

# Komel's



Family DAYCARE

---

# KOMEL'S DAYCARE

Dear Parents,

We welcome you and your child to our daycare. This information package has been prepared to introduce you to our centre and share with you our philosophy, policies and procedures. Please read it carefully and keep it for reference.

If you have any questions, please feel free to ask us.

Thank you for choosing us to take care of your child.

Shamshad Begum

## THE CENTRE 'S BACKGROUND.

Komel's Daycare is a daycare centre which offers full time, part time, before and after school care to families in our community.

We have proudly served our Community families for past 15 years and believe in strong community involvement for the success of our future generations.

## STAFF PROFILE

We currently have one full time staff and a few caretaker substitutes at our centre.

## SETTLING YOUR CHILD INTO CARE:

Introduction into long daycare hours can be difficult for children and parents. Children's welfare and happiness are the priority for staff when welcoming new children to the centre and when assisting the family to settle into the centre environment. It is recognized that family needs vary greatly in the orientation process and individual needs will be met as best as possible.

The following outlines some helpful hints for parents on settling their child into care:

- Make sure you familiarize your child with the environment and the people in the environment (children and adults) by coming in for visits before commencing care.
- Ease your child into care with short stays in the beginning.
- Provide a favorite toy, blanket or comforter to support your child when they are separating from you. This can help your child feel more secure.

- If your child is unsettled, short visits with you helps your child gain trust with an unfamiliar environment. These visits can be made on a day when your child is not booked to attend.
- Interactions between staff and parents or staff and other children can produce positive role models and be reassuring. This experience will help to establish trust in an unfamiliar setting.
- Try to talk at home about child care. Mention the names of the staff and other children. Talk about the things the child will be able to do at child care that are fun and enjoyable.
- Talk to the staff about your child, for example, what they like to do, foods they like and dislike and ways of settling them to sleep. This helps staff to get to know your child.
- When leaving your child it is best to make sure you say goodbye and then leave. Hesitating and not going after you have said your goodbyes, especially if a child is upset, only confuses them. Reassure your child that everything is alright and you will return later, this can help them settle.
- It sometimes helps to establish a routine when leaving. For example, giving your child a cuddle and giving them to a staff member or sitting down with them for a short play or reading a book together then leaving.
- At first some children protest strongly while others may take a day or two to realize that you are leaving them and begin to protest after several days. Children soon learn that you do return and in the mean time they are well cared for.

## DAILY ROUTINES

Each room in the centre has a set routine which covers approximate times for activities such as meals, nappy changes, sleep and so on. Routines will vary from time to time according to the needs of the group and individual children.

## PHILOSOPHY OF CHILDCARE

### Guiding Children's Behavior

1. Treat each child as I like to be treated myself.
2. Allow them to make mistake and encourage them to correct those mistakes by themselves.
3. Foster independence in settling disputes.
4. Do not interfere unless necessary.
5. Help problem solve.
6. Remove from the situation.
7. Distract or divert.
8. Give information and explain consequences.
9. Praise when a child behaves appropriately.
10. Describe what I see and the child describes what should be done.
11. Use as few words as possible.

12. Make a positive statement about their actions.
13. Comment on behavior not the Child.
14. Have clear, consistent and simple rules.
15. Give a reason for the rule.
16. Use a calm, controlled voice and eye level contact.
17. Hold gently while giving a disciplinary message.
18. Acknowledge the child's feelings before disciplinary action.
19. Offer appropriate alternatives if behavior is unacceptable.
20. Limit use of equipment and toys.
21. Thinking time (only use as last choice and limited to one minute per year age of child).
22. Temper tantrums are often best dealt with by firm yet gentle hugging until over, then any of the above methods may be chosen.
23. No physical or verbal abuse should be used to discipline a child.
25. We have open space in both indoor and outdoor play areas. Toys are easily accessible and evenly distributed, for easy approach.
26. We have a very balanced schedule for daily activities, which provide children with ample time to play learn and rest.

## DAILY SCHEDULE

7:30 – 9:00 A.M	Arrival
	Free Play/Breakfast
9:00-10:30 A.M	Childcare Program
	Study Time (older children)
	Free Play
	Washroom routine
10:30-11:00 A.M	Circle Time
	Story/Songs
11:00-12:00 Noon	Outdoor Play (weather depending)
	OR/AND
	Arts and Craft
12:00-1:00 P.M	Lunch Time
1:00- 3:00 P.M	Nap Time/ Quite Time
3:00- 4:00 P.M	Washroom routine
	Snack Time
4:00-5:30 P.M	Circle Time/Arts
	Free Play Outdoor or Indoor (weather dependent)
5:30 P.M	Closing Times

## RELEASE OF A CHILD

At the time of child's registration - the following information is required (please note that this is all included in the registration form which is required to be filled out only):

1. Parents/Legal guardian name, phone number and addresses.
2. Name(s) of the person(s) who will pick up child, if different from parents/guardian.
3. In case parents are separated, then the name of legal custodian and the copy of the legal custody papers from court.
4. If the child is in the custody of Ministry of Children and Family Development, the child's social worker must provide authorization.
5. A child will not be released to any person(s) whose name is not on the information list.
6. Emergency contact person name and number.
7. Family doctor and dentist - name and phone number.
8. Immunization record.

Above information must be provided before a child starts daycare. In case of failure to comply with this policy, I reserve the right to refuse admission of the child into the daycare.

All the above information will be kept in a separate folder for each individual child.

