



**Young  
Climbers  
Child Care  
Centre  
Infant  
Toddler  
Daycare**

**7328 144<sup>th</sup> Street  
Surrey, BC  
V3W-5S5  
604-590-5833**

**[youngclimbers@shaw.ca](mailto:youngclimbers@shaw.ca)**

**Young Climbers**  
**Child Care Centre**  
**604 590-5833**

Preschool - Infant Toddler Care - Daycare - Out of School Care



Newton Fellowship Church  
7328 144<sup>th</sup> Street  
Surrey, BC V3W-5S5  
Telephone: 604-590-5833  
Fax: 604-590-4239  
E-mail: [youngclimbers@shaw.ca](mailto:youngclimbers@shaw.ca)

## **TABLE OF CONTENTS**

### **1. Introduction**

#### **1. Philosophy**

#### **2. Philosophy con't**

#### **3. Goals of YCCC**

#### **3. Screen Policy**

#### **4. Outdoor Play**

#### **5. Waitlist**

#### **5. Attendance**

#### **6. Arrival & Departure**

#### **6. Program Structure**

#### **7. Curricular Guidelines**

#### **8. Hours of Operation**

#### **8. Fee Policy**

#### **9. Fee policy con't**

#### **9. Smoking**

#### **10. Intoxication**

#### **10. Allergies**

#### **11. Photographs**

#### **11. Walking Field Trips**

### **12. Clothing & Possession**

### **13. Diapering & Toileting**

### **14. Napping**

### **14. Missing Child**

### **15. Emergency Preparedness**

### **16. Power Outages**

### **16. Extreme Weather**

### **17. Immunization**

### **18. Illness**

### **19. Illness con't**

### **20. Non-Prescription Medication**

### **21. Emergency transport/Medical**

### **22. Late pick-Up**

### **23. Communication policy**

### **23. Release of Children**

### **24. Reportable Incidences**

### **25. Child Abuse**

### **26. Snacks & Lunches**

### **26. Philosophy of Discipline**

# **Young Climbers Child Care Center**

## **Policies and Procedures**

### **INTRODUCTION TO PROGRAM**

The daycare program and staff would like to welcome you to Young Climbers Childcare program. Please take a moment to read through this policy and procedure manual as we find it very beneficial to parents and child care providers. Young Climbers will adhere to the Community Care Licensing Regulations for:

- **Infant and toddlers:** birth to 30 months
- **Daycare:** 30 months - 5 years of age
- **Out of School:** Kindergarten until Grade 3
- **Out of school:** Grade 4 until Grade 6
- **Jr Kindergarten:** 4 years as of Dec 31<sup>st</sup>
- **Preschool:** 30 months until Kindergarten

Young Climbers Child Care Center is sponsored by Newton Fellowship Church as an extension of its ministry in Christian education. The church board supervises the operation of this school. We see this child care center as a valuable service to the community. We care about each child individually, striving not to compare, but to love and nurture each one's own growth. We don't replace the priority of the home, but help supplement and enrich the child's experiences.

### **PHILOSOPHY**

Our preschool is part of Newton Fellowship Church, and the church sees this centre as an important part of its service to the community. We support the beliefs and objectives of Newton Fellowship Church.

We are keenly interested in children and it is our purpose to help the children grow to their full potential by providing the best care and training possible to help nurture and challenge them. Children learn through play and our goal is to provide each child with creative play experiences which will meet the needs of the whole child in a positive, personal way.

**PARENTS:** Are entitled to individual respect, support and quality childcare for their children. We want to have open communication between staff and parents. We are a team; both parents and staff working together to raise and support each child.

**CHILDREN:** Are entitled to a safe and nurturing environment with a schedule routine that best meet the individual needs of each child in our care. Each child is treated with respect, we care about each child individually, striving not to compare, but to appreciate how precious each child is. We do not in any way attempt to replace the priority of the home and its environment, but rather seek to supplement and enrich the child's experiences. The philosophy of Young Climbers Child Care Center is that each child needs to develop intellectually, socially, physically, spiritually and emotionally.

**STAFF:** Are entitled to work in an environment which respects their training and skills. We want to encourage a team atmosphere, working together to build each other up and encourage them on and off the job.

**CENTER:** We are keenly interested in children and families. Our purpose is to help the children grow to their full potential by providing the best care and training possible to help nurture and challenge them. We don't replace the priority of the home, but help supplement and enrich the child's experience.

