



ROSEMARY  
CHILD CENTER

POLICIES

## DAILY SCHEDULE

Time	Program
8:00 AM- 8:30 AM	Arrival, Morning Exploration
8:30 AM-9:00 AM	Learning Activity
9:00 AM- 9:30 AM	Clean up & Morning Snack
9:30 AM-10:00 AM	Circle Time & Music/Movement
10:00 AM-11:30 AM	Nature & Outdoor Exploration
11:30AM-12:00 PM	Lunch
12:00PM-2:30 PM	Nap Time/Rest Time
2:30PM- 3:00 PM	Afternoon snack
3:00PM-4:00 PM	Learning Activity
4:00PM-5:00 PM	Outdoor Play/Pick up

# POLICIES

## **BEHAVIOR GUIDANCE POLICY:**

Our goal in Rosemary childcare is to support each child's learning and development through positive interactions, so we will promote positive behaviors using the following guidelines:

### **Learning Environment:**

Provide a program and environment that supports each child's exploration and learning based on their needs, interests, and ages.

### **Expectations of Children's Behavior:**

Have a broad understanding of children's development and appropriate behaviors.

Demonstrate an awareness that the child's behavior is influenced by temperament, life experiences, culture, and family context.

Work with the family to understand the experiences of the child and how it may impact their behavior.

Provide feedback on any behavior issues in a positive and timely manner.

### **Positive Approach:**

Model and encourage problem-solving and conflict resolution, focusing on positive behaviors and what children should do instead of what they shouldn't. Teach children how to correct their behavior and make amends.

Set clear, consistent, & simple limits positively with easy-to-understand explanations for these limits. Acknowledge & reinforce appropriate behavior displayed by the children with both words & actions.

Give children enough time to respond to expectations.

### **Value the Child and Family:**

Encourage appropriate behaviors by building on the child's strengths.

Provide opportunities to practice appropriate behaviors.

Ensure parents understand the approach to behavior guidance, including what is/is not acceptable.

Maintain the confidentiality of the child and family.

### **The following practices will never happen in Rosemary childcare:**

Use of physical punishment, including hitting, spanking, slapping, or pinching a child, i  
Verbal abuse or threatening a child.

Harsh, degrading, or humiliating measures in public or in private, including threats of physical punishment.

## **BEHAVIORAL CONCERN DOCUMENTATION:**

### 1. \*Minor Incident Logbook\*:

Record minor behavioral incidents, such as: - Date, time, and location - Child's name and age - Description of the incident - Actions taken by staff - Follow-up actions (if needed)

2-\*Reportable Incident Forms\*: For more serious incidents, such as: - Physical harm or injury - Bullying or aggression - Property damage - Emotional distress - Incidents requiring first aid or medical attention Include: \* Date, time, and location \* Child's name and age \* Description of the incident \* Actions taken by staff \* First aid or medical treatment provided (if applicable)

## **When a child is not responding to the facility's strategies, it's essential to:**

### \*Inform\*:

1. Schedule a meeting with the parents to discuss the child's behavior and challenges.
2. Share specific examples and observations of the child's behavior.
3. Explain the strategies and interventions tried so far.

### \*Consult\*:

1. Collaborate with the parents to identify potential underlying causes of the behavior.
2. Ask for their insights, concerns, and ideas on how to support their child.
3. Discuss possible changes to the child's environment, routine, or support.

### \*Problem-Solve\*:

1. Work together to brainstorm alternative strategies and interventions.
2. Identify additional resources or support needed (e.g., therapy, counseling).
3. Develop a joint plan to implement new strategies and monitor progress.

### \*Follow-up\*:

1. Schedule regular meetings to review progress and adjust the plan as needed.
2. Maintain open communication channels for ongoing collaboration. Example script to initiate the conversation: "Hello [Parent], I wanted to touch base with you about [Child's name]'s behavior in our facility. We've noticed some challenges with [specific behavior] and have tried some strategies to support them. However, we haven't seen the desired response. I'd love to discuss this further with you, hear your thoughts, and work together to find additional solutions." Remember to approach conversation with empathy, active listening, and a collaborative mindset.

## **NUTRITION & MEALS policy:**

At Rosemary child center, we understand the importance of providing nutritious meals and snacks for children in their early years. We believe that proper nutrition is vital for their development, overall health, and well-being.

This nutrition policy outlines the guidelines and standards we follow to promote and maintain a healthy eating environment for children in our care. By implementing this nutrition policy, we aim to contribute to the well-being and development of the children in our care, providing them with the foundation for a lifetime of healthy eating habits.

The primary objective of our nutrition policy is to assist children in establishing healthy eating habits while in our home daycare setting. We aim to provide balanced and nutritious meals and snacks to meet their dietary needs, considering any allergies or dietary restrictions.

### **Guidelines:**

**Whole Foods: We will prioritize offering whole foods such as fruits, vegetables, whole grains, lean proteins, and dairy products to provide children with a variety of essential nutrients.**

1. **Balanced Meals:** Meals should consist of a balance of macronutrients (carbohydrates, fats, and proteins) to support children's growth and development. We will follow the Canadian Food Guide to ensure children receive the recommended servings of each food group.
2. **Portion Sizes:** We will serve age-appropriate portion sizes to encourage children to consume the appropriate amount of food for their age and activity level.
3. **Hydration:** We will provide access to water throughout the day and encourage children to drink water regularly to maintain optimal hydration levels.
4. **Limited Processed Foods:** We aim to minimize the consumption of processed foods, such as sugary snacks, sodas, candies, and fried foods, as they offer little nutritional value and can be detrimental to children's health.
5. **Allergies and Dietary Restrictions:** We will accommodate children with allergies or dietary restrictions by providing appropriate alternatives and ensuring that they are not exposed to any allergens in our food preparation and serving practices.
6. **Mealtime Environment:** We will create a positive and enjoyable environment during mealtimes, encouraging children to try new foods, engage in conversations, and practice table manners.

