

Our Daycare

We believe that children are unique, capable individuals who have a right to quality education. We believe in working in partnership with families to provide quality care and safe experiences for the development of the whole child. We believe that healthy relationships with educators and peers are the foundation of learning.

We support exploration of nature and believe that outdoor play is a cornerstone for children's development. We believe in fostering a learning environment where children of all abilities have the opportunity to grow and develop in a fully integrated and inclusive classroom. We strive to incorporate the following values into all aspects of our program:

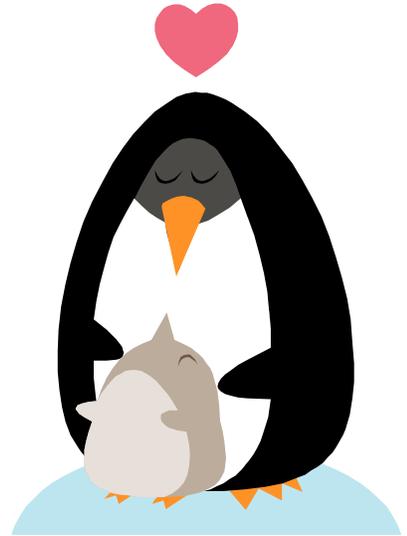
What Our Daycare Program Looks Like

- **Coming Together as a Group:** We gather as large and small groups to do activities such as songs, games, stories, books, rhymes, and finger plays. This time is also used to discuss upcoming events, introduce new topics, and go over other classroom happenings.
- **Free play/ Choice time:** We give the children plenty of time to explore and play in their environment. As a play-based program, we believe that the time dedicated to play is time dedicated to learning!
- **Gross motor play:** We have daily activities and opportunities in our classroom for gross motor play, as well as time outside and/or in the gym.
- **Nature based experiences:** We bring in natural materials for the children to interact with and investigate and engage in projects throughout the year to show children our relationship with nature.
- **Invitations to play:** We set up play experiences designed to invite children to investigate and interact with different materials and resources. These invitations include sensory play, new tools/materials, and loose parts.
- **Classroom jobs:** Because the classroom belongs to everyone, taking care of it is a shared responsibility. All children participate in daily tasks such as cleaning up and putting away personal belongings. Each classroom also has specific jobs that children will get a chance to do throughout the year.
- **Open ended arts and crafts:** We provide and set up art materials for children to have access to. We encourage children to use their creativity to create art without setting specific, prescribed outcomes.
- **Social/Emotional skill development:** By providing a safe and secure environment the child will have the opportunity to build on their social and emotional skills. Children will learn positive ways to express their wants and needs. This lays the early foundation for children to build healthy relationships with their teachers and peers.

- **Documentation of learning:** Learning is documented and shared in a variety of ways which could include photos, learning stories, or portfolios.
- **An engaging environment:** We believe that an environment that offers predictability and structure creates a safe and secure atmosphere where children can explore, learn and be creative.
- Healthy safe environment in a **Licensed facility**

Role of the Parent

- Communicate daily with staff about your child's day.
- Label your child inside shoes, and outdoor clothing.
- Communicate concerns about the program to staff or supervisor.
- Pack 2 healthy snack and lunches each day
- Provide 1 or 2 complete changes of clothes including shirts, pants, socks, and a sweater.
- Outdoor seasonal clothing (labeled) including coat, pants, shoes/boots, hats, and mittens (in the winter).
- Pull-ups and any required cream, if applicable
- Water bottle - will be transported Daily for washing
- Nap Cots: Sheet will be provided, please ensure to send nap/ rest blanket and or stuffies that will remain at the center throughout the week and go home on Fridays for families to wash and return with their child on the following Monday.



REGISTRATION

As a licensed facility we must have your child's file complete before they start. The application must be complete, and all documents signed. The application will on be available on our website.



THE ABC's of the SPCDC Daycare Program

ACTIVE PLAY / SCREEN TIME - Licensing Standard of Practice

What is Active Play?

Active play is a physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them 'huff and puff' such as running or jumping.

Why is active play Important?

