

PLAYLAND DAYCARE PARENT HANDBOOK AND CENTER POLICIES

Welcome to Playland Daycare! The parent handbook will guide you through our policies and procedures for our center. Please ensure you have read each section of the handbook. If you are unclear or have any questions, please speak with management. Please return this signed cover form to us with your child's completed registration and applicable fees. The hand book can be found on our website www.sookeplaylanddaycare.net Please read it thoroughly.

****We will enforce these policies using our discretion.****

I have read and understand each section in Playland Daycare's parent handbook and center policies, and understand they will be enforced at Playland Daycare's discretion, and that new amendments will be provided to me for review and signing.

Name_____

Signature_____

Date_____

PARENT HANDBOOK -Group Daycare

Welcome to our Group daycare center, where every day is a busy day filled with activities that will foster individual, social, physical, emotional and cognitive growth in a nurturing, fun atmosphere. We believe that every child should have the opportunity to discover their own individuality through both adult guided activities and through free play!

LICENCES AND INSPECTIONS

Playland Daycare is licensed by Vancouver Island Health Authority (VIHA) and their licensing officer regularly inspects premise. Copies of the yearly inspections are posted in each program center.

INSURANCE AND STAFF

Playland Daycare has both liability insurance and a license to operate through VIHA and local city authority. All staff have at least 20 hours of child related education, first aid/CPR, epi-pen training, have completed a criminal record check, and are over 19 years of age. Some of our staff have had additional training and hold certificates in accordance with licensing standards; all our staff are required to continue their professional development on an ongoing basis.

Hours of Operation

Our group daycare program runs Monday to Friday from 7am-5:30pm. We are closed for the following holidays:

- New Year's Day • Family Day • Good Friday • Easter Monday • Victoria Day
- Canada Day • BC Day • Labour Day • Remembrance Day
- Christmas Day. Any extra days to be determined each year what days we will be closed

Attendance /Pick up/Drop off

For your child to receive the maximum benefit from the program, they should attend on a regular basis. If your child is going to be away for any reason, please advise staff as soon as you know so that they can plan the day accordingly.

If you know that you are going to be late please arrange to have your alternate pick up person pick up your child, and let staff know. Late pick up fees will still apply.

Drop off is to be no later than 10am. No children will be accepted after this time unless pre-arranged with staff.

Pick up policy includes:

- Children will not be allowed to leave daycare by themselves.
- Children will not be released to anyone who is not on the pickup sheet in the child's file unless staff is notified via verbal, email or phone call. We will require ID from the new person picking up.
- Children will not be released to anyone under the age of eighteen (18).

Pick up is no later than 5:30pm. We can offer later care until 6pm if you have other children in our OSC program. Or extra fees will apply. Please be prompt when picking up your child from daycare. If you are late picking up your child, and no arrangements have been made for later care, the following procedure will occur:

1. Parents/caregivers will be charged \$25.00 for each fifteen-minute increment they are late. This amount will be due the following day before care is offered unless otherwise arranged with a Daycare Manager.
2. Staff will contact caregiver to confirm pick up within the first fifteen-minute increment.
3. If no contact has been made with the caregiver by 5:15pm, the emergency contacts listed on the child's registration form will be contacted.
4. If no persons listed on the child's registration form have been in contact with the daycare staff, a Daycare Manager will be contacted to determine the next steps.
5. Three occurrences of being late will result in a discussion with Daycare Management and possible grounds for termination of enrollment with the Daycare.

****It is essential that you have 2-3 emergency contacts within Sooke core, that will be able to pick up your child(ren) in case of an emergency or road closure.****

For all children moving into kindergarten from the Group Daycare Program, all kindergarten transition days will be the responsibility of the parent. Staffing resources are limited and we cannot provide pick-up and drop-off transportation at all hours of the day. In addition, until the first full day of school, all kindergarten children will be invoiced at the Group Daycare daily rate; all children will be billed for their scheduled full days, regardless of the kindergarten transitions.

Probation Period

Each new child is accepted on a one calendar month (approximately 20 working days) probationary period. During this time Playland Daycare Centre reserves the right to refuse care. If a child is not able to participate in the regular daily program, the caregiver(s) will be asked to meet with management and alternative care will be discussed. It will be up to the caregiver(s) to arrange alternate care for their child. No refund will be issued for this period.

Attendance for Supported Children/Support Staff

If your child is supported with a one-on-one worker, it is key to communicate with that worker and daycare management staff regarding days, hours and absences. In the unfortunate situation where the support staff falls ill and is not able to support your child at daycare, the daycare management staff will look at all options we can provide within the center.

