



## **Daycare Policies & Procedures**

**Effective March 2016**

Fernie Child Care Society  
PO Box 1884  
Max Turyk, 44 Mt Washburn St  
Fernie, BC V0B 1M0  
Ph: 250 423 3313  
Email: [ferniecec@telus.net](mailto:ferniecec@telus.net)  
[www.fccs.ca](http://www.fccs.ca)  
[www.facebook.com/ferniecec](https://www.facebook.com/ferniecec)

## WELCOME

The Fernie Child Care Society (the Daycare) is pleased to welcome you and your child to our child care program.

The information in this booklet contains the policies and procedures for the Daycare, what you can expect of the Daycare Staff, our expectations of you as parents/guardians, and what your child will be doing while at the Daycare.

If you have any questions, please ask the Daycare Manager. They will be more than happy to assist you.

**There will be occasional revisions to this package and the accompanying forms, at which times you will be asked to sign a new contract, or initial the revisions. We reserve the right to make changes in our policies, as we deem necessary.**

## Table of Contents

ABOUT US .....	6
Our Daycare.....	6
Our Staff .....	6
Our Mission .....	6
Our Philosophy .....	6
Our Goals.....	6
Our Program.....	6
FEES, PAYMENT, REGISTRATION & SCHEDULING .....	7
Daycare Fees .....	7
Infant Toddler (IT) .....	7
3 -5 Program .....	7
Subsidies .....	7
Payment Policy .....	7
Invoicing.....	7
Due date .....	7
Payment method .....	7
NSF Cheques .....	7
Registration .....	7
Enrolment .....	7
Waitlist policy .....	8
Orientation.....	8
Evaluation period.....	8
Scheduling .....	8
Schedule.....	8
Cancellation .....	9
Notifying Daycare .....	9
Schedule change by parent/ guardian.....	9
Storm/ Daycare closure .....	10
Sick days.....	10
Vacation .....	10
Statutory holidays.....	10
Society Membership Fees .....	11
In-Kind Support and Donations .....	11
HOURS INFORMATION.....	11
Hours of Operation.....	11
Late Pickup of Children.....	11

Holidays and Closures .....	11
OUR PROGRAM.....	12
Drop-Off and Pick-Up .....	12
Program.....	12
Infant/Toddler Program (Aged 10 – 36 months).....	12
Transitioning from IT Program to 3-5 Program .....	13
3-5 Program (ages 3 – 5 years old).....	13
Guiding Children’s Behaviour Policy.....	15
Inclusive Care Plan.....	15
Music and Movies.....	16
GENERAL DAYCARE POLICIES.....	16
What to Bring .....	16
Nutrition .....	16
Meal Time.....	16
Birthday and Holiday Celebrations.....	17
Diapering .....	17
Potty Training .....	17
Napping .....	18
Toys from Home Policy.....	18
Keeping Accurate and Up-To-Date Child Records .....	18
Practicum Students .....	18
Volunteers .....	18
Loss of Services.....	19
COMMUNICATIONS .....	19
Open Door Policy.....	19
Communications Policy .....	19
Complaints Policy .....	19
Confidentiality Policy.....	20
HEALTH & SAFETY .....	20
Authorization for Release of Children .....	20
Emergency Evacuation Plan(s) .....	20
Medication .....	21
Immunization .....	21
Health Policy.....	21
Illness Policy .....	21
Minor Incidents .....	22
Critical Incidents .....	22

Biting Policy .....	23
Abuse Policy .....	23
Missing Child .....	24
Outdoor Play and Field Trips .....	24
Sunscreen .....	25
James White Park Safety Policy.....	25
PARENT AGREEMENT.....	27
APPENDIX A - Waitlist Policy.....	28
Priority.....	28
Wait Times.....	28
When a space becomes available for you .....	28
Returning Parents.....	29

## ABOUT US

### Our Daycare

The Fernie Child Care Society (the Daycare) is operated on a not-for-profit basis, as a registered Charity. It opened its doors in 2009 to become Fernie's only licensed group daycare. The Daycare team is made up of passionate and dedicated Staff, a Manager and a volunteer Board of Directors. The Annual General Meeting (AGM) is held in March of each year.

We invite you to "Like" our Facebook page at [www.facebook.com/fernieceildcaresociety](http://www.facebook.com/fernieceildcaresociety) to see what the Daycare and kids are up to! Visit our website at [www.fccs.ca](http://www.fccs.ca)

### Our Staff

Our Staff are the heart and soul of the Daycare. Please check out our website to see their friendly faces and profiles. All of our Staff hold current certificates issued by the Ministry of Children and Family Development, which can be seen posted on the notice boards at the Daycare. They also hold current criminal record checks, CPR and first aid certificates.

### Our Mission

Our mission is to enhance the lives of children, their families and the community. We do this by offering a vital community service which includes quality and affordable group childcare.

### Our Philosophy

Our childcare programs respect, reflect and promote the inclusion of all people. We believe that:

- CHILDREN have diverse abilities and are entitled to a caring, supportive and quality environment,
- FAMILIES deserve assurance of safe, quality childcare for their children, and
- STAFF are entitled to work in an environment which values and honours training, experience, culture and commitment to childcare.

### Our Goals

For Children:

- To promote each child's healthy motor, cognitive, social-emotional, adaptive and communication development
- To promote each child's understanding and pride in being a part of a global world where all people are equal and part of a larger community
- To provide an environment that is dynamic and responsive to each child's individual developmental needs and abilities

For Parents:

- To provide a loving, nurturing environment for their child that is an extension of their family unit
- To provide access to resources and information within the community to meet their family needs

### Our Program

Our Daycare offers a full-day program for children aged 10 months to 5 years. Our licensed daily capacity is 12 children aged 10-36 months, and 16 children aged 3-5 years.

Our Daycare uses a child-centered approach, where Staff pay close attention and respond to each child's interests, abilities and learning style. Using a variety of hands-on materials, learning is made fun and functional. The children have opportunities to explore a wide variety of activities and play materials, which promote their motor, cognitive, social-emotional, adaptive and communication development.

The curriculum is balanced between indoor and outdoor play activities, as well as a variety of individual, small group and large group activities.

