **Sun/Heat:**

Children will go outside as long as the temperature is below 40 (Celsius) degrees. However, in temperatures above 32 degrees, children will be limited to a max of 30 minutes at a time unless water play is occurring in which they will then be limited to a max of an hour (unless school age as they can tolerate longer in the sun if water play is occurring). Shaded areas are present at the top of the playgrounds in both the main playground and toddler playground where there is ample space to play. Parents in all rooms must apply their child with sunscreen before attending daycare in the morning and we will apply sunscreen to children under 5 years in the afternoon and assist in applying it to school age children in the afternoon should they need assistance. Please be sure to send in spray sunscreen, sun hats, bathing suits and swimmers for the toddlers from mid-June to the end of August. We also bring their water bottles outside during the warmer months, so please ensure we have one for every child in our care.

#### **Smoke – Air Quality:**

We will follow the AQHI forecast for BC and the recommendations for outdoor activity. Based on their website high risk is calculated at 7-10 and very high risk is anything above. We will not take the children outside if it is above 10, if it is 6 or below regular times of play will resume, if it is between 7-10, outdoor time will be limited to shorter time spans to ensure the safety of their little lungs.

#### **Cold:**



Children will go outside as long as the temperature is not colder than -15 degrees (Celsius) with the wind chill (we will follow the Weather Network App and monitor the "Feels Like") and no more than 45 minutes at a time. The toddlers are capped at -10 degrees with the wind-chill and no more than 45 minutes at a time. Please ensure we have a warm dry snowsuit, dry thick mittens, hats and winter boots. The time frame will be limited as temperatures dip below 0 degrees depending on the conditions, children and movement etc.

### **Full day Care - Field Trip Policy:**

Throughout the year we may go on various outings and the teacher may be asking for assistance from the parents. In the event that a public washroom must be used everyone must go to the washroom together. All children must be accompanied by an adult or guardian when participating in field trips that require parental automotive transportation unless a city bus is used, which will be the case most often. Parents will be notified by email or signs posted regarding field trips and any fees will be the parents responsibility. We may require parent volunteers to assist on these. If you wish that your child not attend these outings then you will be required to find alternate care for them on these days. Play areas will be checked thoroughly for safety before each use. Staff are to ensure the children's health and safety at all times by adequate supervision, by checking the playground for safety and ensuring the playground equipment is age appropriate for the children.

### **Preschool Field Trips:**

Throughout the year we go on various outings and the teachers may ask for assistance from the parents. During field trips it is up to the parents to bring their child and care for them. If you are unable to attend you may wish to make arrangements with another parent, friend or relative to care for your child. Siblings are welcome to join in during most field trips, as all children are the responsibility of the individual parent. Some field trips are planned for all classes to attend at the same time.



### **Transportation Policy:**

All children in our center will be transported by city bus, our daycare bus or our van for field trips and/ for drop-offs and pickups for schoolage children. The city bus and our daycare bus do not have seatbelts for children and therefore, it is not safe to use carseats as per CVSE guidelines. Any staff member driving the daycare bus to transport children will follow the requirements of CVSE and Licensing regulations and therefore, will ensure appropriate inspections are completed and the correct ratio of staff are present. Any staff member transporting children with the Van will have a full class 5 licence and our carseats will be used to transport children, however, we may request the use of your carseats from time to time. Our carseats are inspected by staff and replaced frequently to ensure the safety of your children.

There will also be times that we leave the center by foot and walk to our destination. Please ensure that children have appropriate footwear. We will do our best to provide notice that children will be leaving the center but there are times when it's a spuradic decision to go and do something fun. In this case, we will ensure that remaining staff in the other programs know where we are going and when we are expected to return. Staff members will also carry a cel phone to ensure parents have a way to contact them.

### **Full Day Programs - Screen Use Policy:**

We understand that screen time is an inescapable reality of our world today. Research states that too much screen time can cause permanent damage to children's still developing brains. Brains develop quickly and are sensitive to the environment around them. In order to encourage healthy development and habits in the children our center does not allow "daily" screen time in our programs. Screen use is very limited and provided on an age appropriate basis, following the regulations and suggested maximum timeframes per group. Each program in our center has their own regulation laid out in their specific program for screen use. Our center does not allow any screen use in our infant/toddler program whatsoever. Our 3-5 room is only permitted screen time during a rare special occasion movie day which may occur up to a maximum of 5x/year and would exceed the maximum 30 minute/daily time restraint under regulations, however, we do not permit daily screen time.

The school age room is permitted to use screen devices from home only during full days and to a maximum of 30 minutes per day. This will be done either at the beginning of the day before all children have arrived or during the center quiet time after lunch. We do not allow any device to come in that has photos on it or has been previously hooked up to the internet. These devices are not permitted when children do not attend a full day and they are their responsibility, we will not be held responsible for lost or damaged items. We may provide an occasional scheduled movie or play station game rotation during full day attendance only, in which case it will exceed the 30 minute time restraint under regulations, however, it is limited to full day care and on occasion. Children in our facility will not have access to Wi-Fi or internet at our center; please do not send any device that has ability to access Wi-Fi or the internet.