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills. Active play also helps to promote children's confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and make friends.

Screen Time

We feel that in today's world, managing screen time is an ongoing challenge that is a responsibility of the families. Children should have limited screen time, as we know that the amount of screen time a child has can dramatically impact their days in all areas of development such as educational, physical, and social emotional.

As per the Licensing Standard of Practice Active Play #5. All licensed childcare programs must limit screen time (TV, computer, electronic games) to 30 minutes or less a day.

ALLERGIES

When registering your child state on your registration form any allergies that your child may have and continue to update as necessary.

Food Allergies

Special instructions respecting food and drink for the child must be in writing and included in the child's registration record. As parents supply lunches and snack we anticipate this being very manageable.

SPCDC Daycare is NOT nut free. We will accommodate allergy concern through a child's placement while eating with others and hand washing before and after all lunches and snack.



Parents may be asked to provide documentation of the food allergy/intolerance from the child's physician, providing instructions that need to be taken for avoiding the allergic/intolerant foods, and supplying the doctor's order for medication administration, if necessary due to a reaction.

If necessary, a care plan will be created that includes information about foods that may trigger an allergic reaction, steps for avoiding the food, and a treatment plan for use in the event of an allergic reaction. The plan includes possible symptoms, instructions on notifying the parents, and when to contact emergency services.

We will post a list of children and their food allergies/intolerances, along with acceptable substitutions, in the kitchen where it can easily be accessed by appropriate staff.

BEHAVIOURAL GUIDANCE POLICY

The goal for guiding children's behaviour is to assist children in developing respect, self-control, self-confidence and sensitivity in their interactions with others. Guiding children's behaviour is an ongoing process. Guiding children's behaviour is done while appropriate behaviour is occurring, as well as before, during, and after socially unacceptable behaviour is displayed.

Positive guidance techniques will be used to encourage appropriate behaviour. They include:

- a. Establishing clear, consistent, and simple limits
- b. Stating limits in a positive way, rather than a negative way

- c. Focusing on the behaviour, rather than on the child
- d. Stating what is expected, rather than pose questions
- e. Providing real choices
- f. Allowing time for children to respond to expectations
- g. Reinforcing appropriate behaviour, with both words and gestures
- h. Encouraging children to use the educators as a resource when there are occasions that they cannot resolve issues on their own

Inevitably there will be occurrences of inappropriate behavior and it will be necessary to intervene. The following intervention strategies or combination will be used to help ensure that guidance is supportive, rather than punitive.



- a. Gain attention in a respectful way
- b. Remind children of the appropriate behaviour.
- c. Acknowledge and validate the child's feelings before setting limits
- d. Redirect or divert when appropriate
- e. Model problem-solving skills
- f. Offer appropriate choices
- g. Use natural and logical consequences
- h. Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm.

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behaviour. These strategies for guiding children's behaviour are based on 'Guiding Children's Behaviour Handbook' available at:

www.healthservices.gov.bc.ca/ccf/child/index.html#publications

BITING

Biting is a natural developmental stage that many children go through. It is usually a temporary phase that is most common between 13 and 24 months of age. In some cases, 3-5-year-old children also bite. The safety of the children is our primary concern. Our

policy addresses the actions that staff will take when biting occurs.

Children bite other children for many reasons. A child might be teething, overly tired and frustrated. He or She might be experimenting or trying to get the attention of an adult or his peers. A child could be reacting to another child trying to take their toy or get into their space. Children have limited verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason.

When Biting occurs:

- The biting will be interrupted with a firm "OUCH.... biting hurts!"
- Staff will stay calm and not overreact.
- The bitten child will be comforted. The bitten area will be washed with soap and water and an ice pack or cool cloth will be applied to help prevent swelling.
- The biter will be removed from the area and told "you hurt_____ (child's name), he / she is crying." He / she will be redirected to place to play away from the bitten child.
- The incident will be documented and both parents will be informed of the situation. Staff will let parent know what triggered the incident and how they handled it.
- The bite will be assessed, and it will be determined if there was blood exposed. Further steps will be followed.
- Staff will check files to ensure children have had the necessary immunizations.
- If medical treatment is required, a copy of the incident report will be forwarded to Licensing with a reportable incident form within 24 hours.

