



*Tk'emlúps te Secwépemc
Education Department*

Little Fawn Nursery Parent Handbook

Revised by the following Staff Members:

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*Handbook is in compliance with the Community Care and Assisted Living Act
CHILD CARE LICENSING REGULATION
[includes amendments up to B.C. Reg. 202/2011, January 1, 2012]*

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Sitting Bull*

Daily Schedules: Young children enjoy routines that allows for flexibility. It allows the day to run smoothly and allows the children to anticipate coming events.

Our normal hours of operation are from Monday to Friday from 7:30 a.m. to 4:30 p.m.:

Parents are required to provide the Administrator with two weeks' written notice if he/she wishes to change their child's enrollment hours. Part time and full time child care is offered, if space is available. The occasional drop in is acceptable, upon approval from the Administrator, and if space is available.

For late pick-ups after 4:30 p.m., there is a \$10.00 charge for every 15 minutes. The parent/guardian must pay the staff member immediately.

Overnight care:

We are not licensed to offer overnight child care.

Positioning for sleep:

Staff will ensure children are placed on their backs, unless they can roll on their own.

Opportunities for growth:

Staff will provide children with opportunities for holistic growth and development.

Division 1- General Care Requirements:

Staff must provide each child with daily outdoor play activities except in harsh weather conditions;

- (a) Intended for the development and care of each child,
- (b) Age appropriate for each child's development ensures the care of children;
- (c) Is age appropriate for the development of children in each group;
- (d) Is in compliance with the program standards of the licensing legislation.

Physical Development Activities that:

- are age appropriate indoor and outdoor activities
- promote large and small muscle skills development
- promote self-help skills
- promote good health and safety habits

Intellectual Development Activities that:

- best meets the needs and interests of the children

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- encourages curiosity, reasoning and problem solving skills
- encourages concept-building skills such as classifying, ordering, determining direction and perceiving spatial relationships
- encourages art, music, movement, imaginative play, storytelling and construction
- encourages their understanding of the environment Secwépemc

Language Development Activities that:

- encourages use of proper language and listening skills
- supports receptive and expressive language skills
- encourages communication
- emotional development activities that: Allows children to feel good about who they are, permits expression of their positive and negative feelings, and encourages children to be proud of their cultural heritage and to share it with others

Social Development Activities that:

- encourages children to work independently and as a member of a group
- promotes good behaviour
- encourages children to respect others feelings and their property
- encourages good relationships amongst the children
- promotes the children’s feelings of belonging to family, community

Spiritual and Cultural Development Activities that:

- respect each child
- celebrate each child’s familial values and beliefs
- respects the songs and dances of the Secwépemc people
- respects the language, history and culture of the Secwepemc people

If Extra support is required;

If a child who requires extra support, the staff will ensure that they modify the Nursery programs activities to meet the needs of the child in accordance with the child’s care plan, and record in the child’s care plan the manner in which the program of activities was modified. A current care plan must contain the following information: the physician’s diagnoses why the child needs extra support; action plan recommended by the doctor; any adaptation needed for the facility and any program modifications.

Transportation- Safe Transportation Plan to outdoor play areas:

If children are to be transported in the band’s or in a staff member’s vehicle, the driver must be 19 years of age and hold a valid driver’s license to operate that vehicle.

Transporting children:

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If there are **seven (7)** or more children in a vehicle, a responsible adult must accompany the driver. An additional staff member must be assigned to accompany each group to the playground. Always have an alternate outdoor plan ready at all times.

Health and Hygiene: We will ensure that:

- Strict cleanliness standards must be maintained.
- Children's hands are washed before and after meals and using the washroom.
- A toothbrush and toothpaste is provided for each child.
- Any surface used for food preparation, storage or consumption is not used for changing soiled clothing.