7. Food Safety: We will adhere to all relevant health and safety guidelines for food handling, storage, and preparation. Our eating areas will be regularly cleaned and sanitized.

8. Parental Involvement: We value open communication with parents and caregivers. We encourage parents to share any specific dietary needs or concerns their child may have, which will be taken into consideration when planning meals.

9. Nutrition Education: We will strive to educate children about the importance of healthy eating through various methods such as discussions, stories, and games.

For mealtimes, parents provide children with their own packed meals.

At all mealtimes, we sit with children and model positive appropriate social interaction and promote healthy eating habits. Safe drinking water will be available for children to drink; we will allow children time to eat and drink at their own pace. They will never be forced to consume any drink or food.

## **Eating Procedures**

- The tables are sanitized before and after each mealtime.
- The children will wash their hands before and after mealtimes.
- The children are taught to use good table manners and to clean up after themselves.

## **Allergies**

If a child has allergies, it is the parent/guardian's responsibility to inform the provider to ensure the necessary steps are taken to provide a safe environment for the child. Parents are required to provide a care plan from a doctor in case of emergencies and an epi- pen for their children (or a doctor's note stating that an epi-pen is not needed) in the case of severe allergies.

## **Nut and Food Allergies**

We cannot guarantee nut-free daycare; however, nuts or food products that contain nuts may be prohibited in our centers if a child with a severe allergy attends the center. On occasion, other serious food allergies are brought to our attention. If this is the case, parents will be asked to refrain from sending that particular food. Please inform us of any food allergies or dietary restrictions.

## **Birthday & Holiday Celebrations**

Daycare follows the recommendations of Fraser Health for celebrating special occasions. We will plan celebrations around activities such as a party, games, and crafts. If food is included in the celebrations, it will be nutritious food to teach kids that healthy food can be "fun food" too. Parents are encouraged to provide a nutritious snack to share for their child's birthday, such as a fruit tray or veggies/dip, rather than sugary treats. In addition to birthdays, we celebrate major holidays like Thanksgiving, Christmas, Halloween, New Year, Mother's Day, and Father's Day.

### **The process of informing parents about the food and drink provided to their child:**

1. Snack Schedule: The Center will create a snack schedule or calendar that outlines the snacks provided each week.
2. Snack List: Center will Post a list of common snacks provided in the childcare, including any allergens or ingredients used.
3. Party Notifications: Center will send a note or email to parents before a party, informing them of the type of cake or snacks that will be served.
4. Allergy Alerts: If a child has a known allergy, we will inform the parents of any potential allergens in the snacks provided.

### **Holidays:**

1. New Year's Day
2. Family Day (third Monday of February)
3. Good Friday
4. Easter Monday
5. Victoria Day
6. Canada Day
7. B.C. Day (first Monday of August)
8. Labour Day
9. Day of Truth and Reconciliation
10. Thanksgiving Day
11. Remembrance Day
12. Christmas Day
13. Boxing Day

**If each of holidays was on Saturday or Sunday, next Monday will be closed.**  
You **will** be charged regular tuition rates for any holiday and Vacations.

## Repayment Agreement Policy:

At Rosemary childcare, we strive to provide the highest quality care and educational services to children entrusted to our care. To maintain the sustainability of our daycare business and ensure prompt payment for services rendered, we have established the following Repayment Agreement Policy:

### 1. Payment Terms:

- a. Parents or guardians are required to pay all fees, as outlined in the daycare services agreement, on or before the start of each week.
- b. Payments can be made in cash, check, or through an e-transfer.
- c. Late payments may incur a late fee, which will be specified in the daycare services agreement.

### 2. Outstanding Balances:

- a. In the event of an outstanding balance for more than 7 days, parents or guardians will receive a written notice reminding them of the overdue payment.
- b. If outstanding balances remain unpaid for more than 14 days after the due date, daycare services will be suspended until full payment is received.
- c. The parent or guardian will be responsible for finding alternative childcare arrangements until the outstanding balance is settled.

### 3. Repayment Plans:

- a. If financial hardship arises and parents or guardians are unable to make the full payment on time, they must contact the daycare provider immediately to discuss repayment options.
- b. We will consider individual circumstances and may offer a repayment plan, allowing the outstanding balance to be paid in smaller installments.
- c. Any repayment plan must be agreed upon in writing and signed by both the daycare provider and the parent or guardian.

### 4. Termination of Services:

Failure to adhere to the agreed-upon repayment plan without proper communication may result in termination of daycare services.

### 5. Privacy and Confidentiality:

- a. All financial information shared by parents or guardians will be kept confidential. It will only be used for the purpose of calculating childcare fees and managing repayment plans.

## **Refund/Withdrawal Policy**

A minimum of 45-days' written notice is required for withdrawal from daycare and must be received on the 1<sup>st</sup> or 15<sup>th</sup> of the month prior to the month of withdrawal. (Jan 1<sup>st</sup> for Feb 15<sup>th</sup> or May 15<sup>th</sup> for June 31<sup>st</sup>)

The deposit will be returned if adequate notice is received.

If a notice is received less than 45 days in advance, the family will be required to pay for the current month plus one month's tuition. This policy applies to fully withdrawing a child from daycare, permanently reducing a child from full-time enrolment, or permanently reducing the number of days of part-time enrolment.

## **Withdrawals of Services**

We reserve the right to withdraw our services without notice if fees are not paid, policies are not being respected, or if any parent/guardian/child behaves in a manner that puts staff, the child, or other participants at risk, or diminishes the value of the Rosemary experience for other participants.