## FEES, PAYMENT, REGISTRATION & SCHEDULING

	FULL-TIME	PART-TIME	DROP-IN
<b>Daycare Fees</b>			
Policy	<ul style="list-style-type: none"> <li>The Daycare has the right to increase Daycare fees at their discretion at any time.</li> <li>Additional children are 20% off. The 20% off applies to the child with the lower rate.</li> <li>GST is not charged on childcare fees because childcare services are GST exempt.</li> </ul>		
Infant Toddler (IT)			
<i>Per month</i>	\$1,000		
<i>Ful- day</i>		\$55	\$64
<i>Half-day</i>		\$32	\$37
3 -5 Program			
<i>Per month</i>	\$790		
<i>Full-day</i>		\$45	\$52
<i>Half-day</i>		\$26	\$32
Subsidies	Depending on the parent's financial situation, fee subsidies may be available. Please refer to the Ministry of Children and Family for more information <a href="http://www.mcf.gov.bc.ca/childcare/subsidy/">http://www.mcf.gov.bc.ca/childcare/subsidy/</a> or ask the Daycare Manager.		N/A
<b>Payment Policy</b>			
Invoicing	Invoices for Daycare fees are emailed out by the Manager, in advance of the month to which the care relates.		Upon booking
Due date	Full payment of the invoice is due within the first week of the month to which the fees relate.		Upon booking
Payment method	<ul style="list-style-type: none"> <li><b>E-transfer (preferred method):</b> email address: <a href="mailto:ferniecec@telus.net">ferniecec@telus.net</a>, question: where do you live? Answer: fernie</li> <li><b>Cash or cheque:</b> the Manager will accept payment and fill out receipts. Staff can accept cheques in the absence of the Manager and advise that the Manager will provide the receipt the next morning. Please make cheques out to <i>Fernie Child Care Society</i>.</li> </ul>		
NSF Cheques	"Not sufficient funds" cheques will be returned with a fee of \$30. Immediate payment of Daycare fees will be required within 48 hours or childcare will be suspended.		
<b>Registration</b>			
Enrolment	<p>We cannot guarantee or provide childcare until all completed forms and required documentation have been received, as follows:</p> <ul style="list-style-type: none"> <li>Completed and signed Registration Package</li> <li>Completed and signed Consent Forms</li> <li>Signature page of this Policies and Procedures Booklet</li> <li>Membership fee must be paid (\$5)</li> </ul> <p>Spaces will not be held by verbal contract. We do encourage that the parent/guardian and their child(ren) visit our Daycare prior to enrolment. This allows your child(ren) to become more familiar with our Daycare and Staff.</p>		

	FULL-TIME	PART-TIME	DROP-IN
Waitlist policy	Please refer to our Waitlist Policy for the following: <ul style="list-style-type: none"> <li>• wait times</li> <li>• when a space becomes available</li> <li>• returning parents/guardians</li> </ul> Refer to APPENDIX A - Waitlist Policy		N/A
Orientation	Every child will go through an orientation prior to their start date, accompanied by their parent or guardian. A regular orientation is 2 visits at 1.5 hours each. Orientation is to be completed no more than one week prior to start date. For absences from the Daycare of more than 3 months, parents are to speak to the Manager to discuss whether the child will need to be re-oriented.  Staff will help children transition from the IT Program to the 3-5 Program (see policy). Each child's transition time will be modified to meet their individual needs if required.  Orientation for Drop-in's will be at the Manager's discretion, taking into account the child's age and familiarity with being in a Daycare setting.		
Evaluation period	Your child's happiness is paramount, as it is for all the children in our care. To ensure that everyone is happy with the childcare arrangements provided for your child, a two-week evaluation period exists prior to the finalization of care. If at any time during this two-week evaluation period you feel that the Daycare is not meeting your needs, then you may withdraw your child(ren) and receive fees back based on the number of days unused.  Equally, if during the two-week evaluation period, or any time during their care, Daycare Staff feel that they are unable to provide quality care to meet your child(ren)'s specific needs, then they will inform you with notice. From that time you will have an additional week to find alternate care.		N/A
<b>Scheduling</b>			
Schedule	5 days a week, 12 months a year, except for Daycare closures.  To ensure your full-time spot is reserved for your child(ren), the full	Part-timers are required to register for consistent recurring days (as full or half days) of the week and month. We do not offer flexible part-time registrations. <sup>1</sup>	No pre-scheduling is allowed however parent/guardian may be able to

<sup>1</sup> Following are some examples to illustrate this policy, however this policy is not limited to the examples below:

- If parents require care Monday to Friday, but have every second Friday off, then we suggest that parents register their child on a full-time basis. If not, we can only guarantee care Monday to Thursday. In this scenario priority will be given to the parent that requires care for their child every Friday and the space will be offered to them.
- If parents require care Week 1: Monday, Tuesday, Friday; Week 2: Monday, Friday; Week 3: Thursday; Week 4: Monday, Tuesday, Thursday, then we suggest parents register their child for every Monday, Tuesday, Thursday and Friday. If not, we cannot guarantee care on the days requested. In this scenario priority will be given to the parent that requires care on these same recurring days every week and the space will be offered to them. Therefore, even though the child won't be attending on some of these days, they will need to be paid for to secure the space.



	FULL-TIME	PART-TIME	DROP-IN
	<p>fee is in effect even if your child ends up not being at the Daycare all days of the month (whether due to sickness, family holidays, etc). The fee remains the same for the months during which there are holidays and closures.</p>	<p>Part-timers are not charged for statutory holidays or closures. However, if you take family holidays (or child is sick) then you are still required to pay for the days you are not here to guarantee your space.</p> <p>The days of the week that you require care for are to be provided on the waitlist application. The schedule will be finalized upon acceptance into the Daycare based on the days available at the time. If upon registration you don't get all of your requested days, you will maintain your position on the waitlist until you obtain all of your requested days.</p>	<p>pre-book a drop-in space within 7 days of the requested date, if and when space is available.</p>
Cancellation	<p>30 days' notice is required for any cancellation. Failure to provide sufficient notice will result in the full fee for the notice period still being due.</p> <p>This policy applies to fully withdrawing your child from the Daycare, permanently reducing your child from full-time enrolment to part-time enrolment, or permanently reducing the number of days of part-time enrolment.</p>		N/A
Notifying Daycare	<p>If your child will not be attending Daycare due to illness or any other reason, please contact the Daycare. This will prevent activities from being delayed and it helps us know how many children we need to prepare activities for. It also helps us keep costs low, in the event that a Staff member is not required for the day. Notifying the Daycare no later than 10 a.m. on the first day of the absence is expected, either by email or by calling the Daycare. Please leave a voicemail if no one answers as voicemail messages are routinely checked.</p>		Applicable if pre-booked
Schedule change by parent/guardian	<p>The Daycare is allowing Parents that have a day (or half-day) where their child won't be attending, to offer this day (or half-day) to another child. The child giving up the day must be enrolled in the daycare and the day must be filled by a child enrolled in the daycare.</p> <p>This will help alleviate the financial burden of paying for days when your child is not in attendance, and also allows a space to open up for another child.</p> <p>Parents can use the form posted on the bulletin board at the Daycare to facilitate their own changes with other parents. The Facebook Group "FCCS – Day's Available/ Needed" can also be used by parents of the Daycare; this may help with last minute changes e.g. the morning off.</p> <p><i>PLEASE NOTE: Available days can only be filled by children already enrolled in the daycare.</i></p>		N/A

	FULL-TIME	PART-TIME	DROP-IN
	This system is being offered in good faith. If we find parents are making money from the days they give up, this system will be stopped. For example, if someone wants a half day and you have paid for a full day, the parent should only pay half of what you have paid, i.e. \$45 for full day so half day should pay \$22.50.		
Storm/ Daycare closure	<p>It is very rare that the Daycare will close. We realize that most parents/guardians must attend work and will be relying on the Daycare to be open. The purpose of this storm/closure policy is to protect the Daycare’s educators, children and families when roads, weather conditions, or other factors may endanger them.</p> <p><b><u>Some factors in closing the Daycare include but are not limited to:</u></b></p> <ul style="list-style-type: none"> <li>• Insufficient number of employees to safely operate. (The Daycare is required to meet provincially regulated child-to-Staff ratios per the Child Care Licensing Regulations).</li> <li>• Weather forecasts, current weather and road conditions.</li> <li>• Power/water outages.</li> </ul> <p>We will contact parents as soon as possible to let you know if we are unable to take your child. If the situation is such that we can only accommodate a reduced number of children, we will ask a parent who works from home or is at home, or whom we know has that flexibility, to keep their child(ren) at home. Full-time registrations are given priority over part-time and drop-in however it will follow the Waitlist Policy (see policy attached).</p> <p>The Daycare provides credit or in some cases full refunds if the Daycare is the cause of a closure.</p>		N/A
Sick days	If your child is sick and has to stay home, no credit or refund will be given.		N/A
Vacation	Fees have been calculated for the whole year, taking into account statutory holidays and scheduled Daycare closures, and then split evenly over 12 months. Therefore, the fee for months when there is a closure is the same as for months when there are no closures. It is recommended that parents take their vacation at the same time as the Daycare, as there will be no credits or refunds for months where parents take vacation when the Daycare is open.	<p>Part-timers are required to register for consistent recurring days of the week and month. We do not offer flexible part-time registrations. Therefore, if your child is normally in attendance on days that you would like to take vacation, and these days are outside of the Daycare closures, then you will be required to pay for these days.</p> <p>Refer to the cancellation and change policies above for more information.</p>	N/A
Statutory holidays	<u>No credit</u> for statutory holidays, as they are factored in to the average fee calculation.	<u>No charge</u> for statutory holidays, even if it falls on a day that your child would typically attend.	N/A