### **Preschool - Screen Use Policy:**

We understand that screen time is an inescapable reality of our world today. Research states that too much screen time can cause permanent damage to children's still developing brains. Brains develop quickly and are sensitive to the environment around them. In order to encourage healthy development and habits in the children our center does not allow "daily" screen time in our programs. Screen use is very limited and provided on an age appropriate basis, following the regulations and suggested maximum timeframes per group. Each program in our center has their own regulation laid out in their specific program for screen use. The preschool may have screen time only during rare special occasion movie days which may occur up to a maximum of 3x/year (Halloween, Christmas and the last class of the year).

### **Fees Policy:**

If you register at our center, you are committing to maintaining your fees on time until the end of the term. Please keep in mind that your fees are the pay cheques of the employees here and they need their pay cheques on time just as everyone else does. Two "full" months' notice is required to cancel the contract. If you give notice after the first of the month you will be responsible for 3 months payments. In the event that you choose to withdraw your child from our program, you will be given back all post-dated cheques once your termination notice period has been met.

- Late fees - If fees are paid after the 1<sup>st</sup> of the month in which it is due, you will be billed your fee and a \$20.00 late fee for each day after the 1<sup>st</sup> of the month until it is paid. We do require posted dated cheques annually from April 1 through to March 31 the following year for the full day programs and Sept 1-June 1 for the preschool program.
- Registration fees - There is an annual \$50.00 non-refundable registration fee per child/per space/per year. The first fee is paid upon registration and then the following July 1 and every year thereafter until care is no longer required.
- Full Day Program Deposits - If your child is under 3 years of age, there is a non-refundable deposit of \$500.00 which is credited towards the first month's fee and is separate from the annual registration fee. If your child is between 3-12 years of age and you are registering for a space you won't be occupying immediately but will be in the future there is a \$300.00 non-refundable deposit which will be credited towards your first month's fee and is separate from the annual registration fee.
- NSF fees - There is an NSF fee of \$30.00 to be applied to all returned cheques and staff reserves the right to collect cash for fees due and NSF fee immediately.

- School age “no pickup required” fee - Advise us prior to 2:15pm if your school age child does not require school pickup, otherwise a fee of \$15.00 per child per day will be charged. Please use 250-319-8586 for advising us.
- Pickup after center closes fees - Late pickup will be billed to you at \$20.00 per quarter, billing starts at 5:31-5:45pm, 5:46-6:00pm, etc... This fee is paid directly to the staff that had to stay behind past their shift.
- Late fee of \$20.00 for every 15 minute increment after the 9 hour max will be charged to you even if we are still with opening hours ie: your child attends 7:30-4:30 but you pick up at 4:48pm you will be charged \$40.00
- Monthly fees and school age extended day fees are outlined in the fee contract for your child

### **Guiding Children’s Behavior Policy:**

Children’s behaviour is influenced by:

- Their health;
- Their overall development;
- Their environment; and
- The adults who care for them.

The staff recognizes that many factors influence behaviour. Social behaviour is an ongoing learning process. A goal of our teachers is to incorporate social development into the overall structure of the program. Our facility offers an opportunity for children to be exposed to other children from a variety of backgrounds. When given an environment that is geared to their age with the guidance of a teacher, they are able to explore social opportunities. All Child Care Center Staff, Students and Volunteers will discipline the children in a positive manner, at a level that is appropriate to their ages and their actions. Discipline should promote self-esteem and self-discipline. It should ensure health and safety, and respect for the rights of others.

### **Discipline is to be:**

- Used in a positive and consistent manner. Positive interactions should be praised at all times.
- Implemented as soon as possible and not carried on to further situations.
- Designed to assist the child to learn appropriate behavior.
- Discipline, no matter how minor, should always be discussed with the parents in an effort to keep methods consistent for the child.

The teachers will use guiding techniques to assist children to learn appropriate skills in communication. Such techniques may include:

#### **1. Prevention**

- **Anticipation** – “That toy you brought to show us today looks very special, when everyone has had a look, I would like to keep it safe in your bag during preschool.” When you can anticipate a disruption, redirecting the flow can prevent conflict.
- **Reminding** – “Walking feet.” Rather than saying, “Don’t run”, using a positive reminder tells the child what to do rather than what not to do.
- **Redirecting** – “You can choose another activity while you are waiting for John to finish with the microscope.” A gentle hand on the shoulder or eye contact helps when redirecting a child. This technique can be used to involve the child in an alternate activity if need be.
- **Offering Choices** – “It’s clean up time. Would you like to put away the blocks or the puzzles?” Choices are offered when there is an opportunity for a choice to be made.
- **Self-Selected Quiet Time** – this technique can be used for a child who seems to have a hard time handling a stimulating classroom environment. This technique gives the child an opportunity to control the environment.
- **Special Time** – this technique can be used for a child that needs some extra attention throughout the day. Staff will set aside some time each day to devote themselves to this child. They will participate in activities that the child initiates to give them the attention that may be needed.
- **Teacher-Initiated Quiet Time** – this technique will only be used sparingly and only when children engage in aggressive or dangerous behaviors that may hurt themselves or others. If a child is having difficulty controlling his/her emotions or behavior, the child may be directed toward a quiet activity for a short period of time under the supervision of a staff.