The following but not limited situations may be considered cause for terminating care:

- Behavioral concerns (Rosemary is not equipped to deal effectively and appropriately with a child whose behavior requires ongoing significant intervention, such as persistent unprovoked physical violence, persistent bullying, verbal harassment, or unauthorized departure from the center)

Unresolved custody issues (if a family's custody issues result in continuous conflicts at the daycare or places the child, staff, and other children at risk)

Inappropriate conduct including verbal harassment, threatening behavior, violent acts toward staff, children or other families involved in the program.

Non-payment of fees or late payments of childcare fees that exceed 10 outstanding days.

## **Absence from Care:**

No discounts or refunds are issued for missed days, statutory holidays, sick days, and closures due to inclement weather. There will also be no discounts or refunds issued for closures of 2 weeks or less due to lockdown restrictions and pandemic outbreaks.

To ensure a child's place is reserved, daycare fees are in effect even if the child ends up not being at the daycare every day of the month (whether due to sickness, family holidays, etc.). Please note that even if your child is not present at the daycare, the spot is reserved, and therefore, payment is still required for their enrollment and placement.

The fee remains the same for the months during which there are holidays and closures.

Parents are responsible for paying the full amount of monthly daycare fee and any amount not covered by affordable childcare benefit or fee reduction program or any other government funding.

## **Safe Release of Children policy:**

Parents/guardians are responsible for signing out their child on the attendance record each day their child attends daycare. When parents/guardians pick up their children from the outdoor playground, they must follow the sign-out procedures. The child will only be released to the person(s) the parent/guardian authorized on the registration form. Authorized people must be at least 16 years old. During a pandemic, teachers will be responsible for signing children in and out to prevent the spread of harmful viruses by reducing the amount of surface touching.

If an unauthorized person comes to the Daycare to pick up a child, the person will be denied authorization to pick up the child and the parent/guardian listed on the registration form will be contacted. If they insist on taking the child or if the situation becomes dangerous, we will call 911 and request assistance.

If an authorized person comes to the daycare to pick up a child and is deemed to be incapable of providing safe care, then we will suggest calling an alternate authorized person to pick up the child. If they insist on taking the child, we release them to their care, call the police, and report this incident to Child Protection Services.

If we believe or suspects that the parent/guardian picking up a child is under the influence of alcohol or drugs, the following procedure will be followed:

1. We will inform the parent/guardian of their concerns and offer to arrange alternate transportation
2. We will offer to phone a contact person on the parent/guardian registration form
3. If the parent/guardian insists on leaving with the child, we will call the police or the Ministry of Children and Family Development and inform them of the situation.
4. If the situation becomes dangerous, we will call 911 and request assistance

Parents/guardians are responsible for updating the daycare with any changes to drop-off and pick-ups. These updates must be given through written notice.

If the parents/guardians didn't come to pick up the child:

1. Attempt to contact the parents: Call or text the parents to inquire about their location and remind them that their child is still at the daycare. They might have been delayed due to unforeseen circumstances.

2. Contact alternative authorized people: we have a list of alternative authorized persons, attempt to contact them, and see if they are available to pick up the child.

3. Document the situation: Make sure to log all attempts to contact the parents or emergency contacts and note down the time and details of the situation. This documentation can be important for legal or safety reasons.

4-If we could not contact the parents and emergency contact, we call MCFD (604-476-2800)

## **Court Orders or Parental Access Affecting the Child:**

We must be provided with a copy of any court orders in place surrounding custody disputes.

This will be kept in the children's file for reference. We will be made aware of the details of the court order.

If parents of a registered child are living separately and custody has not been legally determined, the Daycare provider will abide by the information given on the child's registration form as completed by the enrolling parent. We encourage both parents to sign a written agreement confirming details regarding authorization for pick-up and access to information surrounding the child's care while attending the daycare.

If a child is withdrawn by the Ministry of Children and Family Development, the Ministry will need to send written notice of any changes in custody or to the family situation of a child.

if a non-custodial parent insists that a child be released with them, we will:

1. Calmly state the daycare's release of children policy.
2. Ensure all children and staff are safe.
3. Contact custodial parents.
4. Call 911 if the non-custodial parent tries to leave with the child.

## **Smoke-Free Environment**

Rosemary Childcare is required to be smoke-free environments under the Smoke-Free BC.

Tobacco and Vapor Products Control Act. Smoking or handling cigarettes or tobacco on the premises where Rosemary childcare is located, including all indoor and outdoor areas, is prohibited. This includes playgrounds, childcare property, and surrounding areas.

## **Outdoor Active Play:**

We will ensure that children have at least 60 minutes of outdoor activity per day. During inclement weather, alternate active play must be provided indoors. Weather can change quickly, as a rainy cool morning can rapidly become a humid, sunny afternoon. We ask that parents always prepare their children for any type of weather so that the child can participate comfortably outdoors.

## **Water Safety**

Water play, as well as visits to playgrounds with water features, are popular activities in the summer. To ensure that water play is safe, teachers will ensure that children are never left unattended around water and given 100% attention when they are near or around water. All tubs, buckets, containers, and wading pools will be emptied immediately after use.

## **Sunscreen**

During warm weather, we ask that parents provide sunscreen for their children as teachers will be applying sunscreen during outdoor activities with your permission. In addition:

Children under the age of one year are protected from direct sunlight using shade, stroller canopies, or umbrellas.

Outdoor activities will be limited to between 11 AM - 4 PM during summer days with temperatures over 30 degrees Celsius.

Sunscreen will be applied 15-30 min before going outside and reapplied every 2 hours and after water activities.