### Society Membership Fees

As a nonprofit Daycare we are required by law to have a membership fee. Our membership fees allow us to apply for grants and other funding that help the Daycare to maintain lower costs and to grow. It is a requirement of the Fernie Child Care Society that all clients pay a one-time, non-refundable membership fee of \$5.00, which is due on the first day of scheduled care. Your membership is valid when you have children enrolled in the Daycare.

### In-Kind Support and Donations

The Daycare is a nonprofit charitable organization that continually requires in-kind and financial support from the community and granting organizations in order to keep our fees affordable. If you would like to donate any goods, services or funds please speak directly with the Manager for more details.

The public can make financial donations (anonymous or not) at the East Kootenay Community Credit Union under Institution # 809 Branch # 22330 Account # 100001695212. Charitable receipts are available upon request from the Treasurer.

## HOURS INFORMATION

### Hours of Operation

Monday to Friday, except holidays\* and closure times\*\*

Our current hours of operation are 8:15 a.m. to 4:45 p.m.

Half-day mornings are from 8:15 a.m. until 12:20 p.m.

Half-day afternoons are from 12:40 p.m. until 4:45 p.m.

### Late Pickup of Children

Opening and closing hours are rigid with no children able to start earlier or stay later at the Daycare. There will be a charge of \$1.50 per minute, per child, to offset the cost of Staff remaining late at the Daycare. Staff will ask parents to sign a 'late form' to acknowledge the late charge, for which payment is due by close of business the following day. If payment is not made by the next day, care will be refused to your child until payment is made. If parents pick up their children late on more than 3 occasions, the Manager may ask you to find alternative care for your child(ren).

If unforeseen circumstances mean that you will be late picking up your children, please call to inform Staff. *If a child has not been picked up by 5:15 p.m., Staff will call the Manager and the Ministry of Children and Family Development if attempts to reach parents or emergency contacts have failed.*

### Holidays and Closures

\* Holidays recognized by FCCS include:

- STAT: New Year's Day (Jan)
- STAT: Family Day (Feb)
- STAT: Good Friday
- Easter Monday
- STAT: Victoria Day (May)
- STAT: Canada Day (July)
- STAT: B.C. Day (August)
- STAT: Labour Day (Sept)
- STAT: Thanksgiving Day (Oct)
- STAT: Remembrance Day (Nov)
- STAT: Christmas Day (Dec)
- Boxing Day (Dec)

\*\* During the calendar year the Daycare has three closure times (for exact dates see our website or speak with the Daycare Manager)

- Christmas & New Year's period
- Summer 1 (week-long closure including either the Canada Day holiday or the B.C. Day holiday)
- Summer 2 (week-long closure including either B.C. Day holiday or the Labour Day holiday)

## OUR PROGRAM

### Drop-Off and Pick-Up

It is the responsibility of the parent to sign their child in and out of the Daycare each day; please refer to the Daycare clock for accuracy on our sign in/out sheets. The sign in/out sheet is used as an attendance record in emergency situations.

We expect parents/guardians to bring the child into the Daycare. Please share with a Staff member how your child is doing that day. If you will be late in dropping off your child in the morning (past 10:00 a.m.), please phone the Daycare and let us know. Staff plan outings in the community and this will allow you to arrange to meet the group at a different location if necessary.

When you are picking up your child, please speak with a Staff member so they can share with you how your child's day went.

Please refer to Hours of Operation, page 11, for drop-off and pick-up times, and penalties for late pick-up.

### Program

Our program uses play-based learning to maximize each child's development potential. Play-based learning "builds upon children's natural inclination to make sense of the world around them". Educators provide support and guidance as children plan their learning, engage with others, reflect on what they have learned and identify opportunities for new learning. The Staff engage children in six primary areas of learning that support children as they move throughout the early years through the following ways:

1. creativity/innovation,
2. health & physical activity,
3. language,
4. numeracy,
5. personal and social development, and
6. science.

These areas of learning support development in the five domains: cognitive, emotional, language/communication, physical and social.

While at the Daycare, your child will have a variety of different materials to play with to further their learning and inspire a high level of engagement and curiosity in all areas of the program. Your child(ren) will always be under constant supervision by qualified Staff to ensure their health and safety.

### Infant/Toddler Program (Aged 10 – 36 months)

Our program for Infant-Toddlers (aged 10 months-3 years) invites children on a daily adventure in an active, safe, loving and secure environment.

We understand how important the early years are to you and your child. This is a time of remarkable growth, when children are experiencing rapid development, learning new skills, and progressing steadily towards physical, intellectual, and social-emotional milestones. With that in mind, our program provides guidance and rich experiences that build upon individual strengths and talents. Our Infant/ Toddler educators create a developmentally appropriate learning environment that encourages infants in our care to become confident, successful, lifelong learners. While working slightly differently to meet the needs of the toddler age, educators create learning experiences that promote toddlers' blossoming independence and social skills, and foster self-confidence.

Educators regularly attend professional development seminars and courses to keep themselves inspired, fresh and up to date with current research and teaching techniques.

The Infant and Toddler Child Care Program Offers:

- A comfortable, nurturing environment focusing on healthy development, socialization, emotional security, and the learning of new skills
- Sensitive and responsive caregivers trained in the unique needs of infants and toddlers
- A bright, cheerful, clean environment with developmentally appropriate toys and crafts
- Continuity of care with consistent and friendly Staff
- A daily routine that balances teacher and child-initiated experiences
- Specialized attention including: cuddling, rocking, singing, speaking with and being read to
- Daily outdoors and active play
- Social and friendly meal and snack times
- Cozy and safe sleeping space
- Feedback regarding child's eating, sleeping, diapering, activities, and mood throughout the day
- Support and encouragement for parents and families

We want you to know what your children are learning and how they are developing. We have an open door policy to promote parents and family to make suggestions, give us ideas or help out with our program wherever they have the interest!

