A&N Academic Montessori School

2024/2025 POLICIES/procedures/programs

## Behaviour Guidance Plan

Abusive language, also known as offensive language or profanity refers to language that is used to insult, belittle, or harm others. Abusive language can take various forms, including Insults: Direct verbal attacks intended to demean or degrade someone's character, appearance, abilities, or identity. We have a zero tolerance for this type of behavior or any act of violence, immediate withdrawal of parent/family/child/staff/visitor/student is required.

It is important for the safety of children in care and staff that everyone always uses appropriate tone of voice and respectful language.

## Guidance and discipline

**Philosophy and goals on discipline in the classroom/home**

Discipline or guiding children’s behavior is done in a nurtured, caring, patient and understanding environment provided by staff. The goal of this policy is for parents and providers to help children to work on developmental milestones at home and at the Centre. Staff will observe and document children’s development to see how our environment can change to support the child’s next steps as well as the home environment.

Children will be encouraged and supported to develop positive relationships and learn social skills. Our goal is to provide a safe, healthy, supportive, structured, and fun environment where each child feels secure. To achieve this goal, we will strive to create an environment of trust, mutual respect, and consideration for others. The expectations for behavior for your child and staff is as follows:

* Model appropriate behavior.
* Establish clear, consistent and simple rules.
* Encourage children to understand and follow the rules and expectations.
* Acknowledge children’s feelings.
* Promote positive social skills and self-esteem through various activities.
* Give verbal direction and re-direction as an appropriate guidance strategy.
* Offer developmentally appropriate choices.
* Supervision of children.

A *Time Away Area* or *Cool Down Area* is used as a final option. Persistent refusal to adhere to the rules of safety for self, others and environment may require that a child be removed from an undesired situation. Time away is consistently executed with a positive attuite toward child, focusing on the behavior and follow up explanation as to why they have temporarily been removed. The child is supervised, but away from the general activity and given alternate individual chosen activity. The staff follows through with a mutual discussion or dialogue with the child to promote positive strategies and conflict resolution to prevent reoccurrence. Allowing the child to decide when they feel ready to resume promotes the development of problem-solving skills, positive interactions, and self-control. If there is a persistent behavior problem, staff will request a meeting with the parent/guardian. If the child’s behavior causes a continual disruption to the program or causes harm to others, the next step may result in termination of enrollment. The parent/guardian may request a meeting with the Program coordinator to discuss any concerns.

## NUTRITION

Nutritious lunch and at least 2 snacks will be provided for the daycare program, consisting of at least two food groups that are in accordance with the Canadian Food Guide. We will occasionally have treat-days. We may have children with serious allergies, please remind your children that if you choose to pack an extra snack, to not share their food with others. Nutritious snacks will be available if your child is still hungry after all meals and snacks are finished. Water is always available please ensure to bring your water bottles. The children are encouraged to drink milk and water. Parents can download the Canadian food guide link below to help make healthy choices. We understand it is not so easy to pack healthy snacks, especially with the raising cost of food. It’s okay to provide these within your budget and we will help and encourage the children to eat meals and snacks provided to them.

<https://www.healthlinkbc.ca/healthy-eating-physical-activity/age-and-stage/infants-children-and-youth/healthy-eating-children>

Recommended meal preparation for a daycare child

Breakfast (if not served at home before arrival). Morning snack Lunch- please try to pack all food groups! Afternoon snack Pack a snack or two in case they are still hungry!

Any special dietary requirements should be discussed with staff Parents will be informed in writing if any serious allergy is to be aware of when packing children’s snacks or lunches.

We follow the LIVE 5-2-1-0 to ensure healthy food and drinks are provided for children daily for more information visit <https://mailchi.mp/3efd6b8766c0/r2c4w7fw1y-1581833?e=50d055029d>.

Water Drinking Procedures: Both the Classroom and the Daycare areas will be provided with the local source in our area for water, for the children and staff to drink. The fist staff in the morning will run water to flush line for a few minutes. But full water bottles daily are required to be packed by parents, please label them with child’s name.

PEANUT AWARE POLICY

Due to life threatening allergies to **peanut** and **nut** products we ask the cooperation of parents and children in keeping our centre *nut free*. We insist that children do not bring peanuts and or any products that may contain nuts; this includes products that may contain traces of nuts.

## FEE POLICY

Payment is due on the first of the month. Fees are payable to A&N Academic Montessori School and are calculated on an annual basis they must be paid in full, regardless of the number of attended days by your child. Payment is based on the space provided. Part of the enrollment procedure is that parents give postdated cheques for 10 months from September to June. If A cheque is marked NSF, an additional $25 fee will apply. Fees that are not paid by the first of the month are subject to a $1.00 daily fee until tuition is paid. During this time your child is not able to join the program, until fees are paid for that month. Parents will not be able to skip that month and return the following month. As by the 15th of each that month if dues are not paid in full the space for your child will be given away and parents would need to join waiting list again. If you do not have cheques and your only way to pay is through email-transfer, then we require that month payment plus last month payment. Last month payment will be returned upon one-month notice or used for the last month of care. If you pay through postdated cheques all will be returned to you after one month notice. If financial assistance is required in making payments, please reach out to staff for more information about the affordable childcare benefit plan.

Withdrawal Policy and Refund Policy

Families are required to provide one month’s notice in writing if they plan to withdraw their child from the daycare program or pay one month’s fees in lieu of notice. All left over postdated cheques will be returned to guardian. If you are on subsidy, it is your job to let them know you will not be being attending and may be required to pay the one month notice out of pocket.