Emergency Centre Closure

In the event Playland Daycare Centre having to close due to reasons beyond our control (including but not limited to snow days, earthquakes, fires, floods, health emergencies) you will be contacted to pick up your child(ren). We will close when SD62 closes in the event of snow or other reasons beyond our control. There will be no refunds for emergency closures. However, in the event of more than 5 business days of emergency closure, fee credits will be calculated and will be applied to your next invoice.

Food/allergies

The daycare will do their best to accommodate children with allergies and religious beliefs. Please note that we are a 'junk food and nut free zone' and promote healthy eating and nutritional habits within our program for our children

and staff. We offer a healthy snack of fruits and vegetables 2 times per day. We discourage juice, soda, and any form of fast, junk food. These will only be allowed on special occasions such as a birthday or other celebrations. Please note that our policies include;

- No child is forced to consume food.
- No child is left unsupervised while eating.
- Food is not used as a reward or punishment.
- Safe drinking water is available for all children.

Illness

The daycare policy regarding health is based on the following criteria:

- Preventative public health practices;
 - The comfort and safety of the child who is sick;
 - The staff's ability to accommodate or look after a sick child;
 - The protection of the other children, staff, students and parents from communicable diseases and conditions.
1. The parent is encouraged to submit a photocopy of the child's immunization record at the time of the enrollment and must update immunizations as indicated in the basic B.C Ministry of Health schedule; See <http://www.bchealthguide.org/immunization.stm> for more information from the B.C. Ministry of Health.
 2. The parent must report to the Daycare Staff any communicable disease or condition that their child contracts within 24 hours of diagnosis;
 3. The child may return to the program after an illness:
 - a. 24 hours after receiving an antibiotic;
 - b. When the child is no longer contagious. The parent shall consult with staff prior to returning the child to the program to ensure that the Vancouver Island Health Authority (VIHA) policies regarding Communicable Diseases are followed;

- c. When a parent gives a staff member a note from a qualified medical practitioner stating that the child is able to attend daycare;
 - d. 24 hours after the last bout of diarrhea;
 - e. 24 hours after the last time vomiting;
 - f. Tylenol has not been given in more than an 8hour period for a fever.
4. The parent must not send the child to the program if the child is not well enough to take part in the regular program of the childcare. A list of symptoms that would indicate that the child is not well enough to attend daycare is available below.
6. If the child becomes ill during the day, a staff person will:
- a. Contact the parent(s) to pick up the child from the program;
 - b. If the parent(s) cannot be located, staff will contact the alternate Person listed on the enrollment form to take the child from the program. **PLEASE NOTE: The daycare DOES NOT have FACILITIES or EXTRA STAFF to care for sick children.**
7. Parents must phone the Centre to leave a message for the staff EACH DAY that their child will be absent from the program.

Illness that a child should be kept home for:

- Vomiting: 2 or more times in a 24 hour period
- Rash: body rash especially with a fever or itching.
- Diarrhea: 3 or more watery stools in a 24 hour period
- Eye infection: thick mucus or puss draining from eye(s)
- Skin infection: including scabies, impetigo.
- Sore throat: with fever or swollen glands
- Lethargic: unusually pale, tired, lack of appetite, confused or cranky
- Fever: temperature of 101 degrees (f) or more, with temperature taken in the ear and/or sore throat, rash, vomiting, diarrhea, earache or just not feeling good.

Parents will be called in the case of a fever, and asked to pick up their child. The child should not return if they are still feverish and unwell. Tylenol should not be given to mask the fever symptom. Staff will call parents if this happens, to come pick up their child once it is apparent the child has been dosed.

- Communicable diseases: chicken pox, measles, etc.

The Common Cold

Children with colds may attend daycare if they feel well enough to take part in activities

Influenza

Children with influenza may attend daycare if they feel well enough to take part in activities

More Than the Common Cold or Flu

When it comes to illness more than the common cold or flu the daycare's policy varies on each illness.

Chickenpox and Shingles

Children with chickenpox should not go to the child care centre or school for five days after the beginning of a rash or until blisters have crusted over. During this time keep the child away from others in the community as much as possible.

A person with shingles can attend the child care centre or school, as long as they feel well enough and the blisters are completely covered or have crusted over

Cold Sores (Herpes Simplex)

Children with a first attack of herpes simplex that causes drooling from the mouth should not go to the child care centre or school until the sore is crusted over

Croup

Children with mild croup can attend daycare if they feel well enough to take part in activities.