**Infant/Toddler Daily Schedule**

8:15 – 9:40	Arrival/free play
9:40– 10:00	Clean up/circle time
10:00 – 10:30	Wash hands/snack
10:30 – 11:00	Diaper change/bathroom/ready for outside
11:00 – 12:00	Outside play/gross motor (depending on weather)
12:00 – 12:30	Wash up/lunch
12:30 – 12:50	Diaper change/bathroom
12:50 – 1:00	Story
1:00 – 3:30	Nap/rest time/quiet time
3:30 – 4:00	Diaper change/bathroom/snack
4:00 – 4:45	Free play/outside (depending on weather)

**Transitioning from IT Program to 3-5 Program**

There are a number of transitions that children will encounter within their early years. Change and transitions can unsettle and upset children when in unfamiliar surroundings, introduced to new staff or routines. Working together, Staff and family member will need to support a predictable, consistent and prepared transition. To prepare for the pace and expectations of the 3-5 Program, children should be potty trained and developmentally ready to be with children of this age group. When children have not achieved various developmental milestones, the Daycare Staff will work with the child and family to create an Inclusive Care Plan prior to transition/up to and including the transition to the 3-5 program. When a child turns 3 years old he/she will transition to the 3-5 Program. This transition may occur a few weeks in advance of the child's 3<sup>rd</sup> birthday or earlier if the Staff and parents feel they are ready.

**3-5 Program (ages 3 – 5 years old)**

Our 3-5 program encourages investigation, exploration and discovery, where active and enthusiastic children can expand and refine their skills and knowledge. Through intentional teaching practices, purposefully-designed learning environments and enriched activities, educators ensure preschoolers have joyful, appropriate, and meaningful learning experiences that lead to success in school and in life. We focus on kindergarten readiness by continuing to implement play-based learning. Play provides children with the opportunity to actively explore, manipulate, and interact with their environment.

At this level, educators start to focus on the following areas:

- Beginning reading and writing skills
- Math and science concepts
- Large and small muscle skills
- Social and emotional development

We have a fantastic program that is current and based on the interests of the children. Each month a plan is released which lets parents know about our focus in the Daycare for the next month. We spend time learning about the focus through stories, discussion, research and songs at circle time, as well as special outings in the community.

Being notified of what your child is learning throughout the day will allow for conversation at home which can reinforce teaching opportunities. We have an open door policy, so parents/family are encouraged to drop in any time and join in their child's play. We encourage suggestions, ideas or help with our program if desired.

We believe that school readiness is shown in a number of ways, all of which we work on:

- Having dispositions like:
  - Confidence, courage and curiosity- a sense of taking an interest in the program and a belonging within the Daycare
  - Trust and playfulness- being involved with the program and a feeling of well-being within the Daycare, being able to have a silly joke with the educators or their friends
  - Persisting with difficulty and challenge
  - Communication- the confidence to express an idea, feeling or point of view (to adults or other children).
  - Contribution- taking responsibility for their actions, justice and fairness and understanding others' points of view.
  - Independence- being able to separate from family (at times for long periods- up to a full school day).
- Building independence skills:
  - Use the bathroom
  - Put on their own jacket, mitts, hat, etc.
  - Get their own lunch kit from the fridge and open their own lunch containers/ packages
  - Walk 10-12 blocks
  - Hold a pen, pencil or paintbrush
  - Use scissors
  - Identify their own name and begin to reproduce it
  - Clean up their own space e.g. after snack time or play area.
- Join in circle time:
  - Sit quietly within a group
  - Engage in activities
  - Raise hands, wait their turn to talk
  - Follow instructions for games or new projects
  - Learn through repeating- songs, poems, rhymes, dances
  - Take turns with activities
- Being able to recognize different letters, make the sounds, and eventually form the shape on paper.
- Being able to recognize different numbers and eventually form the shape on paper.
- Being able to regulate their own emotions- anger, happiness, stress, frustration etc. and have some strategies to use when they become heightened. (Even as an adult it is tricky to do these things sometimes!)
- Making friends in a group situation.
- Learning about days of the week, months and weather.

**Child development** refers to the biological, psychological and emotional changes that occur in human beings from birth until the end of adolescence. Development is a continuous process with a predictable sequence yet has a unique course for every child. As a Daycare we recognize this development and try to help children reach their individual milestones.

### 3 -5 Daily Schedule

8:15 – 9:30	Arrival/free play
9:30 – 10:00	Clean up/circle time
10:00 – 10:15	Bathroom break/hand washing
10:15 – 10:45	Morning snack
10:45 – 11:15	Adult-guided activity
11:15	Bathroom break
11:30 – 12:30	Outside play/gross motor (depending on weather)
12:30 – 1:15	Wash up/lunch
1:15 – 1:30	Story
1:30 – 2:30	Nap/rest time/quiet table activities
2:30 – 3:30	Free play/outside play (depending on weather)
3:30 – 4:45	Snack/free play

### Guiding Children’s Behaviour Policy

Our goal is to help your child interact successfully with his/her peers and the environment, including problem solving skills, self-regulation and self-reliance, in order to prepare children for school. A child’s behaviour is managed in a positive manner that is appropriate to their age and actions.

The Daycare Staff will treat children, parents, volunteers and each other with respect and kindness, and the same is expected towards the Daycare Staff. We will model appropriate interactions and will assist children in resolving disputes positively. All children have the right to feel safe and secure while at the Daycare.

To ensure this happens we will:

- Set clear and simple limits
- Talk about rules and expectations often
- Be clear and consistent in our expectations of the children
- Monitor the program and environment to ensure it is contributing to positive behaviours/interactions
- Use natural and logical consequences
- Offer choices, use redirection, and use positive reinforcement to encourage positive behaviours

Parents will always be informed of any significant intervention needed by Staff. If problem behaviours are an ongoing issue, Manager will suggest a meeting with parents to decide the next steps to support the child. Possible supports may be compiled into an Inclusive Care Plan or referral made to other supporting agencies. If all interventions have been exhausted and no improvement in behaviour has occurred, Manager will inform parent that their child may be removed from the Daycare.

Any form of discipline which could harm a child physically or emotionally in any way will not be tolerated in the Daycare by Staff, volunteers or parents/guardians.

### Inclusive Care Plan

The Daycare will work to promote inclusive environments for all children regardless of their abilities, special needs or diagnosis. The Daycare Staff will work with the child and parents to ensure that all children have equal opportunities to participate in all activities offered. For children requiring additional support an Inclusive Care Plan must be put into place as required and detailed by *Child Care Licensing Regulations (Division 4, Section 58)*. The care plan developed must appropriately support the needs of the child. Where appropriate the Daycare manager will advocate or collaborate with parents and other service providers to ensure compliance with the care plan. If it is determined that a support worker is required to accompany your child during Daycare hours, your child’s attendance may be dependent upon the support worker’s availability.

### **Music and Movies**

Music is a very large part of our curriculum and activities. Staff will ensure that the songs are age-appropriate and that the volume is set at an appropriate level.

Any movies shown at the Daycare will be communicated with the families at drop-off and will be G-rated. Children are never required to sit and watch the movie. Some curriculum activities might have a video to go along with them and these will not be communicated.

## **GENERAL DAYCARE POLICIES**

### **What to Bring**

The Staff and children will be accessing many areas within the community, including library, parks, playgrounds, grocery stores, walking tours, etc.

While at the Daycare your child will need a number of things. ***Please refer to the Parent Checklist in the Registration Package.***

Please be sure to **LABEL** clothing, lunch bags, containers, bottles and cups. If things are not labeled it is not the Daycare's responsibility to ensure it is returned or kept track of. The Daycare does have a Lost & Found box where items may have been placed.

The children's coat cubbies are in the hallway at Max Turyk. Full-time children have their own cubby and part-time children share cubbies. Because the cubbies cannot be secured after hours, we ask that you take home all of your items each night. FCCS is not responsible for lost or missing items.

### **Nutrition**

Children develop best when they are properly nourished. Parents are responsible for providing nutritious lunches and snacks for the day. The only beverage provided is water, which is available at all times.