### **GOALS OF YOUNG CLIMBERS CHILDCARE CENTER:**

- Provide childcare with excellence
- Quality care for all children and families
- Encourage the total development of the child by providing an environment consisting of:
  - A warm, friendly atmosphere with quality childcare workers
  - A safe and healthy facility
  - A child centered facility
  - A variety of equipment in good repair
  - A variety of activities that support the child in physical, social, emotional, spiritual and intellectual needs of the children
  - A support to the parents in building positive skills
  - To be an emotional support system for the parents when issues arise with their children.
  - To assist parents with knowledge of child development and other related information
- Children will be in a safe and constant environment
- Children with developmental challenges will receive referrals and appropriate support to the best of our ability
- No physical, emotional or psychological punishment for any child in care
- Redirection will be encouraged and if that is not working a quiet time or physical movement whichever is needed will happen.
- No Belittling or bullying of any kind is tolerated at the Childcare center

### **SCREEN POLICY**

At Young Climbers Childcare centre, we will have limited screen time per day. ½ hour Screen time Children will be exposed to 30 minutes or less of screen time Daily while in childcare. Alternatively, no more than 150 minutes of screen time will be accumulated through the week in childcare. Less is better. This includes computers, movies, video games, tablets, smartphones, active video games, etc. We will have very limited screen time for children under two years of age. (ex. A video for dancing or exercise)

**Video games:**

If screen time includes video games, physically active games are considered more desirable than sedentary games. Active video games do not replace physical activity time.

**OUTDOOR PLAY:**

Outdoor/Large movement play is an integral part of our childcare center program. It is our belief that play time outside/inside in gym each day is important to keeping children relaxed and healthy. As per request from the government. Children must have large motor activities for ½ hour for part time children and 1 hour for full time children each day. Please send appropriate dress wear for the children each day. If weather is unsafe or potential down pour we will have our physical activity which includes moderate to vigorous burst of high energy, raises children's heart rate and "may make them huff and puff" such as jumping or running indoors in the open gym or classroom. We have found that sandals with no back, flip flops, dress shoes, high heel shoes, and strapless shoes cause children to slip and trip. Please send your child in secure running shoes for outdoor play and inside shoes for inside play and gym time.

## **POLICIES AND PROCEDURES**

### **WAITLIST**

#### **Policy:**

A waitlist will be formed once full enrollment has been reached for the program

#### **Procedure:**

- The number of children in the daycare is governed by the Community Care Licensing Regulations
- When opening comes available, a phone call will be made to the first person on waiting list. A decision to take the available spot must be made by the morning of the day after phone call.
- Children will be removed from the waitlist for the following reasons:
  - \*Parents or Guardians request
  - \*Child is over the age for the class they requested for
  - \*Family has moved away, or phone number is out of order

### **ATTENDANCE**

#### **Policy:**

Regular attendance at the Center is extremely important for your child to settle in well. Routine becomes part of your child's day. You are welcome to visit your child throughout the day, but when you leave, if your child becomes agitated and unable to manage you may be asked to take your child with you.

#### **Procedure:**

Parents will:

- Notify the daycare staff first thing in the morning if child will not be in
- If child will be away for any amount of time, notice must be given

**Arrival:****Upon arrival, parents must:**

- Sign in when you arrive and when you leave with your child from the center
- Put all of children's belongings in cubby's and (Bottles and Food) in fridge
- Label all soothers and bottles
- Label all diaper bags, knap sacks and children's belongings
- Communicate with staff on how your child's night and morning went
- Take the time to settle your child and say goodbye

**Departure:**

- Sign the child out, with the time child is leaving
- Parents must make a personal contact with a staff member upon arriving and leaving

**Daycare staff will:**

- Phone parents or guardians when a child has missed three consecutive days of daycare
- Establish with parents or guardians the reason for absence

**PROGRAM STRUCTURE****Policy:**

Daycare will abide to the Community Care Licensing Regulation Part 4 Division 1 Section 44

## Curricular Guidelines

**Intellectual Development:** Develop a structured daily program that responds to the intellectual needs of the children with flexibility to adapt to their interests and personal needs. Provide an environment that facilitates the development of curiosity, reasoning and problem-solving skills. Provide age-appropriate activities to encourage the following: classifying, ordering, determining direction, and perceiving spatial relationships. We have some structured time to teach phonics, printing, math, science, socials, language, and literature to accommodate kindergarten readiness.