When biting continues: A designated Staff will "shadow" the biter:

- The Staff will give the children the necessary words needed for communication.
- The Staff will aim to teach and give positive attention for acceptable social behavior.
- An extra staff will do an observation
- An inclusive care plan will be put into place
- Extra staff coverage will be made available if necessary.
- Referrals to other professional support might be required to support the biter.

CHILD ABUSE/NEGLECT

The Child, Family and Community Service Act state that all children in the Province of B.C. 'are entitled to be protected from abuse, neglect and harm or threat of harm'. The Act also states that any "person who has reason to believe that a child needs protection must promptly report the matter" to the Ministry for Children and Families. SPCDC Staff follow the Centre's policies and procedures when making a report. If you have any questions, or would like more information, we invite you to talk to the Daycare Supervisor.

Suspected Child Abuse

Apprehension by The Ministry for Children and Families

The Child, Family and Community Services Act define when a child is in need of protection. Decisions related as to when, how, and where the Ministry for Children and Families can apprehend a child rests solely with the Ministry. If and when a Social Worker from the Ministry for Children and Families intends to apprehend a child at the child care Centre, the senior staff person on duty will be responsible for responding to the situation. Prior to the child being removed, the Centre staff member will verify with a Ministry supervisor that the social worker is authorized to apprehend the child. It is the responsibility of the Ministry to make all reasonable efforts to notify the family of the apprehension.

CHILD CARE BENEFIT

Affordable Child Care Benefit : Many families are eligible for this benefit from Ministry of Children and Family Development to assist with monthly fees. Information about the application process will be provided upon request. It is the responsibility of the family to pay the monthly fees to the CDC while they are awaiting approval. Any funding support is paid directly to the CDC so as the application is processed we will inform you of your new reduced monthly rate. If you require assistance with the application, please, notify the Daycare Supervisor or the Front Desk at the CDC and we can provide the required documents for you to complete.

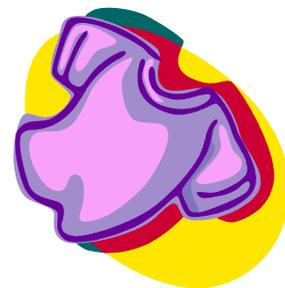
Child Care Benefit applications are accepted online:

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

CLOTHING

Our activities can be fun and messy, and accidents happen, please send your child/ren in comfortable play clothes. Please provide a backpack or cloth bag to store the following extra cloth in :

- two complete outfits of clothing, including socks
- When clothing is soiled staff will place it in a Ziploc bag in your child's backpack.
- Every child is expected to have indoor shoes (preferably with a rubber sole, a non- marking sole is best)
- **Appropriate outdoor clothing** always, including splash pants, boots, coat, etc. We will play outside twice a day weather permitting. Generally, we follow the guideline of a minimum of 20 minutes up to a maximum of 45 minutes; at times we may extend our outside play to hour.
- Please label all of your children's belonging with first initial and last name, e.g. "G. Smith".



Staff is not responsible for personal items that are lost / left at the Centre (shoes, boots, and outerwear) after hours. We will do our best to keep your entire child's personal belongings in their cubby. When clothes are not labeled, we take the children's word when sorting out "what belongs to whom".

COMMUNICATION WITH PARENTS

SPCDC values professionalism and positive communication, staff are expected to communicate with parent /guardians accordingly. In return daycare staff expects that parents and guardians will communicate with our employees in a manner that also reflects professionalism and positive communication. We will not tolerate yelling, swearing, or any other behavior that is discriminatory or profound.