*PLEASE NOTE: that our Daycare is juicebox free.*

Food should be cut up into appropriate sizes for your child for easy consumption and to reduce choking risks. Popcorn is not allowed for children under 3 years old. Please cut grapes and hot dogs lengthways. Even if your child doesn't eat these foods cut up at home, these rules exist for the safety of all children at the Daycare. These rules apply both on the IT and 3-5 Programs.

Do not send items such as pop, chips or candy as these items provide no nutritional value and will be returned home, unopened. Please **do not** send any items that contain or may **contain nuts due to allergies** of other children at the Daycare.

For lunch and snack ideas ask the educators or refer to:

<http://www.interiorhealth.ca/YourHealth/InfantsChildren/Pages/Nutrition.aspx>

### **Meal Time**

Staff will allow children to eat snacks when they indicate they are hungry and will encourage them to eat their healthy snacks first.

Eating Procedure:

- The tables are sanitized before and after each mealtime.
- The children's hands are washed before and after mealtimes.
- The children are taught to use good table manners and to clean up after themselves.



To prevent any choking accidents:

- Children are closely supervised
- Children sit down while eating

### **Birthday and Holiday Celebrations**

The Daycare follows the recommendations of Interior Health for celebrating special occasions. The educators will plan celebrations around activities such as a party, games and crafts. If food is included in the celebration, it will be nutritious food to teach kids that healthy food can be “fun food” too. Parents are welcome to provide a nutritious snack to share for their child’s birthday, such as a fruit tray or veggies/dip. Any sugary snacks such as cakes and candy will be sent home.

Parents and Staff can refer to the Interior Health publication “Healthy Celebrations for Child Care” (August 2011) for ideas.

In addition to birthdays we celebrate major holidays like Hallowe'en and Christmas, however we welcome the opportunity to learn about and join in other cultural and religious festivals. If you would like to share a special festival with us, please let us know!

### **Diapering**

Diapers are checked at scheduled times and children are monitored to ensure diapers are changed when soiled.

- Staff will let parents know when their children are getting low on diapers
- Staff will wash child’s hands as well as their own after diapering
- Change table will be disinfected after every use
- Staff will keep track of wet/dry and poopy diapers

Cloth diapers are permitted in the daycare with the following items brought:

- At least 10 AIOs or prestuffed pockets
- 2 Wetbags
- Cloth safe rash cream

*PLEASE NOTE: Staff will not rinse or clean cloth diapers out, due to sanitary regulations.*

### **Potty Training**

Children who are in the process of toilet training need time, attention and care. This isn’t a time that should feel rushed or pressured for the child. As it requires a lot of Staff to cover the needs of all the children, it is required that your child be potty trained prior to transitioning to the 3-5 program.

When a child is ready for potty training, the Daycare encourages the following:

- Start potty training at home; continuity between home and the Daycare is critical for potty training.
- Use of the words “pee, poop, potty” for communicating with the child about potty training
- Decide how the child will use the toilet, i.e. use of potty seat on toilet or potty chair
- Dress child in loose clothing that he/she is able to manage easily and independently. Pants or shorts with all-elastic waists are the best choices.
- Diapers or pull-ups can be used for naps.

The Daycare requires at least 2 complete sets of clothes, including socks and one extra pair of shoes, every day. Remember to label all items of clothing. Due to health and sanitation concerns, wet garments will be put in a plastic bag for you to take home and launder.

The Staff will ensure the children properly wash their hands after using the washroom (and before eating).

### **Napping**

Staff will allow children to nap when they indicate they are tired. Staff will encourage napping until they have been advised by a parent/guardian that naps are no longer required. Staff will record the length of time each child naps and will provide that information to the parent at the end of the day. Staff should also make a note if the child is having any problems with napping and report that to the parent.

### **Toys from Home Policy**

The children will take turns with show-and-tell for specific toys brought from home, which will only be brought out for this reason or under specific planning days (e.g. Teddy Bear Day). Otherwise, please keep your child's personal items (toys) at home or in their cubbies as sharing them can be very stressful for your child.

### **Keeping Accurate and Up-To-Date Child Records**

Parents must provide, as per licensing regulations, all of the following documentation prior to the start of child care service, and must continue to keep it up-to-date throughout their child's time at the Daycare.

- Name, sex, DOB, medical insurance #
- Copy of birth certificate
- Immunization status and record
- Name and phone # of parent/guardian, medical practitioner and emergency contacts
- Name and phone # of authorized person(s) who can pick up your child(ren)
- Any illness, allergy or medical disability disclosed to the Staff and Manager by the child or his or her parent or medical practitioner
- Any special instruction respecting the child's diet, medication, participation in a program of activities, or other matter relevant to the child's care,
  - (i) given by the child's parent to the Daycare in writing, and
  - (ii) agreed to by the Daycare
- Two up-to-date photographs of the child, and other information that can be used to readily identify the child in an emergency
- A record of any person who is not permitted access to the child
- Written consent to call a medical practitioner or ambulance in case of accident or illness if the parent cannot immediately be reached, and to release a child to someone other than the parent
- For any child requiring extra support, a current Inclusive Care Plan as per regulations

In addition, each child's record will include:

- Any medication administered to the child, including the amount and the time at which the medication was given
- Any notification of a parent, emergency contact or medical health officer

### **Practicum Students**

One ECE qualified Staff member will assume the responsibility of supervising practicum students. The student's institution and personal goals will determine their duties. Students are expected to gradually assume more responsibility as the length of time at the Daycare increases. Depending on the arrangements with their institution and the Daycare, the practicum will be unpaid or paid. If paid, then the student can work in ratio as an ECE Assistant provided that they have an ECEA certificate. Practicum students must have a valid criminal record check.

### **Volunteers**

Volunteers are always welcome at our Daycare to assist our Staff in both the Daycare and on outings. Volunteers work under the direction of the Staff. Requirements and responsibilities vary with the situation. A criminal record check is required prior to volunteering in the Daycare.

### **Loss of Services**

If the Daycare loses heat, water or electricity at any time during the day, Staff will evaluate the situation to see whether care can be provided without undue loss of quality. If safe, quality care cannot be provided under the circumstances, Staff will notify each family and you will be credited for days that the Daycare is closed due to loss of services. The Daycare will remain closed until safe, quality care can be provided.

## **COMMUNICATIONS**

### **Open Door Policy**

During the hours of operation you are always welcome to come and visit your child, to give us a call to see how your child is doing, or to ask us questions or discuss concerns. In return we ask that you please try not to interfere with the care we are providing to the children. Please ensure that if you are visiting during a quiet time (1:00 p.m. - 3:30 p.m.) that you enter the Daycare quietly as this is nap time. If we are involved in an activity please feel free to join in, or to wait quietly until we are done. If we are outside or away from the Daycare, there will be a note on the door indicating where we are. Also be aware that sometimes it may be difficult for your child when you leave them again.

Along with our open door policy, we want to keep an open line of communication between parents and the Daycare. We will always inform you of events that have happened with your child during the day. We will take the time when you pick up your child to share their day with you, and ask that you do the same when you drop your child off at the Daycare. If you have any concerns regarding the care of your child please speak with Staff members first, and if you feel your concerns have not been addressed, please bring the issue to the Manager.

If there is something you need to talk to us about privately please call ahead so that we can arrange Staff coverage (if required) while we talk with you.