Parents/guardians will be asked to provide the following items for their children (reminders will be sent during warmer weather periods)

- Sunscreen with an SPF 30 or higher (please apply before or during drop-off)
- A hat, unbreakable sunglasses, long-sleeved shirt & at least knee-length shorts

## **Screen Use Policy:**

We do not incorporate screen time in our programs, which include computers, movies, video games, tablets, smartphones, or active video games.

We will also make all attempts to avoid exposing children to marketing and advertising.

## **Reportable Incidents policy:**

Families must be notified immediately if a child becomes ill, is injured, or is involved in a reportable incident while ensuring that confidentiality is not breached. Depending on the nature of the incident, the police, Ministry for Children and Family Development, the insurance agency, and other external agencies may need to be notified.

Reports will be filed in the children's file. If the nature of the incident is confidential, the Incident Report will be placed in a sealed envelope marked 'Confidential.' Section 55 of the Child Care Licensing Regulation is attached.

### **Reportable Incident Procedure:**

The process for documentation and notification of a disclosure, observation, or allegation is as follows:

#### **\*Documentation: \***

1. Record the disclosure, observation, or allegation in writing as soon as possible.
2. Include: - Date, time, and location - Description of the incident or concern - Names of children and staff involved - Any relevant details or context
3. Sign and date the document.

#### **\*Notification: \***

1. Notify the childcare licensee (e.g., supervisor or manager) immediately.
2. Notify the parent/guardian of the affected child(ren) as soon as possible.
3. Notify the Licensing Officer within 24 hours (or as required by regulation).
4. Notify other relevant parties (e.g., law enforcement, Ministry of Children and Family Development) as required.

#### **\*Reporting: \***

1. Complete the "Incident Report Form" (or equivalent) and submit it to the Licensing Officer within the required timeframe (24 hours).
2. Include: - Incident details - Investigation findings (if applicable) - Corrective actions taken

\*Additional Requirements: \*

1. Maintain incident records for at least 3 years.
2. Ensure confidentiality and security of records.
3. Cooperate with investigations and provide requested information

The process of reviewing and preventing similar incidents in the future is as follows:

Review:

Conduct a thorough review of the incident, including: - Causes and contributing factors - Response and actions taken - Effectiveness of policies and procedures

Involve relevant staff, management, and experts (if necessary): Analysis and Identification, Analyze the review findings to identify, Root causes, Areas for improvement, Gaps in policies, procedures, or training

Corrective Action Plan: Develop a corrective action plan to address identified areas, including: - Policy or procedure updates - Staff training or re-training - Changes to supervision or oversight - Other measures to prevent similar incidents

Implementation and Monitoring: Implement the corrective action plan. Monitor and evaluate the effectiveness of plan. Adjust as needed

\_Documentation and Record Keeping: Document the review, analysis, and corrective action plan. Maintain records of the incident, review, and follow-up actions

## **Non-reputable incident**

Procedures for Non-Reportable Accidents and Illnesses

Non-reportable incidents must also be recorded by childcare providers. Non-reportable incidents include minor accidents (not requiring medical attention), behavioral observations, and other unexpected events that may need to be shared with parents/guardians.

For minor accidents and illnesses that do not require First Aid treatment, the incident will be recorded in the Daily Logbook. We will record the child's name, time of day, location, equipment being used, and a brief description of the injury and treatment. This information may be shared with the parents/ guardian either in person, at pick-up time, by a telephone call, or by a brief written note.

## **Child Abuse and Neglect policy:**

We are required by law to watch for signs of child abuse and neglect. We adhere to a set of guidelines relating to the prevention and reporting of child abuse and neglect. Children and families have a right to expect an environment that is safe and free from any abuse or neglect.

Any staff, including the manager or volunteers, who have been accused of allegedly inflicting abuse, neglecting a child will be given a warning and suspended from work until the completion of an investigation by the Fraser Health Licensing Authority.

Any staff member or volunteer who knows about an incident of suspected abuse has the responsibility to report such an incident immediately to their manager and she will report to Fraser Health officer immediately. Failure on the part of any witness to report such an incident will result in disciplinary action and possible suspension from employment. This policy does not negate a staff member's right to move away from a child who is acting in a way that might harm the staff provided that the child is left in a safe situation.

The expectation in these instances is that the staff member will immediately report incidents to the manager.

To maintain an atmosphere in which children, families, and staff live and work without fear of abuse, every possible effort will be made to ensure that all reported incidents are thoroughly investigated and dealt with expeditiously.

If abuse of a child is suspected or a child discloses an incident of abuse, the following Steps will be followed:

Documentation:

1. Record the disclosure, observation, or allegation in writing immediately.
2. Include: Date, time, and location - Description of the incident or concern - Names of children and staff involved - Any relevant details or context - Actions taken
3. Sign and date the document.

Notification:

1. Notify the childcare licensee (e.g., supervisor or manager) immediately.
2. Notify the parent/guardian of the affected child(ren) as soon as possible, unless: - The parent/guardian is the alleged perpetrator - Notification would put the child at risk
3. Notify the following within 24 hours: - Licensing Officer - Ministry of Children and Family Development (MCFD) Screening Unit - Local police (if alleged perpetrator is not a parent/guardian)
4. Notify other relevant parties (e.g., health professionals) as required.

## Reporting:

1. Complete the "Abuse/Neglect Incident Report Form" (or equivalent) and submit it to: - Licensing Officer within 24 hours - MCFD Screening Unit within 24 hours
2. Include: - Incident details - Investigation findings (if applicable) - Corrective actions taken

## Additional Requirements:

1. Ensure confidentiality and security of records.
2. Cooperate with investigations and provide requested information.
3. Maintain incident records for at least 3 years.
4. Support the Child: Be available to listen and support, Monitor the child's well-being.