Daycare Staff will communicate with parents/guardians in a variety of ways (face to face conversations, newsletters, signs/posters in the entrance, email or telephone). General communication with parents/guardian's will be face to face when you are dropping off and picking up your child/ren. This allows staff to keep you informed of your child's progress, accomplishments, dislikes, difficulties, and behavioral challenges. Staff may identify that they have concerns regarding your child's development, their safety and/or the safety of their classmates by:

- Requesting a meeting to share their observations/concerns regarding your child.
- These meetings will be scheduled at a time that is convenient for the parent/guardian. Staff will ask parents/guardians to make childcare arrangements for their child while they meet.
- Recommend referrals to other early intervention services

We will plan for timely communication with all parents. The daycare has a Private Facebook Page to share photos and reminder postings. The daycare staff can be reached at 250 782 1161 ex 25. Upon pickup if your child's name is highlighted please check in with staff.

Staff will share all received information with the team so please feel free to speak to any staff person.

Complaint / Conflict Resolution (Following the SPCDC Policy 11.1)

Families are encouraged to discuss questions or concerns regarding any aspect of the Daycare Supervisor. If an issue arises, the goal is to resolve differences of opinion and conflict in a peaceful way and find solutions that everyone can accept. The steps outlined will be followed:

Step 1 – The enrolling parent/guardian and Centre staff will meet to define the issues and state their point of view.

Step 2 – Solutions and/or appropriate resources will be identified, whenever appropriate.

Step 3 – A plan will be agreed upon by the enrolling parent/guardian and the Daycare Supervisor and the Executive Director.

Step 4 – Write a confidential letter to the President of the Society Board stating your grievance

CONFIDENTIALITY

Information concerning individuals receiving services, or affairs of the Child Development Centre is privileged and confidential and will not be released without authorization. We ask that parents and/or guardians maintain confidentiality of all information that comes to their attention regarding the children, their families and the staff at the Child Development Centre, respecting their privacy. Staff will be happy to share information with you regarding your child/ren. Please do not ask questions about other children.

DAILY SCHEDULE

Time will shift when necessary due to weather or the needs of the children	
7:45	Free Play, Fine Motor, Gross Motor and Sensory Activities
Mid morning	Circle Time : Snack : Toileting
	Snack – Toileting: Group Activity: Gross Motor / Outside Play
	Group Activity, Gross Motor/Outside Play
	Circle Time and Art
Noon	Lunch - Brush Teeth
	Story Time, Quiet Time / Nap Time
2:30 pm	Snack – Toileting
	Outside Play
	Free Play, Fine Motor, Gross Motor and Sensory Activities
5:15	Pick up Time

DROPPING OFF AND PICKING UP YOUR CHILD

Drop Off

- Give yourself time when dropping off your child.
- Remove your child's outdoor clothing and hang it on their designated hook in the boot room area.
- Sign your child in on the sign in/sign out board with the time, your initials, contact number, and who will be picking up your child.
- Chat with the teacher on your child's night / day



Pick-Up

- Greet your child
- Speak with the staff about your child's day. Discuss special notes.
- Sign-out your child on the sign in/out board with the time and your initials.

Late Pick Up

Your child and staff depend on your prompt arrival. If a parent /guardian has not arrived by the designated time, we will:

- Attempt to contact parent by phone
- If parent is not available, their emergency contact will be phoned.
- If emergency contact is unavailable, appropriate authorities will be contacted.

Release of a Child

Parents are required to indicate, in writing, the name and phone number of all authorized individuals who are clear to pick up the child. All parents and/or authorized individuals are to sign-in and sign-out on the provided sheet, each day the child is dropped off and picked up from Daycare.

Unauthorized Pick Up

The parent/guardian is required to notify in writing if someone else, other than the authorized persons, will pick up the child. Please provide name, phone number, and description of the person. The person will be asked to show photo identification. Only persons designated to pick up a child will be allowed to do so. If necessary, police will be called for assistance and the parent/guardian will be contacted.