Unpaid Fees

The Daycare program operates and depends on parental fees. In the case of unpaid fees, we will not be able to meets our budget. If a parent does not pay the fees, they will be asked to make other arrangements for their child.

## TERMINATION OF SERVICES

The Daycare program reserves the right to terminate services to a family under the following circumstances:

* If fees are not paid in full and on time and other arrangements cannot be made.
* If the centre is unable to satisfactorily resolve an issue or a problem with the family
* If a family picks up their child late three times or more without having to make suitable arrangements
* If the program decides to terminate services, one month notice in writing will be given to family by the program coordinator.
* Immediate termination will result if abusive, threatening and physical violence are used by families towards staff and children.

## OTHER GROUPS

A circus group and the minster of the church share space with us, they have agreed not to use our space in writing and will be separated by classroom doors. All children will be supervised while in the washroom. The other groups will not use our entrance.

## PLAYGROUND USAGE

We have located the playground away from our building as lead was found in the paint. If the children do not disturb it by touching it, they are safe from harm from the paint. In saying that we ask the parents not to use our playground area before/after daycare hours as we have safe protocols in our plan to ensure children are safe during outdoor playtimes. We will not be walking past lead paint area and will using the fence line to enter playground from entrance closer to Queens Avenue and 6th street. All other gates will be locked. Children will be lead from the front door, along the building to the playground using a rope to hold onto. Staff will lead children to the fence line and follow that to the playground gate without leaving property boundaries. Each group will use the playground as scheduled to help avoid two groups using playground at once (except for the first and last 30 mins of the day). If another group is using the playground, please come back at your scheduled time or decide to stay out longer certain days. Staff will do daily checks for paint in our playground as an extra security measure.

## SAFE RELEASE OF CHILD POLICY

1. Children get released to.
	* + - 1. Parents/guardians
				2. An authorized person
				3. Person is on registration form.
				4. Play dates can be phoned in
				5. Photo idea is required for persons not listed on forms.
2. A child will not be released to a person who is
	* + - 1. Intoxicated or on drugs.
				2. Court ordered.
				3. Not in right state of mind
				4. Incapable of providing safe care
				5. Don’t have proper means to transport child.

*The child will only be released in this circumstance to someone who falls into section 1 of this policy. If the parent becomes violent or aggressive towards the staff the police will be called. If no one can pick up the child, the MCFD will be notified.*

1. When a child is not picked up
	* + - 1. Contact guardian.
				2. Contact emergency contacts.
				3. 2 hours of no response after class has finished, contact the MCFD and or the police.
2. When an unauthorized person arrives to pick up child

The staff will not release child to an unauthorized person in any circumstance.

* + - * 1. Contact guardian.
				2. Contact emergency contacts.

*If staff feel* ***threatened or afraid****, they will call* ***911***

## ACTIVE PLAY POLICY

All Daycare groups -60 minutes outdoor play and/or 15 minutes portions of time of active play throughout the day for a total of 120 minutes.

Daycare children will not receive outdoors playtime daily on occasion when weather is extreme, we would resume play policy indoors. Games such as red rover, dodge ball, what time is it Mr. Wolf, etc. will be played with children to encourage movement. Active play activities, balls and play equipment allow children to use our outdoor space in an active way. Staff will review rules for outdoor play and read stories on safe play to prevent injuries. Staff will demonstrate appropriate modeling of active play activities and will ensure there will be a limit to prolonged sitting activities (stroller, highchair, crafts) and will schedule short burst of activity for one to two minutes in these cases. Parents will provide appropriate shoes to run and jump in, appropriate jackets, boots, gloves, hats and dress children according to weather and weather changes.

*Staff, please refer to Director of licensing standard of practice-active play policy.*

Lead Paint is present on the other side of play yard we ask parents to stay away from that area and staff will only use area in case of emergency. There is a plan in place to ensure the safety of all children, Staff will also do daily playground checks to ensure no paint pieces made it into our area before children entry play yard for outdoor time.

## SCREEN TIME POLICY

Occasionally the 3-5 children will watch a short movie, we do not have TVs in that facility a movie player would be brought in on special days. Infant/toddler’s will receive no screen time activities.

## REPORTABLE INCIDENTS

Any of the following is a reportable incident and must be reported to CCFL within 24 hours via online by manager

"**Aggressive** or **unusual behaviour**", which means aggressive or unusual behaviour by a child towards other persons, including another child, which has not been appropriately assessed in the child's care plan.

"**Attempted suicide**", which means an attempt by a child to take his or her own life.

"**choking**" means a choking incident involving a person in care that requires

(a)first aid,

(b)emergency care by a medical practitioner or nurse practitioner, or

(c)transfer to a hospital.

"**death**", which means any death of a child.

"**Disease outbreak or occurrence**", which means an outbreak or the occurrence of a disease above the incident level that is normally expected.

"**Emergency restraint**", which means a restraint that is necessary to protect the child or others from imminent serious physical harm that is not approved and documented in a child's care plan.

"**Emotional abuse**", which means any act, or lack of action, which may diminish the sense of well-being of a child, such as verbal harassment, yelling or confinement, perpetrated by a person not in care.

"**fall**", which means a fall of such seriousness, experienced by a child, as to require emergency care by a medical practitioner or nurse practitioner, or transfer to a hospital.