## **\*Missing Child Policy\***

At Rosemary Childcare Center, we prioritize the safety and well-being of all children in our care. This policy outlines the procedures to follow in the event of a missing child.

### \*Procedure: \*

1. **\*Initial Response\***:
  - Immediately alert all staff members and begin searching for the daycare premises.
  - Check all play areas, bathrooms, and quiet spaces.
2. **\*Notification\***:
  - If the child is still missing after a thorough search, notify the child's parents/guardians and the Maple Ridge RCMP.
  - Provide a detailed description of the child, including their name, age, height, weight, and clothing.
3. **\*Search Expansion\***:
  - Expand the search to surrounding areas, including parks and playgrounds.
  - Engage nearby businesses and residents in the search.
4. **\*Communication\***:
  - Keep parents/guardians informed of the search progress and any developments.
  - Ensure all staff members are aware of the situation and their roles.
5. **\*Incident Reporting\***:
  - Document the incident, including the time, date, and details of the search.
  - Review the incident to identify measures to prevent future occurrences.

\*Prevention: \*

- Conduct regular headcounts during transitions and activities.
- Ensure accurate attendance records.
- Always supervise children, especially during outdoor play.
- Secure the daycare premises to prevent unauthorized exit.

\*Training: \*

- Staff will receive training on this policy and missing child procedures during orientation and annual reviews.

\*Review and Revision: \*

- Review this policy annually or as needed.
- Revise the policy to reflect changes in regulations or best practices.

By following this policy, we aim to ensure the prompt and safe return of any missing child.

## Emergency Plan & Procedure:

Our goal in Rosemary Child Center is to provide a safe environment for children and us. Parents/guardians are expected to sign their children in when dropping them off at the daycare and sign them out again once they have picked them up.

At all times, we know how many children are present and their whereabouts.

In the event of an emergency, parents will be contacted directly by phone or email. If we are unable to reach parents directly, we will call the emergency contacts identified in the child's registration package. We will also endeavor to post information on our website.

Depending on the nature of the emergency, children may have to re-locate to the designated evacuation site, which is Pitt Meadows Elementary School, 11941 Harris Rd, Pitt Meadows, BC V3Y 2P8, (604)465-5828.

We will contact all the parents and notify them of the evacuation.

### Daycare Information: \*

- Name: Rosemary Child Center
- Address: 19085 ,117A Ave, Pitt Meadows, BC, V3Y 1Y5
- Phone Number: 604-404-8510
- Number of Children: 8 (Under36 months)
- Number of Staff: 3

### \*Emergency Contacts: \*

- Fire Department: 911
- Ambulance: 911
- Police Department: 911
- Poison Control: 1-800-567-8911

### \*Emergency Procedures: \*

1. \*Fire: \*
  - Alert staff and children
  - Evacuate to designated meeting spot (outside of the daycare, Front Yard)
  - Call 911
  - Do not re-enter the building
2. \*Earthquake: \*
  - Drop, Cover, and Hold On
  - Evacuate to designated meeting spot (Pitt Meadows Elementary school)
  - Check for injuries and provide assistance
3. \*Power Outage: \*
  - Check circuit breakers or fuse box
  - Use flashlights or battery-powered lanterns
  - Evacuate if necessary

4. \*Medical Emergency: \*
  - Call 911 or alert staff
  - Provide first aid if trained
  - Keep child calm and comfortable
5. \*Missing Child: \*
  - Search daycare premises
  - Notify parents/guardians and authorities if necessary
  - Follow missing child policy
6. \*Natural Gas Leak: \*
  - Evacuate immediately
  - Call 911 or gas company
  - Do not use electrical appliances

\*Evacuation Procedures: \*

- Designated meeting spot: [location outside the daycare]
- Staff roles:
  - One staff member leads evacuation
  - One staff member assists children
  - One staff member calls 911 (if necessary)
- Children's roles:
  - Follow staff instructions
  - Stay together as a group

\*Communication Plan: \*

- Staff will communicate with each other using [method, e.g., two-way radios]
- Staff will communicate with parents/guardians using [method, e.g., phone or email]

\*Drills and Training: \*

- Conduct regular fire drills (every month)
- Conduct earthquake drills (every year)
- Review emergency procedures with staff annually
- Provide first aid training for staff annually

\*Review and Revision: \*

- Review this plan annually or as needed
- Revise the plan to reflect changes in regulations or best practices

## **Emergency Information Cards**

Emergency information forms containing the name of the child, medications, and emergency contact information will be kept in the daycare. These forms will be taken, by staff, when practicing evacuations as well as in the event of an emergency. Daycare staff will ensure that all information on the emergency forms is up to date.

## **Emergency Equipment**

Emergency equipment, such as fire extinguishers and smoke detectors, will be onsite and checked/tested monthly.

### **For 72-hour Emergency/Earthquake Kit supplies**

- Place in a see-through zip-lock bag (please write your child/children's first and last name outside of the bag)
- Emergency out-of-town contact
- A Family pictures with names & phone numbers/email addresses
- Enough for 3 days with age-appropriate food, with special notice to your child's special diet restrictions and allergies (protein bars/granola bars/freeze-dried veggies/fruit, yogurt bites/cereal) and Extra clothes (include undergarments, tops, bottoms, and socks) •

Rosemary childcare has provided emergency water packs with purified drinking water for each child, thermal sleeping bag, toilet paper, disposable plate and other items which are necessary to be in emergency pack.

Facility manager will maintain and update the emergencies supplies and equipment every six months.

## **Fire Drills**

Fire drills will be practiced monthly at various times to ensure that all children who attend the daycare will be able to participate and become familiar with the drill. A fire drill and emergency evacuation procedure will be posted on the daycare bulletin board for review.