## **2. Intervention**

- When a child is unable to control certain behaviours in a conflict situation and these techniques have not helped, then the child will be directed to the book area, puzzles or a quiet activity on their own to calm themselves. Once the child has settled, the teacher will have the opportunity to discuss the behaviour. The child will be able to resume the activity when the teacher sees they are ready.

### **Rules:**

You may wish to discuss the following rules with your child before coming to the centre so they are familiar with them on their first day: -Gentle bodies -Inside voices -Walking feet

### **Children with Aggression Policy:**

Creative Beginnings Preschool and Child Care Center has made amendments to this policy to include that intentional aggressive behavior would include but is not limited to: hitting, slapping, kicking, biting, verbal abuse, spitting, destruction of property or throwing objects will be documented daily by a staff person. Staff will communicate to parents about displayed aggression and parents will be asked to sign an Incident Tracking Form when this information has been conveyed to them. For children in any of our Programs, "0 Tolerance" will be practiced in conjunction with the Aggression Policy.

If behaviors increase, a meeting will be arranged with the parents to discuss the aggressive behaviors and a Behavior Care Plan will be prepared on how to address the undesirable behavior. Please be advised that if at any time a child becomes unmanageable (requiring the supervision of one staff, leaving the program inadequately staffed, or endangering other children or employees), parents will be asked to pick up their child immediately. If no sign of improvement is noted, the parent will be contacted. The parent will be informed at that time that the child is no longer able to attend the program and will be terminated unless either they stay or a support worker is put in place for one on one care for the child.

### **Safety and Child Release Policy:**

1. Ensure that the staff person is aware that you are leaving with your child.
2. The staff must be informed of any alternate person picking up your child. Their names must be documented on the registration form or written consent given. Identification will be asked for if the staff has not met the alternate caregiver. If this is not available your child will not be released to them and you will be contacted to either verbally confirm the identity or pickup your child yourself.
3. If a parent or alternate appears to be impaired when picking up the child, the staff will contact the authorities.
4. Under no circumstances will a child be allowed to walk home alone or be taken in a taxi without a parent or alternate caregiver.
5. If a child has not been picked up on time, the staff will phone parents, if unavailable, the alternate will be contacted. The parent will be responsible for a late fee, which will be \$20.00 per each quarter of an hour, billing starts at 5:31pm. If a parent does not pick up the child by 5:30pm, we will attempt to call alternate care providers that you authorized, if at 6:30pm your child has not been picked up will contact local authorities.
6. Please inform the staff of any concerns or dangers noted at the facility.
7. Parking is available in the parking lot for drop-offs and pick-ups as well as along Hugh Allan Drive in the designated areas. Once your child leaves the center and is in your care, your child is your responsibility to ensure safety in the parking lot.

Creative Beginnings staff will ensure that children are safe at all times by ensuring they are released only to those persons the parent has authorized on the registration forms. The staff will ensure that parents give written authorization that is kept in the child's file. Staff will ensure to check photo ID from those authorized to pick up. Staff will not release a child to an authorized person who is unable to adequately care for the child or we feel the child may be at risk. If the staff person believes the child may be "at risk"(i.e. drugs, alcohol), he or she should let the Administrator or Acting Supervisor know immediately. The Administrator or Acting Supervisor will then:

- ☐ contact an alternate when possible,
- ☐ contact Ministry for Children and Families, and
- ☐ contact the Police.

### **Custody Disputes:**

In the event that there is a custody dispute, Creative Beginnings will release the child only to those persons authorized in writing by the authorized parent or guardian. If there is a court order, a copy of that order is to be kept in the child's file. The Administrator will ensure that all appropriate people are aware of any court order that is in effect. We will follow the court order as outlined in it, unless Ministry Officials outline or changes to court documents are provided.

### **Lost Child Policy:**

1. One staff will remain with the children while the other staff completes a sweep of the inside and outside of the center. Assistance from the other classrooms in the center may be requested.

2. If the child is still not found after the sweep, the RCMP and parents will be contacted immediately. Staff will continue to search for the missing child and Licensing will be notified.