"**Financial abuse**", which means

(a)the misuse of the funds and assets of a child by a person not in care, or

(b)the obtaining of the property and funds of a child by a person not in care without the knowledge and full consent of the child or the child's parent.

"**Food poisoning**" means a food borne illness involving a person in care that requires emergency care by a medical practitioner or nurse practitioner, or transfer to a hospital.

"**Medication error**", which means an error in the administration of a medication which adversely affects a child or requires emergency intervention or transfer to a hospital.

"**Missing or wandering person**", which means a child who is missing.

"**Motor vehicle injury**", which means an injury to a child that occurs during transit by motor vehicle while the child is under the care or supervision of the licensee.

"**neglect**", which means the failure of a care provider to meet the needs of a child, including food, shelter, care or supervision.

"**Other injury**", which means an injury to a child that requires emergency care by a medical practitioner or transfer to a hospital.

"**Physical abuse**", which means any physical force that is excessive for, or is inappropriate to, a situation involving a child and perpetrated by a person not in care.

"**poisoning**", which means the ingestion of a poison or toxic substance by a child.

"**Service delivery problem**", which means any condition or event which could reasonably be expected to impair the ability of the licensee or his or her employees to provide care, or which affects the health, safety or well-being of children.

"**Sexual abuse**", which means any sexual behaviour directed towards a child by an employee of the licensee, a volunteer or any other person in a position of trust, power or authority, and includes

(a)any sexual exploitation, whether consensual or not, and

(b)sexual activity between children if the difference in age or power between them is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child.

"**Unexpected illness**", which means any unexpected illness of such seriousness that it requires a child to receive emergency care by a medical practitioner or transfer to a hospital.

First call your local health authority. Then fill out incident report and deliver their copy to them and deliver the yellow copy to their office at your earliest convenience:

Community Care Licensing Facilities -Only call Ministry if you suspect abuse is occurring outside the daycare contact MCFD

## EMERGENCY PLAN

**Fire Drill**

The Centre has an alternative exit, and a fire exit plan posted as required by CCFL. The Centre will also practice fire drills with the children monthly and will talk about fire safety. This drill is done to ensure that there is less panic in case such an event occurs and everyone is familiar with the correct evacuation plan. All groups will do fire drill together. THERE IS A DESIGNATED FIRE PERSON ON SHIFT DURING OPERATING HOURS, PLEASE FOLLOW DIRECTIONS AND IF IT UNSAFE THE CENTRE WILL BE CLOSED UNTIL THE PROBLEM IS FIXED.

**Evacuation:**

IN CASE OF FIRE- call 911

1. At the sound of **FIRE** Children guided to line up, quick head count.
2. Staff takes attendance/first aid/phone.
3. Use appropriate door according to where fire is located.
4. One staff at bottom of stairs.
5. One staff top of stairs.
6. One staff in the middle helping children go up and down stairs
7. One staff leading children into a line against building.
8. Once all children are out then all staff are out, they are guided out door to end of building path close to the playground.
9. Extreme Emergency situation- Use Back door exit-all children guided to playground, another staff in playground area accepting children ensure children do not touch lead paint and are guided in a line right to our playground area.
10. Injures assessed, make necessary phone calls, attendance will be taken.

If it is safe to do so, children and staff walks back to class, teacher opens door while children wait against the wall.

Staffs will wait for fire department to make an assessment and contact management.

**Earthquake Drill** Practice earthquake drills will be performed yearly; this helps provide an understanding to each child of the procedure.

**Drill:**

* At the sound of the word “**Earthquake**” children will take cover underneath tables that are disbursed around the room.
* Children are reminded to face away from the windows (breaking/shattered glass).
* They will assume crash position on their knees, with their heads down, hands placed on the back of their necks. (If accessible a jacket or book provides extra cover).
* Count out loud for 60 seconds (helping to calm children)

**Follow Earthquake preparedness, before, during and after event.**

**Preparedness for earthquake or disaster (Before):**

* There will be storage of water, food, medicine and a battery-operated radio, as well, as a flashlight.
* Secured and anchored hot water tank and tall, heavy furnishings. (Hot water tank-used for emergency water source).
* Valid First Aid and CPR training of staff.
* Must know where first aid kit is located, as well as, emergency exits, and emergency facilities are in community.
* Practice earthquake drills and have our emergency plan.
* Children required always wearing shoes. In case of emergency this will protect their feet from broken glass or debris.

**During Earthquake:**

* If indoors, STAY there, away from glass still taking cover.
* If outside, MOVE away from the building and power lines.

**After an Earthquake:**

* Check for attendance and injuries (do first aid trained check on each child).
* Check all major lines (water/gas/electrical).
* SHUT OFF if any concerns.
* If gas leak evacuates building (if time open windows).
* Report gas leak to emergency workers.
* *Do not* use any flammable material during this time for they may *explode*.
* *Turn on radio*listen to emergency instructions. (Car radio)
* Only make life saving phone calls, all lines will be overloaded at this time.

**Drills and Evacuation (STAFF):**

* Know where the natural gas value is located on premises and how to shut it off in case of a leak.
* Know where the electrical panel is located and how to shut that off when circuits have been damaged.
* Know were the main shut off is for the water and how to shut it off in case of a bursting pipe.
* Evacuate building if safe to do so and head over to a playground.

**DO NOT EVACUTE BUILDING UNTIL THE TIME LIMIT**

**HAS LAPSED AND THE SHAKING STOPS**

**Attention Parents**

In case of an emergency- Out of area contact will be contacted please contact them for further instructions to our where abouts.