We promote the development of emergency preparedness skills in the children that attend daycare. To meet this goal, we will educate the children in the areas of how to call '911', what to do if your clothes are on fire, what to do in the event of a fire (or when someone detects smoke), and what a hot door means.

## **Fire Drill Procedure**

1. At the sound of the fire alarm, we will quickly and calmly help the children line up by the nearest fire exit door, ensuring that all children are accounted for.
2. We will also take the emergency backpack\* and attendance records
3. The provider/ECE will be responsible for ensuring that any supported child development children are accounted for and exited out of the building with the rest of the children.
4. We will escort the children out of the building and to the meeting place in the front yard across the street.
5. The provider will take attendance.
6. We will call 911 and state the nature of the emergency (in the event of a true emergency)
7. The children will re-enter the building when the fire officials have ensured that the building is safe
8. In the event of a drill, we will document the duration of the drill and any concerns
9. If the daycare building is unsafe to re-enter, the children will proceed to a safe place around daycare (it will be Pitt Meadows Elementary School, 11941 Harris Rd, Pitt Meadows, BC V3Y 2P8, (604)465-5828), then we will contact all the parents and notify them of the evacuation.

\* The emergency backpack contains a first aid kit and emergency contact names and numbers for the children registered in the daycare.

## **Natural Disaster**

In the case of a natural disaster such as an earthquake, flood, tsunami, and windstorm, we would follow procedures according to the type of natural disaster.

In the case of a flood or tsunami, our goal would be to adhere to the earthquake warning once they are made public and seek higher ground, meet at the designated meeting place, evacuate the building, and then contact the parents/guardians and emergency contacts of the child.

If there is a windstorm, we would adhere to the weather warning once they are made public and gather everyone at the designated meeting place, evacuate to Pitt Meadows Elementary School, 11941 Harris Rd, Pitt Meadows, BC V3Y 2P8, (604)465-5828, and then contact the parents/guardians and emergency contacts of the child.

In the case of an earthquake, we would follow our earthquake drill that is practiced yearly, meet at the designated meeting place, evacuate to Pitt Meadows Elementary School, 11941 Harris Rd, Pitt Meadows, BC V3Y 2P8, (604)465-5828, and then contact the parents/guardians and emergency contacts of the child.

## **Earthquake Drills**

Earthquake drills will be practiced yearly at various times to ensure that all children who attend the daycare and staff working within the daycare will be able to participate and become familiar with the drill. An earthquake drill & emergency evacuation procedure will be posted on the daycare bulletin board for review.

Rosemary Childcare promotes the development of emergency preparedness skills in the children that attend the daycare.

To meet this goal, we will educate the children in the areas of what to do during an earthquake, how long to wait under a desk or safe area after the shaking stops, how to evacuate safely, and where to go following evacuation.

## **Earthquake Drill Procedure**

1. Once the shaking begins, daycare staff and children will drop to the ground, take cover under a table or desk, and hold on, as practiced in our monthly drills.
2. When the shaking stops, daycare staff and children will count to 60 in case of aftershocks and leave after 60 seconds if no shaking follows.
3. We will take the emergency backpack, earthquake kit, and attendance records while instructing the children to take their 72 Hour Emergency Kits.
4. The ECE will be responsible for ensuring that any supported child development children are accounted for and exited out of the building with the rest of the children.
5. Daycare staff will escort the children out of the building and to the meeting place in the front yard across the street.
6. We will take attendance.
7. We will call 911 and state the nature of the emergency (in the event of a true emergency)
8. In the event of a drill, we will document the duration of the drill and any concerns.
9. The daycare staff and children will proceed to Pitt Meadows Elementary School, 11941 Harris Rd, Pitt Meadows, BC V3Y 2P8, (604)465-5828, then we will contact all the parents and notify them of the evacuation.

## **Care Plan policy:**

We will work to promote inclusive environments for all children regardless of their development or diagnosis. We will work with the child and parents to ensure that all children have equal opportunities to participate in all activities offered. It is important that families disclose if their child has developmental disabilities during the registration process, as some children need extra support to ensure their day is successful.

For children requiring extra support, an Inclusive Care Plan must be put into place as required and detailed by Child Care Licensing Regulations (Division 4, Section 58). The Care Plan developed must appropriately support the needs of the child, which will involve consultation of health care professionals and will be reviewed at least once per year.

## **HEALTH & ILLNESS policy:**

It is important to prevent the spread of infectious diseases or illnesses to other children and staff. These routine practices are designed to minimize the spread of illness.

Parents can help prevent the spread of infectious diseases or illnesses by keeping their child home anytime the child has the following symptoms of communicable illness until symptoms have stopped for at least 24 hours, or a doctor has determined the child is not experiencing a communicable illness.

- A temperature of 38 degrees Celsius or above
- Difficult or rapid breathing or a severe cough
- Vomiting more than twice in the last 24 hours
- Unexplained (i.e., not due to diet, or medication) diarrhea more than twice in the last 24 hours
- Sore throat especially if accompanied by a fever.
- Undiagnosed skin rash
- Persistent scratching of body or head
- Eyes are red or yellow, bowel movement is gray or white, or urine is dark or tea colored.
- Runny nose that is draining green mucus

If a child experience any of the signs and symptoms of communicable illness listed above while at daycare, I will contact the parent/guardian or an authorized person to take the child home. While the child is waiting for pick-up, they will be separated from the other children with supervision until it is determined they do not have a communicable illness. If a child becomes ill and the symptoms do not seem to be a communicable illness, we will provide a quiet and clean resting area for the child and ensure the child is under close supervision.

Parents or emergency contacts will be notified immediately if a child becomes ill, is injured, or is involved in a reportable incident.