### **Emergency Evacuation Policy:**

In case of a major emergency such as fire or earthquake, we must be prepared to respond appropriately and be prepared to minimize the impact as much as possible. Our emergency preparedness procedures include doing fire and earthquake drills with the children, practicing our emergency evacuation procedure and storing emergency supplies. Fire drills are done on a monthly basis and are recorded on the schedule for each program. Emergency Evacuation drills are done on an annual basis and are recorded on the schedule for each program.

If we have to evacuate the child care building in case of an emergency situation, all the children will meet at our designated meeting spot, which is located in the outside playground along the bottom fence. If we are unable to re-enter the building for an extended time, we will walk across the street to the Fairfield Inn Hotel which is located at 1475 Hugh Allan Drive where we will be placed in a room until parents can be reached and pickup has occurred. If we need to evacuate the property, parents will be notified of our location and can reach staff by calling the cell phone number that is posted on the front door. If possible, a staff member will return to the child care area to direct parents to their children.

In the event that a major emergency (Earthquake, Disaster, etc) occurs, we will transport children by our bus, city bus and personal cars (car seats will not be used in emergency situations) to the city posted evacuation center where parents will be contacted to come and pick up their child when safe to do so. Staff will ensure parents are notified as to the safety and whereabouts of their child in these circumstances. After any evacuation where damage may have occurred, the center will be carefully accessed, repaired, re-stocked and a thorough review/evaluation will be completed prior to re-opening the center to ensure we are in compliance with Licensing's safety regulations. The policy may be revised from time to time to ensure we offer the safest evacuations as possible.

Parents have filled out Emergency Cards upon registration, these cards are stored in the emergency backpacks in each room along with a smaller first aid kits. This back pack will be taken with us whenever we evacuate the childcare so that we can call all parents.

### **EMERGENCY CELL PHONE NUMBER (250) 319-8586**

### **Emergency Preparedness**

#### **Evacuation : Fire**

1. Contact 911
2. Staff in each care program will gather the children at the safest and closest exit and count to ensure all children are present. Ensure they have the emergency backpack with small first aid kits, carecards and sign in board. Report to Senior staff of that care program the number of children signed in and the number of children accounted for and exit the building and meet along the fence at the bottom of the playground. If assistance is required then a request must be made to the Senior staff in that care program. Once at the fence, count again and be prepared to report to the senior staff upon their arrival the number of children in their group.
3. Senior staff in each care program will:
  - Stay behind and scan their room to ensure that all children have been taken out of the building.
  - Ensure sign in boards and emergency backpacks have been taken from each room and close all doors.
  - Check Hallways and Bathrooms and report to the other Senior Staff that all is safe and close doors once checked. CLOSED DOORS MEAN NO ONE IS PRESENT.
  - Gather large First Aid Kits and medication kits from center room along with a cel phone.
  - Exit and Join everyone at the designated meeting spot along the bottom fence, count children and staff and report to Manager.
4. Manager communicates with Fire Department and has staff start contacting parents for immediate pickup of all children.
5. Never re-enter the building unless the "All Clear" has been given.
6. Fire drills to be practiced and reported monthly

**Emergency Evacuation: Disaster where facility is not safe (ie Gas leak inside the building)**

1. Contact 911

2. Staff in each care program will gather the children at the safest and closest exit and count to ensure all children are present. Ensure they have the emergency backpack with small first aid kits, carecards and sign in board. Report to Senior staff of that care program the number of children signed in and the number of children accounted for and exit the building and meet at the Fairfield Inn at 1475 Hugh Allan Drive where our group will be placed inside a safe room. If assistance is required then a request must be made to the Senior staff in that care program. Once in the room, count again and be prepared to report to the senior staff upon their arrival the number of children in their group.

3. Senior staff in each care program will:

- Stay behind and scan their room to ensure that all children have been taken out of the building.
- Ensure sign in boards and emergency backpacks have been taken from each room and close all doors.
- Check Hallways and Bathrooms and report to the other Senior Staff that all is safe and close doors once checked. CLOSED DOORS MEAN NO ONE IS PRESENT.
- Gather large First Aid Kits and medication kits from center room along with a cel phone.
- Roll the bin from the cubby in foyer out to the Daycare car and load it in the back.
- Leave a note on the door for parents that states location and phone number contact
- Exit and Join everyone at the designated meeting spot at 1475 Hugh Allan Drive (Fairfield Inn), count children and staff and report to Manager.

4. Manager communicates with Safety Authorities and has staff start contacting parents for immediate pickup of all children.

5. Never re-enter the building unless the "All Clear" has been given.

6. Evacuation drills to be practiced and reported Annually.

**Emergency Evacuation: Neighborhood Disaster**

1. Contact 911

2. Staff in each care program will gather the children at the safest and closest exit and count to ensure all children are present. Ensure they have the emergency backpack with small first aid kits, emergency supplies from rolling bin in foyer cubby, carecards and sign in board. Report to Senior staff of that care program the number of children signed in and the number of children accounted for and exit the building and load as many children into the bus and personal cars as possible and wait for the senior staff to arrive. If assistance is required then a request must be made to the Senior staff in that care program. Once in the room, count again and be prepared to report to the senior staff upon their arrival the number of children in their group.