**Language Development:** Model proper language and listening skills. Provide opportunities for children to develop receptive (listening) and expressive (speaking) language skills. Encourage communication.

**Emotional Development:** To let the children learn acceptable ways to express their feelings to build self-confidence in accepting their level of accomplishment.

**Social Development:** Provide an environment for children to work independently as well as cooperatively in small and large groups. Help children appreciate differences and respect the personal feelings and property of others. Provide opportunities for social interactions that help children develop appropriate social skills.

**Creative Development:** To allow for creative expression through arts and crafts, music, movement, etc. Whatever the child creates within his range of ability is acceptable.

**Spiritual Development:** Our program is based on Biblical principles. We have grace before snacks and Bible stories will be told.

Our purpose is to bring the children to an understanding of God's love and the relationship He longs to have with us. As teachers, we hope to provide an atmosphere where God's love and presence is felt and where His teachings are practiced.

### **Hours of operation:**

The daycare will operate Monday to Friday 12 months of the year. Hours of operation will be from 7:00 am until 6:00 pm. We ask each parent or guardian to call if running late. If you are late in picking up, at 6:05 pm the late fee will be \$10.00 and \$1.00 per minute thereafter. The late fees will be paid to the staff who will be working at that time parent/guardian is late

One week between Christmas and New Years the childcare center will be closed. Fees will be the same for the month as per usual.

If for any reason you will be taking days off from the center (holidays or sick days) full payment is still due at the beginning of the month. This is to hold your spot.

There is a requirement of one month's written notice (the 1<sup>st</sup> of the month) for a child to be withdrawn from the childcare center. If one month notice is not given a payment for the following month is required.

### **FEE POLICY**

#### **Policy:**

Fees must be paid at the first of each month. If fees bounce a \$30.00 bounced fee will be added onto your monthly fee. If applying for child care subsidy; it is the parent/guardian responsibility to fulfill all the requirements of child care subsidy to maintain the daycare subsidy. If not eligible for full subsidy, the parent/guardian is responsible for the fees. Fees are based on enrolment not attendance (NO fee decreases for sick/misssed days or statutory holidays)

#### **Procedure:**

- If the parent or guardian becomes ineligible for any subsidy, they will be responsible for paying the full monthly fee
- It is the parent/guardian's responsibility to keep all information (i.e.: relationship status, work/school status, family income, reasons for care, address, phone numbers etc. ...) current with the child care subsidy branch and Young Climbers Child Care Center

- Parents are responsible for the parent portion of fees that is not covered by subsidy and will be billed monthly
- First month of childcare will be due at time of registration and thereafter once subsidy has come in it will be leveled out.
- If fees are outstanding after 5 business days from the beginning of each month, the child will be asked not join daycare on the 6<sup>th</sup> day until fees are paid
- Renewal of subsidy must be started one month prior to expiry. Forms must be copied and put on file. If subsidy is not approved by the time it expires payment is due for full daycare fees
- If parents wish to start their child before subsidy has accepted them a void cheque and bank information is required for full amount. Parent will be reimbursed their fees when subsidy is received

## **NO SMOKING**

### **Policy:**

Smoking and the use of smokeless Tobacco/Marijuana is prohibited on the Childcare property during the hours of operation. No illegal drugs of any kind are allowed on Childcare property. We ask that No Staff, Guardian or Parent be on illegal drugs while at work or dropping off or picking up the child. If concerns arise that this may be the case alternate pick up will be called and for staff management will be involved.

## INTOXICATION POLICY

### **Policy:**

If a parent/guardian or emergency contact appears to be intoxicated arrives at the center to pick up a child; the daycare staff will not release the child.

### **Procedure:**

Daycare staff will:

- offer to call a relative or friend to pick up the parent and child
- offer to call a cab
- Inform the parent that if he/she chooses to drive with or without the child, the educator will inform the police immediately
- Call the ministry for children and family development if they believe the child needs protection

## ALLERGIES

### **Policy:**

Parents/guardians need to inform the daycare staff if their child has any allergies.