**A Few Hours-**

If our area is safe, we will go into church gym area. If we need to for any reason we will transport children to nearest park Tipperary Park across from Centre. Where we will meet in the park area near the first porta potty, if it is safe to do so.

**If the emergency last more than a few hours-**

We will proceed to the city of new Westminster building, where we will remain. First Aid kit (any medications the Centre is authorized to administer) and earthquake kit (food, blankets, poncho’s, water) will be with us and administered as required until parents arrive to pick up their children. The kits will be looked at yearly in the winter break to ensure all supplies are topped up and not expired.

**If all area is affected-**

Please first try to contact Miss Norita at 778-387-8808.

If local phone lines are jammed because of a disaster please contact our emergency contact out of country, her name is Naseem, and she will be in contact with us and will know where we are.

Her Number in **New Zealand is +64 21 442 281**

**Fire Watch**

The Centre will have a person who is just designated to fire watch to ensure compliance and safety of children in care. This person’s only job is to continuously monitor a building area for fire hazards and to respond to fires. If they deem the building un-safe then we will need to close Centre for that day and any other days it takes us to complete the work that needs to be done.

## HEALTH AND SAFTEY POLICY

Children all must wash or sanitize their hands before commencement of program, after outdoor play, washroom time and before handling food products.

Our goal is to promote good health and safety by providing children with:

* Activities for learning how to take care of their bodies and develop self-help skills.
* Activities that exercise the body and relax the mind.
* Activities both indoor and outdoor
* A clean environment.
* A scent-free zone: example Avoid scented detergents and fabric softeners, hair sprays, colognes and perfumes.

Prevention and hygiene

If your child show any of these following symptoms’ please do not bring your child to the Centre, make other arrangements for them to stay at home, family member or friend’s house.

* Any kind of pain that is not explainable.
* The common cold (coughing, sneezing, runny nose and eyes).

Once your child returns to normal behavior patterns, they will be healthy enough to come back to Centre. The child will not be contagious but might show other symptoms (ex. Slight running nose, slight cough). Usually, after symptoms appear and up to 48 hours after the cold symptoms began children should not return to Centre. Please inform Centre if your child has allergies when you register, therefore the child is not contagious and is not excluded from the Centre.

Your child should be at home (or taken home) when they show any of these symptoms listed below and seek a physician.

* Breathing difficulties such as coughing, wheezing or gasping.
* Fever (100 F /38.8 C or more).
* Trouble swallowing or a sore throat.
* Unexplainable rash or infected eyes or skin.
* Stiff neck pain or headaches.
* Diarrhea, unexplained bowel movements, stomach pains or nausea. (These symptoms may be a bacterial or a viral infection and are easily passed by children of this age group. Child must stay at home until all symptoms are gone).
* Head Lice or Scabies or severe dry skin (symptoms on scalp or body).
* Pink eye
* Any sort of communicable diseases.

In these cases, your child is not well enough to participate in the programs at the Centre. Ultimately, the care of a child who is ill is the parent’s responsibility. In some circumstances if the child must stay at home to recover up to five days. In some circumstances not including the common cold staff may ask the parents to provide a doctor’s note to re-enter the facility to ensure health and safety of all children.

## IMMUNIZATION

The Centre in our registration package will provide immunization records forms for a child and staff.

* Either a copy of your child’s current immunization or a letter stating your child is non-immunized must be kept in their file.
* If a disease breaks out, the non-immunization child/adult will be asked to stay at home until disease is controlled.

**I**mmunization Record Procedure

This form must be filled out as part of the initial enrolment information and will be updated once a year. Immunization helps and prevents a child disease such as:

 - Diphtheria - tetanus

 - Whooping cough - polio

 - Measles

 - Rubella

 - Meningitis

Parents will be notified; if this child is not immunized, they could be excluded from our facility during a period of communicability. Also, they (parents) will give the Centre a written notice stated, they would be responsible if their child becomes ill and understand the dangers of these diseases.

The British Columbia Ministry of Health and Ministry Responsible for children provides a “BASIC IMMUNIZATION SCHEDULE,” as a reference.

Managing Illness

1. Parent will be notified if their child shows signs of or suddenly becomes ill at our centre. If this is the cause, please be expected to pick up your child on very short notice. If you are unable too, other arrangements must be made a.s.a.p. For your child to be picked up.
2. The child will be in quiet area of the centre, and away from the other children, supervised by staff (while managing the rest of the children) until the parents arrive.
3. If the parents/emergency contacts do not answer their phones children will be isolated from the group while staff continuously try to contact someone.
4. A child must be clear of symptoms and is able to participate in our daily program (2-5 days). The child must not have any medication for a 24-hour period before coming back to the center.
5. Parent must inform caregiver within 24 hours of diagnosis of communicable disease.
6. The local health authority will be notified if it is a communicable disease (incident report).
7. Confidential posting on the bullet board-describing outbreak.

## MEDICATION POLICY

Only if it is necessary, the Centre’s staff will provide your child with medication.

1. If medication needs to be given at centre parents must provide medication in its original container prescribed by the doctor and sign a medication administration form (copies in file cabinet or binder) the staff will provide giving staff permission to do so. Then staff will record date, time and dosage they administer of medication to your child on this form.
2. If your child needs a life-saving medication like inhaler or Epi-pen, parents will be asked to fill out a medication administration form if child cannot self-administer and a care plan will be made with parents help to explain sign and symptoms to look out for.
3. Medications will be stored in the first aid kit if staff administer it or in the child’s bag if they are able to self-administer. If needed, we can store medication in the fridge.
4. Parents must fill out a medication administration form for diaper cream, sunscreen and anything else that’s over the counter and has a drug identification number (DIN) but staff will not record each time it is administered.