3. Senior staff in each care program will:

- Stay behind and scan their room to ensure that all children have been taken out of the building.
- Ensure sign in boards and emergency backpacks have been taken from each room and close all doors.
- Check Hallways and Bathrooms and report to the other Senior Staff that all is safe and close doors once checked. CLOSED DOORS MEAN NO ONE IS PRESENT.
- Gather large First Aid Kits and medication kits from center room along with a cel phone.
- Ensure the bin is rolled out from the cubby in foyer out to the Daycare car and loaded in the back.
- Leave a note on the door for parents that states location and phone number contact
- Exit and Join everyone at the vehicles to transport children to the sandman center or other designated safety are as identified by the RCMP and City of Kamloops. Re-count children and staff and report to Manager.

4. Manager communicates with Safety Authorities and has staff start contacting parents for immediate pickup of all children.

5. Never re-enter the building unless the "All Clear" has been given.

6. Evacuation drills to be practiced and reported Annually.

### **Emergency Lockdown and Unable to Exit**

1. Contact 911 and lock doors if under lockdown

2. Staff in each care program will gather the children at the safest location at the back of the building or under tables. Ensure all doors are closed. Roll foyer cubby bin with emergency supplies to the back of the building where children are located. Ensure all children are accounted for and be prepared to report to the senior staff upon their arrival the number of children in their group.

3. Senior staff in each care program will:

- Stay behind and scan their room to ensure that all children have been taken to the back of the building or are in a safe location.
- Ensure sign in boards and emergency backpacks have been taken from each room and close all doors.
- Check Hallways and Bathrooms and report to the other Senior Staff that all is safe and close doors once checked. CLOSED DOORS MEAN NO ONE IS PRESENT.
- Gather large First Aid Kits and medication kits from center room along with a cell phone.
- Ensure the emergency supplies in the bin from the cubby in foyer are at the back of the building.

4. Manager communicates with Safety Authorities and has staff start contacting parents for pickup of all children when safe to do so.

5. Never exit the building unless the "All Clear" has been given.

6. Lockdown drills to be practiced and reported Annually.

### **\*\*All Emergencies will be reported to Licensing**

#### **Earthquake Emergency Procedures**

- *Children and staff will crouch under tables until the shaking stops*
  - *If we need to evacuate, we will follow the Emergency Evacuation Procedures for Neighborhood Disaster (see above)*
- 

#### **Emergency Lockdown Procedures**

- *Should an event ever occur which threatens the safety of the children and staff; the following lockdown procedures will be followed. All doors into the center will be locked and dead bolted. Children will be moved to the back of the building where there are no windows or doors, authorities and parents will be called immediately, in that order. Staff will remain with the children to keep them safe.*
- 

### **Emergency Drills**

- *Fire Exits are clearly marked/posted*
- *Annually Inspected Fire Extinguishers are located in each room*
- *Conduct monthly Fire drills with the children.*
- *Practice Emergency Evacuation Procedure annually.*
- *Staff will record dates of any Fire or Emergency Evacuation drills in logs on the wall in each room.*

### **Emergency Medical Response**

- *For medical emergencies call 911.*
- *Call parents and have them meet the child.*

### **Emergency Supplies**

*The following emergency supplies are required if we need to stay at the child care center for up to 72 hours in case of an earthquake.*

*Water*

*Food and Utensils*

*\*Three-day supply of non-perishables: canned and dehydrated food, dried fruit, canned juices, "comfort" food*

*\*Plastic eating utensils, can-opener*

#### *Medical Supplies*

*\*First Aid Kit and First Aid Manual*

*\*Medication*

- *list of children with allergies or medical conditions*
- *pain relievers for children and adults*
- *medication needed for individual children (must have completed instructions for medication forms)*

#### *Hot/cold packs*

#### *Hygienic Supplies*

*\*Diapers, wipes, diaper cream, soap, paper towels, toilet paper, sanitary supplies, tissues, latex gloves*

#### *Clothing and Shelter*

*\*Blankets, large plastic garbage bags, change of clothing located in each child's backpack.*

#### *General Supplies*

*\*Sign in boards, Emergency Cards and Emergency Evacuation Plan, Cel phone, flashlight with alkaline batteries, candles in deep can and lighter, rope, string, duct tape, masking tape, paper/pens/markers, books, spare batteries, bucket toilet*

#### *Emergency Supply Location (What to take):*

*Sign in Boards*

*Emergency Cards/Backpacks*

*First Aid Kits and Medications*

*Blankets from Nap Rooms*

*Children's backpacks and Coats*

*Backpack with Diapers/Wipes/Books/Coloring books/Markers*

*Large Water Jugs*

*Cel phones*

*Totes of Food, Water and Supplies located in foyer wall bin identified as EMERGENCY SUPPLIES*