### **Procedure:**

- Required forms will be provided by staff as soon as an allergy is reported
- Allergies will be posted in the classroom for all staff to be aware of
- A **CARE PLAN** will be written up on the steps to take if the child has an allergy attack
- Extras training will be provided be parent or health person if necessary
- Parents will be informed immediately of an allergy attack and the steps taken

## **PHOTOGRAPHS**

### **Policy:**

A consent form signature is required to be signed prior to child being in care. Pictures will be taken in the daycare for the enjoyment of the program, slide shows, memories and promotional material as needed. Childcare center has no control of parents, guardian's use of pictures ex. Facebook. Staff will not be posting pictures to their personal Instagram or Facebook. An account may be made for just the childcare center for parents to see what the children are doing for the day

### **Procedure:**

Each child will be asked if photos can be taken for their child. A consent form will be given to each parent.

## **WALKS AND FIELD TRIPS**

### **Policy:**

The daycare will take the children off premises for walks or field trips. Parents will be informed ahead of time for fieldtrips. Children will be going on walks throughout the days at the childcare center for fresh air and exercise.

### **Procedure:**

- staff/child ratios will be maintained on all walks
- First-Aid Kit and emergency cards with updated information and a photo of each child will be brought on all walks and field trips.
- A staff member with a valid first-aid certificate will be on all fieldtrips or walks with children
- Staff with a working telephone will be with them on all field trips or walks
- an emergency plan must be developed prior to field trip. All staff and volunteers in attendance must be familiar with the emergency plan. All emergency plans should contain the telephone numbers of parents, ambulance, hospital and doctor, as well as what actions are to be taken in the event of an emergency occurring.
- A signed informed consent form must be received from the parent/guardian of the child prior to any field trip

## **CLOTHING AND POSSESSION POLICY**

### **Policy:**

Children will be participating in a variety of outdoor and indoor play each day. It is helpful if children wear washable, comfortable clothing that is appropriate for the weather and activities. Please do not wear any forms of clothing that you do not want to be ruined. We also request each child to bring in each day a pair of indoor shoes.

### **Procedure:**

#### **For infants, please provide:**

- 2 change of clothes (name labeled on items)
  - An adequate supply of diapers and wipes
  - Warm outdoor clothes (mittens, hat, and boots) name labeled on items
  - Sun hats, boots and raingear (muddy buddies) name labeled on items
- Diaper bag

#### **For toddlers, please provide:**

- 2 change of clothes (if potty training may need more)
- An adequate supply of diapers and wipes, pullups or underpants

inside shoes

- Warm outdoor clothes (mittens, hat, and boots) name labeled on items

Sun hats, boots and raingear (muddy buddies) name labeled on items Diaper bag/Backpack

If needed, the center has an extra supply of clothing. If your child wears an item please return clean the following day.

#### **Daycare age:**

1 full change of clothes, including underwear and socks. If being toilet trained please provide extra. If your child is in pull ups and wipes please make sure the daycare is supplied with extra for your child's comfort.

## **DIAPERING AND TOILETING POLICY**

As the diapering of infants and the toileting of toddlers involves close adult-child contact, the care providers will be responsible for changing diapers and assisting with toileting. The childcare provider will involve the child by explaining what is being done and encouraging and interacting as much as possible. Childs safety will always be first and deep care and attention will be made for this to happen.

### **Center staff will:**

- Follow ministry if Health recommendation for diapering and toileting procedures posted by change table and in washroom
- Record diaper changes and toileting activities on the chart
- Encourage independence for dressing and toileting. Assist and support will be given to the children to encourage new skills
- Encourage the development of healthy personal habits by ensuring that children wash their hands after using the bathroom
- Be patient, supportive and understanding during this learning process
- Be respectful to the child's needs
- Sanitize the changing station after each use
- Sanitize the toilet area as needed
- Cleaning a child from a dirty diaper, wipe downwards for sanitary reasons

## **NAPPING POLICY**

### **Policy:**

Infants and toddlers will come with their individual sleeping patterns. We will try to meet the patterns while getting them into the routine of the daycare. Each child will be encouraged and cared for, and their needs met to the best of our ability.

### **Procedure for Infant toddler and Daycare:**

- Depending on the child's needs and age and parents input the children will either have one nap or two.
- Each day after lunch will be rest time. The length of naps depends on the individual child. Other naps will be on a as need basis
- Staff will be in room adjoining nap room and a monitor will be on
- Blankets, Stuffy's and other comfort items may be brought from home to be used in nap time to help the child adjust
- Naps are not mandatory but QUIET time is part of the daily routine. Children that have outgrown naps will have a quiet time, read books do puzzles and other quiet activities at this time.