## BATHROOM SUPERVISION POLICY

These procedures are used to support children with Independence while using the washroom. Teachers will be near by listening if the child needs support. All actions must be visible while in washroom.

* Staff align themselves so they can scan bathroom/room or take their whole group to the washroom unless another staff is present.
* Staff will ensure gates and doors are locked so that children cannot access other parts of the building.
* Staff will get to know what children require extra assistance and plan according.
* If needed staff take number of children in their ratio to bathroom while they assist a child.
* All children will use the bathroom as a group before getting ready or coming in from outdoor play.
* The person must have criminal record check and can’t be a student or parent who is assisting in the bathroom.
* Toileting procedure will be in placed in the washroom through pic symbols.
* One child at a time in the washroom or a staff would need to stay in the middle to be easily accessible.
* After toilet use children will wash hands.

## Care program

We offer full day multi age child care programs for children from birth to 12 years and a group age program from 3-5

These programs capture and extend the magical moments of learning that happen every day for all children. We focus on building trusting relationships, providing sensory-motor experiences, development of key self-help skills, language and cognitive development, and basic social skills that encourage the development of early cooperative play skills and emotional regulation.

These programs are licensed by the Ministry of Health: Community Care Licensing and operate under the Provincial Child Care Licensing Regulations.

## HISTORY/PHILOSOPHY

This is a daycare program that has been in the community of New Westminster for 17 years. We are excited to be serving our new community still located in New Westminster now in the Queens Park area. As a mother/daughter team that has served many families in our community we are excited to do more great things in the coming years.

At our centre, we the staff will provide a loving and caring environment, which views every child as a unique individual. Children learn by experience, therefore, it is our responsibility to provide a stimulating environment where children can develop socially and emotionally, as well as intellectually, physically and creatively. Our aim is to assist children in their development of confidence, self-control and awareness in sensitivity to their own needs as well as the needs of others. We see each child as a unique and individual one, who should be treated with love and respect so that they can grow to their fullest potential. We valuable each individuality and take that into concentration when planning our curriculum. We provide opportunities for each child to develop and grow within their self-esteem. We believe that every effort should be made to provide an environment where each child may investigate, grow, express his/her ideas and interact with peers both indoors and outdoors.

## PHASE-IN PERIOD

The first few weeks of daycare are directed towards going over the limits and guidelines, introducing children to their new environment, and getting to know one another. We want to ensure that each child begins the program positively, so we have a phase-in period.

Most have been home for a week in the summer, and some have never been away from their caregiver. The gradual entry gently brings a child through the variety of adjustments and changes associated with starting daycare. The phase-in period is crucial in developing a secure, predictable and loving atmosphere, which will lead to an enjoyable, productive year for all. Please keep in mind that if your child needs more time to adjust to our program, teachers may adjust your gradual entry schedule.

Gradual Entry Schedule

1st day-1hour (9-10)

2nd day-1hour (9-11)

3rd day-2hour (9-12)

4th day-2hour (9-1)

5th day-3hour (9-3)

## FIRST DAY LIST OF ITEMS (bring in seasonal items when needed)

* Diaper/pull ups at least a week supply if needed
* Diaper cream if needed with signed permission to apply
* Wipes large container
* Bedding (crib sheet and breathable sheet)
* Extra clothing, under wear, socks
* Sunscreen/sun hat (summer)
* Raincoat/rain boots/muddy buddies (fall)
* Heavy coat/mittens/hat/snow suit (winter)
* Light coat/sunscreen/hat (spring)
* Water bottle daily
* Bottles, cups and food daily (1 meal 2 snacks) daily

## ATTENDANCE

Parents are asked to notify the centre when a child will be absent, especially for more than two days. If your child has a communicable disease, please report it to the centre immediately. We are required by Health Department to provide notification of communicable diseases within the community. All information is confidential.

## EMERGENCIES

In the event of an accident or sudden onset of illness, the centre will not hesitate to seek proper care for a child. The child’s individual health and emergency instructions on file at the centre are consulted immediately and the parents are called. If necessary, the child will be transported by ambulance to the nearest emergency care facility. All-important health and emergency data including parental consent will accompany the child so that necessary treatment can be given immediately in the absence of a parent. The school is required to have a complete health history and emergency contact information on file for each child enrolled. It is **imperative** that parents keep the emergency contact information up to date.

## ARRIVAL & DISMISSAL

It is imperative that arrival and dismissal times be closely adhered to as the time before daycare is vital for room preparation to ensure a smooth and productive day. As well, promptness in a child’s life is very important. The doors will not open until the scheduled time but will need to be closed at a cut off time of your program. While waiting, children **must** be accompanied by an adult.

Be sure to pick up your child promptly as well, there is 1.00$ a minute late charge and the staff need to prepare for the next day and get home to their families. If staff must leave and child needs to be put in another program, an extra hour charge will be applied to families that will need to be paid before child can return to daycare.

## Greetings

The daily transition from home into the centre is an integral part of the day. Greeting the staff is the first transition of the day for the child. To make this transition as smooth as possible, we ask that special good-byes be done **before** each child greets the staff. Each child can then greet the staff and make his/her way into the room. This allows the child to build independence and form special bonds with new friends as they enter the daycare.