---

#### **Health Policy: Includes Communicable Diseases. Pandemic Outbreaks, COVID-19, Flu's and Common Colds:**

*A healthy child is a happy child. The purpose of a health policy is to ensure the safety and well-being of each child in the center. The staff must consider not only the individual child, but also the health and well-being of all the children and adults in the centre. Children who attend the facility while they are ill present an unsafe condition for everyone.*

#### *Wellness check:*

*Parents are required to assess their child each day and let us know of any symptoms of common cold, influenza, Covid-19 or other respiratory disease. It is very important that Staff and children do not come to work if they are not feeling well and unable to participate fully in routine activities. Everyone should complete a daily health check on themselves and on their children before entering the facility. A health check means a person regularly checking to ensure they (or their child) are not experiencing symptoms of illness (including but not limited to COVID-19 symptoms), that would limit their ability to participate fully in regular activities before coming to childcare to prevent the spread of communicable disease, such as COVID/Communicable disease/Flu's and/or cold's, within childcare settings. Staff reserves the right to refuse care if your child shows any symptoms of concern or feel your child is too ill with common cold/influenza symptoms. Please keep in mind that if your child attends medicated (cough, cold, Advil, Motrin, Tylenol), we will refuse care immediately. It is very important to keep your numbers and emergency contacts up to date, as we may need them if your child needs to be sent home due to illness.*

*Children should not attend if:*

*\*Constant sneezing*

*\*Fever of 100 F (38.2 c) or more – current or in last 48 hours*

*\*Coughing*

*\*Fatigue/Exhaustion/Body Aches*

*\*Vomiting/Nausea – current or in last 48 hours*

*\*Excessive runny nose – wiping it more than two/three wipes an hour or colored or thick*

*\*Loss of appetite*

*\*Diarrhea – current or in last 48 hours*

*\*Chills*

*\*Headache, and/or stiff neck*

*\*severe itching of body or scalp*

*\*Sore throat or difficulty swallowing*

*\*infected skin or eye, or undiagnosed rash*

*\*Congestion - difficulty breathing or shortness of breath*



***If your child has any of the above symptoms, they cannot attend until they are 48 hours symptom free from the last shown symptom. This will cover all illness and cold symptoms as listed above. We want to keep the children as healthy as possible as this would cause a domino effect on families needing to miss work. If your child is sent within the 48 hours of being symptom free and/or medicated, this will be cause for termination. It is not fair to staff or other parents that keep their children home when they are sick and this causes more time missed from work if we are continuously getting bugs throughout the center. We understand the importance of working, but please keep bugs out of the center and if everyone works together on this, there will be less work missed for everyone!***

#### Vaccines:

Vaccines are important tools to protect against many serious communicable diseases. We highly recommend you seek professional advice on all vaccinations, including the more recent vaccinations.

#### Illnesses:

Staff, children, or other persons in the child care setting who are exhibiting symptoms of COVID should stay home until they are well enough to participate in activities. Any child showing any symptoms of illness will be sent home and may not return until symptom free for 48 hours. Staff, children or other persons in the child care setting who do test positive for COVID should follow the guidance on the BCCDC website as to how long they should self-isolate. They can return to child care when they no longer need to isolate. We do ask that you report any positive cases to us. This is only done for the purposes of self-monitoring and prevention of visiting with those immune compromised or elderly. Childcare is considered an essential service; we will only close programs if we do not have the staff to operate according to regulated ratios. This is another reason why it is very important that children do not attend while showing any of the symptoms.

Staff reserves the right to request a Physician's note before their child returns to care. This must be from seeing a physical Physician to confirm that their child is well enough to return to daycare and no longer contagious. We will not accept any notes from online Physician's.

#### What to Do When Sick:

The management of COVID-19 in the community is aligned with the management of other respiratory infections. Staff, children, or other persons in the child care setting who are exhibiting symptoms of illness (including but not limited to COVID-19 symptoms) should stay home until they are well enough to participate in regular activities. Staff, children, or other persons can attend child care if their symptoms are consistent with a previously diagnosed health condition (e.g., seasonal allergies) or symptoms have improved enough to where you feel well enough to return to regular activities and their fever has resolved without the use of fever-reducing medication (e.g. acetaminophen, ibuprofen).

The When to Get Tested for COVID-19 resource or the B.C. Self-Assessment Tool provides more information on whether you should get a test for COVID-19. If you are unsure or concerned about your symptoms, connect with your health care provider or call 8-1-1. Staff, children, or other persons in the child care setting who test positive for COVID-19 should follow the guidance on the BCCDC website as to how long they should self-isolate. They can return to child care when they no longer need to self-isolate as long as symptoms have improved and they are well enough to participate in regular activities.

