

Creative Daycare Policies Procedures

Revised January 2025



Daycare for ages 18 months to 4+ years

Located at 7271 Francis Road

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Fire drills and emergency drills

- Fire drills are done once a month and Emergency drills are done once a year.
- There are two exits in case of fire and they are always clear. (CCLR sec. 15(1)(b))
- All children have an emergency kit for 5 years.
- In case of an evacuation, our meeting place is Ferris Elementary School, 7520 Sunnymede Crescent.
- Our cell numbers are 604-500-2674 or 604-729-3285 or 778-319-1864
- Fire extinguisher located in the play area opposite the kitchen.

Missing/lost child

- Children are prepared with detailed information about where they are going and how they are expected to behave.
- Children are discouraged from interacting with strangers or accepting anything from them.
- Emergency cards are carried during the field trips.
- All children are encouraged to stay with the group.
- A low ratio is maintained for community outings.
- When taking children to a local park, children wear a uniform so it is easier to locate them.
- A headcount is done frequently and children are supervised at all times.

Search for missing children

When a child is missing, one staff member looks for the child while another staff member makes sure the other children are safe and occupied. The search begins around the area where the child went missing. After 2 minutes the search area is expanded and, if possible, an announcement is made looking for the missing child. People in the area will be recruited to help look for the child. After 5 minutes 911 is called. The police will be told the child's name, address, height, weight, as well as, a physical description such as the clothes the child was last wearing and other special features. They will also be told; When and where the child was seen last. Things about the child's behaviour such as do they like to hide? What was the situation that resulted in the child going missing? Has a situation like this happened before with this child? Then the file number given by the police will be written down and the child's parents or guardians will be informed.

Safe release of child

Children can only leave the daycare premises with an authorized person(s) who is listed in the enrolment forms. If there are any changes, a new safe release form will be required (CCLR sec. 57(3)(a)) If an unauthorized person comes to pick up a child, the parent will be contacted for approval and the person will need to bring a picture ID. The child will not be released if the person appears unfit (dizzy or ill) of providing care, necessary steps will be taken. (CCLR Sec. 57 (3) (b)) In the case of custody orders, all court order documents should be submitted at the time of registration or when the court has issued a custody agreement. The child will be released

to the person as per the court order. For late pick-ups, parents will be contacted. If they cannot be reached, staff will attempt to contact emergency pick-up contacts. If all contacts are unreachable, after 30 minutes, Staff has to approach the Ministry for Children and Family Development.

Medication

In the case of asthma/ allergies /other chronic illnesses, a care plan is made. Parents need to sign the care plan and fill in the Physician's directions to administer the Emergency Medication. A child's picture is attached to the care plan and posted for parents and staff to view. It is revised again when there is a change. All relief staff have the training to administer the medication, so a competent employee is available at all times to administer and document the medicine. (CCLR Sec. 53(3) Medications are not accessible to the children; they are placed on a high cabinet and readily accessible to the staff. (CCLR Sec. 53(1)

Care and Supervision

Qualified staff supervise children as recommended for the program type (CCLR Sec 22(1)(b) and listed in Schedule E (CCLR Sec. 34(2) (a)). A second adult is immediately available to supervise children in the case of urgent and unforeseen circumstances (CCLR Sec. 39 (1).

Guiding strategies

- Establish and state positive, clear, consistent and simple limits
- Offer straightforward explanations
- Focus on present behaviour rather than previous actions
- Allow time for the child to respond to expectations
- Reinforce appropriate behaviour
- Ignore minor incidents
- Model expected behaviour
- Observe the group and take measures to prevent conflicts
- Approach child on an individual basis, establish eye contact and use a calm voice
- Redirect
- Model problem solving
- Offer choices
- Allow the child to meet the expectations
- Provide natural and logical consequences
- Limit the use of equipment
- Assist children to resolve conflict
- Use proximity and touch, remind children of limitations and guidelines.
- Last resort if the child might hurt himself/others the children are removed from the situation •
Provide choices

Guiding strategies for children for under 3 years old

Staff will observe and listen to understand the cause of the child's behaviour. It isn't easy to express feelings at this age, whether verbal or non-verbal. Staff will be responsive and model appropriate behaviour or set expectations. Give children verbal or physical support and allow time to respond. Staff will use a guiding strategy appropriate for the situations. For example, redirecting attention from inappropriate activities. If the child is violent, staff will work on calming techniques. The child will be encouraged to return to the situation when ready. Staff will monitor the situation and involve parents if required. Biting can be problematic. A teeter is used to stopping the urge to bite. Through books, songs and guidance, the behaviour

Guiding strategies for over 3 years old

Staff will help them develop a useful and appropriate vocabulary to talk about their feelings and encourage children to use those words to express their feelings. Children would be encouraged to ask for a turn with words independently. Children should understand that all children have equal rights and toys are for sharing. When a child requests a turn for a toy, staff will support them by setting a timer for when another child should give the child a turn. Children are given the opportunity to learn from their mistakes and make amendments. Different techniques are used for children in the same situation, depending on the child's competence and situation. Staff would be modelling patience, politeness, kindness, and treating others with respect. When a child is hitting, biting or kicking other children, the behaviour will be documented and analyzed. Changes would be made, such as removing the object causing the behaviour. If the behaviour continues for a week, parents are involved and information will be shared. Children must not hurt other children. If parents have differing views on childcare and the behaviour continues then parents will be asked to terminate their registration at the centre.