If you have any concerns or input about the Daycare as a whole, please bring the issue or idea to the Manager. The Daycare is a nonprofit society with a volunteer Board of Directors consisting of parents. Parents are always welcome to communicate with the Board as well via email at [ferniedaycare@gmail.com](mailto:ferniedaycare@gmail.com)

For general Daycare updates please read the notice board above the sign-in sheet at the Daycare, and visit our website at [www.fccs.ca](http://www.fccs.ca) and our Facebook Page at [www.facebook.com/ferniedaycaresociety](http://www.facebook.com/ferniedaycaresociety)

In addition, we produce a monthly newsletter for parents.

### **Communications Policy**

The Daycare values professionalism and positive communication; the Daycare's employees are expected to communicate with parents/guardians accordingly. In return, the Daycare 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 behaviour that is discriminatory or profane.

If for any reason employees or parents feel they are not being treated with respect and fairness, please contact the Manager or the Board of Directors.

### **Complaints Policy**

Parents with any complaints are asked to follow the procedures below.

Complaints regarding the day-to-day care of their child:

- First speak with your child's educator at an appropriate time
- If you feel your complaint is not addressed effectively, please speak with the Manager.
- If you still feel your complaint is not being addressed effectively please contact the Board of Directors in writing by letter or email ([ferniedaycare@gmail.com](mailto:ferniedaycare@gmail.com)) for a response.

Complaints regarding Staff, the facility, Daycare policies or procedures:

- If your concern is about a Staff, speak first with the Staff personally.
- If you feel your concern/complaint is not being addressed, speak with the Manager at an appropriate time, or send an email to [ferniecc@telus.net](mailto:ferniecc@telus.net)
- If your concerns are about the facility or Daycare policies or procedures, speak with the Manager at an appropriate time, or send an email to [ferniecc@telus.net](mailto:ferniecc@telus.net)
- If you feel your complaint is not being addressed effectively please contact the Board of Directors in writing by letter or email ([fernie.daycare@gmail.com](mailto:fernie.daycare@gmail.com)) for a response.

Complaints regarding the Manager or the governance of the Daycare

- If your complaint is about the Manager, speak first with the Manager personally.
- If your complaint is not being addressed, please contact the Board of Directors in writing by letter or email ([fernie.daycare@gmail.com](mailto:fernie.daycare@gmail.com)) for a response.

### **Confidentiality Policy**

As there are many parents in and out of the Daycare on any given day, it is important that everyone understands the importance of confidentiality. This applies to parents, Staff, board members, and guests of the facility. If you have any concerns regarding confidentiality please bring this to the attention of Staff, manager, or a Board member.

It is the Daycare's policy that any information or records regarding your family and child will be kept confidential, with the following exceptions. During routine inspections by the Community Care Facility Licensing Officer, files may be reviewed to ensure all required documentation has been completed. In the event of an outbreak of a communicable disease, a Public Health Nurse may assess the files to determine if any children are at risk. Lastly, information or records may be released without your permission if required by law i.e. for a legal matter.

Records kept by childcare facilities may be subject to the Freedom of Information and Protection of Privacy Act.

## **HEALTH & SAFETY**

### **Authorization for Release of Children**

Only people who have been previously authorized to do so (on documentation at the Daycare), will be allowed to pick up children from the Daycare. Please inform the Daycare who, from those authorized, will pick up your child(ren) on any given day. Your authorized alternate may be required to show picture I.D. The alternate must be on file as authorized to pick up your child or the child will not be released to that party.

If children are not picked up at the agreed-upon time you will be called. If we cannot get in contact with you, the emergency contact will be called. If you or an alternate contact cannot be reached and a reasonable amount of time has elapsed, we will consider the children abandoned and will call the Ministry of Children and Family Development.

If an authorized person comes to the Daycare to pick up a child and is deemed by Staff to be incapable of providing safe care, then Staff will suggest calling an alternate to pick up the child. If they insist on taking the child, we will release them to their care and call the R.C.M.P.

### **Emergency Evacuation Plan(s)**

In case of an emergency such as fire or natural gas leak, we are prepared to respond appropriately. There is an emergency evacuation plan(s) that is reviewed, practiced, and recorded on a regular basis. Children will be taught what to do in the case of fire and other emergencies. Evacuation drills will be practiced in all weather conditions so please ensure that your child has indoor shoes at all times

In the event of an emergency requiring the evacuation of the building, we will meet in the playground area of Max Turyk. In the event of an emergency evacuation of the area we will proceed to Rocky Mountain Village #55 Cokato Rd.

### Medication

Medication will only be administered by Daycare Staff if:

- It has been prescribed by a qualified medical practitioner
- It is in its original pharmacy container (displaying the child's name, medication name, dosage and frequency of administration)
- The Daycare has a signed consent form from the parent with directions
- It is oral medication with the exceptions of EpiPen for emergency purposes and insulin and asthma inhalers if Staff have received specific training around their use and administration.

*PLEASE NOTE: If the medication requires specific Staff training and those Staff members are on vacation or sick, then your child may not be able to attend Daycare on those days.*

Staff will complete a medication administration tracking form that will track the date, time, medication and dosage, and the person administering the medication.

*PLEASE NOTE: Staff will not administer Tylenol or any other over-the-counter medication.*

All medications must be stored in a locked box while at Daycare. Parents are responsible for asking Staff to return the medication at pick-up.

### Immunization

It is not a requirement of the Daycare that your child be immunized, however we do need a copy of any immunizations that have been administered. You can request a printout from Public Health to be put in your child's Daycare file. If you have chosen not to immunize your child then you need to answer "why?" on your child's registration form e.g. "personal choice". In the event of a disease outbreak, if your child is not immunized or we do not have a record that they have been immunized, you will be asked to temporarily leave the Daycare. The child's return to the Daycare will be based on recommendations by Interior Health.

### Health Policy

Staff must notify the parent/guardian/emergency contact when a child has any of the following:

- A fever of 38.3°C or higher
- Consecutive bouts of diarrhea
- Skin infections, undiagnosed rash, sore infected eyes, or signs of any contagious disease
- Persistent cough
- Any parasite-related condition
- Non-clear runny nose
- Vomiting

### Illness Policy

To help reduce the spread of illness in our Daycare, children with the following conditions will need alternate care until their health improves. Please ensure that you have alternate care arrangements for the following situations:

- An acute cold affecting your child's ability to participate in regular daily activities
- Wheezing or persistent cough
- Fever
- Sore throat causing difficulty in swallowing
- Infection of eyes or skin
- Undiagnosed skin rash
- Headache and stiff neck
- Nausea and/or vomiting
- Unexplained diarrhea or loose stool
- Severe itching of body and/or scalp
- Known or suspected communicable disease
- Thick green/yellow runny nose

If your child has vomited during the night or evening before, please do not bring them to the Daycare until 36 hours after the last episode of vomiting.

If your child is sent home with a fever, vomiting or diarrhea, he/she will be unable to return for the next 36 hours.

If your child is sent home because of a suspected communicable disease, we will need a doctor's note stating that your child is NOT contagious and is healthy enough to return to the Daycare, before they can come back.

Please do not bring your child to the Daycare with any illness where your child is unable to participate in regular daily activities even if they have none of the above symptoms. If you need to give your child "over-the-counter" medication, that is an indication that they are probably not healthy enough to participate.

The children and Staff members in the Daycare are in constant close contact and easily contract illnesses from each other. Some children at the Daycare are more vulnerable to illnesses due to compromised immune systems. It is important that children are not seriously ill while at the Daycare; if your child is being dropped off and appears ill we will ask you to find alternate care and we will not allow your child to stay at the Daycare that day.

