

# Creative Beginnings

“Childcare”

## Information and Policy Booklet



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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.

**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

**Full Day Care/Preschool:**

This program is offered to children between the ages of 30 months to 5 years of age. It is a full time full day program; however, there may be opportunity for part time care with the Administrators Approval. 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 preschool session in the morning from 8:30-12:00pm 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 18 children at once and the ratio is 1 staff to 8 children.

**Infant/Toddler Care:**

This program is reserved for our youngest children. It is licensed for 8 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 then 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 little 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. During your little ones first month or two, we will send home an information request sheet. This will help 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 fill those forms out for us and return it in their lunch kits. 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 are open on In-service days, school closures (except early dismissals and between Christmas and New Year’s) and throughout the summer to ensure you have care for your children. 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, Dufferin, Pacific Way, 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:**

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 11:00am in our daycare facility. Children must not be dropped off after 11:00am (unless with special permission prior) as it is disruptive in our routine at this time. 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. Children should never be left unattended to go outside to the car or come in to the center without a parent. There is a sign in and out board that parents must use when dropping off or picking up their children. 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 at 5:31-5:45pm, 5:46-6:00pm, etc...

### **Schoolage Drop off and Pick up from Schools Policy:**

We provide pickup service to our school aged children from Dufferin, McGowan, Summit, South Sahali, Aberdeen and Pacific Way Elementary only. Please also be aware that we cannot be at all the schools at 2:30pm for pickup but we will arrange our pickups to ensure that all are done before 3:00pm at the latest unless there is an emergency. Therefore, your children may be unsupervised between the time that school is dismissed and the timeframe it takes us to get to each school to pick up children or drop children off. Please note that if your child does not need pickup we must be notified by 2:15pm via text or phone call to either 250-319-8586 (Irene cel) or 250-377-8700, 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. At this time we only provide drop-off services at a rate of \$20.00/mth, if pre-arranged with the owner based on her agreement to do so. If agreed upon based on staffing, your child must arrive by 7:55am. If your child requires a booster seat by law, we will provide these.

### **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. 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. 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 it will be sent home. We really focus on children eating their healthy foods first. Any treats 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.

### **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

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

Always send a change of clothes as accidents can always happen. 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. To keep our environment as clean as possible all children are required to bring a pair of inside runners that are to be labelled and kept at the facility for the months of November to March. Footwear should be easy for the child to put on and take off by themselves, so slip on or Velcro would be much appreciated.

### **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 a plastic bag.

### **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:**

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 60 minutes of "active play" in the center for children in attendance the full day, we have scheduled time slots for outdoor active play. This may be mixed with both indoor and outdoor time. 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, are aware of each child's developmental stage and the importance of promoting and encouraging children in using and developing their large motor skills. Winter gear and bathing suits/towels/sunblock are needed during winter and summer months.

Activities that would be encouraged would be those 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         |

Each group is provided:

- two 30 minute booked time slots per day for the infant/toddlers
- two 45 minute booked time slots for our 3-5 year olds
- two 45 minute booked time slots for our school age children when they attend a full day
- one 30 minute booked time slot for our school age children when they attend less than 4 hours

### **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.

### **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. 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.

### **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. One "full" month notice is required to cancel the contract. If you give notice after the first of the month you will be responsible for 2 months payments.

- 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 July 1 through to June 1 the following year.
- 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.
- 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.
- 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.
- Schoolage "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.
- 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:**

- a) Used in a positive and consistent manner. Positive interactions should be praised at all times.
- b) Implemented as soon as possible and not carried on to further situations.
- c) Designed to assist the child to learn appropriate behavior.
- d) 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.

### **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.

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 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,
- contact Ministry for Children and Families, or
- 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 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 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 Preparedness