Strategies not used

Physical punishment: striking, shaking, shoving, spanking, degrading statements or any other form of verbal abuse or time-outs. Restriction of food or activities.

Injuries

Log notes are maintained to record minor incidents; parents are informed immediately about any injuries on the face or head. Injuries that require medical attention are reported to the licensing officers.

Programming (SPECCLA)

As recommended in schedule G, age-appropriate activities are offered.

Social play - Toys such as kitchen set, doctors kits, hair salon, fairy tales baskets encourages them to play and interact together

Fine motor - Toys encouraging pincer grasp used for painting, cutting, printing etc.

Dressing frames - for buttoning, zipping support self-help skills.

Practical life activities - like pouring, sweeping, scooping, straining, wiping develop fine motor.

Gross motor - The gym room has props the children can do role-play (little red riding hood and three little pigs), gross motor games and dancing props.

Emotions -Children can learn to express and understand emotions through books, activities and songs.

Cognitive development - toys with cause and effects, pop-up toys, science experiments, card games, classification, problem-solving games, sequencing and sorting increase their ability to think.

Creativity - The art centre has open-end material for enhancing their creativity.

Language - Theme books, talking toys and stories and songs with props.

Aesthetic - Sensory toys like play dough, clay and soft texture toys and books. **Montessori toys** - Math, Sensorial, Language, Practical Life and Culture.

If the children are interested in learning a particular theme, the calendar is adjusted to meet their curiosity about learning(emergent curriculum).

Outdoor equipment

Under 3 years of age: A small slide, swing set, sandbox, housekeeping toys, Additional toys are tricycles, hockey, golf, rackets, bubbles, water table, ball pit, etc.

Older children: Play structure, sandbox, building toys, swings, bikes, skates, many eye-hand coordination toys.

Indoor equipment and Furnishing

All indoor and outdoor play materials and equipment that are accessible to children are suitable for the age and development of the children. They are also safely constructed, free from hazards and not in need of repair. (CCLR Sec. 16(4)) The outdoor area is secured with fences all around. Two exit gates and the main gate in the front. (CCLR Sec 16 (3) (a)(b) Every morning the yard is checked for safety hazards and all broken toys and dangerous objects and substances are inaccessible to children. (CCLR Sec 17)

Registration

All forms should be completed before starting daycare. They are available on the website.

1. Registration form
2. Emergency contact form
3. Immunization records with a recent picture

Gradual entry

Recommended for children who have never attended a daycare centre Full fee will be charged for these days. First day 2 hours

When settled 4 hours

When settled 6 hours

When settled 8 hours

Tips for separation anxiety

Tell us about your child's likes, dislikes and fears, as well as, eating and sleeping habits to help us understand them better. Prepare your child by talking to them about activities and friends at the daycare. Bring a family picture and something to help comfort the child. Say goodbye and let your child know when you will be back. Never sneak out while your child is busy playing, the child will lose trust in you and it would be challenging to leave in the future. Avoid repeated goodbyes. Children are encouraged to not bring toys home because of Covid-19, only one toy would be allowed for emotional comfort.

Withdrawal

In the event of a cancellation of services without proper written notice of 60 days, the deposit amount is non-refundable. Termination before vacation time of the year is 50\$ per month, vacation days will apply. Call us if the date falls on a holiday and ensure the caregiver receives or returns your call. The termination of registration should take place on the last day of the month. If the parent has pre-registered in advance and doesn't require care on the originally agreed upon date, From the 1st of the month 2 months' notice should be given for termination of childcare service (ending at the end of the month) The caregiver should confirm receiving it. For termination happening in December 3 months ahead notice should be given. The deposit amount will be refunded on the last day of care if the written notice has been received 60 days in advance.

Holidays and Vacation

The child care centre is closed on:

- All statutory holidays
- Easter Monday
- One week of Christmas
- One week of Summer or Spring

Parents will be notified about exact dates every year.

Staff Documentation

- Criminal record check
- Reference letters
- Resume
- Copy of ECE certificate and certificate is validated.
- Doctor's note optional

- Immunization (Tuberculosis vaccination) optional

Child Abuse

By law, we must report any suspicion of abuse or neglect to the Ministry for Children and Family Development.

Active Play

Creative daycare encourages active play; we take the children outdoor twice a day for at least half an hour every day.