Ear Infections

Children with ear infections can attend daycare if they feel well enough to take part in activities

Fifth Disease (Parvovirus B19)

Children with fifth disease can attend daycare if they feel well enough to take part in activities

Hand, Foot and Mouth Disease

Children with hand, foot, mouth disease can attend daycare if they feel well enough to take part in activities and any open sores are crusted over

Impetigo

If your child's health care provider has prescribed an antibiotic, your child should use the antibiotic for at least one full day (24 hours) before returning to daycare

Measles

Children with measles should not attend daycare until at least four days after the appearance of a rash and only when they can take part in activities. Please have your child fully immunized for measles.

Meningitis (Bacterial)

Children with bacterial meningitis should not attend daycare until they have been cleared by their health care provider to do so. A doctor's note will be required.

Meningitis (Viral)

A child with viral meningitis may attend daycare if they feel well enough to take part in activities

Methicillin-Resistant Staphylococcus Aureus (MRSA) (Staph)

A child with a Staph or MRSA infection may attend daycare if the infection is not draining and is covered by a dry dressing or once the sores have crusted over. The child should avoid physical activity or sports that involve skin-to-skin contact until the infection is completely healed

Molluscum Contagiosum

A child with Molluscum contagiosum may attend daycare.

Mononucleosis (Mono)

Children with mononucleosis may not feel well enough to attend daycare for some time, but may return when they feel well enough to take part in activities

Mumps

Children with mumps should not return to daycare until nine days after their glands begin to swell and only if they feel well enough to take part in activities, unless otherwise directed by the health care provider

Norovirus

Children and staff who are sick with vomiting and diarrhea should stay at home until 2 days after their symptoms go away. Even when diarrhea and vomiting have stopped, the virus can still be in the bowel movements

Pertussis (Whooping Cough)

Children with whooping cough should not return to daycare until 5 days after they begin treatment with antibiotics and only when they feel well enough to take part in activities

Pinkeye (Conjunctivitis)

When your child has pinkeye, your health care provider can tell you if your child can return to daycare or should stay home. If your child's health care provider has prescribed antibiotic drops or ointment, your child should use the antibiotic for a full day (24 hours) before returning to daycare

Pneumonia

Children with pneumonia may attend daycare when they feel well enough to take part in activities

Roseola

Children with roseola may return to daycare when the fever and rash are gone and they feel well enough to take part in activities

Rotavirus

Children and staff of the daycare who are sick with vomiting or diarrhea, should stay at home until 2 days after their symptoms go away

Rubella (German Measles)

Children with rubella should not go to daycare for at least seven days after the rash appears and only when they feel well enough to take part in activities.

Children who have been in contact with someone with rubella and who have not been immunized against rubella, should not attend the daycare until they are immunized or until their health care provider says it is safe for them to return. Doctors note may be required.

Streptococcal Infections (Strep)

Children with a strep should not return to daycare until they have completed 24 hours of antibiotic treatment and only when they feel well enough to take part in regular activities

Thrush and Candida Diaper Rash (Yeast Infection)

Children with thrush or candida diaper rash may attend daycare if they feel well enough to take part in activities

Medication

No medication will be given to a child without completion of the Permission to Administer Medications forms.

i) Prescription Drugs: medication must be brought by the parent to the Daycare in the original container from the pharmacy; the parent must record the following information on the Permission to Administer Medications form:

- the name of the medication
- the date and time the medication is to be given
- the amount of medication to be given
- sign the permission form.

ii) Non-Prescription Drugs: medication must be brought by the parent in the original container with a note from a doctor that includes amount to be given and duration of treatment. The parent must record the following information on the Permission to Administer Medications form:

- the name of the medication
- the date and time the medication is to be given
- the amount of medication to be given
- sign the permission form.

A long-term medication form will be filled out if a child is on a long-term medication such as a puffer or other.

Notes from the doctor will remain at the Daycare as part of the child's medication record; the staff will follow the parent's instructions as recorded on the Medications Form, will sign their name when medication is given, and will record any unusual effects of the medication.

Hand Washing

To help control the spread of illness, children are encouraged to wash hands upon arrival at the center, before eating, after toileting and at other times throughout the Daycare Program. Washing hands is the best way to prevent the spread of illness.

Required Supplies/Clothing

The following items are to be left at the childcare and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

Two (2) changes of clothing including socks (an extra pair of shoes if available)

Hat and water bottle

Pull ups or diapers (we will notify when your child is low).