Please promptly inform the Daycare of a serious illness or contagious disease in your household. This permits us to take appropriate actions to protect the health of other children and Staff at the Daycare.

If your child becomes ill while at the Daycare, we will call you to come and pick him/her up. If you are unavailable, we will call the emergency contacts from the registration form. Children who become ill while at the Daycare will need to be picked up as soon as possible after you are notified of their illness. Your child will be placed in a controlled area, under close supervision of the Staff and out of the area of play, while waiting for you.

### **Minor Incidents**

The Daycare Staff are committed to providing a safe and healthy environment for all children, Staff, and any other persons participating in the program. Staff are required to complete a minor incident form for any accident that requires first-aid treatment (i.e. bandage, ice pack). The form will be signed by the Staff member who administered the treatment, and by the Manager or another Staff member in the absence of the Manager. It will be shown to the parent and signed by the parent and then placed in the child's file. Parents are to be informed of the injury at an appropriate time (which depends on the extent of the injury), and confidentiality of all concerned parties will be maintained.

### **Critical Incidents**

A critical/reportable incident is an event where a person in care has become ill or injured, has been seriously or adversely affected, or has gone missing while under the care or supervision of the Daycare.

In the event of a medical emergency involving your child we will call 9-1-1 and then call you. If you are unavailable we will call the emergency contacts from your child's registration form. A Staff member will stay with your child until an authorized person arrives to care for your child.

Once the parent/guardian/emergency contact arrives at the Daycare, it is the parent's responsibility to accompany the child to receive emergency treatments, whether by private car or by ambulance.

If the child's condition is believed to be life threatening and if the parent/guardian and emergency contact cannot be reached immediately, a Staff member will accompany the child to the hospital. An ambulance will serve as the means of transportation.

If the parent/guardian/emergency contact cannot be reached and the child's condition requires emergency medical treatment, but is NOT life threatening, a taxi may serve as the means of transportation for the child and the Staff member. The Staff member will take the child's emergency card that contains his/her medical information.

At the hospital, the child will receive treatment when the parent arrives and gives consent to treatment. Hospital authorities have stated they will only administer emergency treatment without parents' permission if the child's condition is life threatening.

If it is NOT possible to reach the parent/guardian or emergency contact, attempts will be made to contact a relative. After treatment is administered, and if the child is able to leave the hospital, the child will return to the Daycare with the Staff member or leave with the parent/guardian/emergency contact. The child will only return to the Daycare if the parent/guardian/emergency contact could not be reached.

### **Biting Policy**

Biting is a natural development stage that many children go through. It is usually a temporary phase that is most common between thirteen and twenty-four months of age. The safety of the children at the Daycare is our primary concern. The Daycare's biting policy addresses the actions the Staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. A child could be reacting to another toddler that is trying to take their toy or get into their space. Toddlers have limited verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason.

The following steps will be taken if a biting incident occurs at our Daycare:

- The biting will be interrupted with a firm "STOP....biting hurts!"
- Staff will stay calm and not overreact.
- The bitten child will be comforted. 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 your friend and now he/she is crying". He/she will be re-directed to another place to play away from the bitten child.
- The incident will be documented and both parents will be informed of the situation. Staff will also let the parents know what triggered the incident and how they handled it.
- Staff will check files and ensure children have had the necessary immunizations.
- The bite will be assessed and cleansed with soap and water. If it is determined that there was a blood exposure further steps will be taken and reported as a critical incident.

When biting continues after several weeks:

A designated Staff will "shadow" the biter for (approx. 2 weeks) and the following will happen:

- 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 behaviour.
- An extra staff will do an observation
- An inclusive care plan will be put into place that may include
- Extra staff coverage will be made available if necessary.
- Referrals to other professionals support might be required to support the biter.

We will do our best to support the "biter" but we also need to protect the other children. If "biting" continues after we have utilized all available resources the parent may be requested to withdraw their child from the daycare. If a bite requires medical treatment, a copy of the incident report will be mailed to Licensing Direct within 7 calendar days. Confidentiality of all children involved will be maintained.

### **Abuse Policy**

"Everyone who has a reason to believe that a child has been or is likely to be physically abused, sexually abused, emotionally abused, and/or neglected is legally responsible (under the Child, Family and Community Service Act) to report the matter to a child protection worker. In British Columbia, a child is anyone under the age of 19." (from The B.C. Handbook for Action on Child Abuse and Neglect).

If any Staff member has any reason to believe that a child is being or is likely to be physically abused, sexually abused, emotionally abused, and/or neglected, we are obligated to report it.

### **Missing Child**

In order to keep each of the children safe, no child will ever be left alone and children are to be accounted for at all times. If a child becomes lost, Staff will quickly check all areas of the Daycare and property. If the child cannot be found, the police will be called immediately, and then the child's parent/guardian/emergency contact will be notified and a critical incident will be reported.

### **Outdoor Play and Field Trips**

Our Daycare encourages as much outdoor time as possible, depending on the weather. Staff will post a note on the door of the Daycare, with a contact number for parents, every time they leave the property. It is the Staff's responsibility to ensure the children have appropriate attire before they leave the Daycare.

Staff will not take the children outdoors when the temperature drops below -15°C and limited time when temperatures are above 30°C. An alternative to outdoor play is using the gymnasium.

On registering your child at the Daycare, parents will be required to sign a Daily Field Trip consent form that will be used to acknowledge the participation of their child in daily outdoor activities. If children are to be taken on a field trip outside the scope of the "Daily Field Trip" consent, parents will receive a "Special Field Trip" consent form. Parents are also welcome to attend as special helpers.

### Preparing for Outdoor Play and Field Trips

Before going outside, Staff will check the attendance sheet to ensure that they have all children registered for the day. They will then check the daily parent sign-in sheet to ensure that the children have been signed in. If not, Staff will add the child to the sign-in sheet and parents will be reminded to sign their child in. The updated daily sign-in sheet is to be taken outside along with the backpack. A Staff cell phone is to be taken outside for safety reasons. The outside play and field trip procedures are to be followed for outside play, going to the gymnasium and going off property on a Field Trip outing.

### Preparing to leave the classroom:

- Staff will gather the Emergency Backpack and ensure it contains the following:
  - Daily parent sign-in sheet
  - Children's emergency cards
  - First aid kit
  - Wildlife emergency whistle
  - Cell phone
  
- Staff will gather kids as follows:
  - Infant/Toddler Program: most of the children will be in strollers. The children not in the strollers will walk in a line with one Staff in front, one half-way down the line and one at the back of the line to ensure all children are accounted for.
  - 3-5 Program: children will either walk in pairs holding hands or in a line holding on to a walking rope. Children will wear Daycare bibs when walking to or while in populated areas. One Staff will lead the group while the other Staff follows behind the last child.

### Once outside the Staff will:

- keep accurate attendance by updating the attendance sheet if some children go back inside with one of the Staff
- situate themselves in the playground/area so that all children are in view
- ensure the safety of children by tracking /counting where all children are in the playground/area
- check toys and equipment periodically to ensure they are in good repair



When returning to the Daycare:

- Staff and children will be organized the same way as going outside so that it orderly and safe.
- Staff will use the daily attendance sheet to check number of children:
  - as the children start walking in,
  - once inside the building before heading to the classroom, and
  - once inside the classroom.