## **MISSING CHILD POLICY**

### **Policy:**

In the event of a missing child from the daycare, the staff will remain calm and follow the procedures below

### **Procedure:**

#### **If a child goes missing:**

- Remaining children will stay together with staff
- Other staff member will look for another missing child
- Staff will stay calm and call the RCMP and give them a complete description of the child.
- Staff will notify the parent/guardian and inform them of the steps that are being taken to locate their child
- If two staff are with remaining children, they will work their way back to center

## **EMERGENCY PREPAREDNESS PLAN**

### **Policy:**

In case of emergency, an emergency Preparedness kit is available. We will have enough supplies for the daycare for one day of need per child.

### **EMERGENCY EVACUATION PROCEDURE:**

- In the event of an emergency that requires us to evacuate the daycare, we will get all children out of the center and meet at the back fence
- In case of an earthquake, all children will head under tables or in door frames and then leave center as soon as staff feel safe to do so. We then will meet at back of fence
- 911 will be called
- In the event of an emergency that requires us to evacuate the daycare, we will take our emergency kit to MB Sanford, across the street from the daycare center.
- Our priority is getting the children away from the danger safely as possible
- Emergency kit with phone numbers and pictures of children will be brought to the safe place with us
- Parents will be contacted for pickup as soon as possible
- If possible, a note will be left at the childcare door to where we are
- You as a parent will be asked upon enrollment in the daycare to prepare an EMERGENCY COMFORT PACK for your child. Family photo, small stuffy, extra clothing, baby formula, baby food
- We will test this emergency plan once a year
- Fire drills we will do monthly
- Earthquake drills Monthly

### **POWER OUTAGE OR BOMB THREAT PROCEDURE:**

- If there is a bomb threat the daycare staff will immediately evacuate the building
- Staff will take children to fence or if that is not safe to MB SANFORD
- 911 will be called
- If, after one hour, the fire department determines that the daycare is safe to enter, we will then return to the daycare.
- If after one hour, it is still unsafe to return to the daycare. Parents will be called to pick up their child.
- for power outage, if after one hour, the power is still out and there is no idea of when the power will turn back on, parents will be called to pick up their child
- Staff may call parents at any time to pick up their child, if their ability to maintain the child's safety is in question

### **EXTREME WEATHER POLICY:**

For extreme weather conditions we will do all possible to keep the centre open. If the Surrey school district is closed, we will also be closed. If we believe that for any situation the children/staff are in danger, we will close the centre. We will call and inform by talking with you or leaving a message.

## **IMMUNIZATION**

### **Policy:**

Young Climbers Childcare Center is required by Child Care Regulations to know if your child is up-to date on all shots. We need to know where the record book is and if you have chosen not to do shots, a signature saying that your child is not immunized needs to be on file.

### **Procedure:**

- Upon enrollment the daycare staff will ask for a current immunization record for every child
- If a parent has decided not to have their child inoculated, the following procedures will then apply
- Parents will provide a signature and dated saying that they have chosen not to have their child immunized and understand the importance of immunization. Side effect and the dangers of not being immunized
- If an outbreak occurs, the parents will be asked to remove the non-immunized child from the center until it has been determined that the child's health is no longer at risk

## ILLNESS POLICY

### **Policy:**

We care about our children's health as well as the staff, without healthy staff we are unable to provide effective care

### **Procedure:**

You will need to keep your child at home, or make alternative arrangements for the following conditions:

- fever over 38.3 (101F)
- Infected eyes or skin
- Any type of contagious disease such as the flu, measles, mumps, rubella or chicken pox
- **IMMEDIATELY REPORT TO STAFF ANY CONTAGIOUS OR COMUNICABLE DISEASES**
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps
- An acute cold with fever, runny nose and eyes, a "croupy" cough or congestion to the point that he/she has heavy breathing

If a child becomes sick at daycare, the parent will be called and if unable to reach or unavailable to pick up the guardian or authorized person will be called and asked to get the child. The staff will isolate the child from the other children and make the child comfortable as possible, but will not administer medication unless previously authorized to do so.