Nutrition: We will ensure that:

- Each child has healthy food and drink according to the Canada's Food Guide and that they promote healthy eating and nutritional habits.
- If a child's record or care plan includes instructions for food and drink we will ensure the child is given sufficient quantity and quality to meet his/her developmental needs, age, the number of hours the child is under our care, and finally, we respect the child's food preferences and cultural background.
- Children are not forced to consume any food or drink, or left unsupervised while consuming food or drink.
- Safe drinking water must be available to children while in the daycare.
- Parents must be informed what food and drink is provided to the children.
- Food and drink are never to be used as a form of reward or punishment for children.

Parental access:

Parents must be provided with reasonable access to his or her child. Parents or the emergency contact must verify their contact information so the Nursery staff may readily contact if necessary, or the child cannot attend the Nursery.

Parental involvement is welcome and encouraged in the following areas:

- chaperoning on field trips
- lending objects for units of study
- being a guest speaker, i.e. your job or special skills
- helping your child prepare for show and tell
- helping to provide treats or other items for our parties

Access by others;

If a person is identified as someone who is not permitted access to a child (in the child's record form), the Nursery must take reasonable steps to prevent that person from accessing the child.

Division 2 – Guidance and Treatment of Children

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Child Behaviour Guidance Policy:

Discipline is taught through love, consistency and firmness. Children must be taught to respect people and other's property. Young children are still developing communication skills so if there is a disagreement with another child the following methods of behaviour guidance will be used: encourage problem solving, intervention and discussion, re-direct to another play area, loss of privileges, time out.

Please Note: As required by law, all staff are required to recognize and report any evidence of child abuse or neglect. This will be strictly for the benefit of your child.

Harmful actions not permitted: Staff will ensure that children are not be subjected to any of the following:

- Shoving, hitting or shaking
- Confinement or physical restraint
- Harsh, belittling or degrading treatment
- Spanking, or any other form of corporal punishment
- Separation without supervision
- Deprivation of meals, snacks, or necessary use of a toilet.

Areas other than the workplace:

Workplace violence is not limited to incidents that occur within a traditional workplace. Work-related violence can occur at off-site business – related functions (conferences, trade shows), at social events related to work, in clients' homes or away from work but resulting from work (a threatening telephone call to your home from a client).

Reportable incidents include the following:

- Aggressive or unusual behaviour
- Attempted suicide
- Choking others
- Death
- Disease outbreak or occurrence or unexpected illness
- Emergency restraint
- Neglect or Sexual, Physical or Emotional Abuse
- Fall
- Financial abuse
- Food poisoning
- Medication error
- Missing or wandering person
- Motor vehicle injury or other injury
- Service delivery problem

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Division 3 – Illnesses

Medication

Child who becomes ill Medication:

The staff may provide prescription medicine to a child with parental /guardian permission.

Notification of illness or injury:

If a child becomes ill, the staff must keep him/her under close supervision in a quiet resting area until parent/guardian or emergency contact person picks up him/her. The medical officer must be notified within 24 hours after the incident.

Note: parents must remove their child within one hour of being notified of exclusion.

Enrolment Policy: Parents are required to complete the enrollment process:

- \$60 enrolment fee paid
- name, sex, date of birth
- medical insurance plan number
- immunization status
- registration date;
- daily attendance record,
- name and telephone number of a parent,
- family doctor,
- emergency contact;
- any illness, allergy or medical disability,
- any medication
- any special dietary or extra support needed,
- a photograph or digital image of the child
- a record of any person who is not permitted access to the child;
- the date when the child will stop attending the program

IMPORTANT NOTE: It is the parent’s responsibility to have the application process completed within 30 days, or the child can no longer attend Nursery.

Care plans: if your child requires extra support, the Administrator must be provided with the following information:

- A doctor’s diagnosis of the child verifying the need for extra support
- A doctor’s recommendation for courses of action to support the child who requires extra support;
- The resources to be made available to the child requiring extra support, including any

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- structural changes to the child care center necessary to ensure the child's safety or comfort
- program modifications necessary to enable the child to participate in or benefit from the program.