Children with diarrhea or vomiting should stay home for 48-72 hours, and children taking antibiotics should stay home for 2 days after their first dosage. We ask parents to call and inform us as soon as possible if their child will not be attending the daycare due to illness.

Parents should seek medical consultation to ensure the child is fit to return to daycare. Children need to be well enough to participate in daily routine activities, both indoors and outdoors.

## **Medication Administration**

Whenever possible, parents/guardians should administer drugs and medication to their children at home, if this can be done without affecting the treatment schedule. When a child is ill, it is in their best interest to remain at home where they are comfortable and able to rest and get better.

We will only administer drugs and medications either prescribed by a doctor, nurse practitioner, or other licensed health provider and only when:

- The medication is in its original container with the pharmacist's label stating the child's name, medication prescribed, dosage, duration, and expiry date.
- All medication will be kept in a locked container and stored according to storage instructions and the keys will be kept in a secure place.
- Parents/guardians have filled in a medication administration consent form before any medication is administered to a child.
- For each child receiving medication, an entry must be made on the "Medication Consent Form". Staff giving the medication must list each dose administered and the time. If a dose is omitted, reason must be listed.
- For each child receiving medication on a daily basis or for a long period of time, a "Scheduled Medication/Treatment Record" will be filled out. Staff giving the medication must list each dose administered and the time. If a dose is omitted, reason must be listed.
- Any accidental administration (i.e. medication to the wrong child or wrong dose) must be recorded and reported to the Executive Director, Supervisor and/or designate, who must then notify the parent of the child.
- One ECE from each program is assigned the responsibility of administering all medication to the children in their program if it is required. In the absence of the ECE another ECE will be designated.
- Parents/guardians sign any medication in and out each day.
- Over-the-counter medication is accompanied by a written letter from the child's doctor stating the name of the child, medication prescribed, dosage, duration, expiry date, and reason for administering the medication. Without written notice, we cannot administer medication to a child.

## **Advil, Tylenol, Motrin (Pain Relievers, Fever Reducers, & Anti-inflammatory Medications)**

- It is not within Rosemary's practice to administer medications such as Advil, Tylenol, or Motrin to control cold or flu symptoms. It is in the best interest of the child to experience these symptoms to remain home, rest, and get better. If the child has a chronic illness (i.e., headache, migraine, seizures) or is teething, we may

administer medications like Advil or Tylenol with a doctor's note. The doctor's note must be updated annually or as the child's age, weight, or medical condition changes.

## **Head Lice Policy:**

The Canadian Pediatric Society has urged childcare facilities and schools to consider that excluding children with nits or live lice from school or childcare has no rational medical basis and is not recommended.

Head lice infestations are common in school children but are not associated with disease spread or poor hygiene. If a child has head lice, we will ensure no close head-to-head contact occurs between the child with head lice and other children, while making sure to disinfect surfaces and common areas. Head lice cannot jump and therefore, the risk of spreading is minimal with appropriate distancing.

Children with headaches do not need to be dismissed early and upon pick-up, we will inform the parents of their child's condition and let them know that their child can return to daycare once appropriate treatment has begun. We will also send letters out to parents of the center to check their children for lice while keeping the child diagnosed with headaches anonymous as these incidents are common in schools and childcare facilities amongst children.

## **Communicable Disease Policy:**

The purpose of this policy is to maintain a safe and healthy environment for all children and staff at our daycare. This policy outlines guidelines and procedures to minimize the spread of communicable diseases.

Our daycare is committed to controlling and preventing the spread of communicable diseases. We prioritize the health and well-being of all individuals attending our facility and aim to create a safe, nurturing, and healthy environment.

Procedures:

### 1. Immunization Records:

- a. All children attending our home daycare must provide up-to-date immunization records as required by local laws and regulations.
- b. Staff members are required to provide proof of immunization as required by local laws and regulations.

### 2. Illness Reporting:

- a. Parents/guardians are responsible for notifying the daycare provider if their child is diagnosed with any communicable disease.
- b. Staff members are required to report any diagnosed communicable diseases to the daycare provider.

### 3. Exclusion and Return Policy:

- a. Any child showing signs or symptoms of a communicable disease will be excluded from daycare until they are no longer contagious or when written approval from a healthcare provider is obtained.
- b. Staff members showing signs or symptoms of a communicable disease will be excluded from daycare until they are no longer contagious or when written approval from a healthcare provider is obtained.
- c. Children and staff members may return to the daycare after meeting the following conditions:
  - Being symptom-free for at least 24 hours without the aid of medication.
  - Obtaining a healthcare provider's written approval to return to daycare, if necessary.

### 4. Hygiene Practices:

- a. Encouraging regular handwashing for children and staff members, especially before and after meals, after using the toilet, and after touching shared surfaces.
- b. Encouraging the use of hand sanitizers in addition to handwashing.
- c. Promoting proper respiratory hygiene, including covering the mouth and nose with tissues or sleeves when coughing or sneezing, and properly disposing of used tissues.

### 5. Cleaning and Disinfection:

- a. Surfaces, toys, and frequently touched objects will be regularly cleaned and disinfected following appropriate guidelines.
- b. Bed linens and personal items belonging to children will be washed every week (or right away if it's necessary) to prevent the spread of communicable diseases.

### 6. Confidentiality:

- a. Information related to communicable diseases will be treated with the utmost confidentiality.
- b. Names and personal information of individuals diagnosed with communicable diseases will not be disclosed to other parents/guardians or staff members.

## **Hygiene and sanitation protocol:**

Maintaining good hygiene and sanitation protocols in a daycare is essential to ensure the health and well-being of the children in our care. Here are some guidelines to follow:

### 1. Personal Hygiene:

- We wash our hands thoroughly with soap and water before and after interacting with a child, after using the toilet, and before preparing food.
- All staff members maintain a high level of personal hygiene, including regular bathing, clean clothes, and trimmed nails.