Children should be kept home when they show any of the following symptoms:

- sore throat, earache
- green runny nose, headache
- cough
- rash, fever (temperature of 101° or above)
- red eye(s)
- anything contagious

A record of up-to-date immunizations is required for children enrolling in the preschool. If you have chosen not to immunize your child a note must be on file saying that they are not immunized. If an outbreak occurs, we ask you to keep your child at home until safe to come back to school.

\*If your child is not well enough to participate in all activities, indoor and outdoor, they are not able to be a daycare until they are better. No medication (vitamins, aspirin, cough medication, etc.) can be administered by the preschool staff unless special arrangements are made with the child's physician and parent in writing. This includes asthma medication.

If a child becomes ill the preschool supervisor will try to reach the parents to come and pick up the child. If the parents cannot be reached, the emergency contact will be called.

Please keep the child at home until the child is well enough to join class again.

## **NON-PRESCRIPTION MEDICATIONS POLICY**

### **Policy:**

Administration of medications in daycares is regulated by the Child Care Regulations. This policy protects children, parents and staff. Early Childhood Educators are not formally qualified to make “judgment calls” as to when medications are appropriate. Medication prescribed by a doctor will be administered with a written note. If Tylenol/Advil is needed a written note by parent must be accompanied along with medication or will not be administered

### **Procedure:**

- All medication is always kept out of reach of the children
- Parents must inform staff of side effects or reaction that medication may cause in a child (eg: hives, drowsiness, and diarrhea)
- Authorization for the Administration of Prescription medication form must be completed by parent and a doctor’s note
- Medication must be brought to school in original container
- Label must clearly show the following information

**Child’s name**

**Name of medication**

**Dosage**

**Route (oral, nasal, rectal, eye, ear, or injection)**

**Physician name**

**Care of medication (shake well, refrigerate)**

**Date to end administration of medication**

- Any Baby bottles containing medication will not be given at the daycare
- If a child comes with a baby bottle with meds it will be dumped out for the protection of all children

## **EMERGENCY TRSANSPORTATION/MEDICAL ATTENTION POLICY**

### **Policy:**

Children that require immediate medical attention, staff will call 911 for immediate service.

### **Procedure:**

- Staff will call 911 for emergency transportation and or medical attention when the believe it is necessary for a child or children in their care
- Staff will call parents immediately after emergency services is called.
- If staff is unable to contact parents, the next on list will be called to inform of emergency.
- 1 staff member will go with emergency services, depending on child staff ratio.
- If child staff ratio will not be met, we will pull a responsible adult/parent/church staff member to help in this emergency.

## **LATE PICK-UP POLICY**

### **Policy:**

It is your responsibility to pick your child up on time. Allowances may be made for emergencies, (eg. Car accident, hospital emergency etc.), a parent who picks up a child after scheduled pick-up time will be charged a late fee of \$10.00 for the first 5 minutes and \$1.00 for every minute thereafter. If you are going to be late a phone call is a must, so that childcare center is informed. If you are having transportation issues, please remember that transportation is the responsibility of the parents to and from the school, staff will not be driving your child to or home from the childcare center.

### **Procedure:**

- Staff will make all attempts to call contact numbers including emergency contact numbers.
- If staff are not successful in contacting anyone to pick up, they will call the ministry for children and family development and the child will be released into the ministry
- Young Climbers Childcare staff will NOT TAKE a child home
- Money will go directly to staff who had to stay late

## **COMMUNICATION POLICY**

### **Policy:**

1. Parents are welcome to drop in and observe the program at any time. If consultation with a child care provider is desired, please let us know ahead of time so that the child care provider is able to work out the best they can to give you their undivided attention.
2. Telephone communication is encouraged
3. Parents can expect open communication with staff concerning
  - Child's progress
  - Program activities
  - Center operations
4. Parents can expect information through newsletters
5. Parents are asked to make themselves familiar with the parent handbook which states the policies and procedures of the center
  - The care of the children
  - The program
  - The general operation of the center
6. If parents are concerned with the care of their child, or any incidents at the center, they are asked to speak with a child care provider and if that is not satisfactory the talk to the Manager/Director of the center

## **RELEASE OF CHILDREN POLICY**

### **Policy:**

A child will be released only to the parent of his/her legal guardian unless otherwise noted on the registration forms or sign in/out sheet

### **Procedure:**

- Staff must be notified in writing of any alternative arrangements
- Picture identification will be required if that person is not known to the center
- Children will not be released to anyone under the age of 12