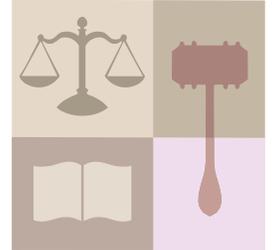


Staff will not release a child/ren when:

- When staff suspect the person picking up the child is under the influence of any substance or if they suspect/feel the child will be in danger
- The daycare staff will use their observation skills to make this tough decision; staff will have a conversation with the person away from the child/ren's hearing range and in private.
- Offer to call someone to pick them and the child up or keep the child if they choose to leave
- If the authorized adult insists on driving, he/she will be informed that by doing so would be breaking the law. The police will be called immediately.
- If "authorized person" leaves the child with daycare staff, they will call the other parent/guardian first then the other people on emergency contact list.

CUSTODY and RELATED COURT ORDERS

The CDC staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pick-up list, the policies on unauthorized persons and release of a child will be implemented. The guardian will provide all consents for service.



EMERGENCY PLAN

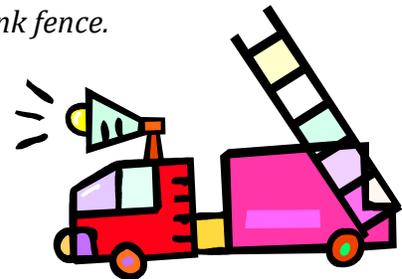
Practice Fire drills will be carried out by the Daycare Program monthly.

Evacuation procedures are posted in every room within the Centre.

If for any reason need to evacuate the building for more than an hour, Families or Emergency contacts listed on the child's registration forms will be contacted. We will take our admission binders with children's information and their Back Packs with us, you may wish to put a family photo and a note for your child.

*The **Muster Area** is at the SPCDC Lower Parking Lot chain link fence.*

During inclement weather, staff, children and families will evacuate to Frank Ross Elementary School.



FEES and PAYMENT

Payment of fees: **\$52 per day.**

Full Time 5 days a week, billing days will vary slightly each month

When holding a Full Time spot payment is required on All open days / month regardless of attendance. 2021 – 2022 No Part Time Spaces will be offered.

- When registering/ committing to / reserving the space there is a \$500.00 deposit required
 - if you withdraw 10 days prior to the agreed upon start date you will be charged \$200.00 (non- refundable deposit) and reimbursed \$300.00.
- All fees are due the first of each month. A receipt of payment will be printed for your records at your request.
- Families are more than welcome to leave post-dated cheques or fill out a form for

pre-authorized credit card payments if this is more convenient. Interac, VISA and MasterCard are available to make payments.

- Note if using a Credit Card a 2% fee will be added onto the transaction.

ie) daycare fees of \$1040 will be billed out at \$1060.80

- A cheque returned by the bank (for any reason) will be treated as a non-payment. A \$30.00 administration fee will be charged. Special arrangements for parents with financial difficulties may be made with the Executive Director in advance of the payment date.

If your bill is not paid and outstanding for 30 days

- You will be given a reminder
- A letter will go home from the Financial Director with a deadline of payment date.
- Your child's space will be offered to a child on the waitlist
- The process for non-payment of fees is strictly enforced.

Withdrawing from the program

30 days written notice must be given when withdrawing your child/ren from Daycare program or you may choose to pay one month's fees in lieu of notice.

Late fees

Daycare closes at 5:15 PM, please be punctual picking up your child/ren. We ask that you contact the Daycare staff by calling **250-782-1161 extension 253** if you anticipate being late. A late fee will be charged each time your child is picked up after 5:15 PM.

- A late fee of \$25.00 will be charged then the fee will increase by \$10.00 every 15 minutes up to a maximum of \$75.00.
- Late fee forms will be completed by daycare staff and the person picking up the child will sign the form.
- Fees may be paid at that time or will be invoiced. daycare staff goes by the clock at the Centre.

If your child/ren is not picked up by 5:30 PM, the daycare staff will call the parents as per admission form. If we are unable to contact parents/guardians, we will call the person/people you have designated as emergency contacts. Please make sure all phone numbers are current. After 30 minutes, the Ministry for Children & Families will be contacted (as per licensing regulations).

HEALTH POLICY

CDC Daycare will provide a healthy, safe, and sanitized environment for the staff and children in our care. As germs are easily spread in a child-care setting, we actively promote proper handwashing on a regular basis and sanitization of the facility, toys and equipment. We also promote all universal cleaning and hygiene practices for a daycare environment. Another part of healthy practice we provide is a balance of physical play, proper nutrition, and rest.