Clothing that children wear to the center should be comfortable, easy to put on and remove, easy to care for, and labeled with your child's name. Please send your child in play clothes. We offer art activities, water, sand, and outdoor play, so children need to wear clothing that allows them to move about freely and get

dirty. Please check periodically to make sure they are seasonally appropriate and also to be sure your child has not outgrown the clothing. It is also important to replace items once they are used. Proper footwear with velcro fastenings or easy slip-ons are best.

Potty Training

When you feel your child is ready for toilet training, we ask that you begin teaching at home during a weekend or vacation. **PLEASE NOTE: We will only assist your child in toilet training if you have successfully begun training at home for one week prior.**

We will follow through and encourage your child while in care. Toilet training will be done in a relaxed manner with the cooperation of the family. We require that the child must also show signs of readiness. Positive reinforcements and consistency must be continued at home. Toilet training is kept positive and we know that they will have accidents and we will not shame them for not being able to hold their bladder/bowels for long periods. The child must be kept in pull-ups at all times, not underwear or diapers, if they are toilet training. Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the toilet, more so than at your home. It is required that parents provide pull-ups, diaper (only until child is ready for pullups) and a few extra changes of clothing.

Please provide diapers and wipes for your child, pull ups if they are in pull ups.

Nap/Quiet time

Each child is helped to relax and encouraged to rest their body during the day. We allow a special stuffy or small pillow to make this more comfortable.

In our nap room, quiet/nap time follows lunch for approximately 1.5-2hrs. If the child is not sleeping, a teacher will encourage the child to lay quietly, or guide the child to a quiet activity in another room.

When a child is resting their body, we allow their body to rest the best way for the child. This could be (but not exclusive to); resting, sleeping, closing their eyes, laying quietly, reading a quiet book in another room or other quiet activity.

We do offer a short tv period during the quiet time, please see our active play/screen policy.

Please refrain from picking up your child between 12:30 and 2pm so as not to disturb the other children resting. Please inform staff before 12pm or asap if you need to pick up your child during this time so we can prepare them.

ACTIVE PLAY/SCREEN POLICY

Active play is an important role in a child's development. At Playland Daycare we believe active play should be an imperative part of our everyday routine and programming. As per the guidelines set-out by licensing, Playland Daycare is to provide the children in our care a minimum of 60 minutes per day of active outdoor play. As per Playland Daycare's routine, active play will be provided to the children for 60 minutes in the morning time and 60 minutes in the afternoon, for a total of 120 minutes per day. When active play is restricted due to weather conditions or there is limited play space available, this same active play will be applied inside the center through the use of dancing, yoga, obstacle courses, jumping games, parachute play and even contained gymnastics on our mats we have available.

The active play provided to the children at Playland Daycare will be a combination of both unfacilitated and facilitated games and activities. Each employee will make sure to incorporate the fundamental movement skills, safety and injury prevention into all active play activities. In lieu of this active play policy, screen time (ie. TV) will be limited to 30 minutes or less per day. Screen time will be provided to them through an appropriate TV program or short movie during quiet time. No other electronics are allowed at Playland. In addition, as this program offers two significant sections of free-play, prolonged periods of sitting are limited and the free play encourages frequent short bursts of active moment.

Head Lice

Our Daycare completes regular head checks of all children in the program to ensure that we minimize the spread of lice and to ensure that no one child is centered out in the program. If a child is found to have lice, we will inform the parent privately and they will be urged to start treatment asap.

There are several treatments available and if you are unsure please feel free to talk to Daycare staff. Daycare staff can also provide you with a sheet of what to clean in your household from lice and some FAQ's. There are many household treatments that can be used for lice.

Parents must retreat 7 days later and continue on until no more live nits are found and live bugs are gone.

Allergies

From time to time children that attend our program manage life threatening allergies. As we are inclusive of all children we will, if necessary, restrict particular items from entering the Daycare Program. For example our Daycare Program reserves the right to be designated "peanut and nut safe". This means that all staff and children attending the Daycare program are asked to bring lunches free of peanut butter, peanuts, peanut oils or nuts and nut oils.

If your child is anaphylactic, you will be asked to complete a care form to describe your child's allergies, and to describe procedures to be followed in the event of an incident.

The staff may consult with the prescribing physician and or other qualified medical personnel where, in their judgment, there is reasonable concern as to the appropriateness of administering the medication supplied by the parent. Such consultation may result in a refusal to administer medication, in which case, the staff will attempt to contact the parent(s) to inform them of this situation, and/or call 911 in the event of an emergency.

We are currently NUT FREE in both of our centers.