## Inside Shoes

Each child will need to bring a pair of inside shoes to daycare, which will remain here for the year. Please send these as soon as possible. When choosing the shoes, please try to keep them simple, comfortable, and rubber soled so that they are easy for a child to put on herself and walk in. Pull-on rubber soled canvas shoes are a good choice. Inside shoes help children gain independence as well as providing safety.

## LABELING

Please label your child’s outerwear, footwear and extra clothing. Lunches, water or milk bottles, blankets and any other items brought to centre should also be labelled. Many children don’t remember exactly what they have worn or brought that day and to help with health and safety.

## Toys

Please explain to your child that toys are for use at home and that there are special and exciting activities at daycare. If your child insists on leaving home with a toy, encourage the child to leave it in the car and explain it will stay there until after daycare. Toys brought to centre have been damaged, broken, and even lost forever.

## BIRTHDAY CELEBRATIONS

Children do enjoy having a birthday cake, snack, such as cupcakes, pizza or cookies at daycare. We invite parents to provide a snack for their child’s celebration, to be shared with the whole class of 12, goodie bags can be distributed too. **We have nut, shellfish and fish allergies to be considered when bringing in snacks if children have not been exposed to these, always double check with staff for current allergies.** Parents can join the party from 10:30-11:00 if they wish.

Also, if you are planning a party for your child, please hand out invitations outside of the school. Staff will not be responsible for handing out invitations. Children can be needlessly disappointed when they are not invited or the invitation has been misplaced, etc.

## SNACK/LUNCH SCHEDULE

Children are asked to bring a few snacks daily depending on their appetites. Parents also provide lunch, refreshments, milk, milk bottles, cutlery, bib (each child needs a water bottle) The centre, which regulates its distribution, will provide appropriate & nutritious snacks for all children according to Health Canada guidelines & any special diet requirements (i.e.: allergies, kosher, etc.). Please do not send foods containing lots of sugar for snacks or lunches.

## EARLY CHILDHOOD STUDENTS

From time to time, the program will receive practicum students from surrounding colleges. These students will have valid first Aid certificates as well as a current criminal record search, to ensure your children’s safety. We will introduce them to you and to your child.

## PARENT PARTICIPATION

Throughout the year, the staff may need some assistance with a special activity (Halloween Walk, cultural celebrations, field trips, etc.). on special events parents must attend. The children appreciate their parents’ efforts and interest towards their program. Once a year in June we do a farewell to the children who are leaving us for the upcoming year. We hold our celebration at Hume Park, parent participation is a must, and, on this day, centre is closed.

## FINANICAL INFORAMTION

TUITION FEES

This is an **annual** fee which is divided into equal instalments due monthly for convenience. The centre will not make any tuition allowances for absence or vacations; the enrolment of a child is for the ten- twelve-month period.

Instalments are due on the first day of the month, payable by post-dated cheques. Late charges will be added to late payments at a rate of $10 daily starting on the 2nd of each month.

REGISTRATION FEE

All parents are required to pay a non-refundable registration fee per child, upon registration or re-registration ($50.00).

## CHILDCARE SUBSIDY

The Ministry of Social Services and Housing may provide a childcare subsidy for the care of children who attend a licensed daycare. Families do not need to be receiving social assistance to be eligible for subsidy. Please contact the MSSH office for more information. Families are still expected to pay fees until subsidy kicks in. Forms are in a link on Daycare page on website.

## ADDITIONAL FEES

As our bank does charge for cheques returned N.S.F., there will be a $20.00 charge added to the replacement amount. If the replacement cheque is also returned NSF, then the charge will be doubled, and the repayment **must** be made by certified cheque or in cash without exception.

At the discretion of the centre, the payment of tuition and fieldtrip fees or any other charges to the centre may be requested in the form of a certified cheque, personal cheque or cash.

## Communication

Open and honest communication between parents and staff builds a foundation of mutual trust, faith and support to work together towards what is in the best interest of the child. We hold three principles of Positive Communication as paramount:

1. In building and maintaining Parent/Teacher relationships, our mutual goal is to be open and honest, direct,
sensitive, and understanding in a professional manner. The Parent/Teacher relationship balances the needs of
home and daycare while maintaining the child’s welfare as our paramount priority.
2. Parent/Teacher communication is built on mutual respect, cooperation and acknowledgment of one another’s perspectives through the commitment to share expectations.

3) We acknowledge that the development of mutual trust is an essential part of the working relationship between staff and Parents.

At our centre we strongly believe in an open-door atmosphere for communication between families and staff. If a parent has any concerns, we hope they will feel free to discuss them with the staff. We as professionals do not feel it is appropriate to discuss any concerns pertaining to any child(ren)’s behaviour or development while in the presence of the child(ren). Privacy is of the utmost importance. Sensitive issues should be discussed privately amongst parents and teachers only.

Appointments can easily be arranged before or after daycare for a personal meeting with the staff, or since the staff can regularly be contacted at the school, a phone call may suffice. As teachers of young children, we find it advantageous to communicate with parents on several different levels.

HOME PHONE CALLS
Periodically during the year, parents are called at home to inform them on how their child is doing.

DOCUMENTATION
For parent’s documentation will give you an opportunity to see your child interacting in our environment through pictures, this will be posted on our social media outlets monthly.