CDC Daycare will practice healthy habits and provide a healthy environment for the staff and children in our care. We promote good hygiene, provide a clean and safe environment and provide a healthy balance of exercise and relaxation.

As germs are spread easily in child care environments we actively promote regular and proper hand washing. A clean and healthy Centre will be maintained with regular sanitizing practices for our equipment, facilities and toys.

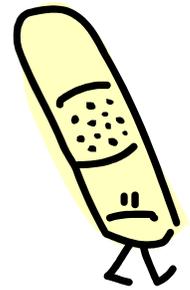
In order to provide and maintain a healthy and safe environment for the children we will ensure:

- Nonsmoking environment
- Daily physical activity both indoor and outdoor.
- Ensuring children are prepared for the weather (proper outdoor gear, sunscreen, water)
- Proper sanitation and hygienic practices
- Staff with First Aide Certification on site
- Medical and First aid Supplies accessible at all time
- Any contagious disease outbreaks will be reported to Families

Head Lice Policy

If your child has head lice please inform one of the staff know as soon as possible. Your child will be able to return to the Program once all lice and nits have been removed. Staff will privately check your child for nits before they return as head lice is very contagious and we want to avoid it spreading. A copy of the BC Health File is available for more information.

ILLNESS POLICY



While we are sensitive to the stress that illness may cause for families, we ask that you keep your child at home or make alternate arrangements for them if they are not well. If your child is not well enough to go outside or participate in the daily activities, they are not well enough to be at the Centre. If a child is sick the staff may refuse to admit the child to the daycare/Preschool. That is, if in her opinion, there is a risk that the child is contagious or if the child will require additional attention.

If your child becomes ill during daycare, we will notify you as soon as possible, and ask that you pick him or her up. If staff is unable to reach you, we will call the person you designate as your emergency contact. Staff will give your child a place to rest; away from the other children and care for him or her while we wait for them to be picked up.

Children should be excluded from the Centre for the reasons below

- Fever over 38.3 degrees Celsius / 100 degrees Fahrenheit
- Is vomiting or has diarrhea
- Pain, Headaches
- has influenza or like symptoms
- has a communicable disease
- has a contagious infection, including pink eye
- has a skin infection or an undiagnosed rash especially if it spreads rapidly
- has an acute change in their behavior: lethargy, lack of responsiveness, irritability, persistent crying, and difficulty breathing

Children can return to Daycare/Preschool when he or she is:

- free of fever, vomiting, diarrhea for a full 24 hours
- has been treated with an antibiotic for a full 24 hours (unless otherwise specified)
- is free of infectious conditions / communicable disease
- is able to participate in all of the usual program activities, including outdoor time

Please notify the Centre if your child or someone in your household has a serious illness or contagious communicable disease so that other families and the Public Health Department can be notified. We post notices of contagious illnesses on the entrance door and on the bulletin board by each classroom cubbies.

Medical Emergencies & Incidents/Accidents

If your child is injured or becomes ill while at the Centre, staff will quickly assess the situation and follow the appropriate procedure as outlined in the Centre's Policy and Procedure manual.

As per Child Care Licensing Regulations, staff "must immediately notify a parent or emergency contact if, while under the care or supervision of the licensee, the child becomes ill or is injured or involved in, or may have been involved in, a reportable incident.



- Parent/caregivers will be informed as soon as possible when their child/ren has been involved in an incident / accident that require immediate medical assistance.
- When your child/ren are involved in an incident/accident that requires staff to provide First Aide (washing/cleaning a scrap / bite that doesn't break the skin, ice or cold cloth for a small bump etc.).
- Staff will first tend to the injured child and then complete an accident /incident or reportable incident form.
- Staff will highlight your child's name on the sign in/out sheet when they need to share information with you.

Ultimately, the care of a child who is ill is the parent's responsibility.