#### Isolation:

**Test Positive:** You should self-isolate for 5 days and until symptoms have improved and you no longer have a fever.

**Did Not Test But Have Symptoms of Illness:** You should self-isolate until symptoms have improved

#### **General Policies of the full day programs:**

##### **I. Responsibilities of the Staff**

- To make sure the environment is safe. A daily sweep of the indoor and outdoor area is completed.
- Children are supervised at all times.
- Ensure safety latches on gates and doorways are in place
- Staff are trained to handle emergency situations. Ongoing training will be maintained.
- First Aid training will be kept up-to-date.
- Information that is shared with parents will be kept confidential.
- To keep parents informed of child's progress.
- To keep current with education requirements to teach.
- To keep parents informed of the preschool agenda.
- To maintain records in accordance with Community Care Facilities Licensing.
- To follow all policy and procedures laid out by the owner of Creative Beginnings Preschool/Childcare.

## **II. Parents Responsibilities:**

1. The registration package and emergency card must be completed before commencement of the first day and be completed fully with at least one emergency contact other than parents.
2. We must be notified of immunization status
3. Children who are new to preschool/daycare may struggle with separation at first. We ask that parents support us by making quick goodbyes and leaving their child with us to console. This will help make the transition smoother much quicker
4. An extra set of clothing must be provided in case of an accident, weather, or mucky play, along with 2 labelled wet/dry bags.
5. Please bring the children on time. We do not accept children after 9:15am in the full day programs and the classroom opens 5min before class starts in the preschool programs.
6. Preschool Parents must pick their child up on time. Classes end at 11:15am and 2:00pm. We will start dismissing 5 minutes earlier. There is a \$5.00 fee if late picking up children from preschool by 5 minutes and \$2.00 for every minute after
7. There is a max of 9 hours care for our full day program. There is a \$20/fee for every 15 minute increment that you are over your max 9 hours or later than 5:30pm. Late pickup on a regular basis will be cause for termination.
8. Please ensure Children are well supervised in the parking lots & roadways during drop-offs and pick-ups.
9. Parents are required to inform the centre within 24 hours of a diagnosis of serious illness or contagious disease of a communicable nature. The facility should be informed by the parent of the diagnosis and the cause of the infection in order to warn other families attending the centre and the Health Unit if necessary.
10. Symptoms are to be **absent for 48 hours** before the child returns to daycare after they no longer show symptoms of illness and staff reserves the right to ask for a Physicians clearance note before they return.
11. In order to plan and implement the program efficiently, the staff would appreciate notice of absent children before the commencement of class. A message may be left on the answering machine 250-377-8700 if the teacher is unavailable.
12. In the event that your child becomes ill while in care, the parent or alternate will be contacted, the child must be picked up as soon as possible. Your child will be kept as comfortable as possible until you arrive.
13. In an emergency situation the staff will phone an ambulance for immediate assistance.
14. If your child needs medication administered to them while in our care, you agree to follow the policies and procedures under medication administration.
15. Lunch bags, clothing, wet/dry bags all must be labelled.
16. Please inform the staff of any major changes in the child's life, (i.e. separation, a move, a death, a new addition to the family, etc.), so that extra support can be given.
17. A commitment to maintain fees and the contract term. There is a NSF fee of \$30.00 to be applied to all returned cheques and staff reserves the right to collect cash for fees due and NSF fee immediately. Failure to pay on the 1<sup>st</sup> of the month when payment is due will result in an additional charge of \$20.00 per day until payment is received. Two "full" months' notice is required to cancel the contract. If you give notice after the first of the month you will be responsible for 3 months payments.
18. Submit payment of a \$50.00 annual non-refundable registration fee per child per year (the first fee is paid upon registration and then July 1<sup>st</sup> every year thereafter until care is no longer required.
19. Parents are required to provide snack for their child. Please ensure that you provide us with appropriate food, bottles, spoons, forks, sippy cups and water bottles. Adequate nutrition plays a key role in the health of children. Please provide enough food for your child that follows the Canada Food Guide. Avoid snacks that are high in sugar and salt. We encourage healthy eating habits at our facility. Please also keep in mind that we are a "Nut Free Zone". We must read labels!
20. Supply the daycare with all necessary belongings and items such as diapers, training pants, wipes and creams

## **III. Responsibilities of the Facility**

1. A child will not be admitted if the staff judges them to be too ill or infectious to others.
2. Hand washing before handling food and after bathroom routines. Children will be taught to follow this rule.
3. If staff is ill, a substitute will replace the teacher. However, if a substitute is unavailable the centre may need to close for the health and safety of your child.
4. The environment will maintain a clean condition. Regular housekeeping and sanitation of the equipment will be maintained.
5. Medication of any kind will not be administered without physician and parental written permission on the facilities, "Medication Consent Form". Medications must be in their original bottle with instructions on

administration and handed to staff directly where they will be stored in either the fridge or locked box in the staff area along with the medication consent form. Staff will encourage parents to administer medication before or after the class. The staff reserves the right to ask for doctor's written instruction to administer medication.