Medical Treatment

In the case of an emergency and medical treatment is required, the staff will contact the parent/caregiver(s). If the parent/caregiver(s) cannot be located, staff will take the following actions:

- i) take the child to nearest emergency service;
- ii) call the Emergency Contact Person listed on the Registration Form;
- iii) continue to call and locate parent/caregiver(s)

If the situation is very serious, 911 will be called and the child will be transported to the hospital by ambulance and a staff member will join the child. The staff member will also continue to call the emergency Contact Person listed on the registration form if the parent/caregiver cannot be located.

Parent Conduct

Parents and employees are to be respectful in communication to ensure the daycare remains a safe place for all involved. Comments and questions are encouraged, and concerns must be relayed to employees in a way that respects our setting. Harassment towards employees will not be tolerated.

Harassment is defined as the belittling or threatening behavior directed at an individual worker or a group of workers whether it be intentional or unintentional, that creates an uncomfortable or intimidating atmosphere. Examples of harassment may include, but are not limited to:

- Written or verbal abuse or threats
- Unwelcome remarks, slurs, jokes or suggestions that are related to any characteristic identified in the definition of discrimination
- Unwelcome physical contact such as patting, touching, pinching or hitting
- Unwelcome sexual remarks, contact or invitations
- Abuse of authority that undermines someone's performance or threatens their career
- Bullying
- Negative comments
- Physical or sexual assault
- Humiliating or embarrassing an employee in front of co-workers
- Displays of sexually explicit, sexist, racist or other offensive material
- Practical jokes that embarrass or insult someone or could result in bodily harm or injury
- Slander on social media sites

If a parent harasses an employee:

- They will be reminded of their signature on the parent handbook agreeing they have read and understood the document.
- They will be notified how their behaviour constitutes harassment.
- The event will be documented and copied to Daycare Management and to the child's file for record keeping.

If a second event of harassment occurs:

- All personal effects of the parent's children will be collected.
- A document with the date of the first harassing incident, a copy of the parent conduct and the policy and grievance process will be given to the parent.
- Parent will be escorted off the premises by staff.
- The parent's children will be automatically withdrawn from the program.
- Any fees or deposits paid to the day care are forfeited.

If the parent wishes to appeal the process they will have 30 calendar days to submit an appeal in writing to Daycare Management. If the daycare has not received anything in writing after 31 calendar days, they hereby release the day care from any further obligation.

Emergency/Evacuation Procedures: Playland Daycare abides by the existing emergency procedures detailed in the Playland Daycare Emergency Plan that is reviewed yearly.

Evacuation: In the event of an emergency that requires the staff and children to evacuate the Daycare Centre the following procedure will be followed:

1. Upon hearing alarm bells Daycare Staff Leader will walk over to cloak room door exit and grab the emergency backpack and attendance sheet.
2. Daycare Staff Leader will calmly direct children to line up with her at the cloak room door.

3. With Daycare Staff Leader in the front leading, the staff and children will exit the room. Daycare Staff Leader will lead staff and children out the nearest door to building exit.

4. Once staff and children have safely exited the building they will walk safely and quietly to the muster point, which is located at the top of the main daycare parking lot.

5. Daycare Staff Leader will read out attendance to confirm all children have safely exited the building.

6. Families will be notified at the soonest possible time.

7. Daycare staff will remain at meeting place (parking lot) until all children have been picked up by legal guardian.

Fire Emergency: In the event of a fire at the Daycare, staff will follow the detailed evacuation plan listed above.

Earthquake Emergency:

In the event of an earthquake at Playland, the Daycare staff and children will:

- TAKE COVER under desks or tables
- FACE AWAY from windows
- ASSUME "CRASH" POSITION on knees, head down, hands clasped on back of neck or head covered with book or jacket
- STAFF WILL COUNT ALOUD to 60 -- earthquakes rarely last longer than 60 seconds and counting is calming.

The Daycare Staff will:

- direct all children to "take cover"
- stay under cover for 60 seconds
- follow the evacuation procedures if evacuation is necessary.

Emergency Preparedness:

To ensure a smooth evacuation, practice drills will be practiced with Playland Daycare Staff and children various times throughout the year, depending on the drill.

Our muster point is located at the top parking lot at corner of the fence.