Common Reportable Childhood Diseases and Illnesses include:
Diseases Spread by Person-Person Contact, Strep Throat, Gastrointestinal (stomach or bowel) Infections, ie Pinworms., Skin Conditions and Infestations ie Lice.

MEDICATION POLICY

If you would like Staff to administer prescription or non -prescription medication to your child, the Child Care licensing regulations require that we have written consent.

When children have severe allergic reactions and require an Epi Pen or they have Asthma and require puffers; Alert Pages with step by step instructions of signs /symptoms to observe for and an emergency care plan will be completed. The Alert pages, medical consent to apply non-medicated cream/bug spray and medications are kept on the staff's body at all times.

Medication must be clearly labeled in its original container and go home on a daily basis. Staff will review the procedures for administering medications once a consent form is completed.

All prescription medications must be labeled with the child's name and will go home with the child in the evening. All medication will be recorded with following the 3 "R's" Right child, Right dose, Right time.



Immunization records

As part of our licensing regulations all children enrolled in the daycare must provide the Centre with a copy of their child/rens immunization records which will be shared with the Community Child Care Licensing Officer. Parents /Guardians who choose not to immunize their child must complete the Centre's form "Child/ren not immunized" which will be kept on file with the admission forms.

If there is a reportable Infectious / Communicable Disease outbreak within the Centre, we will be sharing information with Northern Health as per consent signed on your child/ren's admission form. Northern Health staff will contact families individually to obtain / share information and make recommendations to the Centre.

NAPPING / QUIET TIME

Quiet / Nap time

We recognize that napping /resting is an important part of your child/ren's day as they are busy with numerous activities and they need time to rest. Children in need of rest are more likely to get cranky, irritable, have meltdowns, get aggressive with others and have trouble calming themselves. We will work with each family individually to set up a nap / quiet time routine for your child. All children will toilet prior to nap / quiet times. Daycare guidelines are:

- Nap time will be a maximum of 2 hours in the room or longer as directed by parents.
- Quiet time will be a minimum of ½ an hour on a cot/cushion to a maximum of 45 minutes
- The Daycare Staff will always provide a quiet space for the child to rest or relax if they have indicated they are tired.



Bedding, Blankets and Snuggle Buddies

- Cots will be disinfected weekly or immediately if needed.
- Families will provide a blanket. Blankets will go home Fridays for families to wash and return.
- Daycare will store each child's nap supplies individually.
- Please remember to label all your child belongings

NUTRITION

Health & Nutrition - Snacks/ Lunches

Families will provide lunch and snacks for their child/ren. Please ensure you have packed enough for two snacks and a lunch.

Healthy & Nutritious food and drink is an important part of our day. We ask that families join the Centre in following the Canada Food Guides Requirements when preparing food for daycare.

Food should be cut up into appropriate sizes for your child for easy consumption and reduce the risk of choking. Please cut grapes and hot dogs lengthways. Even if your child does not eat these foods cut up at home, these rules exist for the safety of all children enrolled at the Centre.

Eating Guidelines

- Tables are sanitized before and after use.
- Hands will be washed before and after mealtimes.
- Children are taught to use good manners and to clean up after themselves.
- We implement a "Family" eating style, this means that all adults in the room will sit at the table with children.
- Adults will facilitate conversations with the children at the table throughout their meals.
- Children will be provided with sufficient time to eat.

Water is the main beverage – it will be unlimited. Each child /adult will have their own "water bottle" supplied by families. Water bottles will go home daily with children – we ask that families wash and return them.

To Prevent Choking accidents:

- Children are closely supervised
- Everyone sits down while eating and drinking

OUTDOOR PLAY

Staff follow the weather forecast / hourly temperature on the Environment Canada Weather website <https://weather.gc.ca> . This gives us the temperature for Dawson Creek B.C. We also use this for “Air Quality” and “UV index”.