SPECIAL INFORMATION FROM HOME

To meet the constantly changing needs of each individual child, the staff would greatly appreciate hearing about any significant changes that may take place within the home environment. Situations which may affect your child’s sense of security, level of attachment, and general well-being include:

* A parent or caregiver being away for a short or extended period
* A new person in the family
* Death of a family member or pet
* Hospitalization
* Illness of sibling(s) or parent(s)
* Accident
* House guest
* Separation/divorce
* Change of caregiver
* Change of address
* Change in routine, i.e., new job

## Supporting independance in the washroom

* Children arrive at our centre with different levels of development in self-care. If it becomes necessary for us to help a child in the washroom or with pull ups, whenever possible we talk through the steps required rather than offering physical assistance.
* At all times, our support and encouragement will be given in a gently, calm, and reassuring manner.
* If your child is having trouble or anxiety with a particular aspect in the bathroom routine, please let us know so that we can be as supportive as possible.

To encourage independence in these very important areas of development, please help your child to choose clothes which are easy to remove, e.g., elastic-wasted pants rather than suspenders, belts or overalls and leggings instead of tights.

At all times, a staff will escort children to the washroom. During the daycare hours potty trainers are given frequent reminders and pay regular visits with small groups. You may wish to make it a part of your routine to accompany your child to the washroom on arrival, if needed. We require the children to wash their hands after every visit.

You must send a set of your child's own clothes (labeled) to be kept in the daycare, diapers, wipes, sanitizing wipes. In the greatest interest of your child, if he or if she needs more help or emotional comfort than we can offer at the time, we will contact you to come and assist. Please remember that staff are caring for a group of twelve children. Our objective is to support the personal needs of each individual child while attending to the needs of the group.

Children in cloth diapers must bring a small, closed lid garbage operated by a foot pedal lined with a strong plastic bag so that they can be cleaned daily diapers to be cleaned. Please provide enough for your child.

## reasons to stay home

We ask that parents do not send their child to daycare if your child is showing any signs of illness. The following is a list of symptoms to guide you in deciding if your child should be sent to school.

1. Fever (over 98.6o F / 37o C)
2. Bad cough
3. Vomiting
4. Sore throat
5. Skin and scalp infections
6. Rash
7. Diarrhea
8. Profuse amounts of discharge from the nose
9. Eye discharge or pinkeye (conjunctivitis)

Under no circumstances will the staff be responsible for caring for a sick child. Also, please note that all programs will spend part of each day outdoors. This time outdoors is part of our program and is required, **if your child is not well enough to be outside, please keep him/her at home.**

Please be sure to have emergency information up to date. There may be days when the staff will be in the playground with up to 4 children by themselves.

In case of emergency situations that your children may be involved in, please take in consideration that the staff is responsible for all children. In saying that it is important for all parents to keep your emergency contact information updated regularly. The staff will have this information in her first aid kit. The staff member will

## BAD WEATHER/EMERGENCY CLOSURES

We will CLOSED during hazardous snowy conditions or extreme weather conditions. Stay informed by calling the centre or listening to the radio stations: **C-FOX, CBC, CKNW**. We will also contact parents.

The centre will also be closed when power goes out. Other days when staff may become ill or when we have a staff shortage, or when it is unsafe for children to be at the Centre we will close without reimbursement.

## YEAR CALENDAR AND CLOSURES

The daycare will be CLOSED on all Statutory Holidays: National Day for Truth and Reconciliation, Thanksgiving, Remembrance Day, Good Friday, Easter Monday and Victoria Day, etc. The daycare will be closed for Christmas break for two weeks and the centre will be closed for one week at the end of August beginning of September yearly. Look for these exact date closures on the year calendar. The centre may take an additional 6 days to be closed due to some emergencies not including snow days, examples would be staff storage or illness throughout the program calendar year.

## SCHEDULE

**Multi Age Room 1**

7:30am- 8:30am: - Arrival, Free Play/Art activity

8:30am – 9:00am: - Hand washing, Morning snack

9:00am – 9:30am: - Morning Circle, Potty/ Diaper Changes

9:30am – 10:30am: -Outdoor play

10:30am – 11:00am: - Dancing/Daily indoor exercise

11:00am – 12:00pm: - Hand washing, Lunch – time

12:00pm – 12:30pm: - Story Time/ Get ready for Nap or rest time Diaper changes/potty

12:30pm – 2:30pm: - Naptime/Quiet play

2:30pm – 2:45pm: -Diaper changes, Hand washing

2:45pm – 3:15pm: - Afternoon Snack

3:15pm – 3:45pm: - Afternoon Circle

3:45pm – 4:15pm: -Free play

4:15pm – 4:30pm: -Diaper changes/ Potty

4:30pm – 5:30pm: - Free Play Outside Departures/Closed

**Multi Age Room 2**

8:00am- 9:00am: - Arrival, Free Play/Art activity

9:00am – 9:30am: - Hand washing, Morning snack

9:30am –10:00am: - Morning Circle, Potty/ Diaper Changes

10:00am -10:30am: - Dancing/Daily indoor exercise

10:30am – 11:30am: - Indoor/Outdoor play

11:30am – 12:40pm: - Hand washing, Lunch – time

12:40pm – 1:00pm: - Story Time/ Get ready for Nap or rest time Diaper changes/potty

1:00pm – 3:00pm: - Naptime/Quiet play

3:00pm – 3:15pm: -Diaper changes, Hand washing

3:15pm – 3:30pm: - Afternoon Snack

3:30pm – 4:00pm: - Afternoon Circle

4:00pm – 5:00pm: -Free play

5:00pm – 5:15pm: -Diaper changes/ Potty

5:30pm – 6:00pm: - Free Play Outside Departures/Closed

## Inclusion and Equity Policy Contract

Any Person Who is Present in the Childcare Facility During Operational Hours must read and abide by A&N Daycare Inclusion Policy.