-We encourage children to cover their mouths and noses with a tissue or the crook of their arms when they cough or sneeze.

## 2. Cleaning and Disinfecting:

-We regularly clean and disinfect frequently touched surfaces and objects such as doorknobs, light switches, toys, and play equipment.

-We use appropriate disinfectants approved for use against viruses and bacteria, follow the manufacturer's instructions for dilution, contact time, and proper use.

-We pay special attention to cleaning and disinfecting high-risk areas, including diaper changing stations, bathroom fixtures, and kitchen areas.

-We ensure that cleaning supplies are stored properly, labeled, and kept out of reach of children.

## **Emergency Transportation and Medical Attention Policy:**

For children who require immediate medical attention, we will call the ambulance to respond.

Procedure:

- We will phone for emergency transportation and/or medical attention when they seem necessary for a child or children in our care.
- We will notify parents or emergency contacts of the situation.
- We will complete appropriate incident reports.
- We will be with the child until parents/ guardians arrive.

## **Clothing & Possessions Policy:**

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather.

Please provide:

1. Packed Lunch, milk (if needed), and snacks.
2. Diaper and wipes (if needed)
3. Pull-ups if potty training
4. Complete change of clothing (bring at least 2)
5. Seasonal outdoor clothing when appropriate
6. Muddy buddy
7. Boots
8. Sun hats
9. Sunscreen
10. Indoor shoes/slippers

## **Napping/Resting Policy:**

Most young children need naps throughout the day as it aids their physical and mental development and helps keep them from becoming overtired, which can affect their mood and make their experience at daycare harder.

For some children, sticking to a naptime schedule can be a challenge. Many do love napping, but others don't want to miss a thing and will fight sleep. If a child refuses daytime naps, parents should consider setting an earlier bedtime.

- Many parents worry that nap times will interfere with kids' bedtime, especially on days when a child takes a later nap than usual. Before you consider eliminating your child's naps entirely to wear out your child by bedtime, consider this: well-rested kids are quicker to settle down at night than overtired ones. Overtired kids are often "wired" and restless, unable to self-soothe at bedtime, and more likely to wake through the night

If parents feel that their child's late naptime is the cause of bedtime problems, they should consider waking their child a little earlier in the morning so the nap can begin sooner. We also suggest parents keep a consistent bedtime routine at home, as children with late bedtimes on the weekend may struggle to adjust to a regular sleep schedule on weekdays.

- We will not deny or withhold sleep from children, as sleep is a basic need for children. We will also not wake a child up earlier than their scheduled wake-up time, as every child has a choice to fall asleep and if a child falls asleep, they obviously need that rest.
- Children who have outgrown naps will have quiet time, read books, do puzzles, and other appropriate activities.
- Children will be always under supervision.

For children in our Program, separate cots or mats will be provided for each child. Bedding will be sent home to be washed weekly or when soiled/wet.

## **Bathroom Supervision Policy**

Purpose: Ensure children's safety and well-being during bathroom use.

Visual Supervision: Staff will always maintain visual supervision of children, including during changing diapers, toileting and handwashing.

Assistance: Staff will assist children as needed with toileting, wiping, and handwashing.

Hygiene: Encourage children to practice good hygiene habits, such as washing hands with soap and water.

Privacy: Respect children's privacy while balancing the need for supervision.

Emergency Procedures: \* Establish procedures for emergency situations, such as a child falling or experiencing a medical issue.

Communication: Inform parents of any bathroom-related incidents or concerns.

## **Community Walks**

Community walks provide valuable experiences for children and allow us to extend program activities outside of the classroom. We might take children for neighborhood walks or to visit local parks so they can know their community. This is considered a part of our regular routine and is often done spontaneously.

## **COMMUNICATION POLICY:**

### **Daily communication**

During the hours of operation, parents/guardians are welcome to give us a call or message to see how their child is doing, or to ask us questions or discuss concerns. If we are outside or away from Daycare, there will be a note on the door indicating where we are. We would like to keep an open line of communication between parents and Daycare. We will always inform parents/guardians of events that have happened with the child during the day. We will take the time when parents/guardians pick up their child to share about the child's day, and we ask that parent/guardians do the same when they drop their child off at the Daycare.

Daycare values professionalism and positive communication; we are expected to communicate with parents/guardians accordingly. In return, Daycare expects that parents and guardians will communicate with us in a manner that also reflects professionalism and positive communication. We will not tolerate yelling, swearing, or any behavior that is discriminatory or profane. This may result in withdrawal of services and legal concerns.

### **Respectful Language**

We will model respectful language to the children and will never use explicit, rude, or discriminatory language at the daycare. There are times where other children may repeat explicit or rude words that they have learned from a different environment and because of a child's nature to copy what they hear; this may result in other children copying this new word as well.

Children often like to try out words they hear or make up. These are just as likely to be swear words as others. Children pick up swear words from many sources, outside and inside the home. Not all children swear words from their parents. Young children often swear because they're exploring language.

They might be testing a new word, perhaps to understand its meaning. Sometimes swearing happens accidentally when children are learning to say words or because the word sounds

funny or gets a reaction.

Toddlers and preschoolers under four years old are too young to understand the meaning of swear words and why swear words aren't Ok for children. but they may understand that swear words can hurt or offend others. It's enough just to say, "That's not a nice word," "We don't use that word, or "We don't use words that upset people." We encourage parents to model respectful language from home and agree on acceptable language and discuss this with their children. It's less confusing for children if rules about swearing apply to adults as well as children. To avoid the use of explicit, rude, or discriminatory language, we need to avoid it as well.