- Each day, staff will check the play areas to ensure it is free from debris and equipment is safe.
- In addition to the morning check, before the children are allowed on to any playground, whether it be our own playgrounds or playgrounds off site, our staff do a complete check for any debris. A monthly log is completed with all the locations and all the checks completed
- Emergency drills are done on a regular basis and a log is kept in each room of all the drills done. The drills consist of Fire Drills, Earthquake Drills, and Lock Down Drills
- Our staff do regular counts of all children in and out of the classrooms
- We are in code with VIHA Standard Daycare ratios (ages 2.5-5 ratio is 1:8, ages 5 -13 is 1:10 or 1:15 if not kindergarten children are present)

Child's Comfort Kit/Earthquake Kit

As part of Playland Daycare emergency preparedness program, we ask you create a "Comfort Kit" for your child that will kept in their own lockers.

All items should be placed in a small nylon drawstring bag with your child's name written on it with a permanent marker. ☐ Emergency foil blanket (for warmth) ☐ Warm hat ☐ Kleenex pocket packs ☐ Family photo ☐ Small comfort items (e.g. paper and pencil, mini stuffed animal, favorite book, etc.) ☐ A note from you to your child for reassurance - suggestions include: • It's okay to be afraid • Listen to the daycare teachers and stay with the group • The daycare teachers will take care of you until I/we are able to come for you • Special saying or nick names shared in your family

Guidance and Discipline Policy

We strive to ensure that all children are treated with respect and dignity. We believe that effective child guidance techniques begin with developmentally appropriate expectations for young children. We realize the importance of providing all children with a balance between active and quiet activities, and a balance between child-directed choices times and educator-directed times. This allows children to make positive, appropriate choices within a safe and secure environment. In addition, our team of educators works cooperatively at setting consistent, firm limits on inappropriate behavior such as hitting, kicking, inappropriate use of language, or misuse of books, toys and other materials. Guidance techniques used are designed and carried out in such a way as to help the individual child develop self-control, sensitivity for others and to assume responsibility for his or her actions.

Some of the guidance techniques regularly used at Playland Daycare Centre includes:

- Setting up a developmentally appropriate environment and creating regular routines to eliminate many potential problems. The toys are all age appropriate and we provide ample amounts for all of the children. If we observe an area under used or used inappropriately we may rearrange or modify the environment as needed.
 - Redirection, along with a simple explanation
 - Natural and logical consequences
 - Limits and boundaries are set and remain consistent between educators, children and events
 - Educators' model appropriate behavior and children are shown with their peers how to respond/act in a specific situation
 - Developmentally appropriate choices are given and children are encouraged to choose for themselves
 - Positive encouragement, reinforcement and facilitation are given •
- Communication and problem solving are encouraged. Children are brought together to work out conflict with educator support and facilitation. Children are

encouraged to talk about their feelings, actions and plans to work towards solutions. Through these actions children learn to cooperate, compromise and have empathy for others.

Young children need the experience of interacting with other children on a consistent basis. Learning how to share and cooperate with others is an ongoing process for young children, consequently some aggressive behaviour will occur (i.e., hitting, yelling, name calling, biting, pinching, kicking, etc.). Although we do not allow this behaviour to persist, it takes time for a child to learn a more acceptable way of dealing with his/her anger and frustration (i.e., using appropriate words to express his/her feelings).

Biting

** * * * * Please note our biting policy is set in place for children who are developmentally passed the "biting phase". There is no set age or time frame for the "biting phase" of a toddler so if a child is biting, this will be monitored and taken into consideration before taking the steps below into action. * * * * **

As a daycare, we understand that biting is, unfortunately, is a part of a daycare center. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. We are required to advise parents of the bitten and biter and have you sign an incident report.

When Biting Does Occur: Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt or frighten children such as biting back or public shaming.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a band aid
2. Parents are notified at pick up
3. The incident report is completed by documenting the incident and having the parent sign the report.

For the child that bit:

1. The teacher will firmly tell the child, "Teeth are not for biting"
2. Encourage child to show empathy by helping the child (by helping to apply the ice) and apologize to the bitten child
3. Parent(s) will be notified at pick up

4. The incident report is completed by documenting the incident and having the parent sign the report.

When the biting continues:

1. The child will be shadowed to help prevent any biting incidents
2. The child will be observed in the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) Management staff may also observe the child if the classroom staff is unable to determine the cause
3. The child will be given positive attention and approval for positive behaviour

When Biting becomes excessive:

1. A child who bites twice in a 4-hour period, will be required to be picked up from daycare for the remainder of the day. This will not count towards the 2-day suspension
2. If a child inflicts 3 bites in a one week period in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior can be modified
3. If the child again inflicts 3 bites in a one week period in the which the skin of another child o Or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days
4. After the child returns from suspension, once again inflicts 3 bites in a one week period in which the skin or another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other daycare arrangements

If a child, who has been through steps one and two, goes three weeks without biting, we will go back to step one if the child bites again.