For all staff, students, trainees and visitors to comply with the inclusion policy it is the responsibility of each Early Childhood Educator to:

1. Provide access to high-quality inclusion early childhood education programs that provide individual and appropriate support to all young children with or without special abilities, so they can fully participate alongside with their peers to achieve their full potential.
2. Understand and agree to support inclusive practices.
3. Attend training opportunities that focus on inclusive programming, cultural diversity, etc.
4. Avoid labeling children.
5. Adapt the environment, curriculum and routines as necessary to meet the needs of all the children enrolled. These modifications are made through collaboration between the parents, the school and other supporting agencies.
6. Create an appropriate environment that includes a range of materials and experiences to support the positive development of all children.
7. Arrange a balance of large and small group experiences, both vigorous and quiet so that all children can be active and interactive participants at their own level.
8. Maintain confidentiality.
9. Work together to accomplish shared identified goals.

## Inclusion and Equity Policy for Manger/Licensee/Supervisor Contract

The manger, licensee or supervisor of A&N Daycare will read, sign and abide by the Inclusion Policy by.

1. Ensuring the hiring process is consistent with the Centre’s Inclusion, Access and Equity Policy.
2. Ensuring all staff receives an orientation on the Inclusion, Access and Equity Policy and sign it annually.
3. Treating all families interested in registering their child at the Centre in a fair and equitable manner.
4. Ensuring that all Centre policies are followed for all families.
5. Identifying additional needs and referring families to support agencies.
6. Consulting with families regarding the most appropriate strategies for integration of the child into their program.
7. Ensuring ongoing communication between all involved parties.

## Inclusion and Equity Policy

Purpose

A&N is committed to fostering a daycare environment that promotes and sustains high quality inclusive Early Childhood Education and Care. We provide opportunities for all children to develop their language, social, physical and cognitive abilities. All children, including but not limited to those identified with special abilities are welcomed and valued.

This policy provides direction to all staff, students and volunteers about the importance of inclusion and ways to best implement it. The following principles guide all our services:

* Inclusive programs are quality programs.
	+ We must be responsive to the needs of our community.
	+ Children have the right to attend childcare within the community of their choice.
	+ Our programming should be reflective of the varying needs of our participants.
	+ All children are welcome and bring value to our program.
	+ Children are best supported through collaboration.
	+ Parents are integral to a successful inclusion process.
	+ Every child is an individual and is unique.
	+ You place the person first and not the ability.
	+ Everyone has the right to privacy and dignity.
	+ Children learn best when they participate with others who have different goals and abilities.
	+ Fair does not always mean everyone gets the same
	+ Good programming requires a dedicated staff who are flexible in their approach and who are provided with learning opportunities wherever possible

## Confidentiality

Confidentiality is important to establish and maintain trusting and lasting relationships among parents/legal guardians and professionals. Confidentiality is the cornerstone to ensure that privileged information is accessible only to those authorized to have access. It acknowledges respect for an individual's right to privacy. Furthermore, it builds respect for human relationships in which personal information is shared and assumes that those who pledge to safeguard confidential information will do so.

## Partnerships

Together A&N Daycare will foster partnerships by working collaboratively with parents and community supports to meet the needs of all children. The Centre will, with the consent of the parent, enlist services from community members for children whom they feel, or the parent feels, may need extra support in any aspects of their lives. Together we will endeavor to ensure that the Policy and related practices and procedures are consistent with the following four (4) core principles:

1. Dignity – all children must be treated as valued individuals who are deserving of support without punishment of basic needs.
2. Equality of Opportunity – all children should be given an opportunity equal to that given to others to obtain, use and benefit from our care.
3. Integration – wherever possible, all children should benefit from our care in the same place and in the same or similar manner as any other child. In circumstances where integration does not serve the needs of all children, services will, to the extent possible, be provided in another way that considers the person’s individual needs.
4. Independence – care must be provided in a way that respects the independence of all children.
5. A&N Daycare provides equal services to all children and their families. Every effort will be made to ensure the following:
	* The care will be provided in a manner that respects the dignity and independence of persons with-in care.
	* The provision of services to all children will be integrated unless an alternative measure is necessary, whether temporarily or permanently to enable all children with an opportunity to participate in all the services offered by A&N Daycare.

## ****Communication****

A&N Daycare Centre is committed to communicating with all families and their children who are enrolled in a supportive way that takes into consideration their abilities and challenges.

* + Staff will be rained on how to interact and communicate with all children in a manner that is respectful of a client’s dignity and independence.
	+ Alternative methods of communication will be provided as requested. Staff will be trained to communicate with families over the telephone in clear and plain language and to speak clearly.

## ****Training and Records****

A&N Daycare will provide training including ongoing training as required under the Act, to all persons to who this policy applies as well as to those persons responsible for developing this Policy and related procedures and practices.

A. Content of Training

Training will include:

* + 1. A review of the purpose of the Act and requirements of the Standard.
		2. A review of the policy.
		3. How to interact and communicate with all persons with various types of abilities.
		4. How to use equipment or devices made available on our premises to assist staff with all children.
		5. What to do if a person with a disability is having difficulty accessing our premises and/or services.

B. Timing of Training

Training will be provided to all persons to whom this Policy applies as soon as possible.