We will not release a child to a person who seems under the influence of drugs or alcohol, or who does not seem fit to take him/herself and the child home safely. We'll offer to call a taxi or contact other emergency/contact individuals provided on the information list. In case the person insists on taking child, police and child protection worker will be alerted.



If a parent does not arrive to pick-up on time without informing from before, then after 15 minutes we'll call the primary contacts followed by the alternate/emergency contacts on file.

## ARRIVAL

We will not be able to accept any child before 07:30 hrs, unless in an emergency situation or otherwise arranged.

## DEPARTURE

Daycare closing time is 5:30pm.

For other details of child pick up - please refer to the child release policy above.

## CHILDREN'S HEALTH

Provincial regulation states that no child may attend the daycare if he/she has or is developing any of the following:

- 1 Fever of 100°F Fahrenheit (38.8 degrees C) or higher.
- 2 Pain or complaints of unexplained or undiagnosed pain
- 3 Consecutive bouts of diarrhea
- 4 Suspected or known measles, mumps, or chickenpox
- 5 Severe itching of body or scalp
- 6 Skin infection, undiagnosed rash, sore infected eyes or sign of any contagious disease
- 7 Difficulty in breathing - wheezing or a persistent cough

- 8 Sore throat or trouble swallowing
- 9 Any parasite-related condition (impetigo, scabies, head lice, etc.)
- 10 Headache or stiff neck
- 11 Acute cold with coughing, runny nose or eyes, sore throat
- 12 Vomited in past 24 hours

Children who are not feeling well enough to be part of the center's program (including outdoor play and walks) need to stay at home.

Children immunization records are required at the time of registration. Updated immunization records are required on a yearly basis.

Children are required to wash hands when they come to daycare in the morning. Before eating and after using the bathroom.

Parents will be required to send bedding (crib bed sheet, blanket, and pillow (if required) from home). Children will learn how to make their own beds. If a child is running high temperature:

- 1 Parents will be called to take child home and to see a doctor.
- 2 Ask child to rest.
- 3 Provide sufficient liquids (i.e. water).

If parents or other persons on child's contact list are not reached, then 911 will be called and childcare resource centre will be informed.

## ADMINISTRATION OF MEDICATION

Whenever possible, parents are asked to dispense non-prescription drugs to their child themselves. If any such drugs are to be given at their request, directions for administering medication must be provided in writing and will be kept as part of each child's permanent records.

No medication, including non-prescription drugs, will be given without a parent and doctor's written permission. Parents must also complete a permission to administer medication form.

Please insure the medication is in its original bottle.

## FIRSTAID

All staff caring for children have completed basic courses in CPR and First Aid. A First Aid kit approved by medical health officer is kept in the daycare at all times.

## REPORTABLE INCIDENTS

The daycare will notify the medical health officer within 24 hours after a child is seriously injured while under-care or if the child has a reportable communicable disease. In case of injury, requiring medical treatment, an incident report will be completed and submitted to the local health unit within 24 hours.

All expenses relating to the injured child will be the sole responsibility of the parents.

## SAFETY AND EMERGENCY POLICY

We give high preference to safety of children and staff in our daycare.

As a procedure, fire drills are conducted on a regular basis.

All emergency procedures and phone numbers are posted in the centre.

Daycare provides first aid kits and fire extinguishers.

In case of emergency, parents or emergency contact person will be notified to pick up the child.

Alternate meeting location during extenuating circumstances (unsafe to remain at facility) will be Montgomery Park (45<sup>th</sup> and Montgomery Street).

## CHILD ABUSE AND NEGLECT

### Reporting and Prevention

Any suspected child abuse will be reported to Ministry for Children and Family Development

Richmond officer.

Phone: 604-660-1044.

After-hours: 604-660-4927.

## SMOKING

No person is allowed to smoke within the premises of Daycare.

## FIELD TRIPS AND DAILY OUTINGS

Weather permitting, children will be taken time to time for daily outing to the neighborhood community park. Children will walk under the supervision of daycare staff.

We have few field trips during the year. We will have parent drivers and volunteers also beside the daycare staff to supervise children. Dates and place for field trips will be posted in advance for parents to plan outing with us.

## PARENTS' RESPONSIBILITIES

- 1 Supply food, clothing and supplies (a list will be provided).
- 2 Please inform us of any illnesses.
- 3 Respect the privacy of other children and their parents.
- 4 Provide us with an emergency contact person, who can pick-up the child if the parents are not available for any reason and the child needs to go earlier then the regular pick-up time (please complete registration form).
- 5 Provide us with authorization to get emergency medical care for your child, in case parents or emergency contact person cannot be reached (included within registration form).
- 6 Please make sure that your child is brought to the daycare well rested, healthy, clean and fed (if they have not eaten then kindly let us know).
- 7 Provide **one month** notice before removing a child from our daycare.
- 8 Please inform us of any changes in the following:

- Address.
- Phone numbers of home and work/cell.
- Emergency information.
- Custody.
- Access of Parents.
- Care hours and number of days needed.
- Drop off and pick up time.
- Notice of Withdrawal.

## CAREGIVER'S RESPONSIBILITIES

- 1 Provide a safe environment which promotes safe practice for child's well-being.
- 2 Offer adequate space for play and age appropriate equipment.
- 3 Ensure that watchful supervision is provided for all indoor and outdoor activities.
- 4 Develop a collaborative partnership with parents and work together on common goals for the child.
- 5 Communicate with parents about their child's daily experiences in positive and respectful manner.
- 6 Maintain necessary confidential record concerning children in care.
- 7 Obtain and maintain liability insurance for the children and the home.