Behavior Management Policy

As Early Childhood Educators, it is our responsibility to ensure the physical safety and total wellbeing of all children within our care. The center has adopted the following policy regarding aggression:

Definition of Aggression:

a physical, emotional or verbal act which may result in placing oneself, other children and/or staff members within the center in an emotional, physical, harmful, hurtful or unsafe situation.

In dealing with aggressive behavior, the following procedures will be followed:

1. The child will be removed from the group and using a positive support strategy, the staff will redirect the child to stop the aggressive behavior.
2. If the aggressive behavior continues throughout any part of the day, the parent/guardian or alternate pick up person (in that order) will be contacted to immediately pick up the child. An incident report will be completed, and the parent will be asked to sign it.
3. Once the parent has been called on 3 occasions relating to aggressive behavior, a letter will be sent home to the parent/caregiver regarding the ongoing behavior and a plan will be outlined in the letter. The plan in the letter could range from a "planning meeting with supports for the child" to "withdrawal from the daycare" depending on the severity of the behavior.

The daycare has the right to:

1. Impose a suspension of daycare privileges;
2. Consult a Behavior Management Specialist;
3. Limit the child's hours of attendance;
4. Terminate the space. In case of termination, the 30-day notice period would be waived.

Please note: Any aggressive, violent or intentional aggressive behavior that endangers the child, other children, staff, equipment, or building cannot be tolerated. In these extreme cases, the child will be automatically suspended for three days or have their spot permanently revoked without warning.

Once again, we state that the number one priority is the welfare, safety, and security of all children and staff within our program.

Children face many challenges throughout their lives. Learning acceptable behaviors and being able to regulate their own behaviors in different social and emotional environments, or when interacting with their peers or adults, are two of those challenges. Our child behavior management policy is focused on the importance of respect and dignity for the child, acknowledging and accepting children's feelings and encouraging these feelings to be expressed.

Communication

It is vital that parents keep us informed of any changes in a child's life, no matter how small. Health records, change of address and phone numbers should be kept updated on registration form as they occur. It is very important that we have current phone numbers where you or your contact person can be reached.

Playland Daycare promises to let you know of any changes in behavior we notice in the daycare. Please feel free to speak to your child's caregivers about any questions or concerns you have. We would like to work with you to ensure the very best for your child.

Parent Check-In/Child Progress

Parents are welcome to make an appointment with the Daycare Management or Staff to discuss their child's development, ways to contribute to the child's progress, or inform staff of changes of routines or events at home that might affect the child's behavior at the daycare. The intention is to work collaboratively with the family to ensure a positive experience at daycare for both the child and the family.

Items from Home

The daycare maintains a generous supply of materials, toys and equipment for the children to use. However, we do understand that at times a transitional item may be needed to feel safe and secure in the daycare. Such an item can ease that transition from the well-known environment of the home to the daycare environment. For many children this will be a blanket or a toy. Therefore, we do allow children to bring items from home for this purpose. If we find that the item is causing difficulty between children or that the child is not engaging in the surrounding environment, we will ask the child to put the item into their cubby.

Please keep in mind that your child is entering a large group of children, it is possible for anything s/he brings into the center to get lost or broken in our active environment. If your child wishes to bring an item please choose with practicality and safety in mind. We also ask that you do not bring swords, guns or other weapons into the environment. Parents will not send gum, chips, pop, sport drink or candy with their children to the daycare.

We do have show and tell once per week, in which a child can bring these items.

Birthdays and Celebrations

Birthdays are an incredibly significant and special part of most children's lives. For birthday celebrations, a birthday cake is made to acknowledge the special day and families are welcome to provide a special treat instead.

Holiday celebrations are an excellent way to celebrate diversity and learn about other cultures and religions. Some holidays are appropriately celebrated with a special snack. Others may be best honored through special activities such as food drives, charitable collections, or visits by special guests. If your family celebrates a holiday that you would like the center to celebrate please see a staff member to discuss appropriate ways in which to celebrate at the daycare.

Photos

Playland Daycare loves to share the great moments we experience during the day, with you and other families. We have a photo permission form which will be filled out upon registration. This allows us to post photos in the center, and/or in our closed Facebook group which is closely monitored. You are free to allow this or to not have your child's photo shared at all. Please notify staff verbally and via the form.