### **Non-Custodial Parents:**

- Parents must provide a copy of any custody order of the non-custodial parent.
- If the non- custodial parent insists that the child be released to them, the caregiver will:
- Calmly state the childcares policy
- Ensure all children and staff are safe
- Contact custodial parent
- Call RCMP if parent tries to leave with the child

### **REPORTABLE INCIDENTS**

#### **Policy:**

Daycare staff will adhere to the Community Care and licensing Regulation Section 29, 30, 31 (a) and 31 (b) The residential Care Regulations lists reportable incidents and their definitions in schedule D; the Child care licensing regulation includes the information in schedule H. Note an incident must be reported in residential care when a reportable incident has occurred, when abuse or neglect may have occurred, or when a person has witnessed a reportable incident. This is found in section 77(1) (a) and (b) of the residential care regulations. Child care licensees must report when a child is involved or may have been involved in a reportable incident while in care. This is found in section 55 (1) (B) and 55 (2) (a) of the child care licensing regulations.

#### **Reportable incidents:**

Aggressive or unusual behavior, attempted suicide, choking, death, disease or outbreak or occurrence, emergency restraint, emotional abuse, fall, financial abuse, food poisoning, medication error, missing or wandering person, motor vehicle injury, neglect, other injury, physical abuse, poisoning, service delivery problem, sexual abuse, unexpected illness

#### **Procedure:**

The child care licensing regulations section 55 requires a licensee to notify a child's parent or emergency contact and the medical health officer when a child is or may have been involved in a reportable incident

**How can incidents be reported:**

Complete the incident report form. The completed form can be faxed, e-mailed or hand delivered to your local community care and licensing office. If faxed it is not necessary to send the original form. Retain a copy of the incident report for your records

**CHILDCARE LICENSEE HAVE 24 HOURS TO NOTIFY THE MEDICAL HEALTH OFFICER**

**CHILD ABUSE: STAFF RESPONSABILITY****Policy:**

- Required by law to report suspected or disclosed abuse
- Responsible to report suspicion and or disclosures, staffs DO NOT determine if abuse has occurred
- Failure to report abuse can result in prosecution under the family and child service Act.
- Staff is not permitted to contact the parent, unless specifically directed to do so by ministry of children and family development and the RCMP
- Reporting procedures are designed to protect the child. Our concern is the safety and wellbeing of the child

**Procedure:**

1. Inform Supervisor/Director of your call and the reasons
2. Inform Head Pastor/or Head deacon of information
3. Call the police or Ministry for Children and family Development to report any child that looks like they have been abused, mentally, physically or emotionally.
4. Document the reasons to why you felt you had to make the call
5. **DO NOT CALL PARENTS OF THE CHILD you have concerns for**

### **SNACKS/LUNCHES:**

Please provide at least 2 healthy snacks and a lunch that the child can easily eat themselves (or if infants with help) (e.g. cut up orange slices, crackers, and carrot sticks sandwiches thermos of soup, cheese etc.). If you have hot food for lunch, please have it brought in a thermos already warmed.

Please bring a water bottle filled each day with your child's food. NO JUICE boxes or juice cups to be brought to daycare. The cup, bottles and containers will be returned at the end of each day. Please label all containers and backpacks with your child's name on it.

**Due to allergies, we have a NO PEANUT or PEANUT BUTTER policy. NO NUTS of any kind..... PLEASE!**

### **PHILOSOPHY OF DISCIPLINE**

Instilling a positive self-image and a healthy sense of self-esteem in your child is our goal. At times, disciplinary actions are needed to protect the child from hurting themselves or others. We set limits for your children to not only show them we care, but to teach them safety and respect for themselves and others around them.

Positive approaches to discipline involve modeling, reminding, redirecting, and if other approaches do not work, a time out.

Young Climbers Childcare center does not support the use of physical, emotional, or psychological punishment for any child in care.

No child shall be:

- Subjected to shoving, hitting, spanking, or any other form of Corporal punishment.
- Subjected to harsh, belittling, or degrading treatment, whether verbal, emotional, or physical, that would humiliate the child or undermine the child's self-respect.
- Confined, physically restrained, or kept, without adult supervision, part from children.
- Deprived of snacks/lunches or necessary use of toilet use as form of punishment.

Any serious concerns will be discussed with the family so that we might work together as a team to encourage appropriate behavior.