6. Health records must be kept current and updated.
7. Disposable gloves must be worn when cleaning up or handling blood, urine, feces or vomit.
8. All staff and volunteers must be kept up with their own immunization schedule.

### **Hygiene:**

We will encourage children to:

- Cough/sneeze into elbows (although in most cases they shouldn't be in attendance)
- Keep hands out of mouth and refrain from touching their face when possible.
- Hand washing will occur immediately after discarding tissues.
- Wash hands after using the bathroom, touching their face, sneezing, blowing nose, etc.
- Wash hands frequently with water and soap or sanitize when water is not available
- Each room will have a mixture of 70% rubbing alcohol/30% water for misting hands frequently during high transmission periods.
- Staff will wash hands frequently, after touching a child's or their face, nose or mouth and before touching food.
- Staff will wear disposable gloves for diapering and coming into contact with body fluids (vomit, urine, feces, blood) and will wash hands immediately after removing them.

### **Sanitization:**

- General cleaning and disinfecting of the center once per day.
- Frequently touched surfaces will be cleaned at least once per day or when visibly dirty.
- Use commercial cleaning products approved for childcare centers
- Remove toys and items that do not easily clean or sanitize when necessary
- Empty garbage's daily or when full
- Clean and disinfect surfaces and cots weekly. Cots will be left out unstacked unless sanitized and will be placed as far apart as possible. When napping they will be separated with children toe to head.
- Sanitize diaper tables after each use
- Each child will have their own coat hook and bin for their belongings, please do not send extra's that are not necessary.
- Water bottles will be washed at the facility as staff deem necessary
- Bus/Car will be sanitized frequently and windows will be cracked open when weather permits

### **Medication Form Policy:**

No drug or other medication will be administered without specific written consent of the child's parent or guardian. A form must be completed fully with all of the details on how the medication is to be administered. Medications must be in the original bottle with instructions before being provided to us. The form will be stored with the medication in the first aid kit that is stored in our middle room on the shelf. When a medication is dispensed, the time is noted on the form and the staff member that administers the medication must initial it. Staff members who fail to initial the forms or fail to administer the medication properly may be terminated. All medications, lotions, and other over the counter drugs must be brought to the centre in their original containers and stored in the first aid kit along with the medication consent form (these can be requested from the staff). Tylenol will not be administered to control a fever. If a child has a fever, they are too sick to attend the centre and the parent or guardian will be contacted to take the child home.

### **Procedures for Handling Blood and Body Fluids Policy:**

Disposable gloves must be worn by all staff when soiled or wet clothing is being changed, vomit is being cleaned or blood is being attended to. Masks are also available. Disposable paper towel will be used to clean up the area and then a solution of bleach and water diluted to 1:10 must be used to clean all surfaces. All disposable paper towels will be placed inside a plastic bag and tied before being disposed of. Staff must then wash their hands with soap and water once the clean up is completed. Any clothing or throw rugs should be laundered in hot water and carpeting cleaned professionally with a commercial rug shampoo. All of these supplies are stored in the pantry near the washrooms.

### **Closures:**

The center will close for a total of 20 days throughout the year as well as all statutory holidays. Closures will be posted by April 1<sup>st</sup> each year, although tentative schedules may be provided in early January to help families plan as many need to submit their time off then. These closures are paid closures.

**Camera Use:**

*Our facility uses video cameras on the outside of the building (some are located inside the windows pointing out) as well as one video camera in the foyer which records those entering the building. These are used for the safety of the children, staff, vehicles and property. This info is recorded on SD cards that overwrite once full.*

*Regular cameras are used to take photos of the children for art projects, display for parents within the center or slideshows provided to the parents. We do not post photos on social media.*

**Concerns:**

*If there are ever any questions or concerns please address them to the head teacher or owner, Irene Wende. Open communication is key and keeping the teacher informed of any significant changes in a child's routine is important for smooth transitions between the home and childcare environment. It is very important to us that you feel comfortable in approaching us over any issue or concern and we may feel the same with you. When you register your child with us, we are a team. If at all you are unhappy please contact the owner to have a discussion, as it very well may be a simple resolution or miscommunication is all that is required. After all, we are here to role model how to problem solve to the children, so please help us teach that vital skill to your children too. We are here to make your child's experience a wonderful one. If the time is not appropriate to discuss issues or concerns, please feel free to let the teacher know you would like to meet and the teacher will arrange a time to call you after hours or in the evening (250-319-8586).*

*More information may be obtained either by visiting the classroom or the website at [www.creativebeginningspreschool.ca](http://www.creativebeginningspreschool.ca)*