### 1. Evacuation (Fire and Earthquake)

- 911 will be notified and when safe to do so, staff will quickly gather and account for each of the children in their care and will move children out of the building through safe designated exits. If assistance is required then request will be made to the senior staff to appoint others to help.
- Each staff will take their sign in boards and emergency backpacks with emergency cards and small first aid kits in them upon exiting the building.
- The senior staff will:
  1. Stay behind and scan all areas to ensure that all children have been taken out of the building.
  2. Ensure sign in boards and emergency packs have been taken from each room.
  3. Gather the emergency tote, large first aid kit and medication kit from center room along with cel phone.
  4. Leave a note on front entrance door explaining where we are and provide a cel number.
  5. Join the others.
- All will meet at the designated meeting spot — the outside playground along the fence.
- Once outside and clear of the building, at the designated meeting spot, attendance will be taken.
- We will return to the center when the “all-clear” is given
- If we are unable to re-enter the building children will be transported by walking across the street to the Fairfield Inn Hotel located beside at 1475 Hugh Allan Drive where we will contact parents to pick up their children immediately.
- If we are unable to return to our center for an extended time and the community is unsafe, we will catch the city bus, take our bus and personal cars and proceed down to the Interior Savings Center or city designated meeting zone where parents will be notified of the safe arrival and whereabouts of their child.
- If we go to any place other than the child care or the designated meeting place, parents can reach staff by calling the cell phone number posted on the front door. If possible, a staff member will return to the child care area to direct parents to their children.
- 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 Earthquake (see above)

## 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

Totes of Food, Water and Supplies located in tool room identified as EMERGENCY SUPPLIES

Large Water Jugs

Cel Phones

Walkie Talkies

#### 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.

#### **Health Policy:**

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 preschool. 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.

#### **II. Parents Responsibilities:**

1. The registration package must be completed before commencement of the first day.
2. Immunization must be up-to-date with a commitment to continue. Staff must have a copy of the immunization record for your child's file.
3. Children are too ill to attend preschool when they show any signs of:
  - Nausea, vomiting, or diarrhoea;
  - Difficulty with breathing;
  - Fever of 100 F (38.3 C) or more;
  - Sore throat or difficulty swallowing;
  - Infected skin or eyes, or an undiagnosed rash;
  - Headache, and/or stiff neck;
  - Severe itching of body and scalp;
  - Discharge from nose other than clear or consistent runny nose;
  - Any known or suspected communicable disease.

4. 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.
5. Symptoms are to be **absent for 24 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.
6. 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.
7. 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.
8. In an emergency situation the staff will phone an ambulance for immediate assistance.
9. If your child needs medication administered to them while in our care, you agree to follow the policies and procedures noted below.

### **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". If it is not filled out and signed by a physician for prescription drugs, you must have a copy of the original prescription signed by the doctor attached. 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. 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.

### **Pandemic Influenza Policy:**

It is very important that students/staff who exhibit flu symptoms do **NOT** to come to daycare. The symptoms of the common flu virus in people may include some or all of these symptoms: **fever, sore throat, runny or stuffy nose, body aches, headache, chills, diarrhea, vomiting and fatigue**. If your child experiences any of the above symptoms, it is our policy that children do not attend until they have been symptom free for at least 24 hours. Should a child become ill while at daycare, the child will be isolated from the other children, parents will be contacted for immediate pickup and if parents can not be reached then an emergency caregiver from your child's registration form will be called. The child will not be able to attend until they are symptom free for at least 24 hours. We reserve the right to refuse your child should we feel that they still pose a risk in the program; there is concern of virus spread and/or request a clearance letter from their Doctor before the child returns. Staff will follow the above policy as outlined by the head teacher. In the event that a staff member is ill and no qualified staff is available to replace them, the center will close and you will be notified by phone by one of the appointed staff. The facility will be cleaned on a regular basis to ensure prevention of spread of illnesses. We will be diligently working on the importance of proper hand washing as well as coughing and sneezing into elbows. It would be helpful for parents to also enforce these habits at home. We appreciate your consideration and cooperation.

### **Medication and Medication Form Policy:**

No drug or other medication will be administered without specific written and signed instructions from a physician or the child's parent or guardian.

### **Prescribed Medication:**

A prescribed-medication form must be completed fully and signed by the prescribing physician with all of the details on how the medication is to be administered. A copy of the original prescription note for the pharmacist and the original bottle with instructions may be accepted in place of having the Dr fill out the form and will be stapled to it. The form will be stored with the medication in the first aid kit that is stored above the microwave. All medications must be in their original container. 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.

**Non-Prescription Medications:**

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 above the microwave. A non-prescription medication form must be filled out by the parent and signed with all details on how the non-prescription medication is to be administered. 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.

**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. After all when you register your child with us, we are a team. Please ensure that 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)