During the warm weather Spring / Summer (May to September)

Children will be spending time outdoors enjoying the fresh air and sunshine. We play outside in the rain (if there is no thunder / lightning or a down pour). If we are outside and we hear thunder everyone will come inside immediately

To protect the children from an over exposure to the sun we are recommending the following precautions:

- A sun hat
- A light, loose fitting shirt
- Sunscreen that is at least **30 SPF** (refer to Sunscreen consent forms for specific details)
- Staff will limit the outside time between the hours of 11:00 AM to 4:00 PM to a maximum of 30 – 45 minutes at a time when the UV index is between High and Extreme.

During the colder weather Fall /Winter (October to April)

During the winter months we will play outside with temperatures as low as -20 (including wind chill) In order to protect the children from the cold /wetness we are recommending the following precautions:

- Waterproof mittens
- Winter boots
- Hats that cover their ears fully or a balaclava
- Winter clothing i.e., warm jacket and snow pants



Children with daily outdoor play periods unless weather conditions would make it unreasonable to do so (-20 degrees Celsius or less), as per Section 44 (3) of the Child Care Licensing Regulation, B.C.

OUTINGS

The staff will occasionally take the children off site for everyday activities such as walks within the immediate neighborhood. Throughout the year staff may plan field trips and invite visitors.

ALL CHILDREN are expected to accompany their class on community outings. Volunteers with Criminal Record Checks completed are welcome to join us.

The staff will provide notice of outings :

- Monthly calendar
- Verbally during drop off and pick up of child
- Written on top of the sign in /out sheets

Upon registration of your child into the daycare your authorization for field trips will be requested.

SPECIAL EVENTS

Throughout the year there will be materials available at the craft table for children to create cards & gifts for family and friends. daycare staff will plan specific activities for children to make gifts for: Christmas, Mothers & Father's Day. Throughout the year we will have fun events planned such as Costume parties, Pajama Day and Wacky Hair.

Please **do not** bring in homemade treats for celebrations. In store prepared food items may be brought in the original container with their list of ingredients.

SUNSCREEN

Upon registration, parents will be asked to provide consent for the Daycare to apply sunscreen to their child; to protect them from the sun during outdoor play. Parents must provide long sleeves and pants as well as a wide brimmed hat to protect their child, if consent to apply sunscreen is declined. A container of sunscreen is available at the center in a basket, out of the children's reach.



Parents are responsible for applying sunscreen to their child if they arrive:

- 30 minutes prior to the children's outside activity time.
- during the children's outside activity time

Teeth Brushing

Daycare will be implementing "teeth brushing" after lunch; Toothbrush, toothbrush covers & toothpaste will be supplied by Daycare.

Daycare staff will be responsible for:

- placing a pea size dap of tooth paste on the child's toothbrush (toothpaste will be "dapped onto a napkin to ensure that there is no cross contamination of germs from toothbrushes)



- supervising children individually while they brush their teeth (following the visual step by step instructions posted)
- store the child’s toothbrush on the shelf to dry prior to placing the cover back on

Toileting

CDC staff will provide constant supervision while children are toileting. Children will be changed or reminded about toileting every 3 hours.

As toileting of young children involves close adult-child contact, each child will have a designated staff member whenever possible to assist them with toileting. Staff will involve the child by encouraging him/her to help as much as possible.

Staff will:

- follow the toileting procedures posted in the washrooms
- wash their hands and assist children to wash their hands
- encourage and assist children to undress and dress themselves as they are able
- decide with the family when, and if, a child is physically and emotionally ready to start to learn to use the toilet
- be patient, supportive and understanding during this learning process
- be respectful of the child’s needs

TOYS FROM HOME

Please discourage your child from bringing any of his/her toys to Daycare. This creates a sharing problem with the other children and it is difficult to keep track of individual toys. We cannot be responsible if toys get broken or lost. If this seems difficult to do, please let us know as we may be able to provide you with some helpful strategies.



Videotaping Children

Periodically staff will be photographing or videotaping children in the classroom; photos / videos may entail public viewing. There is also considerable Media Interest in the Daycare Centre services and such interest may entail public viewing (on local television stations, in the local Newspapers and social media). All children enrolled in SPCDC daycare must have their “consent to photograph and video tape” section of the Parent Consent form completed.

NOTES:
