

Creative Daycare Policies Procedures

Revised January 2025



Daycare for ages 18 months to 4+ years

Located at 7271 Francis Road

Richmond BC

V6Y 1A1

Email: info@creativedaycare.ca

Table of contents

Fire drill/Missing child/search for the child/Safe release	Page 3
--	--------

Medication/Care and supervision/Guiding strategies	Page 4
Guiding strategies '3 and 3+/Injuries	Page 5
Programming/Outdoor/Indoor equipment	Page 6
Registration/Gradual entry/Anxiety/Withdrawal/Holidays	Page 7
Staff documentation/Child abuse/Active play	Page 8

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

FEES:

Fees are due on the first day of each month. Fees payment: Fees are paid by cash, cheque, e-transfer or direct deposit. A deposit of one month is required. NFS Cheque \$75 fees charged. The Collection agent will be contacted for fees not paid.

Sign _____ / NA

UNABLE TO MAKE IT TO DAYCARE:

Payment is required for agreed hours/days whether the child is in attendance or not (Vacation / sick). Please notify the caregiver as soon as you know your child's absence.

Sign _____

WITHDRAWING YOUR CHILD FROM CARE:

Termination notice should be given 2 months before the last day of leaving. i.e. if care not required from April 1st notice should be given by Feb 1st. Notice given on any other date those days are not consider for the notice period. Termination should not take place during the 2 weeks-vacation months. It should be given by phone call and staff should answer your call don't leave message. Pl also email notice.

The deposit amount is non-refunded in the event of cancellation without proper written notice. Re-for new registrants, if the parent decides not to send the child to daycare at the start date, the deposit is non-refundable. Center provides only full-time care if you decide to continue with part time care 2 months-notice is still required.

Sign _____

This is an agreement between parent and daycare center.

VACATION:

Daycare will be closed for two weeks for Christmas break, and two weeks for summer break or spring or any other month. Parents will be informed. Parent pay full fees. For Sign Funding organization approves 20 days of paid vacation once calendar year. Their calendar year starts from April to March each year.

UNABLE TO ATTEND DAYCARE:

If your child is ill or shows any of the following: vomiting, rashes, flu, chickenpox, pink eye, diarrhea, communicable disease — parents need to keep the child home or arrange for alternate care for these circumstances. Parents will be expected to pick up the child if these symptoms are noticed during care hours. Fees will not be adjusted for these absences. Please keep your child home for 24 hours after symptoms have cleared to ensure they are no longer contagious.

Sign _____

AFFORDABLE CHILDCARE BENEFITS:

Apply online: <http://www.mcf.gov.bc.ca/childcare> or call 1-888-338-622, the process is quick. Parents eligible for affordable childcare benefits will need to pay the full fees until the fees are approved. Admin fees of \$25 will apply to make calls for affordable childcare arrangements. The parents will be responsible for paying the uncovered portion of the fees by the 1st of every month. Parents are responsible for submitting the documents one month ahead to avoid delays in renewal processing time. If there is a delay, the parents will be responsible for payment. A case ID number should be provided by the 1st of the month.

Sign _____

Late fees of 2% will be charged for five days, then the parents will need to come up with the amount, or it is deducted from the deposit after 15 days of non-payment, and the registration will automatically be cancelled.

Sign _____ / **NA**

Failure to pay will result in your spot being open to other parents. If your fees are paid by affordable childcare, the child will need to attend for at least 15 days in a month or pay the full fees as affordable childcare will not cover your fees. Child should attend one day of the month.

Sign _____ / **NA**

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.