If a child is picked up outside:

- A parent can sign out their child from the outside playground using the daily sign-in sheet.
- The Staff who has the sign-in sheet will let other Staff know who has signed out and that the number of children has changed/how many children will be returning to the classroom. This ensures that our records indicate the correct number of children entering the classroom.

Transitioning into the classrooms:

- Staff will help children get undressed and ensure they go straight into the classroom.
- One Staff will be in the classroom to supervise the children inside.
- One Staff will be in the coat area to supervise the children that are still outside the classroom.
- A Staff member will be the last person to enter the classroom after checking the surrounding area for any children not yet in the classroom. They will then confirm with another Staff member that every child is inside and double check the daily sign-in sheet before putting it back at the entrance for parents to use for signing out.

**Sunscreen**

We request permission to apply sunscreen on your child. In addition:

- 1) Children under the age of one year are protected from direct sunlight by the use of shade, stroller canopies, awnings or umbrellas.
- 2) Outdoor activities will be limited between 11 a.m. and 4 p.m. during summer days with temperatures over 30 degrees Celsius.
- 3) The availability of shade and UV index will be considered when planning outdoor activities.
- 4) Sunscreen will be applied 15-30 min before going outside and reapplied every 2 hours and after water activities.
- 5) Parents/guardians will be asked to provide the following items for their children (reminders will be sent during warmer weather periods).
  - sunscreen with a SPF 30 or higher (please apply before or during drop-off)
  - a hat
  - suggestions: unbreakable sunglasses, long-sleeved shirt and at least knee length shorts

**James White Park Safety Policy**

James White Park is home to many types of wildlife ranging from squirrels, snakes, deer, moose, cougars, and the occasional bear. All wildlife plays an important role in the natural environment and should be treated with caution and respect. The wildlife in James White Park also represents potential learning opportunities for children. The Daycare has a duty to ensure the wellbeing of all children and Staff while visiting James White Park. The safety and supervision of children in and around James White Park is of the highest priority. This relates to encounters to dangerous wildlife and excursions near water. Children will be supervised at all times in the Park and the following requirements will be put into place.

- Manager will provide guidance and education to educators, Staff and families on the importance of children's safety in and around water and wildlife.
- Manager will provide a yearly education session for the children and Staff about wildlife safety.
- Children will be adequately supervised at all times.
- Children will not be allowed to play near the Elk River or surrounding water in the Park.
- Staff will teach children not to go to the river when walking in James White Park.
- If there is any dangerous animal sightings in James White Park, the Daycare will not take them to the Park until the city has taken down the signs that inform visitors of dangerous animals (i.e. bear, moose or cougar).

- Staff and children will talk and sign while they are walking into the park. Staff will watch for dangerous animal sightings by watching for the following: tracks, scat, signs of grazing, overturned logs and markings on trees.
- Staff will use a whistle to quickly collect all children in the park.

Staff will do the following if a dangerous animal sighting occurs:

- Staff will stay calm and at no time try to frighten the animal away.
- Staff will collect children and decide the safest strategy to leave the park: either direct route back to Daycare or walk towards the tennis court.
- Staff will remind children to stay as a group and sign and talk as they make their way to the safest location.
- Staff will notify Conservation Officer immediately of risk to the community.
- Staff will notify and document incident and then submit to Manager for review.

## PARENT AGREEMENT

The undersigned acknowledges having read and understood the Daycare Policies & Procedures (revised March 2016) **and accompanied registration forms** of the Fernie Child Care Society. Childcare cannot be offered until all forms are signed, schedules approved, fees paid and required documents are on hand at the Daycare as per FCCS policies and licensing regulations.

\_\_\_\_\_  
Parent/Guardian # 1      PRINT      SIGNATURE

\_\_\_\_\_  
Parent/Guardian #2      PRINT      SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager, FCCS      PRINT      SIGNATURE

\_\_\_\_\_  
Date

## **APPENDIX A - Waitlist Policy**

Approved by FCCS Board of Directors on March 15, 2014

### **Priority**

We welcome new applicants to Fernie Child Care Society (FCCS). When a full-time or part-time application is received it is placed onto our waitlist. When a spot becomes available it is offered to those on our waitlist based on the following priorities, in order as per below:

1. Children already enrolled with FCCS in the I/T program who are ready to move to the 3-5 program
2. Children who are already enrolled with FCCS, who are waitlisted to increase their time on a permanent basis
3. Siblings of children currently enrolled in a program with FCCS
4. Returning parents (see section below): a child returning after an absence of no more than 12 months due to a parent's maternity/parental leave or serious family illness
5. Children of Staff at FCCS
6. Children from the community and area to which the above groups do not apply

Within these priority groups, applications are managed by the date the waitlist application and fee was received, or by date of enrollment for children already attending FCCS, depending on the circumstance. The Manager and the Board of Directors reserve the right to manage the waitlist in the best interest of the Fernie Child Care Society.

To help us keep the waitlist up to date we require a \$25.00 non-refundable application fee at the time of submitting the waitlist application.

### **Wait Times**

It is impossible for us to predict exactly when a space may become available for you. As a result, we are unable to give you an approximate entry date. Typical wait times vary from a few months to one to two years. You are welcome to contact the Daycare at [ferniecec@telus.net](mailto:ferniecec@telus.net) at any time for an approximation on where your application is on the list, but please remember, this position may fluctuate based on the priority factors listed above. It is the responsibility of the parent to update FCCS if your requested date for childcare or the amount of childcare needed (full-time vs. part-time, or part-time schedule adjustments) changes from what was indicated on the original application form.

As FCCS foresees availability opening up, those at the top of the waitlist (top 2 on list) will be contacted to be updated ahead of time (at least one month in advance of when spot is expected to be available).

### **When a space becomes available for you**

It is the parent/guardian's responsibility to maintain current contact information with FCCS. When a space is available every effort will be made to contact you via telephone and e-mail as provided. If parents are away on holidays or for another reason, it is the responsibility of the parents to let FCCS know prior to leaving town, in case they are called during that time. Parents who do not return notification within 3 business days will forfeit that available spot to the next person on the waitlist. You will not need to reapply to the waitlist or pay the waitlist fee again but will be subject to waitlist priority assignment. If you choose to decline the offered space, but would like to remain on the waitlist, you will remain in your place for the next available spot.

A spot that becomes available will be offered no earlier than two months in advance of the parent's requested start date. Parents who accept an available space offered to them in advance of their indicated start date but whose child is not ready to attend at the date it is available will be required to do the following in order to hold the spot for them (for maximum 2 months):

1. Immediately re-confirm a start date and schedule.
2. Pay a holding fee to cover administration costs at a cost of \$50 per week up to a maximum of two months.
3. Accept that FCCS will still be offering that spot to other parents during the time it is unused until the child is ready to attend.

**Returning Parents**

Parents who withdraw their children, for a period of no more than 12 months for the purpose of maternity/parental leave or serious immediate family illness or medical issues, and inform FCCS of their intent to return at the time they leave, will be given waitlist priority based on the above order upon return. The same cancellation policies apply as per the Parent-FCCS Agreement. Parents who withdraw their children for other reasons will be required to reapply to the waitlist and will be subject to waitlist priority assignment and payment of the application fee.

\_\_\_\_\_  
Parent/Guardian # 1      PRINT      SIGNATURE

\_\_\_\_\_  
Parent/Guardian #2      PRINT      SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager, FCCS      PRINT      SIGNATURE

\_\_\_\_\_  
Date