If family/caregiver is not in compliance with the policies of the Playland Daycare Centre the following process will occur:

- If a parent disregards a Child Care Policy, the Daycare Staff will speak directly to the parent;
- If the matter is not resolved, Daycare Management will contact the parent and attempt to resolve the matter. The Manager will keep written documentation;
- If the matter remains unresolved, the situation will be referred to the owners, whose decision will be final.

Fee Payment Schedule

Upon enrollment there is a \$50.00 non-refundable registration fee per child; this is due with the registration submission.

The registration fee is just that. It is the fee for the administration to set up paper and digital files and organize your child's information. If the center

receives an application (via email, mail or fax) without a registration fee, that application will be considered incomplete and be placed on the waitlist till the \$50.00 has been received. Once the forms are complete and registration has been paid, your spot will be held for 30 days. One full month's fee plus the \$50 registration fee is required to hold a spot for up to 3 months. This will be credited to your last month's invoice when you withdraw from Playland, and is non refundable if you withdraw care before the start date or without proper notice. Please contact Playland when 3 months has elapsed, if you have registered for care that starts more than 3 months after registration.

All families who will be applying for subsidy are required to apply prior to starting with the daycare. If subsidy has not approved an amount by the child's start, the parent then becomes responsible for all monies owed to the center. Should the family qualify for daycare subsidy it is required to be directed to Playland Daycare Centre. Parents must take responsibility for any and all fees not covered by subsidy. Once subsidy is received, parents will be credited back. It is the responsibility of the parent to renew their subsidy when it is expired.

****Special Needs Supplement****

There is a \$150 special needs supplement which is provided to families who have special needs children, or children with a diagnosis who require extra care outside the daycare facility. This will be added to your subsidy amount, and deducted, as subsidy is, from your daycare fees. You will need to apply for this as you do with regular subsidy.

****Additional full day claim for school aged children****

If your child attends care before and after school, you are generally qualified for subsidy for those days. For extra full days such as spring break and pro d days, or other school closures, there is extra subsidy available. Playland will apply for that on your behalf if you request so.

If you wish to have a part time space, please specify the days you require or attach a schedule. Please note that priority is given to full time children. If you have or require a part time space, and we have full time families on our wait list, Playland will give one month's notice to you. Should a part time position not be available, you will be given the option of a full time position. If you are decreasing your days, you will be at risk for losing your space to a full time client. Fees are

billed monthly, and you pay for your child's spot whether you choose to use it or not.

Late fees are \$30 per day late, and will start on the 2nd of the month. If fees are not paid in full by the 4th, care will be suspended until they are paid in full.

Playland Daycare has a no refund policy should the Daycare be closed for snow days, power outages or events beyond our control. We will not charge for days (aside from weather closures and statutory holidays) in which we choose to close for holidays. Where a child is sick or away for any other reason there will be no refund given for these days as we are holding a spot for that child.

All NSF fees will be charged \$35 by Playland Daycare Centre; two NSF's will result in a cash only payment. We also reserve the right to send unpaid accounts to collection.

Cheques should be made payable Playland Daycare Center.

E-transfer can be sent to sookeplaylanddaycare@gmail.com using the account number you are given/on your invoice.

Tax receipts will be issued by the end of February, for the previous year.

Repayment

As parents/guardians are required to pay for the child care services prior to having received those services for the month, parents /guardians are entitled to a refund or account credit should over payment occur. The refund or account credit will be the amount remaining after monthly childcare services provided, are deducted from the amount paid to the daycare.

Waitlist

When Playland Daycare is at full capacity, we will run an active waitlist. To hold your spot on a waitlist, please contact office staff. When a spot comes available the applicants will be contacted on a first come, first serve basis. The applicant will have 2 business days to respond before the center moves on to the next applicant and the initial applicant will be placed at the bottom of the list.

Withdrawal or change of schedule

To withdraw your child from Playland Daycare Centre, parents/guardians must provide a full month's written notice to the Daycare Staff. Written notice needs to be received on the last day of the month prior to the month the child is expected to leave the Daycare. For example, I would need to provide written notice on March 31 to withdraw my child from Daycare for last day of April. In the event of an extreme emergency, the penalty may be waived by the Daycare Management.

If looking to change your child's days of attendance, please fill out our attendance change sheet. If you are decreasing your days, you will be at risk for losing your spot. We will require 30 days (one month's written notice) to make any changes. Duration of the current schedule will be billed at the regular schedule rate, and once the 30 days has passed the new rate will be in effect.

Who to Contact When your child is going to be away:

Call 250-642-4121

Email sookeplaylanddaycare@gmail.com

Jayna Forgie-Manager

Jamie Barnett-Office Manager

Michael Barnett-Owner