In consultation with the parent(s) and Room Supervisor, the Administrator will:

- Develop and implement the child care plan
- Review the child care plan annually

The following forms must be completed:

- Little Fawn Nursery Enrolment Form
- Parent Handbook Agreement Form
- parent/guardian authorization to administer prescribed medication
- permission to transport-fieldtrips
- permission for outside activities
- permission to photograph
- child pick up authorization
- authorization to call a family doctor if necessary
- emergency transportation authorization form to bring child to hospital

You are required to keep the Administrator informed of any address, telephone numbers and any other pertinent information listed on the above forms.

Registration: Parents/Guardians must submit photos when registering their child.

Cancellation policy: The Administrator must read the Little Fawn Nursery cancellation/termination policy to the parents/guardians which states they will have their child suspended from the Nursery if they have:

- not obtained subsidy confirmation within 30 days of enrollment
- Two months delinquent in payments
- Exhibited angry or threatening behaviour towards staff
- Given their security code to anyone else who is not their spouse or not permitted access into the Nursery (ie. someone denied access to the child through a court order)

Parents/Guardians Agreement;

Parents must sign the agreement acknowledging that they cannot take their child for the following reasons:

- Parent/Guardian is distressed and cannot calm down.

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- Parent/Guardian is under the influence of alcohol, drugs and/or medications.
- Do not have child seats for every child in the vehicle

Parents who become “problems”, the following steps will be taken immediately:

- Phone 911, immediately, then security, then Dena
- Staff will be required to file a Police report on this Parent
- Their code will be cancelled
- All staff will be notified of who the “problem” parent/guardians are
- Security will be given a photo of the “problem” parent/guardian
- If the “problem” parent/guardian shows up, staff are not permitted to open the door
- A child, with a “problem” parent, is not to go to the playground for a specific time for a minimum of 1 week.

Revisions to this handbook

There will be annual revisions to this handbook for staff. If you have any suggestions for change, please submit your recommendations to the Nursery Administrator. Thank you for your becoming an integral part of Little Fawn Nursery family.

In order to maintain best practices in child care, we must also keep up with the cost of living increase so we will periodically increase our child care fees. In respecting and honoring our parents and/or guardians, a month notice will be provided an increase may be implemented.

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SUPPORT AND COOPERATION AGREEMENT

A child needs his/her parent/guardian's help and guidance in order to get the most out of his/her educational opportunities. Therefore, as a parent/guardian, I agree to cooperate in the following ways:

- ✓ I understand that I must complete my child's registration forms before he/she can attend.
- ✓ I understand that I am responsible for any necessary follow-up required for the dental, vision, hearing needs of my child. I will see that my child has medical attention when necessary.
- ✓ I will inform the centre if my child has a communicable disease and/or receives an injury at home.
- ✓ I will cooperate and communicate with my child's teachers/care givers.
- ✓ I will call the Little Fawn Nursery to notify staff if my child must be absent for any reason.
- ✓ I will see that my child attends Little Fawn Nursery on a regular basis.
- ✓ I am responsible for transporting my child to and from Little Fawn Nursery.
- ✓ I am willing to volunteer my time as a helper in the classroom and/or at special events. I understand that my involvement at Little Fawn Nursery as a volunteer is very important.
- ✓ I understand that it is my responsibility to provide a healthy lunch for my child.
- ✓ If I leave my child in someone else's care I will communicate all responsibilities to the care giver.
- ✓ If I choose to apply for Child Care Subsidy, the application must be approved within **30 days** of enrolment.
- ✓ **For the protection of the children, the parent(s)/guardian(s) agree that the Little Fawn Nursery is not authorized to release any child to any person who has any indication of intoxication or impairment from drugs or alcohol.**
- ✓ I understand that I must provide the proper seasonal clothing throughout the year, plus an extra set of clothes for my child.
- ✓ I have read the above General Information, Parent Handbook and will comply with all Little Fawn Nursery guidelines.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

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